ERASMUS DARWIN ACADEMY

Policy Title:	**Health, Safety and Wellbeing Policy**
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Version	1.9
Member of Staff Responsible:	Business Manager
Status:	Statutory
Date adopted by Governing Body:	June 2026
Date for review:	June 2027
Date reviewed:	20 March 2019 (New Policy) 31 March 2020 May 2024 May 2025 June 2026

Change Record		
Version	Date	Description
1.1	13 March 2013 (Resources Cttee) 3 July 2013 (full Governors)	Science, D&T, Music, PE, Art, Drama Policy included
1.2	7 May 2014 (Comm Cttee – delegated authority) 4 July 2014 (full Governors)	Changes to Section 4 of Fire Procedures
1.3	12 May 2016	Re-drafted Policy based on Staffordshire Model Policy July 2014
1.4	16 May 2017	Change to Headteacher name
1.5	17 May 2019	Change in format inserting responsible persons within sub areas and additional contractor induction form
1.6	31 March 2020	Changes to Section 2 Monitoring H&S, Fire Evacuation Arrangements, First Aid
1.7	30 May 2024	First Aid
1.8	30 May 2025	Change Premises Supervisor to Site Supervisor
1.9	June 2026	• Location of first aid box updated • Update to person responsible for first aid box • Update to vehicle's used by EDA

"Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the "Safeguarding Policy".

1. Introduction

The day to day organisation and arrangements which support the Health & Safety ("H&S") Policy are the responsibility of the Head Teacher and the Senior Leadership Team supported by the Governing Body ("GB"). The policy is formulated using a model school's health and safety policy from Staffordshire County Council.

2. Arrangement

The policy has four parts:

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Part 1 H&S Policy Statement

1. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Erasmus Darwin Academy Trustees and Senior Leaders of the Academy recognise and take responsibility for compliance with the statutory duties.

2. In compliance with the legislation, the Trustees, will ensure so far as is reasonably practicable that:

- all places and premises where staff and students are required to work and engage in Academy activities are maintained in a condition which is safe and without risk to health. This includes the H&S of persons on Academy premises or taking part in Academy 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 students can avoid hazards and contribute in a positive manner towards their own H&S and others.
- a healthy working environment is maintained including adequate welfare facilities.

3. In addition to the above the Academy will ensure that so far as is reasonably practicable the H&S of non-employees is not adversely affected by its activities.

4. Employee involvement is an important part of managing safely, and consultation on H&S with employees and employee representative's forms part of this policy. This Policy Statement and the accompanying organisational arrangements supersede any previously issued.

Mr N Faunch (Chair of Governors) Mr P Walklate - Headteacher

Date: 9th June 2026 Date: 9th June 2026

Part 2

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 Academy obtains competent health and safety advice from	Health, Safety and Wellbeing Service, Staffordshire County Council, via Entrust Services
The contact details are	Duty Officer: 01785-355777 Email: shss@staffordshire.gov.uk Duty Officer is available 8.30 am–5.00 pm Mon–Thurs & 8.30 am – 4.30 pm Fri
In an emergency we contact the duty office within hours and if serious outside of hours, follow the business continuity communication protocol listed within that policy.	

Monitoring Health and Safety

The Governing Body is responsible for monitoring the Academy's H&S performance and recommending appropriate action to the Headteacher and/or the Trustees. Overall responsibility for H&S in Academies rests with the Trustees as the occupier of the premises	Rebecca Willington is the link Governor for Health and Safety
The Governing Body will: • check that sufficient competent persons are in place to advise the Academy on H&S issues; • check that specific responsibilities in Academy for H&S have been given to named individuals, this has been communicated, and adequate training or instruction has been given; • monitor H&S targets with the Headteacher to improve H&S performance; • receive reports from the Academy's H&S Advisers and take actions as necessary; and • a link H&S Governor ensures that the annual auditing of H&S takes place and that action plans are developed as a result of the audit.	
H&S Audit arrangements: It is important that managers can monitor the H&S performance of their premises in order to determine where progress is being made and where further actions and resources may be required. The Bi-Annual Health & Safety Audit will assist in this process. It is undertaken by the incumbent Health and Safety advisors and reviewed by the Full Governing Board at the relevant meeting following the audit.	
The last audit took place	Date: February 2023 By: Staffordshire H & S Advisor Team Member
Name of person responsible for monitoring the implementation of health and safety policies	The overall responsibility for monitoring this policy and ensuring the bi-annual H&S checklist is completed lies with the Headteacher. This responsibility has been delegated to the Business Manager (Health & Safety Co-Ordinator.)

