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| Policy Title: | Health, Safety and Wellbeing Statement and Model Academy Policy |
| Version: | 1 |
| Member of Staff Responsible: | Chief Executive Officer |
| Status: | Statutory |
| Date adopted by Trust Board: | 11 th December 2023 |
| Date for review: | November 2024 |
| Date reviewed: | 17 th October 2022 3 rd November 2021 |
| Reviewed: | Annually |

Primitas Learning Partnership promotes the safeguarding and welfare of children in its care; all policies support the Safeguarding Policy.

Overview Statement

As the employer, overall accountability for health and safety lies with Primitas Learning Partnership and we are absolutely committed to ensuring that all of our Academies provide a day-to-day working environment which is safe and healthy for all staff, students and visitors.

However, the responsibility for the day-to-day health and safety of staff, pupils and visitors in individual academies lies with the Headteacher, who will then delegate some functions to other relevant staff, such as the Business Manager/Facilities Manager/Site Manager/Site Supervisor/Caretaker, etc.

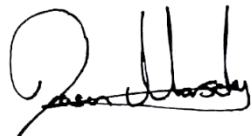

Although Local Governing Bodies are not the employer, they have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason. They do this by ensuring strategic direction and by working in close partnership with the Headteacher and Senior Leadership Team of their academy and other Trust staff to support and promote good health and safety management.

Therefore, each Academy has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is developed, monitored and reviewed regularly by the Headteacher and Senior Leadership Team in conjunction with the Local Governing Body.

Please note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. Primitas Learning Partnership receive this advice and support via their Health and Safety SLA.

This service provides a model Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use in their own particular context. This is on the next page and is the one which is recommended for use by all Primitas Academies.

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| Chair of the Trust Board | Chief Executive Officer |
| Date: 11/12/23 | Date: 11/12/23 |

Health, Safety and
Wellbeing Policy Henry Chadwick Primary

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the School

Part E - The Key Performance Indicators

A. Introduction

This policy statement complements (and should be read in conjunction with) the rest of the Health and Safety Policy. It records the local organisation and arrangements Health and Safety in the named Academy.

B. Statement of Intent

It is the aim of Governing Body of this Academy to comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation. The Governing Body is committed to taking effective action 'so far as is reasonably practical' to ensure that:

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school/academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued.

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| <i>Chris Gate</i> | Vicki Barnes |
| Chair of Governors | Headteacher |
| Date: | Date: 09.02.2024 |

C. Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

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| The school/academy obtains competent health and safety advice from | Sarah-Jane Walmsley |
| The contact details are | Sarah-jane.walmsley@staffordshire.gov.uk |

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| | 07837 832584 |
| In an emergency we contact the Duty Team 01785 355777 | |

Monitoring Health and Safety

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| Name of person(s) responsible for the overall monitoring of health and safety in school/academy: | Vicki Barnes |
| Our arrangements for the monitoring of health and safety: Annual meetings with Sarah-Jane Completion of health and Safety Audit and evaluation Annual report to governors Progression through H and S action plan Annual fire safety audit Part of every staff meeting INSET staff are all aware of the part that they play in H and S – all staff | |
| The school/academy carries out formal evaluations and audits on the management of health and safety (frequency). Annually | |
| <i>The last audit took place</i> | <i>Date: October 2022</i> <i>By: Vicki Barnes</i> |
| Name of person responsible for monitoring the implementation of health and safety policies | Name Jackie Hesslegrave |
| All staff are aware of the key performance indicators in part E and how they are monitored | |
| Workplace inspections - type | Name of person who carries these out |
| Weekly Checks | Rob Mills |
| Water Inspections - monthly | HSL |
| Annual PAT testing | Calbarrie |
| Asbestos | Zoe Callaghan |
| Emergency Lighting | |
| Fire Alarms | Lantern Fire and Security |
| Fire extinguishers | |
| Intruder alarms | Chubb |
| Fixed Electrical Testing | Speed Electric |

