

Staffordshire University Academies Trust		Trust Policy Document			
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## Health and Safety & Wellbeing Policy Tynsel Parkes CE Primary Academy

### 1. Success Indicators

The Trust and all of its academies have a Health, Safety and Wellbeing policy which:

- Provides an overview of the Trust's policy on health, safety and wellbeing
- Outlines the arrangements that all of its academies have in place for health, safety and wellbeing
- Assigns roles and responsibilities to key staff in each Academy
- Is monitored and reviewed regularly by senior leaders at Trust and Local Academy Council level

The Leadership Team of each SUAT academy and the Local Academy Council are committed to ensuring the Health and Safety of everybody involved in each Academy. They aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school visits
- Establish and maintain safe working procedures for staff and pupils
- To provide and maintain safe Academy buildings and safe equipment
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in their Academy
- Formulate and implement effective procedures for use in the event of fire and other emergencies
- Investigate accidents and take steps to prevent a re-occurrence
- Take proactive measures to prevent accidents and incidents of a dangerous nature, which could be hazardous to health

### 2. Overview

The Trust requires all of its academies to have a Health, Safety and Wellbeing Policy in place. The Trust's Health, Safety and Wellbeing Policy template is a generic policy that has been developed by the Trust Board. Each academy's procedures are developed and monitored by the Principal/Head Teacher and the Local Academy Council.

### Roles and Responsibilities within each academy

The **Local Academy Council** will:

- Give strategic guidance
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Take steps to ensure plant, equipment and systems of work are safe
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe
- Maintain the premises in a condition that is safe and without significant risk

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- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and pupils
- In their critical friend role, maintain an interest in all the health and safety matters
- Review and monitor the effectiveness of this policy

The **Principal** is responsible for the day to day running of the Academy. They will:

- Promote a positive, open health and safety culture in their Academy
- Report to LAC members on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner

**Senior Leaders** within the Academy will support the Principal/Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for their Academy
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager

The **Premises Manager (or the member/s of staff assigned to that role)** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas

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- Ensure that all cleaning and catering staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm and other such internal statutory compliance checks, to the required frequency
- Ensure all contractors are 'inducted' and provided with the relevant risk assessments, asbestos records, hazard exchange form, hot works permits and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Adhere to risk assessments, COSHH assessments and safe working practices
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Senior Leadership Team

#### All Academy Staff will:

- Read the Health and Safety Policy
- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students/pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures.

In accordance with the academy rules and procedures on discipline, **pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

#### Employer responsibilities

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974.

On behalf of the Trust Board SUAT's Operations Manager will:

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training

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- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues

## Health, Safety and Wellbeing Policy

### Tynsel Parkes CE Primary Academy

The local policy has five 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 individual SUAT academy, as named above.

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

#### **A. Introduction**

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing policy provided on pages one to four (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

#### **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Tynsel Parkes CE Primary Academy Local Academy Council recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Local Academy Council will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils 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 health and safety of persons on the premises or taking part in educational activities elsewhere)

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- 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 SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and students/pupils (where relevant) forms part of this policy.

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

<i>John Davey</i>	<i>Rachel Chandler</i>
<i>John Davey, <b>Chair of Local Academy Council</b></i>	<i>Rachel Chandler, <b>Principal</b></i>
<i>5<sup>th</sup> October 2021</i>	<i>5<sup>th</sup> October 2021</i>

### C. Management Arrangements

The following procedures and arrangements have been established within Tynsel Parkes CE Primary 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:	Staffordshire University Academies Trust, Staffordshire County Council Health Safety & Wellbeing Team
The contact details are:	SUAT Estate Manager, 01785 355777, SCC: John Burdett, 07773 791520, SCC H&S Duty Officer (01785) 355777
In an emergency we contact:	SCC H&S Duty Officer (01785) 355777.

