

# St George & St Martin Catholic Academy



## Health, Safety and Wellbeing Policy

Updated 06.02.23

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Member of the Newman Catholic Collegiate



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 academy.

**Part E** - The Key Performance Indicators.

**A. Introduction**

This policy statement complements (and should be read in conjunction with) the Newman Catholic Collegiate Health and Safety Policy. It records the local organisation and arrangements for implementing the policy.

**B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and St George & St Martin's Governing Body/those in control of the academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will ensure so far as is reasonably practicable 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 representative's forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mrs. E. Saunders	Mrs. D. Farmer
<b>Chair of Governors</b>	<b>Principal</b>
6 <sup>th</sup> February 2023	6 <sup>th</sup> February 2023

### C. Management Arrangements

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

#### Competent Health and Safety Advice

The school/academy obtains competent health and safety advice from	<i>Entrust</i>
The contact details are	<i>Sarah-Jane Walmsley</i> <i>Tel. No: 07837 832584</i> <a href="mailto:Sarah-jane.walmsley@staffordshire.gov.uk">Sarah-jane.walmsley@staffordshire.gov.uk</a>
In an emergency we contact: <i>Duty Desk: 01785 355777</i> County Council's Director: <i>07623 910065</i>	

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	<i>Mrs. D. Farmer (Principal)</i> <i>Mrs. J. Bedson (Academy Manager)</i> <i>Mr. I. Hughes (Caretaker)</i>
Our arrangements for the monitoring of health and safety are: <ol style="list-style-type: none"> <li><i>Daily observations and monitoring carried out by the Caretaker. Any issues identified are reported to the Academy Manager who will seek to rectify the issue.</i></li> <li><i>All issues are reported to the Principal.</i></li> <li><i>Half termly meetings with Health and Safety Committee.</i></li> <li><i>Half termly 'health and safety' walks carried out by Caretaker, Academy Manager and Academy Committee representative.</i></li> <li><i>Health and Safety is discussed weekly at senior leadership meetings.</i></li> <li><i>Health and Safety is included in the termly Principal's report.</i></li> </ol>	
The academy carries out formal evaluations and audits on the management of health and safety - <ol style="list-style-type: none"> <li><i>Formal evaluations and audits are carried out annually.</i></li> <li><i>Less formal checks carried out half termly.</i></li> <li><i>Any issues identified are dealt with as soon as possible.</i></li> </ol>	
The last audit took place	Date: <i>01.02.23</i> By: <i>Mrs. J. Bedson</i>
Name of person responsible for monitoring the implementation of health and safety policies	<i>Mrs. D. Farmer (Principal)</i>
All staff are aware of the key performance indicators in part E and how they are monitored	
<b>Workplace inspections - type</b>	<b>Name of person who carries these out</b>
<i>Easy access to fire extinguishers</i>	<i>Mr. I. Hughes - Daily</i>
<i>Finger guards and door fittings</i>	<i>Mr. I. Hughes - Weekly</i>
<i>Fire alarm break glass</i>	<i>Mr. I. Hughes - Weekly</i>
<i>Fire doors open safely/tension of fire doors</i>	<i>Mr. I. Hughes - Weekly</i>
<i>Fire escape route</i>	<i>Mr. I. Hughes - Daily</i>
<i>Gates</i>	<i>Mr. I. Hughes – Daily/weekly</i>
<i>Indoor lighting</i>	<i>Mr. I. Hughes - Weekly</i>
<i>Outdoor play equipment</i>	<i>Mr. I. Hughes - Weekly</i>
<i>Perimeter fence</i>	<i>Mr. I. Hughes - Weekly</i>
<i>Security doors</i>	<i>Mr. I. Hughes – Daily/weekly</i>
<i>Toilet/medical areas</i>	<i>Mr. I. Hughes - Daily</i>
<i>Windows &amp; shutters</i>	<i>Mr. I. Hughes – Daily</i>
<i>Fire escape route</i>	<i>Mr. I. Hughes - Weekly</i>

## Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:	
<p><i>Major Injuries (including injuries to staff)</i>  <i>Injuries classified as 'major' which have to be reported to the Health &amp; Safety Executive must be reported to Staffordshire County Council (SCC) directly by telephone without delay (Tel: 01785 355777). SCC will take the necessary steps to inform the Health &amp; Safety Executive. This action will be confirmed by completion and forwarding of the appropriate SCC accident form with one copy kept at the academy in the Accident File.</i></p> <p><i>All 'major injury accidents' will be investigated fully by a nominated team to ascertain the cause and recommend solutions. Such investigations are to include witness statements, photographs of location, conditions etc. and detailed information on the conditions and injuries sustained.</i></p> <p><i>The procedures outlined above will also be followed when any person is taken directly from the academy to hospital, whether or not a specified major injury has been sustained.</i></p> <p><i>A severe head injury will be treated by one of the academy's Nominated First Aiders.</i></p> <p><i>Minor Injuries</i>  <i>The academy ensures that all staff are First Aid trained and are able to treat minor injuries. Such injuries are to be recorded in either of the accident books located in the Key Stage 1 &amp; Key Stage 2 buildings. Time, date, name of injured, nature of injury and action taken to be recorded.</i></p> <p><i>The note will then to be sent home with the child. Any member of staff may record an accident /injury. The book must be signed by the recorder.</i></p> <p><i>Injuries to staff resulting in absence from work for 4 days or more:</i>  <i>Such injuries are reportable to the Health &amp; Safety Executive within 10 days of notification and should therefore be reported to the SCC Health &amp; Safety Advisor by telephone, who will take the necessary steps to inform the Health &amp; Safety Executive.</i></p> <p><i>Accident forms are periodically reviewed and analysed for any patterns/trends. Actions are then put into place to reduce the risk of reoccurrence where appropriate. See Appendix 1.</i></p>	
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:	
<i>Mrs. J. Bedson (Academy Manager)</i>	
Our arrangements for reporting to the Governing Body or Academy Board are:	
<p><i>Termly meetings are held with the Health and Safety Team and the Compliance Link Governor.</i>  <i>Annual and termly reports are provided through the Principal's report.</i></p>	
Our arrangements for reviewing accidents and identifying trends are:	
<i>Discussed at weekly Senior Leadership meetings, staff meetings and during termly health and safety meetings.</i>	

### 2. Allergies

<i>Parents are responsible for informing the academy upon start date of any know allergies or any thereafter.</i>
<i>The Academy Manager updates and maintains pupil lists for each year group which details any allergies to ensure all staff have a reference.</i>

### 3. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	<i>Mrs. J. Bedson</i>
Location of the Asbestos Management Log or Record System.	<i>Orange folder in school office.</i>
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:	
<ul style="list-style-type: none"> <li><i>The Premises Manager is responsible for the Asbestos Record System Manual.</i></li> <li><i>The Academy has a fully up to date Asbestos Register which is updated every three years, or when any changes to recorded asbestos is carried out.</i></li> <li><i>This manual is located in the academy office in a bright orange folder, labelled ASBESTOS. The Caretaker</i></li> </ul>	

<p><i>and ALL contractors, regardless of the work they are undertaking, are asked to read the Asbestos Register prior to undertaking any work and sign to confirm they understand where known/presumed asbestos has been identified.</i></p> <ul style="list-style-type: none"> <li><i>Suspected damage must be reported <b>immediately</b> to the Principal/Premises Manager who will contact Premises Officer (Kim Bennett) at Stoke on Trent City Council (Tel. No: 01782 234688), Equans (01782 233030) AND Health &amp; Safety Team at Staffordshire County Council (Tel. No: 01785 355777 - duty officer) for further advice.</i></li> <li><i>All staff have undertaken online asbestos awareness training.</i></li> </ul>	
<p>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <ul style="list-style-type: none"> <li><i>All staff have access to the asbestos manual.</i></li> <li><i>All staff have undertaken online asbestos awareness training.</i></li> <li><i>All staff are instructed not to drill or affix anything to walls without first obtaining checking the asbestos manual and gaining approval from Principal/Premises Manager.</i></li> <li><i>The Premises Manager will consult the Asbestos Register or contact the Premises Officer at Stoke on Trent City Council for further advice.</i></li> <li><i>If, staff suspect damage to asbestos materials they should ensure the area is evacuated as quickly as possible, where possible closing door(s) as they leave the room(s).</i></li> <li><i>Suspected damage must be reported <b>immediately</b> to the Principal/Premises Manager who will contact Premises Officer (Kim Bennett) at Stoke on Trent City Council (Tel. No: 01782 234688), Engie (01782 233030) AND Health &amp; Safety Team at Staffordshire County Council (Tel. No: 01785 355777 - duty officer) for further advice.</i></li> </ul>	
Staff must report damage to asbestos materials to:	<p><i>Mrs. D. Farmer</i>  <i>Mrs. J. Bedson</i>  <i>Mr. I. Hughes</i></p>
<p><i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i></p>	