1. Accident Reporting, Recording & Investigation

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| Our arrangements for recording and investigating: |
| pupil accidents: We use My Health and Safety as part of our Health and safety SLA with Entrust |
| staff accidents: We use My Health and Safety as part of our Health and safety SLA with Entrust |
| visitor accidents: We use My Health and Safety as part of our Health and safety SLA with Entrust |
| The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Vicki Barnes |
| Our arrangements for reporting to the Governing Body or Academy Board are: Contact Chair of Governors, CEO and Jackie Hesslegrave via email / phone. |
| Our arrangements for reviewing accidents and identifying trends are: Monthly and annual |

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| review and reporting to LGB |
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2. Asbestos

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| Name of Premises Manager responsible for Managing Asbestos. | Name Vicki Barnes |
| Location of the Asbestos Management Log or Record System. | Location HT Office |
| Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Sharing the Asbestos register with them | |
| Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Asbestos protocol shared at staff meeting, Asbestos register shared at staff meeting. | |
| Staff must report damage to asbestos materials to: | Name Vicki Barnes |
| Staff must not drill or affix anything to walls without first obtaining approval from the premises manager and both premises manager and staff must check asbestos register. | |

3. Communication

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| Name of SLT member who is responsible for communicating with staff on health and safety matters: | Name Vicki Barnes |
| Our arrangements for communicating about health and safety matters with all staff are: in weekly staff meeting, sharing policies and protocols which staff sign to say that they have read, regular emails if any further information arises. | |
| Staff can make suggestions for health and safety improvements by: Speaking to the SLT | |

4. Construction Work *See also Contractor Management

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| Name of person coordinating any construction work / acting as Client for any construction project. | Name Vicki Barnes / Carole Jones |
| Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Sharing site information including asbestos register Familiarising contractors with the building, fire exits etc Hazard Exchange form Checking DBS Duty holders will be identified and named as part of any Construction project. Sharing appropriate risk assessments etc. | |
| Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Giving contactors these to read / sign Getting risk assessments and certificates from contractors and storing in the HT office. | |
| Our arrangements for the induction of contractors are: Sharing fire procedures, risk registers, | |

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| school protocols, DBS checks, L1 safeguarding training checks. |
| Staff should report concerns about contractors to: Vicki Barnes |
| We will review any construction activities on the site by: Regular checks. |

5. Consultation

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| Name of SLT member who is responsible for consulting with staff on health and safety matters: | Name Vicki Barnes |
| Our arrangements for consulting with staff on health and safety matters are: Our arrangements for communicating about health and safety matters with all staff are: in weekly staff meeting, sharing policies and protocols which staff sign to say that they have read, regular emails if any further information arises. | |
| Staff can raise issues of concern by: Contacting SLT | |

6. Contractor Management

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| Name of person responsible for managing and monitoring contractor activity | Name Vicki Barnes |
| Our arrangements for selecting competent contractors are: Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Sharing site information including asbestos register Familiarising contractors with the building, fire exits etc Checking DBS Duty holders will be identified and named as part of any Construction project. Sharing appropriate risk assessments etc. | |
| Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Giving contractors these to read / sign Getting risk assessments and certificates from contractors and storing in the HT office. | |
| Our arrangements for the induction of contractors are: Sharing fire procedures, risk registers, school protocols, DBS checks, L1 safeguarding training checks. | |
| Staff should report concerns about contractors to: Vicki Barnes / SLT | |

7. Curriculum Areas – health and safety

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| Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE | Head of Dept. or Curriculum Lead Name Paul O’Leary Sarah Orme Paul O’Leary |
| Risk assessments for these curriculum areas are the responsibility of: | Name(s) As above |

8. Display Screen Equipment use (including PC's, laptops and tablets)

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| The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour. | |
| Our arrangements for carrying out DSE assessments are: Completion of assessments and discussion with Vicki Barnes | |
| Name of person who has responsibility for carrying out Display Screen Equipment Assessments | Name Vicki Barnes |
| DSE assessments are recorded and any control measures required to reduce risk are managed by | Name Vicki Barnes |

9. Early Years Foundation Stage (EYFS)

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| Name of person who has overall responsibility for EYFS | Name Amy Walsh / Jane Jane |
| Our arrangements for the safe management of EYFS are: Available in the Early Years policy Correct staff to child ratios Daily playground / equipment / Classroom checks. Annual playground checks No mobile phone policy Water compliance checks Daily dynamic risk assessments. | |

