



Health, Safety and Wellbeing
Policy

Moat Hall Primary Academy

1. Contents

1.	Contents	2
2.	Version control.....	3
3.	Introduction.....	4
4.	Legal framework	4
5.	Policy Statement.....	5
6.	Management of Health & Safety – Plan, Do, Check, Act.....	5
7.	Roles and responsibilities	8
8.	Site Specific Management Arrangements	11
9.	Monitoring and Review	11

Management Arrangements Template	12
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2. Version control

Date	Version	Revision	Owner
30/06/17	1.0	New Policy	Future Generation Trust Policy Team
13/06/18	2.0	Annual review of policy	Future Generation Trust Policy Team
24/06/19	3.0	Annual review of policy	Future Generation Trust Policy Team
02/06/20	4.0	Annual review of policy	Future Generation Trust Policy Team
07/06/21	5.0	Annual review of policy – updated policy statement & roles and responsibilities, addition of legal framework & Plan, Do, Check, Act.	Future Generation Trust Policy Team
31/03/22	6.0	Annual review of policy	Future Generation Trust Policy Team
22/03/23	7.0	Annual review of policy	Future Generation Trust Policy Team

3. Introduction

As an education provider, Future Generation Trust (FGT), is committed to ensuring high standards of health, safety and wellbeing and as such will endeavour to adopt best practice across all of our premises and activities. FGT expects all staff, pupils, parents, trustees, governors, contractors and visitors to abide by the requirements of this policy.

This policy has been developed in-line with current guidance received from the Trust's Health & Safety Advisor – Staffordshire County Council, and has been further developed by the inclusion of the Health & Safety Executive (HSE) model of good practice for managing health & safety.

4. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Provision and Use of Work Equipment 1988 (PUWER)
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- School Premises Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Construction (Design and Management) Regulations 2015

This policy also has due regard to national guidance including, but not limited to, the following:

- HSE (2104) 'Sensible health and safety management in schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2020) 'Good estate management guide for schools'
- DfE (2021) 'Statutory framework for the Early Years Foundation Stage'
- ESFA (2021) 'Academy Trust Handbook'
- DfE (2022) 'First aid in schools, early years and further education'

This policy operates in conjunction with the following trust policies and strategic documents:

- Business Continuity Plans
- Educational Visits Policy
- Estates Strategy & Asset Management Plan
- First Aid Policy
- Icy Conditions & Winter Weather Policy
- Records Management Policy
- Risk Management Policy
- Risk Register
- Strategic Plan

5. Policy Statement

At Future Generation Trust, we are committed to the health, safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy statement reflects our dedication to creating a productive and safe learning environment.

We are committed to:

- Providing a safe and healthy learning and working environment.
- Compliance with all statutory requirements.
- Ensuring emergency procedures are in place, particularly in relation to fire, asbestos and other significant hazards.
- Minimising risk via assessment, policy and procedures.
- Providing safe plant and equipment.
- Ensuring safe systems of work exist and are maintained.
- Making arrangements for the safe use, handling and storage of articles and substances.
- Preventing accidents and any work related illnesses.
- Setting high targets and objectives to promote and develop the trust's culture of continuous improvement. (Plan–Do–Check–Act)
- Outlining the arrangements that each academy has in place for managing health, safety and wellbeing.
- Assigning roles and responsibilities to key staff in the FGT Central Team and each academy.
- Ensuring adequate welfare facilities are available throughout our academies.
- Providing competent health and safety advice, support, information, training and resources, so far as is reasonably practicable.
- Including staff and representatives in health, safety and wellbeing decisions.
- Monitoring and reviewing our policies and procedures to ensure effectiveness and compliance.
- Sustaining positive health and safety attitudes and behaviours.

Health and safety is everyone's responsibility, and we expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and wellbeing arrangements.

This policy statement and the accompanying organisational arrangements supersede any previously issued and will be reviewed on an annual basis.