Part 3

Arrangements & Procedures

The following arrangements and procedures have been established within the Academy to eliminate or reduce H&S risks to an acceptable level and to comply with at least the minimum legal requirements:

Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating: It is the duty of all staff who have an accident/incident or witness an accident/incident involving another employee, pupil or visitor, to ensure that everything possible is done to minimise damage, particularly injury to persons, therefore:
Pupil, staff and visitor Accidents: should be reported via the My Health and Safety system. The incident should be initiated with either the relevant member of staff or first aider best placed to enter an accurate account of the system. IT system allows a central backed up repository to report accidents, near misses, incidents of violence or aggression, road traffic accidents and environmental incidents directly to us via a web based platform. Evidence can be uploaded e.g. previous risk assessment, cctv recording and is stored by Staffordshire County Council whom do so following necessary GDPR protocols. .
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: The Health and Safety Team advise if any qualify for quality RIDDOR referral. The Business Manager reviews within My Health and Safety System depending on levels of concerns or causes of accident or possible near miss.
Our arrangements for reporting to the Governing Body or Academy Board are: Governors are advised on accident types with the Governing Body Health and Safety reports.
Our arrangements for reviewing accidents and identifying trends are: Analysing every accident and using reporting mechanisms and the most appropriate manager should be involved in the process to ensure appropriate actions are taken if required to avoid future accidents or ensure procedures and advice had been following and were not the cause of an incident.

Asbestos

Name of Site Supervisor responsible for Managing Asbestos.	Business Manager and Site Supervisor
Location of the Asbestos Management Log or Record System.	**Location** The Asbestos Register is kept in the Reception Office during term-time and on the main reception desk during holiday closure periods.
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Where any intrusive work is being planned in your premises, either by contractors or your own staff the Asbestos Policy must be followed and an Intrusive Work Assessment must take place and be recorded on the Intrusive Work Assessment Form HSF 45. Caretakers, IT staff and Contractors must consult the Academy's Asbestos Management Policy prior to starting work on the premises and must sign the acknowledgement form indicating that they have read and understood the section of the Policy pertaining to where they are to commence work.	

Our arrangements to ensure all Academy staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff confirm they understand this Health and Safety Policy and any updates. Health and Safety messages are regularly conveyed in brief formats during weekly whole staff briefings. Premises/IT staff to attend asbestos awareness course.	
Staff must report damage to asbestos materials to:	The Site Supervisor who will then inform the Headteacher/Business Manager. The duty desk at Staffordshire should also be contacted, immediately restricting access to the area and quarantine any staff whom may have been exposed nearby.
• Only approved staff should undertake any DIY work. • Staff must not drill or affix anything to walls without first obtaining approval from the Site Supervisor or Site Supervisor.	

Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	The Business Manager and Headteacher is responsible, however both SLT and other leaders and managers regularly communicate on issues surrounding H & S
Our arrangements for communicating about health and safety matters with all staff are:	
Staff can make suggestions for health and safety improvements via: Staff suggestion box, speaking to managers, during whole staff Academy Development Improvement sessions, during other meetings e.g. Faculty, RSM, Staff Meetings and Briefings, CPD Meetings, Performance Appraisals,	

Contractors & Construction Work

Name of person coordinating any construction work/acting as Client for any construction project.	Business Manager and Site Supervisor
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: H&S issues are discussed with contractors in advance of commencing work and monitored by the Caretaking staff. Any concerns or issues over working practice will be communicated to the H&S Co-ordinator who will either contact the contract supervisor or the company concerned, as appropriate. **Duty holders will be identified and named as part of any Construction project.**	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: To ensure that Site Supervisors/Clients can make appropriate arrangements for the contractor(s) to be on site and communicate effectively with staff, service users and others, they should agree with contractors: • The dates and times for commencement of work. • Areas where contract staff are authorised to work. • The arrangements for site access during and outside the normal working hours of the building or site. (Where contractors arrive on site outside these times, premises/site managers may not grant access if they feel appropriate measures are not in place to protect the health safety and welfare of those present on the site including the contractor's own staff.)	

• How both site staff and contractors ae made aware of the hazards which may be involved in the contractor's activities (this should be be recorded on the Contractor Hazard Exchange Checklist HSF46)
Our arrangements for the induction of contractors are: They must read and sign the Contractor Induction Form and Complete HSF46 and Asbestos Register where intrusive works planned.
Staff should report concerns about contractors to: Business Manager or Site Supervisor or if unavailable Site Staff on duty
We will review any construction activities on the site by: There should be an agreed frequency of regular meetings with all parties to review the progress, risk control measures, to monitor implementation and to review the need for change. The frequency of these meetings will depend on the nature and size of the work and the risks involved. As part of this process all those involved must ensure that health and safety issues are adequately discussed and information is recorded.

Curriculum Safety

Name of person who has overall responsibility for the high risk curriculum areas including curriculum related risk assessments are:	Subject Leader Science Subject Leader D & T Subject Leader PE Subject Leader Art Subject Leader Careers for work placements All leaders of off-site activities must complete full risk assessments, in line with Academy polices, in consultation with the Headteacher.

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

The 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: Advice given to habitual users of Screens/monitors about risks within environment during induction of new staff and bi-annual workstation assessment.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Self Assess with On-line training
DSE assessments are recorded and any control measures required to reduce risk are managed by	Network Manager if IT related adjustment who would forward to Site Supervisor if furniture adjustment or Operations Manager if desk stationery adjustment e.g. gel mouse pad, ergonomic keyboard

Educational visits/Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Headteacher signs off all Educational Visits
The Educational Visits Coordinator is	Visit TLR holder whom reports to Assistant Headteacher as line Manager
Our arrangements for the safe management of educational visits: • All visits must be vetted and approved by the Educational Visits Co-ordinator. The trip information including risk assessment must be uploaded to Evolve and approved by the Headteacher and Evolve service with details passed to emergency contacts, of at least one of which should be a member of SLT. • Parents/carers must be given details of the visit / trip and the emergency telephone number(s) for residential visits and must have returned consent to the Academy before the trip. Activities should be in line with the Department for Education guidelines.	

Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Equipment is tested and monitored by the D & T engineer, equipment is also monitored by the Site staff. Personal equipment brought into the Academy must be tested before use.
Fixed electrical wiring test records are located:	In the Site Team Office and updated every 5 years.
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:	
Name of person responsible for arranging and scheduling the testing of portable electrical equipment (PAT):	D & T Engineer
Portable electrical equipment (PAT) testing records are located:	Electronically
Staff must take defective electrical equipment out of use and report to:	Site Team
The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

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	H&S Co-ordinator
The Fire Risk Assessment stored	Electronically
The site has a fire alarm which activates a response from (a 3rd party/listening service)	Maintenance of Fire Alarms, Fire equipment and Emergency Lighting are contracted out and overseen by the Site Supervisor.