### Monitoring Health and Safety

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Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Emma Sandbach/Rachel Chandler
Our arrangements for the monitoring of health and safety are:	
<ul style="list-style-type: none"> <li>• Monitor and Review, Development Plan MRDP (termly)</li> <li>• Accident investigation reports for identification of reoccurring issues/possible defects (termly).</li> <li>• Line management meetings (weekly)</li> <li>• Premises Tours (termly)</li> <li>• Staff communication (weekly)</li> <li>• Risk assessment reviews (annually)</li> <li>• External Audit (SCC)</li> <li>• Annual Report to Local Academy Council</li> </ul>	
The Academy carries out formal evaluations and audits on the management of health and safety (frequency):	
<ul style="list-style-type: none"> <li>• Monitor and Review, Development Plan MRDP (termly)</li> <li>• Premises Tours (termly)</li> </ul>	
The last audit took place:	Date: 11 <sup>th</sup> May 2021 (MRDP) – E Sandbach 9 <sup>th</sup> June 2021 (Premises Inspection) E Sandbach/R Chandler January 2020 (Full external SCC audit)
Name of person responsible for monitoring the implementation of health and safety policies:	Rachel Chandler
<b>All staff are aware of the key performance indicators in part E and how they are achieved and monitored</b>	
<b>Workplace inspections - type</b>	<b>Name of person who carries these out</b>
Termly premises/defects inspection	Rachel Chandler/Emma Sandbach
Weekly boundary checks	George Plant
Monthly playground & equipment checks	John Deville
Daily playground checks	All staff
Fire Alarm testing	George Plant
Fire Fighting Equipment	John Deville (visual), Chubb (maintenance)
Water temperatures	John Deville
Emergency Lighting Checks	John Deville (monthly)
Ladder Inspections	George Plant
Water Flushing	George Plant

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## Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: Accident Book, analysis on spreadsheet and My H&S portal
Staff accidents: Accident Book, analysis on spreadsheet and My H&S portal
Visitor accidents: Accident Book, analysis on spreadsheet and My H&S portal
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: SCC H&S Advisor
Our arrangements for reporting to the Local Academy Council are: Principal's Termly Report, Finance Budget Monitoring Report (Termly), Annual report to the LAC (June).
Our arrangements for reviewing accidents and identifying trends are: Termly Accident Analysis Spreadsheet.

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Emma Sandbach
Location of the Asbestos Management Log or Record System:	School Office
<p>Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT.</p> <p>Staff must be aware of the procedure for gaining approval for works of this nature, which is to discuss the works with the premises manager, complete a hazard exchange form and intrusive works form, seek advice from AMT if necessary. The asbestos register must be examined and signed before any intrusive works commence.</p> <p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: Included in staff induction, yearly refresher in September, read and sign the asbestos register.</p> <p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Hazard Exchange Form, Read and sign Abestos register before works commence.</p>	

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Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Annual read and sign of the asbestos register in September, induction.

Staff who receive annual training in asbestos awareness are:  
 Emma Sandbach  
 George Plant  
 John Deville  
 Rachel Chandler

Staff must report damage to asbestos materials to:	Emma Sandbach/Rachel Chandler Defects Book
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### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Principal
Our arrangements for inducting staff to health and safety within the academy are: Staff induction with SUAT, induction on site within two weeks of start date.	
Our arrangements for communicating about health and safety matters with all staff are: Staff notes (weekly email), adhoc emails to staff as relevant, H&S noticeboard, staff meetings, school/SUAT website.	
Staff can make suggestions for health and safety improvements by: reporting in the defects book, see Emma Sandbach/Rachel Chandler, weekly meetings, email.	
Staff can share risk management information by: defects, email, shared drives.	
Staff can communicate areas for concern in the context of health and safety by: Defects books, weekly meetings, email and in person.	

### 4. Construction Work \*See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	Rachel Chandler/Emma Sandbach/Hope Kirkham/Entrust Property Services.
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Consult with Entrust Property Services and SUAT Facilities Management. (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:	

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Hazard Exchange Form, Pre Works Meeting on site, Email and Telephone Calls.
Our arrangements for the induction of contractors are: Hazard Exchange Form, Pre Works meeting on site.
Staff should report concerns about contractors to: Principal/Office Manager
We will review any construction activities on the site by: regular meetings with the lead contractor. Site inspections throughout the works.
Our arrangements for obtaining contractor risk management documents are: Request them through the Hazard Exchange Process.
Staff will be informed about construction projects by: Staff notes, emails from Premises Manager.