6. Management of Health & Safety – Plan, Do, Check, Act

FGT recognises that managing health and safety requires a sustained and systematic approach and has adopted the Health and Safety Executive (HSE) model of good practice which contains the steps; **Plan-Do-Check-Act**. This cyclical approach helps to ensure that policies, structures, systems, procedures and practices are aligned to the culture, treating health and safety management as an integral part of good management, rather than a stand-alone system.

The HSE model is illustrated below.



In adopting this approach, FGT will ensure that all key components of good health and safety management are owned and implemented across the Multi Academy Trust (MAT).

PLAN

POLICY

- The Trust Board review and approve this policy on an annual basis to ensure that it takes account of current legislation and guidance.
- Following approval, the trust's policy statement is signed by the Chair of the Trust Board, CEO and respective Headteacher and displayed in staff areas at each academy.
- Site specific management arrangements for health, safety and wellbeing are also reviewed and approved by each Local Governing Body (LGB) on an annual basis.

- All staff are required to read a copy of the policy each year and must confirm their understanding of their role in the day-to-day management of health, safety and wellbeing.

PLANNING

- The trust's **Strategic Plan** cites '*embed health & safety good practice*' as a priority for FGT.
- FGT has an Estates Strategy and Asset Management Plan approved by the Trust Board.
- Each academy has developed **Business Continuity Plans**.
- An FGT planning meeting for health, safety & wellbeing is held each year, with input from the trust's H&S Advisor.
- Each academy produces an annual **Health & Safety Forward Plan** to schedule a programme of work for the year and to drive any areas for improvement or specific projects.
- Health and safety is a regular agenda item at LGB and staff meetings.

DO

RISK PROFILING

- The trust recognises the importance of managing risk and has a **Risk Management Policy**.
- The **Risk Register** for the trust is regularly reviewed by trustees.
- Potential risks or areas of concern with regard to FGT premises and activities are risk assessed and recorded in written risk assessments by each academy.

ORGANISING

- The trust has a contract in place to ensure that statutory servicing and inspection is undertaken at each site.
- Any essential remedial works identified are undertaken promptly.
- Roles and responsibilities for health, safety and wellbeing are clearly assigned across the MAT and each academy has a designated H&S Co-ordinator.
- All staff continually develop their own competence through health and safety induction, refresher training and specific training where a need is identified.

IMPLEMENTING PLANS

- Implementation of strategic plans and capital projects are driven by the FGT Central Team.
- FGT has established a cross-academy working group for premises and health & safety which meets every half term to progress collaborative projects.
- Site specific plans are overseen by the Headteacher and H&S Co-ordinator at each academy.

CHECK

MEASURING PERFORMANCE

- The Central Team has oversight for statutory property compliance and health and safety across the MAT and collates a termly position statement on a trust wide **Premises Compliance Tracker**.

- The **Health & Safety Forward Plan** for each academy is updated on at least a termly basis.
- Each academy has a designated H&S Link Governor.

INVESTIGATING ACCIDENTS / INCIDENTS / NEAR MISSES

- Timely investigations take place to identify root causes and trends, and to assess the effectiveness of existing systems and controls.
- Competent health and safety advice and support is provided across the MAT from both the FGT Central Team and the trust's H&S Advisor.

ACT

REVIEWING PERFORMANCE

- A robust external audit programme is in place which helps identify examples of good practice and areas for improvement.
- The Trust Board receive a termly update on progress against strategic plans and capital projects.
- Internal Audits and Site Inspections are completed termly to assess controls, policies and procedures relating to premises and health & safety at each academy.
- Exemption reports on the trust wide **Premises Compliance Tracker** are presented termly to the Audit & Risk Committee.
- An annual report on health and safety is presented to governors at each academy.
- LGB's receive a termly update on health, safety and wellbeing key performance indicators (KPI's) for their academy.