#### 4. Boiler Room

<i>The Caretaker will ensure the boiler room is kept clean and tidy and free from hazardous substances.</i>
<i>ONLY recognised engineers will ensure the system is functioning correctly.</i>

#### 5. Classroom Safety

<i>All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils.</i>
<p><i>Teachers must consider:</i></p> <ul style="list-style-type: none"> <li><i>Proper supervision of the children in their care.</i></li> <li><i>Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses etc.</i></li> <li><i>Teachers should ensure that equipment and materials are safely stored.</i></li> <li><i>Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible.</i></li> <li><i>When discussing the behaviour of pupils' considerations of personal safety of others should be paramount.</i></li> </ul>

#### 6. Communication and Consultation

Name of SLT member who is responsible for communicating with staff on health and safety matters:	<i>Mrs. J. Bedson</i>
<p><b>Our arrangements for communicating about health and safety matters with all staff are:</b></p> <ul style="list-style-type: none"> <li><i>All staff are involved in the reviewing of risk assessments either annually or if there has been an incident.</i></li> <li><i>All new Health and Safety policies are shared/reviewed during meetings at all levels to ensure staff have a clear understanding of their contents.</i></li> <li><i>All staff should identify and control hazards in their own areas and defects should be reported to the Academy Manager, Caretaker or Principal as soon as possible.</i></li> <li><i>Controls are put in place to restrict access to areas surrounding the defect.</i></li> <li><i>The Caretaker will assess the situation and make safe any defect or take steps to inform the Academy Manager/Principal if specialist contractors are needed.</i></li> <li><i>Approved contractors are called to make safe any dangerous defect if it requires specialist knowledge or training.</i></li> <li><i>The correct procedure must be followed in relation to asbestos, hot work and the relevant documentation completed.</i></li> <li><i>The Health and Safety Committee and Compliance Link Governor review H&amp;S and risk registers every term.</i></li> <li><i>New staff undergo a Health &amp; Safety induction.</i></li> <li><i>The Health &amp; Safety Policy is on display in the school staffroom and on the school website.</i></li> </ul>	

<ul style="list-style-type: none"> <li>Further information relating to Health &amp; Safety can be found on the SCC Learning net: <a href="https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWelbeing/Health-and-Safety/Policy/Policy.aspx">https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWelbeing/Health-and-Safety/Policy/Policy.aspx</a></li> </ul>
<p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> <li>Speaking directly to the Academy Manager, Principal or caretaker.</li> <li>Health &amp; Safety is an agenda item for all staff meetings and SLT meetings.</li> </ul>

## 7. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Mrs. J. Bedson/Mr. I. Hughes
<p>Our arrangements for selecting competent contractors are:</p> <ul style="list-style-type: none"> <li>Only approved contractors as identified by the central finance team for the Newman Catholic Collegiate are used.</li> <li>Approved contractors provided through the schools PFI contract, via Equans.</li> </ul> <p>Duty holders will be identified and named as part of any Construction project</p> <p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <p><i>The majority of work carried out in the academy falls under the Private Funding Initiative (PFI) and as such work is undertaken by Equans. From time to time Equans may instruct an alternative company to undertake the work, however, all vetting is undertaken by Equans.</i></p> <p><i>Where services such as cleaning and grounds maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk.</i></p> <p><i>The Principal &amp; Academy Manager liaises with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.</i></p> <p><i>Occasionally, the academy/academy committee may wish to appoint their own contractor for work which falls outside of the PFI scope. These contractors are only appointed after consulting with the Newman Catholic Collegiate Central Team ) for guidance and recommendation.</i></p> <p><i>Prior to any work commencing, a pre-site meeting will be arranged to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods.</i></p> <p><i>Any staff concerns about the work being carried out and/or the contractors should be reported to the Principal or the Premises Manager who will liaise with the Premises Department at Stoke on Trent City Council. Any permanent member of staff may request a contractor to stop work until they have reported to the Principal or senior member of staff.</i></p> <p><i>All contractors are expected to report to the academy office immediately upon arriving on site.</i></p> <p><i>The site asbestos register shall be available at all times and should be signed by contractors prior to commencement of any intrusive works.</i></p> <p><i>Further information can be found in the <u>Managing Contractors Policy</u>.</i></p>	
Our arrangements for the induction of contractors are: <i>These are carried out in consultation with the contract manager.</i>	
Staff should report concerns about contractors to: Mrs. D. Farmer/Mrs. J. Bedson	