10. Educational visits / Off-Site Activities

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| Name of person who has overall responsibility for Educational Visits | <i>Name Vicki Barnes</i> |
| The Educational Visits Coordinator is | <i>Name Sarah Orme</i> |
| Our arrangements for the safe management of educational visits: Completing the EVOLVE and attaching necessary documents, saving to be checked by EVC and head teacher. This must be done at least weeks prior to visit. Risk assessments for venue to be determined by pre-visit. Risk assessment to be written, checked by VB and then attached to Evolve. Transport risk assessment to be adapted where necessary and attached to Evolve. Student specific risk assessments to be completed – those will SEND, behaviour needs or care plans in place. Medical information sheets and medication to be taken. | |

11. Electrical Equipment [fixed & portable]

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| Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required: | Name Speed Electrics |
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| Fixed electrical wiring test records are located: | In the HT office |
| All staff visually inspect electrical equipment before use. | |
| Our arrangements for bringing personal electrical items onto the school site are: Staff must not use fixed electrical items from home Staff must not use portable electrical items from home unless they have been tested within the last 12 months. | |
| Name of person responsible for arranging the testing of portable electrical equipment (PAT): | Name Carole Jones |
| Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing: | Name Greywood compliance Officer |
| Portable electrical equipment (PAT) testing records are located: | In the HT Office |
| Staff must take defective electrical equipment out of use and report to: | Name Vicki Barnes |
| The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested. | |

12. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

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| Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning | Fire risk assessment done by Elite Safety on December - reviewed by VB December 2022 – due for external review December 2023. Name Vicki Barnes |
| The Fire Risk Assessment is located | In the HT Office – Fire Safety File. |
| When the fire alarm is raised the person responsible for calling the fire service is | Name Carole Jones |
| Name of person responsible for arranging and recording of fire drills | Name Carole Jones |
| Name of person responsible for creating and reviewing Fire Evacuation arrangements | Name Vicki Barnes / Carole Jones |
| Our Fire Evacuation Arrangements are published | Location in all classrooms, the main office, kitchen and staff room. |
| Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at | Location the HT Office. |
| Name of person responsible for training staff in fire procedures | Name Vicki Barnes |
| All staff must be aware of the Fire Procedures in school | |

13. First Aid *see also Medication

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| Name of person responsible for carrying out the First Aid Assessment | Name Vicki Barnes |
| The First Aid Assessment is located | In the HT Office. |
| First Aiders are listed | In the main Office / HT Office / Staffroom |
| Name of person responsible for arranging and | Name Carole Jones |

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| monitoring First Aid Training | |
| Location of First Aid Box | Corridor, IT Cupboard, Main Office. |
| Name of person responsible for checking & restocking first aid boxes | Zia Hall |
| In an emergency staff are aware of how to summon an ambulance | |
| Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital): | |
| pupils | Parents contacted – VB to go to hospital / SO if VB off-site. Staffordshire notified. Two staff members to stay with pupil until ambulance arrives. |
| staff | Next of Kin Contacted – VB to go to hospital (unless another member of staff is requested) / SO if VB off-site. Two staff members to stay with pupil until ambulance arrives. |
| visitors | Company / Next of kin contacted VB to go to hospital if necessary. |
| Our arrangements for recording the use of First Aid are First Aid Book in the Main Office. My Health and Safety where major injuries or staff injuries occur. | |

14. Forest School

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| Name of person in school who leads on Forest School activity | Claire Williams |
| Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. CW to complete risk assessments for all activities / VB to check. RA kept in Forest School File (with KB) and office file – with VB At least two adults for all Forest School sessions one must be a qualified Forest School Lead. | |

15. Glass & Glazing

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| All glass in doors and side panels are constructed of safety glass | |
| All replacement glass is of safety standard | |
| A glass and glazing assessment takes place annually. There are daily visual assessments made. | Date and Location – HT Office. |

16. Hazardous Substances (COSHH)

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| Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments) | Vicki Barnes |
| Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Storage – all hazardous substances and kept in a locked cupboard and are only accessed by | |

trained staff. All hazardous substances and risk assessed. RA are kept in the RA file in the The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.