## 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Principal
The name of the Trade Union Health and Safety Representative is:	None
Our arrangements for consulting with staff on health and safety matters are: Face to face consultations Line Management Meetings Staff meetings/meetings	
Staff can raise issues of concern by: contacting the Principal or Premises Manager directly.	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	E Sandbach
Our arrangements for selecting competent contractors are (this should include verification of DBS data): use Entrust preferred suppliers list, or suppliers recommended by SUAT.	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Completion of Hazard Exchange Form, pre works site meeting.	
Our arrangements for the induction of contractors are: pre works on site meeting, hazard exchange forms.	
Staff should report concerns about contractors to: Principal/Emma Sandbach	

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Our arrangements for notifying staff of contractor activity on site are: staff notes for prebooked works, verbal, notes on registers and emails.

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Head of Dept. or Curriculum Lead Name
Science	Mrs Skelton
D&T	Mrs Irving
PE	Mrs Chandler
Art & Design	Mrs Irving
Maths	Mrs Wilcock
English	Mrs Webb
Phonics/Early Writing	Mrs Mellor
Music	Mrs Mellor
RE	Mrs Hill
Computing	Mrs Skelton
MFL	Mrs Hill
Geography	Mrs Helm
History	Mrs Irving
PHSE	Mrs Webb
Risk assessments for these curriculum areas are the responsibility of:	As listed above
These risk assessments are located:	In school office.

## 8. 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: Identification of staff who meet the criteria for requiring the completion of a DSE assessment upon appointment by office admin staff. Completion of DFE assessment by a member of staff and signing off by line manager. DSE assessments reviewed upon change of working conditions ie change of furniture, movement of furniture, change of office. DSE assessments reviewed every two years. Rectification of any issues are made.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	E Sandbach
DSE assessments are recorded and any	E Sandbach

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control measures 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:	Principal
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	School office – daily checklists are kept in the classrooms.
Our arrangements for the safe management of EYFS (classroom and activities) are:	
<p>Supervision ratios</p> <p>Risk assessments – reviewed annually</p> <p>Daily checklists</p> <p>Adequately trained staff</p>	

### 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Principal
The Educational Visits Coordinator is:	Emma Sandbach
Our arrangements for the safe management of educational visits are:	
Use of Evolve for effective risk management. The trust has an Educational Visits Policy incorporating a detailed set of forms for the effective management of school trips. Training is also carried out across all staff who lead and manage visits.	
Visit risk management information is communicated to visit attendees by: Email/verbal discussion/meeting before visit commences.	

### 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Emma Sandbach and Entrust Property Services.
Fixed electrical wiring test records are located:	School Office
All staff visually inspect electrical equipment before use: Yes	
Our arrangements for bringing personal electrical items onto the academy site are:	
No personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months).	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Emma Sandbach
Name of person responsible for defining the frequency of portable electrical equipment	Principal, SUAT Policy

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(PAT) testing:	
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually.
Portable electrical equipment (PAT) testing records are located:	School Office
Staff must take defective electrical equipment out of use and report to:	Defects Book, Emma Sandbach, Rachel Chandler
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.	

## 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, such as the fire evacuation procedure:  NB. The fire risk assessment must be undertaken on an annual basis as a minimum.	E Sandbach
The Fire Risk Assessment is located:	School office
When the fire alarm is raised the person responsible for calling the fire service is	E Sandbach/R Chandler or any member of staff in their absence. Full fire alarm procedure is available to this policy and is updated at least annually.
Name of person responsible for arranging and recording of fire drills:	R Chandler
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	R Chandler/E Sandbach
Our Fire Evacuation Arrangements are published:	In every room of the school and the H&S noticeboard.
Our Fire Marshals are listed:	In fire evacuation procedure.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	School Office
Name of person responsible for training staff in fire procedures:	R Chandler
Procedure for communicating fire safety and evacuation arrangements to visitors: signing in procedure, leaflet available in reception.	
Procedure for communicating fire safety arrangements to contractors: H&S leaflet in reception and hazard exchange form.	
All staff must be aware of the Fire Procedures in their Academy.	