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

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.	
<p>Our arrangements for carrying out DSE assessments are:</p> <ul style="list-style-type: none"> <li>Information and guidance is given to all DSE users.</li> <li>All DSE users should complete an annual DSEU self-assessment check.</li> <li>Line Managers/Principal should review and take necessary actions.</li> <li>DSE users are made aware of the arrangements for eyesight testing.</li> </ul>	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Mrs. J. Bedson
DSE assessments are recorded and any control measures	Mrs. J. Bedson

required to reduce risk are managed by	
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## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Mrs. J. Griffiths
Our arrangements for the safe management of EYFS are: <ul style="list-style-type: none"> <li>Risk assessments are in place for all outdoor play equipment. These are reviewed on an annual basis in consultation with all foundation stage staff including designated lunchtime supervisors.</li> <li>The ratio of 1:13 in the nursery class and 1:30 in the reception class is exceeded in both classes to ensure that all pupils are effectively supervised in all areas of the indoor and outdoor classroom.</li> </ul>	

## 10. Educational Visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Mrs. D. Farmer
The Educational Visits Coordinator is	Mr. D. Maguire
Our arrangements for the safe management of educational visits: <ul style="list-style-type: none"> <li>All school trips must be approved through the Evolve system 14 days before trip date.</li> <li>All teaching staff have received EVC training.</li> <li>First Aid packs and pupils' asthma, Epi-pens, diabetes equipment are taken on every outing or trip together with any care plans in place.</li> <li>An enhanced DBS check has been obtained for all volunteer helpers.</li> <li>Emergency procedures for off site visits can be found in the <u>Educational Visits Policy &amp; School Trips &amp; Outdoor Learning Activities - HSE</u></li> </ul>	

## 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Equans (PFI contract)
Fixed electrical wiring test records are located:	In the Health and Safety filed, located in the school office.
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Personal electrical items are not permitted on site.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Equans
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Equans
Portable electrical equipment (PAT) testing records are located:	In the Health and Safety files in the school office
Staff must take defective electrical equipment out of use and report to:	Mrs. J. Bedson/Mr. I. Hughes
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]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Fire Risk Assessment completed by Staffordshire Health and Wellbeing – Sarah-Jane Walmsley on 06.12.18. Internal Fire Risk Assessment completed by Mrs. J. Bedson – Academy Manager on 14.12.22
The Fire Risk Assessment is located:	In the Health and Safety files in the school office.
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Mrs. D. Farmer Mrs. J. Bedson Mrs. A. Casey
Name of person responsible for arranging and recording of fire drills	Mrs. J. Bedson
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mrs. J. Bedson
Our Fire Evacuation Arrangements are published ...	In every room
Our Fire Marshals are listed.	In every room

Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	<i>In the locked box beneath the alarm in the reception entrance. Health and Safety files in the school office.</i>
Name of person responsible for training staff in fire procedures	<i>Mrs. D. Farmer</i>
<ul style="list-style-type: none"> <li><i>All staff must be aware of the fire procedures in school and all staff must have completed online fire safety awareness training through the National Online Safety website.</i></li> <li><i>Each room has a fire notice detailing the nearest evacuation route.</i></li> <li><i>All staff must ensure that doors and corridors are not obstructed and that fire doors are kept open when not in use.</i></li> </ul>	