17. Health and Safety Law Poster

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| The Health and Safety at Work poster is located: | Location: In the Staffroom. |
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards

Our waste management arrangements are: Bins and recycling is emptied daily.

Recycling collect alternate weeks – see CC rota

Large blue bin emptied every Thursday.

Our site housekeeping arrangements are: Bins and recycling is emptied daily.

School cleaned daily in term time.

Site cleaning is provided by:

Name and contact details

The Glen Group

2 Britannia Buildings

Merchants Road

Hotwells

Bristol

BS8 4QD

Contact: Area manager – Jackie Jones

Jackiejones@glengroupltd.com

Cleaning staff have received appropriate information, instruction and training about the following and are competent. Training given by Compass group[UK:

work equipment

hazardous substances

Waste skips and bins are located away from the school building.

All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.

Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

19. Infection Control

Name of person responsible for managing infection control:

Name Vicki Barnes

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Wash hands before eating, after going to toilet.

Wipe down hard surfaces as needed

Respiratory hygiene – staff / children reminded

Follow NHS guidelines around infectious illnesses

Sickness / Diarrhoea – stay away from school for 48 hours

Individual Risk Assessments where needed i.e. pregnant / vulnerable staff.

(see current guidance on Scarlett Fever / Strep A – November / December 2022)

20. Lettings

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| Name of Premises Manager or member of Leadership team responsible for Lettings | <i>Name Vicki Barnes</i> |
| Our arrangements for managing Lettings of the school/academy /rooms or external premises are: Completion of Lettings forms Agreement by Premises manager Completion of RA / Health and Safety and public liability insurance shared. DBS, safeguarding training and First aid qualification shared. | |
| The health and safety considerations for Lettings are considered and reviewed annually. | |
| Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures. | |
| Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request. | |
| Hirers must provide a register of those present during a letting upon request. | |

21. Lone Working

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| Our arrangements for managing lone working are: We have a lone working policy Staff are discouraged from working alone. Staff lone working should contact another member of staff when they arrive and leave No working at height whilst working alone. Ensure that all external doors are locked. |
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22. Maintenance / Inspection of Equipment (including selection of equipment)

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| NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms | |
| Name of person responsible for the selection, maintenance / inspection and testing of equipment | Name Rob Mills to meet and lead specialised people. |
| Records of maintenance and inspection of equipment are retained and are located: | Location In the main Office and HT Office. |
| Staff report any broken or defective equipment | Name Vicki Barnes |

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| to: | |
| The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested. | |

23. Manual Handling

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| Name of competent person responsible for carrying out manual handling risk assessments | Name Vicki Barnes |
| Our arrangements for managing manual handling activities are: Regular training and updates Manual Handling RA updated and shared annually Two members of staff to put each lunch table up and down. Manual handling booklet shared Classroom staff not to lift table alone | |
| Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. | |
| Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task. | |
| Staff are trained appropriately to carry out manual handling activities. | |
| Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff). | |

24. Medication

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| Name of person responsible for the management of and administration of medication to pupils in school/academy | Name Carole Jones. |
| Our arrangements for the administration of medicines to pupils are: Form to be completed signed by parents Medication to be kept in office Medicine administered by first aid trained member of staff (recorded and signed); in identified circumstances medication to be checked by a second person and recorded accordingly eg epilepsy and insulin. Medication sheet completed and signed. Medicine returned when no longer in use. Inhalers in classrooms Care Plans in place for every child where any medicine is administered. Details on administering medicines procedure for when too much of a medication is administered. Appropriate staff have EpiPen, asthma etc training. | |
| The names members of staff who are authorised to give / support pupils with medication are: | All first aid qualified staff. |
| Medication is stored: | Main Office/ Staff Room Fridge (if necessary), inhalers and EpiPen in classrooms. |
| A record of the administration of medication is located: | Location Main Office. |

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| Pupils who administer and/or manage their own medication in school are authorised to do so by Carole Jones and provided with a suitable private location to administer medication/store medication and equipment. |
| Staff are trained to administer complex medication by the school nursing service when required. |
| Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Inhalers are self-administered where appropriate. Dosage recorded by First Aid trained member of staff. Parents will be informed when inhaler is used. Certain staff are EpiPen trained and will administer where necessary. Ambulance and parents to be called and patient to go to hospital for check-up. |
| Staff who are taking medication must keep this personal medication in a secure area in a staff only location – Locked in classroom cupboards, main or HT Office. |
| Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work. |