LEARNING LESSONS

- Learning takes place from the outcome of investigations, with action being taken to prevent potential reoccurrence.
- Recommendations from internal and external audits are used to drive improvements.
- In addition to the support and advice received from Staffordshire County Council, FGT also subscribe to The School Bus, which provides staff with instant access to updated legal requirements, policy guidance and good practice guides. The FGT Central Team also receive regular information updates from the Confederation of School Trusts.
- Good health and safety performance is celebrated.

7. Roles and responsibilities

The organisation and arrangements which support the **Health, Safety and Wellbeing Policy** at each academy are the responsibility of the Headteacher and the H&S Safety Co-ordinator (supported and monitored by the Local Governing Body).

The Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. In addition to the Future Generation Trust Central Team, FGT has appointed Staffordshire County Council (an external provider) to provide this advice.

The following arrangements have been put in place by FGT to ensure that the trust's policy is implemented effectively and consistently across all academies. Further procedures and accountabilities are referenced within each academy's site specific policy document.

Future Generation Trust Board will:

- provide strategic guidance.
- approve the trust's generic policy on health, safety and wellbeing.
- monitor and review performance in-line with the adopted policy.
- ensure that competent health and safety advice and support is provided.
- arrange for H&S audits and periodic inspections to be completed by a competent person.
- ensure adequate resources are available for health, safety and wellbeing.
- assess and manage risk.
- act as a 'critical friend'.

FGT Central Team will:

- drive the trust's **Strategic Plan** and promote a culture of continuous improvement.
- collate a trust wide **Risk Register** for significant risks.
- develop and review the FGT **Health, Safety & Wellbeing Policy** annually.
- oversee statutory property compliance and health and safety across the MAT.
- develop, maintain and report on a trust wide **Premises Compliance Tracker**, capturing all key compliance elements, the frequency of completion and compliance percentage for each academy.
- offer guidance and support, as required, across the MAT.
- facilitate cross-academy working groups.
- undertake termly audits and site inspections.

Academy Local Governing Bodies will:

- ensure that a site specific **Health, Safety and Wellbeing Policy** is produced for their academy and is published on their website.
- monitor and review performance in-line with the approved policy.
- ensure Health & Safety is a regular agenda item at meetings.
- nominate a H&S Link Governor.
- monitor accidents, incidents and near misses and take steps to prevent a re-occurrence.

The Headteacher is responsible for the day to day operation of their academy and will:

- promote active leadership to sustain positive health and safety attitudes and behaviours.
- report to their Local Governing Body on key health and safety issues.
- meet with the trust's Head of Operations and Facilities regularly to oversee the management of health, safety and wellbeing for their academy.
- ensure that the **Health, Safety and Wellbeing Policy** is effectively implemented for their academy and develop appropriate procedures.
- ensure emergency procedures are in place and arrange termly fire evacuation drills.
- develop safety awareness and ensure appropriate induction and training are provided to staff, pupils and volunteers.
- ensure premises, plant and equipment are maintained in a safe condition.
- nominate a H&S Co-ordinator.

The H&S Co-ordinator will:

- support the Headteacher to implement, monitor and review the **Health, Safety and Wellbeing Policy** for their academy.
- act as the main point of contact for the academy for H&S audits and inspections.
- liaise with the trust's Central Team, Health & Safety Advisor and other organisations as and when necessary.
- keep up to date with new developments in health, safety and wellbeing.
- carry out investigations into accidents / incidents as and when required.
- support the Headteacher to produce the **Business Continuity Plans** for their academy.
- submit annual reports to the Local Governing Body.
- produce an annual **H&S Forward Plan** for their academy and monitor progress.
- contribute to cross-academy working groups.

The Site Supervisor is responsible for day to day maintenance of the building and grounds and will:

- act on and report any concerns regarding health, safety and wellbeing immediately to a member of the senior leadership team.
- ensure all work under their control is carried out in a safe manner.
- carry out weekly safety checks with regard to Fire Safety.
- carry out monthly safety checks with regard to Water Hygiene.
- ensure all contractors are shown relevant risk assessments and asbestos records, and are made aware of other hazards before commencing work on site.
- ensure all cleaning staff, whether directly employed or contracted, are working in a safe manner and are aware of how to report defects.