### 13. First Aid \*see also Medication

<p>First Aiders are listed:</p> <p><i>*Paediatric First Aid Trained</i> <i>Mrs. J. Griffiths</i> <i>Mrs. D. Miceli</i></p> <p><i>*Nominated First Aiders</i> <i>Mrs. L. Maddox – expiry date: 16.07.24</i> <i>Mrs. Z. Ladeira – expiry date: 25.05.24</i></p> <p><i>*All staff receive emergency first aid training every 3 years.</i></p>	<p><i>*On the health and safety board in the staffroom.</i> <i>*School office</i> <i>*Reception area</i> <i>*Community room</i> <i>*School hall</i></p>
Name of person responsible for arranging and monitoring First Aid Training	<i>Mrs. J. Bedson</i>
Location of First Aid Box	<ol style="list-style-type: none"> <li><i>KS1 building – shared room</i></li> <li><i>KS1 building – nursery</i></li> <li><i>KS1 building – office (emergency first aid box)</i></li> <li><i>KS2 building – staffroom (mobile unit)</i></li> <li><i>KS2 building – outside the staffroom</i></li> </ol>
Name of person responsible for checking & restocking first aid boxes	<i>Mrs. L. Maddox</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>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):</i>	
pupils	<i>Parents contacted, member of staff accompanies if the parent has not arrived.</i>
staff	<i>Next of kin contacted, member of staff accompanies if the next of kin has not arrived.</i>
visitors	<i>Next of kin contacted, member of staff accompanies if the next of kin has not arrived.</i>
<p>Our arrangements for recording the use of First Aid are:</p> <ul style="list-style-type: none"> <li><i>All first aiders that have given first aid, record the details in the Accident book.</i></li> <li><i>The slips are passed onto parents at the end of the day.</i></li> <li><i>The carbon copies of these slips are stored indefinitely.</i></li> <li><i>Where the injury is more serious it is uploaded onto My Health and Safety and reported to Entrust.</i></li> </ul>	

### 14. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass.</i>
<i>All replacement glass is of safety standard.</i>

### 15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	<i>Mrs. J. Bedson</i> <i>Mr. I. Hughes</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i></p> <ul style="list-style-type: none"> <li><i>Hazardous substances should only be purchased and used if there is not safer alternative.</i></li> <li><i>Those items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils.</i></li> <li><i>Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects.</i></li> <li><i>Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained in the COSHH file in the cleaners cupboards and the school office.</i></li> </ul>	

*The academy uses CLEAPPS as a resource and all staff must be aware of how to access information.*

#### 16. Health and Safety Law Poster

<p>The Health and Safety at Work poster is located:</p> <ul style="list-style-type: none"> <li>• Community Room</li> <li>• Hall</li> <li>• Staffroom</li> </ul>	<p><i>The Academy Manager is responsible for siting this poster and keeping it up to date.</i></p>
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#### 17. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<p>Our waste management arrangements are:</p> <ul style="list-style-type: none"> <li>• <i>All persons must ensure materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution. The waste containers are located in a sectioned off compound near to the entrance gates.</i></li> </ul>	
<p>Our site housekeeping arrangements are:</p> <ul style="list-style-type: none"> <li>• <i>The Academy has an up to date Gritting Policy to ensure safety within the school grounds when ice/snow are present.</i></li> <li>• <b><i>Hot drinks should not be taken into areas where children are present. Dirty cups should not be left on view in classrooms or sinks.</i></b></li> <li>• <i>The Caretaker is responsible for carrying out checks in the following areas: waste disposal, bowling green, school grounds, boiler house. Any faults or hazards which are not able to be rectified should be reported to the Principal.</i></li> <li>• <i>All staff are responsible for keeping the building tidy and free from trip hazards. In addition, all employees have a duty to report any hazard or potential risk to the Principal who will arrange repairs and where necessary take temporary safety measures.</i></li> </ul>	
<p>Site cleaning is provided by:</p>	<p><i>In-house cleaners:</i> Mrs. M. Turner Mrs. M. Podmore</p>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<ul style="list-style-type: none"> <li>• <i>Work equipment</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Hazardous substances</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Waste skips and bins are located away from the school/academy building.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Staff in all departments who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i></li> </ul>	

#### 18. Infection Control

Name of person responsible for managing infection control:	<i>Mrs. D. Farmer</i>
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <ul style="list-style-type: none"> <li>• <i>The school follows the Public Health Agency 'Guidance on Infection Control in Schools and Other Childcare Setting.'</i></li> </ul>	

#### 19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	<i>Mrs. J. Bedson</i>
<p>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</p> <ul style="list-style-type: none"> <li>• <i>Published in the schools <u>Lettings Policy</u>.</i></li> </ul>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

#### 20. Lone Working

<p>Our arrangements for managing lone working are:</p> <ul style="list-style-type: none"> <li>• <i>Staff are discouraged from lone working wherever possible.</i></li> <li>• <i>When working alone in the building is unavoidable, staff are advised to ensure the perimeter of the grounds are secure and maintain regular contact with a family member by mobile phone or school extension lines.</i></li> <li>• <i><u>See Lone Working Policy</u>.</i></li> </ul>	
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## 21. Mains Services

No mains services to the academy should be interfered with in anyway except by qualified members of the appropriate service.