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

Name of person responsible for carrying out the First Aid Assessment:	Emma Sandbach
The First Aid Assessment is located:	In Health and Safety folder in school office.
First Aiders are listed:	H&S noticeboard, staff room and medical room.
Name of person responsible for arranging and monitoring First Aid Training:	Principal
Location of First Aid Boxes (including travel):	All classrooms, office, TP, hall, Treetops
Name of person responsible for checking & restocking first aid boxes:	Amanda Sowter
In an emergency staff are aware of how to summon an ambulance, through following the below procedure: If a parent/guardian is not available to accompany the pupil a member of staff will escort the pupil in the ambulance. Any member of staff can call for an ambulance. Our travel insurance also covers all staff who may need to drive a pupil to hospital in an emergency, even if the staff member does not have business insurance.	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	Call through contact list in priority order, if no contact with relatives can be made a member of staff known to the child will be sent in the ambulance.
Staff	For staff injuries the same process will apply, using SIMS for next of kin information, if an escort is required a member of staff will accompany them if possible.
Visitors	Every attempt will be made to call next of kin, staff wouldn't necessarily accompany a visitor.
Our arrangements for recording the use of First Aid are: Accident Book (adults). Pupil accidents recorded on accident slips, slips sent home with child, carbon copy kept at school.	
Our arrangements for monitoring and reporting on first aid and accidents are: Termly monitoring and reporting to the LAC.	
Our arrangements for identifying trends are: Termly analysis of accident reports.	

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#### 14. Forest School

Name of person in the Academy who leads on Forest School activity:	This is outsourced to an external provider, Accelerate Learning.
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	

#### 15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass:	
All replacement glass is of safety standard:	
A glass and glazing assessment took place in 2020 and the record can be found ....	Entrust School Condition Survey Report in School office.

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Emma Sandbach/A Sowter
Hazardous substance risk management documentation is located:	School Office
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are: Principal/Office Manager notified of new substances to be purchased before ordering takes place. E Sandbach to download MSDS and put COSHH in place before product arrives on site. If risks of using product are deemed satisfactory order can be completed. MSDS and COSHH held on file in school office and circulated to staff to whom it pertains. Register of substances updated as required. Amanda Sowter puts copies of COSHH in classrooms and ensures registers are updated locally.	

#### 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	H&S noticeboard in photocopying room
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#### 18. 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: ESBC fortnightly collection of trade waste and recycling. PHS manage our hygiene waste.
Our site housekeeping arrangements are: External cleaners come in after school every day. Paper recycling bins are emptied by office staff weekly. PHS empty nappy bin weekly, sanitary bins and air fresheners replaced monthly.

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Site cleaning is provided by:	Name and contact details
External cleaning company:	Hi Spec Services Sue Goodes, 01332 376190 or 07738 800190
Cleaning staff have received appropriate information, instruction and training about the following and are competent (through Hi Spec).	
Work equipment: Owned and maintained by Hi Spec	
Hazardous substances: COSHH supplied by Hi Spec	
Waste (skips and bins are located away from the academy building): Cleaners to remove waste to bins outside the school.	
Infection control: Infection Control policy in place, sick kits available, covid 19 is detailed in a separate risk assessment.	
Academy security – gates locked whilst children in school, internal magnetic key coded doors. All staff, contractors and visitors signed in at school reception.	
Lone working – policy in place.	
First aid and accident reporting – accident book and slips, My H&S online reporting tool.	
Fire evacuation – copy of evacuation procedure issued to all staff including cleaners.	
Management of asbestos – Asbestos register in place and available.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips	
Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area;	
<b>Department/work area</b>	<b>Procedure</b>
Catering	Use bins provided for recycling, food waste as appropriate. Used Cooking Oil taken to Uttoxeter Recycling Centre by site technician.
Cleaning	Use the bins provided.
Curriculum Areas	Do not produce any unusual types of

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	waste, all waste disposed of in standard bin liners.
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## 19. Infection Control

Name of person responsible for managing infection control:	E Sandbach
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <p>Risk assessments in place (including Covid).</p> <p>SCC and PHE informed of any disease outbreaks, high absence levels which could be reported under RIDDOR.</p> <p>Cleaning staff follow training and informed of illnesses to ensure adequate cleaning of key areas is undertaken.</p> <p>Where appropriate parents informed of outbreaks (e.g. headlice, chickenpox, V&amp;D).</p> <p>Handwashing facilities available at all times, posters in all toilets reminding children how to wash their hands.</p> <p>Covid 19 RA in place.</p> <p>Hand sanitiser, cleaning materials and PPE available throughout school.</p>	
<p>Infection control standards and the effectiveness of risk management procedures will be monitored by: Staff and pupils absence/sickness records. Staff monitored through use of Bradford Scores, pupils monitored termly through meetings with Education Welfare Officer.</p>	
<p>We communicate infection control arrangements by: staff meetings, paper copies of risk assessments, health and safety noticeboard.</p>	
<p><b>Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.</b></p>	

## 20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	E Sandbach ( <b>no lettings are currently permitted</b> )
<p>Our arrangements for managing Lettings of the Academy rooms or external premises are: <b>(no lettings are currently permitted)</b></p>	
<p>The health and safety considerations for Lettings are considered and reviewed annually:</p>	
<p>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:</p>	
<p>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.</p>	

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Hirers must provide a register of those present during a letting upon request:

Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.