All employees will:

- read the **Health, Safety and Wellbeing Policy** for their academy and comply with day to day management arrangements, and sign to confirm their understanding.
- take reasonable care of their own and other people's safety.

- report any defects or hazards immediately.
- report all accidents, incidents and near misses.
- follow safety and hygiene rules intended to protect the health, safety and wellbeing of themselves and others (including use of personal protective equipment – PPE).
- supervise pupils and advise on the safe use of equipment.
- contribute to and highlight any gaps in the academy’s risk assessments.
- develop their safety awareness and take part in any relevant training.
- be familiar with the procedure to be followed in the event of a fire or other serious incident.
- report any unsafe working practice.

All pupils will:

- follow safety instructions given by all staff, especially in an emergency.
- follow safety and hygiene rules intended to protect the health, safety and wellbeing of themselves and others (including use of personal protective equipment - PPE).
- inform any member of staff of anything which may affect their health, safety or wellbeing.

8. Site Specific Management Arrangements

Future Generation Trust has developed the template attached as **Appendix A** for each academy to use to document its own site specific management arrangements for health, safety and wellbeing.

9. Monitoring and Review

The FGT Central Team has oversight for statutory property compliance and health and safety across the MAT.

The Headteacher, designated H&S Link Governor and designated H&S Co-ordinator collectively hold responsibility for health, safety and wellbeing at their academy.

This policy and all arrangements and procedures will be reviewed annually.

Policy adopted on: 18 May 2023

Review Date: May 2024

Signed: Fliss Dale

Designation: Chair of Trust Board

Management Arrangements for Moat Hall Primary Academy

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

<i>The academy obtains competent health and safety advice from</i>	Health, Safety & Wellbeing Service Staffordshire County Council
<i>The contact details are</i>	John Burdett – Health and Safety Advisor john.burdett@staffordshire.gov.uk Mobile telephone number available in Academy Business Continuity Plan
<i>In an emergency we contact</i>	01785 355777 (Duty Officer)

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the academy</i>	
<i>Headteacher</i>	Jane King
<i>H&S Co-ordinator</i>	Jane King
<i>H&S Link Governor</i>	Ian Yewer
<i>Site Supervisor</i>	Ian Johnson
Our arrangements for the monitoring of health and safety are	
<p>Active Monitoring Our academy management team will oversee active monitoring to include workplace inspections in accordance with our local arrangements for this.</p> <p>Reactive Monitoring The academy management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.</p> <p>The academy health and safety performance will be reviewed by the academy management team quarterly and reported to Governors annually.</p>	
<i>The academy carries out formal evaluations and audits on the management of health and safety quarterly.</i>	
<i>The last audit took place</i>	<i>Date:</i> 24.6.2022 <i>By:</i> Elite Safety in Education Darryl Tooth

<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	Jane King
<i>All staff are aware of the key performance indicators and how they are monitored</i>	
Workplace inspections	Name of person who carries these out
Termly Premises and H&S Audits	Tina Clark (FGT Head of Operations & Facilities)
Building & Site Inspections	Ian Johnson