## 22. Maintenance / Inspection of Equipment (including selection of equipment)

Equipment	Inspection Type	Frequency	By Whom
Changing Table	Service/test	Annual	Smirthwaite
Emergency Lighting	PPM	Monthly	Equans Caretaker
Fire Alarm	Sounder test	Weekly	Caretaker
	PPM	Monthly	Caretaker
	Service/test	Annual	Equans
Fire Extinguishers	Test	Annual	Equans/Chubb
Gates	Visual	Monthly	Caretaker
Ladders & Steps	Visual	Before use	User
	Visual	Monthly	Caretaker
PE Equipment	Visual	Before use	User
	Test	Annual	Mercury Sports
Platform Lift	Visual	Before use	User
	Test	Annual	R.J. Lifts
Play Areas	Visual	Daily	Supervising staff
	Visual	Monthly	Caretaker
	Test	Annual	Mercury Sports
Portable Appliances	Visual	Before use	User

Records of maintenance and inspection of equipment are retained and are located:	All inspections should be logged in the appropriate folder which is kept in the school office.
Staff report any broken or defective equipment to:	Any problems found on the inspection should be reported to the Academy Manager and/or Principal who can arrange for remedial work to be carried out.
The equipment on the 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

Name of competent person responsible for carrying out manual handling risk assessments.	Mrs. J. Bedson/Mr. I. Hughes Mrs. D. Farmer - pupils
Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"><li>All staff undertake manual Handling of Equipment and Resources training annually. All staff are to complete the National Online Safety training module 'Certificate in Manual Handling 2022-23.'</li><li>Staff with responsibility for handling pupils with disabilities or additional needs will receive specific training relevant to their post.</li><li>The manual handling risk assessment is reviewed annually in consultation with staff and updated if a risk has been identified.</li></ul>	
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

Name of person responsible for the management of and administration of medication to pupils in school/academy	Mrs. D. Farmer
Our arrangements for the administration of medicines to pupils are: <ul style="list-style-type: none"><li>The academy have chosen to only administer antibiotics which have been prescribed by a doctor, to be taken four times per day (unless as part of a care plan).</li><li>Parents must hand the medication directly to a member of staff and complete a 'Request to Administer Medication' form. <b>Under no circumstances must medication be sent to school or left with a pupil.</b></li><li>All medication is kept in the fridge in the Community Room, Nursery or Staffroom (depending on where the pupil's</li></ul>	

<p><i>class is).</i></p> <ul style="list-style-type: none"> <li>• A record of the medication administered is recorded and witnessed in the pupils medication form and on the Whole School Medication record located in the school office.</li> <li>• A record is kept of all staff training (e.g. Use of Epi-pens, asthma and other specialised procedures).</li> <li>• A copy of the Medication Policy is available on the school's website.</li> </ul>	
The names members of staff who are authorised to give / support pupils with medication are:	All staff are authorised.
Medication is stored:	In fridges in: the staffroom, community room or nursery (if necessary), otherwise in the securely in the classrooms.
A record of the administration of medication is located:	School office.
Pupils who administer and/or manage their own medication in school are authorised to do so by Mrs. Farmer 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 included in the 'Supporting Pupils with Medical Needs Policy' and individual health care plans.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.	

## 25. Personal Items

So as to aid security, all staff should as far as possible, take special care of personal items for which there is no academy insurance, and as far as possible, put portable items of value out of sight.
Pupils should be discouraged from bringing items of value into the academy.