Hirers must have appropriate, valid and current insurances:

## 21. Lone Working

Our arrangements for managing lone working are:

(Lone working is defined by the Health & Safety Executive (HSE) as **people who work by themselves without close or direct supervision**. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).

Lone working policy in place

Lone working arrangements are communicated by: emailed to all staff, hard copies given to caretakers.

We monitor lone working arrangements by: review policy, monitor signing in/out book.

Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.

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

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning.

This section **must include** the arrangements for academy kitchens, science laboratories, design and technology rooms.

Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Rachel Chandler/Emma Sandbach
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Records of maintenance and inspection of equipment are retained and are located:	School Office
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Staff report any broken or defective equipment to:	E Sandbach/Defects book in photocopying room.
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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:

Type of equipment	Maintenance Regime Details
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Kitchen - cooker, hot plates, fridge, mixer etc (all electric/gas appliances). Extraction System.	Annual Inspection by First In Service/British Gas. Annual PAT
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	testing.
Ladders/Kick Stools	Twice yearly visual inspection, carried out and recorded by site technician.
PE Equipment & outdoor gym trail	Monthly visual inspections (site technician). Annual inspection - external provider. Daily checks by staff.
Fire Alarm	Maintenance programme - every 6 months. Alarms checked weekly by site technician.
Emergency Lighting	Twice yearly maintenance programme. Monthly checks by site technician.
Intruder Alarm	Twice yearly maintenance programme
Fire Extinguishers	Annual Service external provider. Monthly visual inspection site technician.
Boilers	Annual maintenance by external provider
Water Hygiene	6 monthly inspection, two yearly risk assessment. Monthly temperature checks by site technician.
Electrical Equipment	5 yearly fixed electrical test, annual PAT test.

### 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	E Sandbach/R Chandler
<p>Our arrangements for managing manual handling activities are: Staff are advised about manual handling on induction. If manual handling is part of a staff members' role they receive appropriate training (e.g. lunchtime supervisors, site technicians, nursery/early years staff). Training provided by external provider or National College <a href="https://thenationalcollege.co.uk/hub/view/course/manual-handling">https://thenationalcollege.co.uk/hub/view/course/manual-handling</a> . Manual Handling risk assessments are in place and distributed to relevant staff. Back Care awareness information is made available at all times on the H&amp;S noticeboard. Staff made aware to avoid unnecessary manual handling activities, to use trolleys where appropriate. Risk assessments must be written where manual handling task cannot be avoided.</p>	
<p>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are: paper copies of risk assessments circulated (signed declaration received). Staff meeting. Staff inductions.</p>	
<p>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</p>	

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Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:

Name: John Deville, George Plant (caretakers training)  
Moving & Handling training (people & equipment), 2/5/19, Julie Roberts, Emma Edensor, Kat Chatfield, Shelley Holmes, Kath Helm, Jayne Campion, Danielle Sowter, Amanda Sowter, Kerrie Lauben.

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).

Restrictive physical intervention training is arranged by: R Chandler

Restrictive physical intervention risk management information is: Not currently required for any pupils at Tynsel Parkes but would be put in place as soon as the need arose.

#### 24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in the academy:	Principal (management) Teaching Staff (administration of)
Our arrangements for the administration of medicines to pupils are:	Medication Policy Health Care Plan in place for all children who require medication in school. Asthma Care Plan Appropriate training (asthma/epi-pen training, first aid).
The names of members of staff who are authorised to give / support pupils with medication are:	All teaching staff
Medication is stored:	Treetops. Asthma inhalers and epi pens stored in the child's classroom.
A record of the administration of medication is located:	Classroom asthma box, medication forms and slips sent home with pupil.
Pupils who administer and/or manage their own medication in an academy are authorised to do so by (Rachel Chandler, Principal) and provided with a suitable private location to administer medication/store medication and equipment. No pupils self administer at present due to age.	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:	School Nurse Awareness Training (Anaphylaxis, Epilepsy & Asthma), – Sarah Skelton, Helen Irving, Kath Helm, Kat Chatfield, Julie Roberts, Kerrie Lauben, Linda Webb and Emma Pye. The following staff also have full paediatric first aid training: Kirsty Mellor, Kerrie Lauben, Michelle Holmes, Kath Helm, Kat Chatfield and Amanda Sowter. Amanda Sowter and Danielle Sowter also have full emergency first aid at school training. All staff

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have received the paediatric first aid refresher course in October 2020.

Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: All teachers and teaching staff have received first aid training. Additionally some staff have received epilepsy and asthma training (see above). Emergency Inhaler and Epi-pen stored in Treetops.

Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:  
Treetops medical boxes or locked classroom storerooms.

Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.

## 25. 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.

R Chandler/E Sandbach

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff

R Chandler/E Sandbach

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.

Class teacher (none identified in current risk assessments).

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 PPE.

Class teacher (none identified in current risk assessments) therefore not applicable.

Confirmation of any recorded checks to be provided:

Not applicable.

## 26. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)

Not applicable

Name of the Radiation Protection Adviser (RPA)

Not applicable

## 27. Reporting Hazards or Defects

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All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy.

Our arrangements for the reporting of hazards and defects: Defects Book kept in photocopying room. Additionally, we request staff alert E Sandbach or R Chandler at the same time so the matter can be attended to immediately.

## 28. 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 others who may be exposed to the risk.

Risk assessments are in place for the following areas:

Premises and grounds  
Curriculum / classrooms  
Hazardous activities or events  
Lettings or contract work which may affect staff or pupils in the school/academy  
Fire Risk Assessment  
Hazardous Substances  
Work Equipment  
Manual handling activities  
Stress and Wellbeing  
Catering  
Infection Control (Including Covid 19)  
Security  
Working at Height  
Lone Working

Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:	E Sandbach
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Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Premises Manager writes risk assessments for premises, class teachers write curriculum and classroom risk assessments. Risk assessments are collated and distributed to appropriate staff who then sign a declaration to evidence they have read and understood the risk assessments. Risk Assessments are reviewed annually or more frequently if an incident deems it necessary.

The location in which the academy keeps risk assessments is:  
School office

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.

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### 29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.

### 30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	E Sandbach/R Chandler
The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).	NO SHARED PREMISES
Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: NA	

### 31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	R Chandler
Name of the person who leads on Academy Mental Health and Wellbeing:	R Chandler
Academy mental health first aid trained staff are:	H Kirkham and T Ward - Vice Chairs of the LAC.
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: Annual Staff Well being survey, well being risk assessments in place. Information regarding stress and wellbeing available on the H&S noticeboard. Referrals to Occupational Health where appropriate and advice sought from Occupational Health. Wellbeing courses offered and completed online. We also offer support through the SUAT counsellor, Insight HR, ThinkWell and SAS Wellbeing support. The Principal sits on the SUAT mental health and wellbeing committee. We have several policies covering this area too. We have also held whole school training for wellbeing. The Principal regularly shares information/guides/videos/training courses through staff notes on wellbeing initiatives.	
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.	
All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.	
Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Rachel Chandler.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	
Completed June 2021 / reviewed July 2021.	

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Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found in our pupil well being risk assessment (school office).

Staff can access support for pupils by: Discussing needs with SENDCO/Principal. Referrals to family support workers/external agencies, including the Mental Health Support Team and CAMHS. Working with parents.

Resources to support pupil mental health and wellbeing can be found in the SEND resources / SENDCo resources / Websites/ Regular Emails and resources/toolkits sent from Mental First Aiders – H.Kirkham and T.Ward.

### 32. Swimming Pool Operating Procedures (where applicable) NOT APPLICABLE

### 33. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Principal
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: We use the SCC Health and Safety training matrix to identify training needs for all staff. Along with advice from our Health and Safety advisor and SUAT suitable training is identified and booked for all relevant staff and job roles.	
The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated annually.	
Training records are retained and are located in the school office	
Training and competency is monitored and measured by:	Principal

### 34. Vehicles owned or operated by the academy (where applicable) NOT APPLICABLE

### 35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	E Sandbach/R Chandler
Our arrangements for the safe access and movement of vehicles on site are; Fully detailed in our risk assessment for segregation of pedestrian and vehicles. In brief: staff and visitor parking only on school car park. Car park is separate to pedestrian access and does not allow vehicles and pedestrians in the same area. Deliveries are made to the school car park outside of pupil drop off and collection times. Access to playgrounds/grounds for grounds maintenance vehicles via arrangement with school office during term time: this is restricted to times when pupils are in lessons. Delivery lorries must reverse into car park or park on road as car park is too small to turn	

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around on.