Name of person responsible for arranging and recording of fire drills	The H&S Co-ordinator and Site Supervisor will undertake and review fire risk assessments annually and arrange evacuation drills on a termly basis and ensure adequate Fire Marshall staff provision is maintained.
Name of person responsible for creating and reviewing Fire Evacuation arrangements including testing and maintenance of equipment and installations is recorded in a Fire Log Book	Caretaking staff are responsible for ensuring that all Fire Exits are clearly marked and kept free from obstruction, and that Fire extinguishers (Water, Carbon Dioxide, Powder and Wet Chemical) are distributed throughout the building in appropriate locations. They will carry out weekly testing of the fire alarm system and monthly testing of emergency lighting and record all findings. All equipment is maintained annually and any defective equipment is removed and replaced as necessary.
Fire Evacuation Arrangements are **Bomb Evacuation Arrangements are** **Lockdown (In-vacuations)**	Fire Evacuation routes should be clearly marked and all staff or visitors advised of Emergency Fire Plan. the same as Fire Evacuation procedures but alerted by use of alternative alert sound, in addition, bags to be taken and congregation point corner on field past Tennis courts. Get to safe lockable room indoors (Run) hide and lock the room (hide) and inform safe presence of staff/students in that room via IT/Laptops and inform police (Tell)
Our Fire Marshalls are:	Selected Members of the Finance and Admin Team with known stand in members allocated in their absence.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book as well as records of drills or alarm activations located in boiler house	Site Team Office log emergency drills/false alarms or actual emergencies and need to get timings of fire evacuations from Business Manager Feedback from evacuations between fire marshalls' and SLT post any incident
Name of person responsible for training staff in fire procedures	Business Manager, staff have schools fire training as part of their H & S induction
All staff must be aware of the Fire Procedures in school	

First Aid *see also Medication (The Academy's First Aid Policy should also be read in conjunction with this sub-section.)

Name of person responsible for carrying out the First Aid Assessment	H & S Co-ordinator with input from Inclusion Medical Lead (Deputy DSL)
The First Aid Assessment and first aider list is located	First Aid Policy on the Intranet, named first aiders detailed as part of H & S Induction
Name of person responsible for arranging and monitoring First Aid Training	The Academy has a number of staff trained in the relevant level of First Aid and a First Aid Rota is in place. PE staff attending fixtures are all trained in First Aid provision in a sports setting. The overall provision is managed by the

	H & S Co-ordinator but Subject Leads should also assess first aid provision relative to their needs.
Location of First Aid Box	In all High Risk Areas, Science Prep Rooms, Food Tech, D & T, PE, Reception Office, Library, Reprographics. All first aiders carry their own first aid kit.
Name of person responsible for checking & restocking first aid boxes	Checking, ordering and restocking of first-aid boxes is the responsibility of the First Aider in Reprographics and department heads may replenish stocks via Reprographics.
In an emergency staff are aware of how to summon an ambulance: In the event of an ambulance being required within the normal School day, reception staff will dial 999 and the first-aider will be responsible for overseeing the incident and, in the case of a student going to hospital, arranging with a senior member of staff or member of the Inclusion Team to accompany the student to hospital if a parent/carer is not available	
Our arrangements for recording the use of First Aid are that incidents requiring Treatment are recorded on SIMS	

Glass & Glazing

All glass in doors and side panels will be safety glass; all replacement glass will be of safety standard. Condition of glass is monitored by Caretaking staff and any glass in a dangerous condition will be replaced immediately. Any single glazed units will be checked regularly by Caretaking staff and high risk areas filmed or replaced with safety glass as deemed necessary.	
Glass and glazing assessment	Part of the review of all doors and windows for fire project

Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Managers of departments using Hazardous substance. Datasheets are converted into relevant COSHH Assessments
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Map of hazardous chemical storage areas by Fire alarms, responsibility of Site Supervisor **The Academy uses CLEAPPS as a resource and all Science staff must be aware of how to access this information.**	

Health and Safety Law Poster

The Health and Safety at Work poster is located:	These are located Staff Room, Site Supervisors Office, Sports Block Lobby and will be updated by the Site Supervisor

Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards
Our waste management arrangements are: administered by authorized third party suppliers depending on waste type
Our site housekeeping arrangements are: On a day-to-day basis, Caretaking staff and

the Cleaning Supervisor will: ensure that cleaning is done to a reasonable standard and that rubbish is cleared away; ensure that wet floor warnings are in place to minimise risk of slips and falls. dispose of glass and sharp objects safely; put in place arrangements for snow shifting and ensure that waste bins are at safe distance from buildings and are secure.	
Site cleaning is provided by: **In house cleaners**	who ensure that cleaning is done to a reasonable standard and that rubbish is cleared away; ensure that wet floor warnings are in place to minimise risk of slips and falls.
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment: Buffers training on notice board	
hazardous substances: Hazardous substance training during induction by cleaning supervisor and full COSHH Training for Departmental Leaders	
Staff undertaking manual handling/regular use of mechanical equipment should not wear Jewellery which may catch.	
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. Caretaking staff are responsible for providing safe disposal means for sharp objects.	

Infection Control

Name of person responsible for managing infection control:	Business Manager
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: guidelines followed by relevant Health Authorities and quarantine periods or practical recommendations implemented accordingly depending on infection	

Lettings

Name of person responsible for Lettings	Business Manager
• **Our arrangements require that Organisations who hire the Academy premises are:** given a copy of the Lettings Pack and have to sign an agreement indicating that the conditions for hiring have been met, including insurance requirements, first aider provision, fire procedures etc. • Caretaking staff will undertake regular checks to ensure that: the fire alarm is working; emergency lighting is working; fire doors are working; escape routes are clear; the hirer is aware of escape routes. Other Academy H&S rules are abided by e.g. no drinking or smoking	

Lone Working

Our arrangements for managing lone working are: • all staff at the Academy are required to sign in and out via the signing in/out system. This allows Caretaking staff or other staff to know who to account for in the event of a fire or other emergency. • Support staff who work during Academy closure periods have use of a mobile number to enable them to contact Caretaking staff or Business Manager immediately if required.

• The external doors are kept locked to keep out intruders but must allow exit in the event of an emergency. • Staff lone working to give family emergency contact number of Business Manager should they be concerned about their relative/spouse e.g. non return from work.

Maintenance/Inspection of Equipment (including selection of equipment)

Types of equipment to consider in this section: • ladders, steps and scaffold - examined each time they are used and kept secure; • fire alarms - tested weekly; • emergency lighting - tested monthly and serviced annually; • smoke detectors - tested monthly; • fire extinguisher - serviced annually. • Panic alarms • Lifts – Third Party annual • Lift, pump, boilers, pipework, electrical lighting, wiring, security systems, water hygiene, air con – Third Party testing • Caretaking staff will keep records relating to fire alarms and emergency lighting. • An annual inspection of all gymnasium equipment and Catering Equipment is undertaken by an external consultant. Any defective items will be identified and repaired or replaced as necessary. All other PE or |Catering Equipment is monitored by staff and repaired or replaced when needed.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Caretaking staff are responsible for inspection of the following items or subscribing to service level agreements to manage the responsibility
Records of maintenance and inspection of equipment are retained and are located:	Sites Office or online Portal
Staff report any broken or defective equipment to:	Caretaking Staff or Departmental Lead
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:	

Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Site Team or any other persons whom has received manual Handling training
Our arrangements for managing manual handling activities are:	
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).	