## 26. Personal Protective Equipment (PPE) (links to Risk Assessment)

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.	Mrs. J. Bedson
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Mrs. D. Farmer

## 27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.
<p>Our arrangements for the reporting of hazards and defects:</p> <ul style="list-style-type: none"> <li>• All staff should identify and control hazards in their own areas and defects should be reported to the Caretaker, Academy Manager or Principal as soon as possible.</li> <li>• Steps should be taken to restrict access to areas surrounding the defect.</li> <li>• The Caretaker should assess the situation and make safe any defect or take steps to inform the Academy Manager or Principal if specialist contractors need to attend.</li> <li>• Approved contractors are called to make safe any dangerous defect if it requires specialist knowledge and training.</li> <li>• The correct procedure must be followed in relation to asbestos, hot work and the relevant documentation completed.</li> </ul>

## 28. Risk Assessments

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.
<p>Risk assessments are in place for the following areas:</p> <ul style="list-style-type: none"> <li>• Catering activities by school staff</li> <li>• Car park</li> <li>• Classroom areas</li> <li>• Cleaning activities by school staff</li> <li>• Contractors on site</li> <li>• COSHH</li> <li>• Display screen equipment users (individual assessment)</li> <li>• Foundation stage outdoor area</li> <li>• Hall</li> </ul>

<ul style="list-style-type: none"> <li>• Indoor areas</li> <li>• KS1/KS2 playground and play equipment</li> <li>• Local walk</li> <li>• Lone working</li> <li>• Manual handling</li> <li>• Outside areas</li> <li>• Pupil wellbeing</li> <li>• Return to work</li> <li>• Stress</li> <li>• Staff wellbeing</li> <li>• Swimming</li> <li>• Trips and slips</li> <li>• Working at height</li> </ul>	
Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning	Dawn Farmer
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <ul style="list-style-type: none"> <li>• The Principal is responsible to ensuring risk assessments are undertaken</li> <li>• The Academy Manager should collate completed risk assessments, periodically review and inform staff when they need to be updated.</li> <li>• The Principal is responsible for undertaking special risk assessments such as for staff who are pregnant or who have health problems.</li> </ul>	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

### 29. Severe Weather

The Principal will make the decision to close the academy on the grounds of health and safety.
If closure takes place, the Chair of the Academy Committee and the Chief Operating Officer will be notified.
Parents will be notified by text message.

### 30. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.
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### 31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Mrs. D. Farmer
<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> <ul style="list-style-type: none"> <li>• Collegiate and Staffordshire County Council procedures are in place for supporting staff.</li> </ul>	
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.	
All staff have access to Care First Counselling Services and Phoenix Occupational Health.	

### 32. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Mrs. D. Farmer
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> <ul style="list-style-type: none"> <li>• School directors will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the principal aims of the Stoke City and Staffordshire County Council Health and Safety Training Policy.</li> </ul>	
<p>The Principal:</p> <ul style="list-style-type: none"> <li>• Will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Principal and can be accessed by staff.</li> </ul>	

<ul style="list-style-type: none"> <li>Is responsible for measuring the safety performance of staff and for identifying any training needs.</li> <li>Will ensure that training is extended where necessary to volunteer workers that new staff undergo health and safety induction and that up to date records of training are maintained.</li> </ul>	
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 CPD records.	
Training and competency as a result of training is monitored and measured by:	Mrs. D. Farmer

### 33. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Mrs. J. Bedson
<p>Our arrangements for the safe access and movement of vehicles on site are:</p> <ul style="list-style-type: none"> <li>No parent vehicles are allowed on site during the school day, this includes the small car park at the front of the school.</li> <li>Parent's can use the car park for evening meetings only.</li> <li>The car park is for staff and visitors only with the exception of one disabled parking space, which is available on a first come, first served basis.</li> <li>Delivery and contractors' vehicles allowed on site are closely monitored by a member of staff when manoeuvring.</li> <li>Vehicles are not allowed on site whilst pupils are on the playground.</li> </ul>	

### 34. Violence and Aggression and School/Academy Security

The school/academy 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:	Mrs. D. Farmer
Incidents of verbal & physical violence are investigated by:	Mrs. D. Farmer
Name of person who has responsibility for site security:	Mr. I. Hughes
<p>Our arrangements for site security are:</p> <ul style="list-style-type: none"> <li>Perimeter gates and external doors are kept closed during the school day.</li> <li>All visitors and contractors are required to sign in at reception via InVentory system and photo ID sought if needed.</li> <li>A visitor pass or identification badge to be worn at all times.</li> <li>Incidents of violence and aggression are recorded on Form HSF9 and reported to Health, Safety and Wellbeing Service within 3 days.</li> </ul>	