25. Personal Protective Equipment (PPE) (links to Risk Assessment)

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| PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means. | |
| Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff. | Carole Jones |
| Name of person responsible for the checking and maintenance of personal protective equipment provided for staff | Carole Jones |
| PPE provided for use in curriculum lessons is not “personal” as it is provided for pupils in classroom situations. | |
| Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils. | <i>The class teacher / lead practitioner in the classroom.</i> |
| All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. | |
| Name(s) of person responsible for cleaning and checking pupil PPE. | The Class Teacher Science goggles etc to be double checked by RF. |

26. Play / Outdoor fitness Equipment

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| <i>List play/outdoor fitness equipment.</i> | |
| Name(s) of person responsible for equipment/contractor involved in service of the equipment. | Name: Rob Mills to meet Mercury Sports when testing equipment. |
| Details of the inspection (weekly/monthly/annual inspections) | Annual inspections – checks before use by staff. |
| Details of the inspection specifics and defects procedures Once checked defects reported to Vicki Barnes Equipment either disposed, repaired or replaced. Log kept. | |

27. Reporting Hazards or Defects

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| All staff and pupils must report any hazards, defects or dangerous situations they see at school. |
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| Our arrangements for the reporting of hazards and defects: Inform the headteacher and Caretaker. |
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28. Risk Assessments

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| The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk. |
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| Risk assessments are in place for the following areas: |
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| (examples) |
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| Premises and grounds |
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| Curriculum / classrooms |
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| Hazardous activities or events |
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| Lettings or contract work which may affect staff or pupils in the school/academy |
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| Fire Risk Assessment |
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| Hazardous Substances |
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| Work Equipment |
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| Manual handling activities |
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| Risks related to individuals e.g. health issues |
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| Pregnancy - OJ |
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| Vulnerable adults |
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| Adults with health conditions |
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| Vulnerable children |
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| Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning | Vicki Barnes |
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| Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: |
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| Risk assessments are written and shared by email and at staff meetings. Staff read and email to say that they have read so that they can be signed off on the sheet. By emailing, all staff agree to follow Risk assessment. |
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| Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. |
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| When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. |
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| Risk assessments are created or reviewed when something new is introduced or a change has occurred. Risk assessments are reviewed at least annually. |
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29. Smoking

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| No smoking or vaping is permitted on site or in vehicles owned or operated by the school. |
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30. Snow Conditions

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| <p>Detail adverse weather procedures and grit plans Grit plans are in place and have been shared with the caretaker. Caretaker will check and treat all paths and make contact with VB. Decision to close lies with VB (preferably after accessing and checking site) Snow closures reported to SCC, put on website and parents notified by email and text. Staff notified by text and email,</p> |
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31. Stress and Staff Well-being

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| Name of person who has overall responsibility for the health and wellbeing of school staff | Vicki Barnes Sarah Orme (Mental Health Lead) |
| <p>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</p> <p>Open door policy Peer supervision where necessary Staff well-being questionnaires Staff mental health first aider in place. Access to ThinkWell Well-being day OH referrals Well-being advise board. Metal Health Lead</p> | |
| Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. | |
| All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. | |
| Individual stress risk assessments take place when a member of staff requires additional individual support. | |
| A team stress risk assessment has been completed involving all staff and this is reviewed annually. Last completed July 2021. | |

32. Training and Development

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| Name of person who has overall responsibility for the training and development of staff. | Name Vicki Barnes |
| All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. | |
| <p>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</p> <p>Inductions Sharing of policies Health and Safety part of all staff meetings Staff consultation group from Sep 2021 Training Specific training for identified staff – caretaker / premises manager etc.</p> | |

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| The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff. | |
| Training records are retained and are located in the HT Office. | |
| Training and competency as a result of training is monitored and measured by: | Name Vicki Barnes |

33. Vehicle movement on site

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| Name of Premises Manager responsible for the management of vehicles on site | <i>Name Vicki Barnes</i> |
| <p>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): No one to enter staff carpark between 8.20 and 9.10 / 2.50 and 3.30 Vehicle RA in place Gates are locked during the day so access to the site is always supervised by a member if staff opening / locking gate. Parents regularly reminded of expectation regarding vehicles Road Safety training for children.</p> | |