Medication

Name of person responsible for the management of and administration of	Reprographics Technician First Aider with Deputy DSL reviewing EHCP and

medication to pupils in Academy	medicines held in school.
Our arrangements for the administration of medicines to pupils are: Parents/carers' requests for medicines to be administered must be received in writing using the form available from the Reception Office, giving first aid staff permission to administer medication and stating how much medication is to be administered and how often. The completed form is locked in the medical cabinet together with the appropriate medication. The amount of medication and the time given is recorded and the form signed by the member of staff who has administered the medication.	
The names members of staff who are authorised to give / support pupils with medication are:	Reprographics First Aider and First Aiders
Medication is stored:	Reprographics
A record of the administration of medication is located:	SIMS
Staff are trained to administer complex medication by the school nursing service when required although most cases are self-administered in secondary phase.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Parents may give permission to administer an emergency salbutamol or Epipen retained at the Academy.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the Academy leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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 Academy staff.	Departmental Leader will provide students, teaching and technical staff with suitable PPE in accordance with their Risk Assessments. Masks, gloves and safety boots will be provided for all Caretaking staff and must be worn when necessary.
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Site Supervisor or Departmental Leader, any defective equipment should be reported immediately to either of the above
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Subject Leader
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.	Site Supervisor or Departmental Leader

Radiation

Name of the Academy Radiation Protection Supervisor (RPS)	Head of Science (delegated to UPS3 Teacher as whole school responsibility)

Name of the Radiation Protection Adviser (RPA)	Staffordshire County Council

Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at Academy.
Our arrangements for the reporting of hazards and defects: Defects will be reported either by contacting Caretaking via email or via the Business Manager or reception. Defects must be resolved in order of priority with H&S issues being given a high weighting.

Risk Assessments

The 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.	
Risk assessments are in place for the following areas: • Risk assessment forms must be reviewed annually by all Heads of Subject Departments and those responsible for the buildings, and service provision. • Individual risk assessments should be undertaken on a need basis e.g. injured student returning to the Academy, pregnant worker or advised for any task or duty which maybe regular or ad hoc which may be cause for concern.	
Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning	H & S Co-ordinator
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:	
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.	

Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the Academy at any time.

Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of Academy staff	**Headteacher**
All staff have responsibility to take care of their own health and wellbeing and the Academy supports staff to do this by implementing the following arrangements: • A referral system is in place and this information is shared with the Headteacher half termly and changes made accordingly. • All staff have a clear line management structure within which they work, and it is the responsibility of line managers to monitor stress levels and the general well-being of staff in their team. If staff have concerns about stress and/or well-being, they are	

encouraged to raise their concerns with their Line Managers, SLT or the Headteacher. Occupational Health may be used if deemed appropriate to provide support to staff. • Where staff feel unable to raise issues with manager or issues may need specialist advice, staff are given access to and reminded about the Academy membership to third party employee assistance providing confidential support free of charge to help our staff through difficulties either at home or at work. • Multiple Mental Health First Aiders, both teachers and associate staff and male/female who volunteer as Well-being champions to offer a confidential person to speak to about your mental health or concerns • Suggestions often come through Well-being Champions
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 should be completed involving all staff and this is reviewed regularly.

Training and Development

Name of person who has overall responsibility for the training and development of staff.	All new staff are inducted as one of the first meetings on-site with the Business Manager about general Academy H&S guidance. •The Safeguarding Officer will induct new staff as a group or individually shortly after starting. •Line Managers should do an induction for subject / task specific H&S guidance within the first full week of employment.
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:	
The 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 on SIMS	
Training and competency as a result of training is monitored and measured by:	

Vehicles owned or operated by the Academy/vehicle movement on site

Name of person who has overall responsibility for the Academy vehicles	Site Supervisor
The Academy operates:	A leased minibus
Name of person who manages the driver license/medical examinations	The Business Manager or Site Supervisor may authorize test application submissions
Name of person who manages the vehicle license requirements and undertakes vehicle maintenance checks such as oil, water and routine roadworthiness.	Caretaking will staff carry out routine checks on the minibuses (i.e. oil and water etc.) but it is the responsibility of the driver to ensure correct tyre pressures and fuel levels before

	transporting students.
Our arrangements for the safe use of Academy vehicles are: Only authorised persons may drive the minibus	
Name of person responsible for the management of vehicles on site	Staff must supervise vehicle access beyond inner gates with the exception of emergency vehicles and grounds maintenance or where it has been part of a prior agreed risk assessment