### 35. Volunteers

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

### 36. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Mrs. D. Farmer
Name of contractors who have undertaken a risk assessment of the water system	Andrew Swain (Water Quality Manager), Equans.
Name of contractors who carry out regular testing of the water system:	Equans
Location of the water system safety manual/testing log	Health and Safety files in the main office.
<p>Our arrangements to ensure contractors have information about water systems are:</p> <ul style="list-style-type: none"> <li>Water hygiene samples and checks take place as required by the Premises Water Hygiene Manual, by Equans who update the manual accordingly.</li> <li>Caretaker carries out weekly flushing of all outlets.</li> <li>Caretaker carries out the flushing of all outlets during the holidays, if closed for more than 1 week.</li> </ul>	

<ul style="list-style-type: none"> <li>• Checks are recorded in the manual, located in the main office.</li> <li>• It is the responsibility of all staff to immediately notify the Caretaker, Academy Manager and/or Principal should they consider the quality of the water to have changed e.g. colour, smell or taste.</li> </ul>
<p>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:</p> <ul style="list-style-type: none"> <li>• The Caretaker is responsible for flushing the systems weekly.</li> <li>• Checks are recorded in the manual located in the school office.</li> </ul>

### 37. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Mrs. J. Bedson/Mr. I. Hughes
Work at height is avoided where possible.	
<p>Our arrangements for managing work at height are:</p> <ul style="list-style-type: none"> <li>• No member of staff is permitted to work at height unless suitably trained.</li> <li>• Advice on using steps/step stool is freely available and staff are expected to read before using it. Staff should undertake a visual inspection before using any such equipment.</li> <li>• Contractors working at height must inform the office and Principal to ensure the area is cordoned off and restricted to pupils and staff.</li> <li>• Contractors must use their own access equipment.</li> <li>• The academy's own ladders and steps are inspected monthly by the Caretaker.</li> <li>• All academy access equipment complies with British and European Safety Standards.</li> <li>• See <u>Working at Height Policy</u>.</li> </ul>	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided.	
All staff are required to complete the National Online Safety - Working at Height training.	
Work at height equipment is regularly inspected, maintained and records are kept in the Health and Safety files in the office.	

### 38. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Mrs. D. Farmer
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</p> <ul style="list-style-type: none"> <li>• All work experience placements undergo a full induction and provided with a handbook of relevant information about the school, staff, procedures etc.</li> <li>• All work experience placements are supervised at all times.</li> <li>• The Academy liaises with the placement provider to share details regarding health and safety, risk assessments, public and employers liability insurance.</li> <li>• Further information: <u>A Brief Guide to Young People and Work Experience – HSE</u>.</li> </ul>	

## 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.*

*School/Academy KPI's may be added here – include how you evaluate your success in this area.*

*The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.*

KPI	Measured
Do leaders and managers assess the impact of training on working practices?	Develop pre and post training reviews to monitor the impact of training on working practices.
Do pre and post training discussions take place?	Develop pre and post formal training reviews to monitor the impact of training on working practices.
Do you encourage employees to take part in health and wellbeing surveys?	Survey to be arranged.
Communicate the findings of the Wellbeing survey with staff on new termly update for staff.	Communication of the findings of the Wellbeing survey will be shared with staff on completion.
Review the team stress risk assessment.	Review team stress risk assessment following the Wellbeing survey. Team risk assessment is effective in the management of team stress.
Are health and safety tours undertaken by the leadership/management team?	Formal tours to form part of the Compliance Link Governor meetings.

Signed: ..... (Principal)

Signed: ..... (Chair of Governors)

Date: .....

**St George and St Martin Catholic Academy**  
**Appendix 1 - Accident Report**

<b>Name of Injured Person</b> (pupil/staff) – please circle		<b>Class/Role</b>	
<b>Date &amp; Time of Incident</b>		<b>Location of Incident</b>	
<b>Incident details</b>			
Describe in details what happened, how it happened and what injuries the person incurred.			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>Follow up action required</b>			
<b>Name of person attending the incident</b> .....		<b>Name(s) of any witnesses</b> .....	
<b>Signature</b>		<b>Date</b>	

For office use:

Name of person inputting information on to Staffordshire Health and Wellbeing: .....

Date: .....

Date accident reviewed: .....