34. Violence and Aggression and School/Academy Security

| | |
|---|---|
| The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors. | |
| A risk assessment is carried out where staff are at increased risk of injury due to their work. | |
| Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. | |
| Staff and pupils must report all incidents of verbal & physical violence to: | Name Vicki Barnes |
| Incidents of verbal & physical violence are investigated by: | Name Vicki Barnes and Sarah Orme Chair of governors – Chris Gate will be informed and may investigate further. |
| Name of person who has responsibility for site security: | Name Vicki Barnes / Rob Mills. |
| <p>Our arrangements for site security are: Gates locked during the day and overnight School locked and alarmed Emergency lightning is in place External lighting is in place. If the alarm sounds, no-one should enter the building alone.</p> | |

35. Water System Safety

| | |
|--|-------------------|
| Name of Premises Manager responsible for managing water system safety. | Name Vicki Barnes |
|--|-------------------|

| | |
|---|---------------------------------|
| Name of contractors who have undertaken a risk assessment of the water system | Name HSL – part of Entrust SLA. |
| Name of contractors who carry out monthly testing of the water system: | Name HSL – part of Entrust SLA. |
| Location of the water system safety manual/testing log | Location HT Office. |
| Our arrangements to ensure contractors have information about water systems are: Rob Mills to meet contractors Share Log Log to be completed by contractor Problems highlighted verbally and in writing to RM / VB D1 and C1s addressed | |
| Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Log of checks and visits Informing staff of any problems VB / CJ arrange C1 and D1 repairs CJ / VB Log repairs RM oversees repairs. | |

36. Working at Height

| | |
|--|--------------|
| Name(s) of person responsible managing the risk of work at height on the premises: | Vicki Barnes |
| Work at height is avoided where possible. | |
| Our arrangements for managing work at height are: Ladders are checked annually and visual checks are carried out before used Only work at height where necessary Ensure that another member of staff is in the vicinity Follow the working at height protocol. Only used pre-checked ladders and kick stools. No chairs, tables, desks. Suitable clothing and footwear must be worn. | |
| Appropriate equipment is provided for work at height where required. | |
| Staff who carry out work at height are trained to use the equipment provided | |
| Work at height equipment is regularly inspected, maintained and records are kept in the HT office. | |

37. Work Experience

| | |
|--|--------------|
| Name of person who has overall responsibility for managing work experience and work placements for school pupils. | Vicki Barnes |
| Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Interview, discussion prior to start Sharing and HS information and insurance. | |

| | |
|--|-------------------|
| DBS if over 18 Reference request / conversation with school or college Induction for all WE with CJ Supervision by specified adult wherever WE person is placed. Individual risk assessment if under 18 | |
| The name of the person responsible for the health and safety of people on work experience in the school premises: | Name Vicki Barnes |
| Our arrangements for managing the health and safety of work experience students in the school/academy are: Interview, discussion prior to start Sharing and HS information and insurance. DBS if over 18 Reference request / conversation with school or college Induction for all WE with CJ Supervision by specified adult wherever WE person is placed. | |

38. Volunteers

| | |
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| Name of person who has overall responsibility for managing/coordinating volunteers working within the school: | Name Vicki Barnes |
| Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. | |

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

Greywood Multi School Trust KPIs are detailed below School specific KPIs may be added here – include how you evaluate your success in this area.

1. Satisfactory audit rating identifying compliance as determined by external verifier bi annual audit.
2. Annual completion of Health and Safety Self Evaluation 31st November each year.
3. Annual statutory and compliance testing.
4. Annual review of the Fire Risk Assessment by 31st January each year.

5. Submission of yearly Self Audit by 31st January each year.
6. Completion of annual Health and Safety plan (H&S training programme, external audit actions, internal audit actions, self-evaluation actions).
7. Minutes of Staff Consultative Committee meetings every term.
8. Periodic staff wellbeing survey results and action plan completion
9. Minutes of Local Governing Board meetings.
10. Completion of annual report to Governors 31st September for previous academic year.