Our arrangements for the safe access and movement of vehicles on site are:

- A one-way 5 mph speed limit is imposed on traffic entering and leaving the site; there are "traffic calming" constructions to slow movement around the site.
- Deliveries and dispatches should happen at specified set-down points.
- Car Park gates are locked 3.20 pm - 3.30 pm to allow safe departure of students.
- Anyone parked in a disabled spot without a badge will be asked to move immediately.
- Academy provided school buses, students to be checked for seatbelts prior to departure. Disembark out the curb side door. All drivers DBS information to be current and appropriate vehicle documentation checked annually.

Violence and Aggression and Academy Security

The 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:	Student Behaviour Team via behaviour log on SIMS if student
Incidents of verbal & physical violence are investigated by:	Student Behaviour Team or Senior Leaders
Name of person who has responsibility for site security:	Site Supervisor

Our arrangements for site security are:

- Staff must be vigilant to ensure the Academy is a safe working environment. All staff must wear their name badge at all times whilst on the Academy premises. All visitors must report to reception where they will be issued with a visitor's badge which must be worn at all times. Staff should report any suspicious characters immediately to the main office who will contact the appropriate person. Staff should approach anyone not wearing a visitor's/name badge and ensure they have a legitimate reason to be on the Academy premises.
- CCTV is in operation throughout high risk areas around the Academy buildings and can be monitored at any time.
- Specific staff who may be at a greater risk will be identified and given specific training and advice as required.
- Any staff who has been involved in a verbal or physical incident must report the incident as soon as they can to the Business Manager who will complete the incident monitoring form to send to the H & S directorate.
- All visitors to the Academy site are required to sign in and out at Reception; access around the site is restricted and visitors must be accompanied by a member of staff.
- Any incident of inappropriate behaviour by visitors must be reported immediately to Reception or site staff during holiday periods and appropriate action taken.

Water System Safety

Name of Site Supervisor responsible for managing water system safety.	Site Supervisor
Name of contractors who have undertaken a risk assessment of the water system	Default Entrust Approved Supplier
Name of contractors who carry out regular testing of the water system:	Default Entrust Approved Supplier
Location of the water system safety manual/testing log	Site Supervisors Office and building Portal
Our arrangements to ensure contractors have information about water systems are: Site Staff discuss methods of work with contractors	
Our arrangements to ensure all Academy staff carrying out checks or testing or maintenance have information about the water system: Water hygiene samples must be taken and checks made as required by the Academy's Water Hygiene Manual. Caretaking staff are responsible for recording and updating the Manual which is to be kept in the Caretakers' Office, some of these duties have been delegated to external consultants.	

Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Site Supervisor
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Staff should only use steps, ladders and scaffold in line with recommended safe working practice. Appropriate training must be given to all staff before they use such equipment. All equipment must be examined before use and only used by authorised personnel.	
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 Site Supervisors Office and equipment is not to be loaned to contractors	

Work Experience/Volunteers

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils.	Careers Leader
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students or persons volunteering on work placement are: Chosen from an approved list via work experience subscription software, on-spot inspections and risk assessments.	
The name of the person responsible for the health and safety of people on work experience in the Academy premises:	Departmental Leader
Our arrangements for managing the health and safety of work experience students in the Academy are: Ensure the work experience students are not left unsupervised and that they are allocated safe tasks	

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.

1. Number of Accidents/Incidents (Children and staff) - Analysed for trends/reported to Governors
2. Monitoring of Ill health cases due to work (e.g. stress or repetitive strain injury) reported to Governors in Personnel report, indicative from levels of Cover
3. No. of successful Fire Evacuations completed (at least one per term) - Including feedback
4. Staff, student and parental surveys – particularly follow up investigation into any safety concern
5. H & S and/or buildings report with Health and Safety Impact Assessments reported to Governors with Finance Reporting (usually 3 meetings pa)