The access to the boiler house and school hall is also restricted at all times, no vehicle parking here.

### 36. 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:	Class teacher (pupils) Principal (staff)
Incidents of verbal & physical violence are investigated by:	Principal
Name of person who has responsibility for site security:	Principal
Our arrangements for site security are: Perimeter gates lock during school day. Classroom exterior doors locked when children in class. Coded doors on main entrance doors. All doors and perimeter gates locked and intruder alarms activated during out of hours, school holidays, weekends etc. Site technician opens and locks up school daily, and performs a site inspection to ensure all windows are shut, site is safe etc.	

### 37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	E Sandbach
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	IWS Date: 11/02/2021
Name of contractors who carry out regular testing of the water system:	IWS (6 monthly). Site technician (monthly).
Location of the water system safety manual/testing log:	School Office
Our arrangements to ensure contractors have information about water systems are: Hazard Exchange Form, Pre works on site meetings, Water System Safety Manual made available.	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:	

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Water Log Book  
Training

### 38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	R Chandler/E Sandbach
Date of the most recent working at height risk assessment:	Mar 2021
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Risk assessments in place for all activities involving working at height, training provided for site technicians. Suitable equipment provided (step ladders/kick stools). Premises Manager/Principal conduct safety checks to "spot check" working at height activities. RAMS requested from contractors.	
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 school office and last inspected in March 2021.	
Name of person(s) responsible for inspecting and recording inspections:	George Plant

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	R Chandler
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: work placements generally not offered at Tynsel Parkes, each request is considered on a case by case basis by the Principal. Induction takes place on first day of work.	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	R Chandler.
Our arrangements for managing the health and safety of work experience students in the Academy are: Induction on first day, site tour, risk assessment written/put in place before placements commence.	

### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Principal
Volunteers are considered as a member of staff and all health and safety arrangements	

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including induction and training must apply. Arrangements for the induction of volunteers are: Induction by E Sandbach on first day in school.

#### 41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	R Chandler/E Sandbach
Date of the most recent gas line test (5 yearly):	12/03/2021
Date of the most recent gas system test: Boilers Kitchen Equipment	12/03/2021 24/08/2021
Our procedure in the event of a gas leak is: Isolate gas supply (kitchen and brick shed on car park). Call Cadent Gas. Full details and phone numbers on the wall in the school office. Follow fire evacuation procedure. Call Entrust Property Services (Gary Plimbley) and Hope Kirkham (SUAT).	
The Academy uses only gas safety registered contractors to work with gas systems on site.	

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

It is important that SUAT's academy leaders, Local Academy Council members and managers can monitor the health and safety performance of their academy in order to determine where progress is being made and where further actions and resources may be required.

Aim	Initiatives	KPI	Target	Actual
Continuous improvement in health and safety management performance	Staff inducted in academy health and safety objectives and management at the beginning of each academic year. Communication is continual throughout the year to ensure optimum performance	Reduction in the number of accidents	No accidents or injuries which are reportable to the HSE under RIDDOR	No accidents or injuries which are reportable to the HSE under RIDDOR.
Maintain the	Continued	Staff more	Proactive	Risk

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high standard of the day to day management of H&S in school	visibility of H&S information (H&S noticeboard). H&S embedded in everything we do and part of daily life in school.	knowledgeable about H&S management within school (e.g. risk assessments in place).	approach to writing risk assessments for school trips and new classroom based activities.	assessments regularly reviewed and written.
School trips risk assessed at least two weeks before trip commences.	Information made available to all staff. Where possible school trips booked at the start of the year, more proactive. Refresher training for staff on Evolve as not been used for over 12 months due to Covid.	All trips submitted on time.  Staff using Evolve unassisted.	All trips put on Evolve two weeks before the trip date.	All trips put on Evolve two weeks before the trip date.

The Health Safety and Wellbeing Service may also request feedback on certain KPIs; more details of these can be obtained from your Health and Safety Adviser.