1. Accident Reporting, Recording & Investigation

<p><i>Our arrangements for recording and investigating:</i></p> <p>In accordance with the trusts accident/incident reporting procedures employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms. Copies of these forms are available from the academy office and staff room.</p> <ul style="list-style-type: none"> • The academy pupil accident books are located in the first aid areas and are used to record all minor incidents to pupils; any significant accidents must also be reported to the Headteacher. • Major injuries are recorded on an accident form and the Headteacher must be informed. They will then notify the Chair of Governors and FGT Central Team if appropriate. • If a pupil has to attend hospital as a result of an accident at school, it is also recorded on the Staffordshire County Council secure online portal. A Health and Safety Duty Officer reviews the information recorded online and offers additional support and guidance as appropriate. • The Headteacher, or their nominee, will investigate accidents and if required, will take remedial steps to avoid similar instances recurring. • Accident reports will be monitored for trends and a report made to the Governors, as necessary.
<p>Pupil Accidents: Minor injuries and accidents to pupils are recorded in the pupil accident books. Slips go home with the children informing the parent of the incident. If there is a head injury a phone call is made to home to ask parents if they'd like to assess whether their child needs to go home or not. More substantial accidents are investigated by the Headteacher or Assistant headteacher, Emma Bradford to ascertain the series of events.</p>
<p>Staff Accidents: Any staff accidents are recorded in the Academy Employee Accident Book, which is kept in the Academy office. An investigation is conducted and corrective action taken if required. If RIDDOR reportable, all necessary information is forwarded to the Trust's Health and Safety Advisor.</p>
<p>Visitor Accidents: Any accidents involving visitors to the academy are recorded in the visitor accident book, which is kept in the Academy office.</p>
<p><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i></p> <p>John Burdett (Health and Safety Advisor)</p>

<p><i>Our arrangements for reporting to the Governing Body are:</i></p> <ul style="list-style-type: none"> • To provide a termly summary of accidents at meetings • To report on accidents within the annual Health & Safety report to Governors
<p><i>Our arrangements for reviewing accidents and identifying trends are:</i></p> <ul style="list-style-type: none"> • To review minor accidents by type and locations to help prevent re-occurrence • To learn from “near misses”

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	Jane King Ian Johnson
<i>Location of the Asbestos Management Log or Record System.</i>	Site Supervisor’s office
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i></p> <p>Contractors must view the Academy Asbestos Register and sign the “Declaration of Understanding” to confirm that they have read and understood the information contained within the document prior to commencing any work on site.</p>	
<p><i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i></p> <p>Staff are aware that the Asbestos Register is kept in the Site Supervisor’s office and that it contains detailed information about the location of any asbestos containing materials in the building.</p>	
<i>Staff must report damage to asbestos materials to:</i>	Ian Johnson
<p><i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i></p>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	Jane King
<p><i>Our arrangements for communicating about health and safety matters with all staff are:</i></p> <ul style="list-style-type: none"> • Weekly briefings (a standing item) • CPD timetable to ensure we are H&S compliant • H&S update annually to remind staff how to keep themselves and others safe • General health and safety discussion and training 	
<p><i>Staff can make suggestions for health and safety improvements by:</i></p> <ul style="list-style-type: none"> • Speaking directly to the Headteacher or Site Supervisor • Bringing up suggestions in weekly briefings 	

4. Construction Work *See also Contractor Management

<p><i>Name of person coordinating any construction work / acting as Client for any construction project.</i></p>	<p>Ian Johnson and/or Jane King and/or Tina Clark (FGT Head of Operations & Facilities)</p>
<p><i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i></p> <p>The principal contractor will be identified and named as part of any Construction project and works will be undertaken in line with CDM regulations 2015.</p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements/monitoring are:</i></p> <ul style="list-style-type: none"> • To ensure that all relevant health and safety paperwork (including hazard exchange information) is completed prior to the commencement of any work on site. • To ensure that a Construction Phase Plan is received for the project. • To retain any copies of risk assessments and method statements (RAMS). • To undertake meetings at appropriate timescales during the course of the project. 	
<p><i>Our arrangements for the induction of contractors are:</i></p> <p>To undertake pre-commencement meetings on site.</p>	
<p><i>Staff should report concerns about contractors to:</i></p> <p>The Headteacher or Site Supervisor.</p>	
<p><i>We will review any construction activities on the site by:</i></p> <p>Regular ongoing contractor meetings throughout the construction phase.</p>	

5. Consultation

<p><i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i></p>	<p>Jane King</p>
<p><i>The name of the Trade Union Health and Safety Representative is:</i></p>	<p>No one at present</p>
<p><i>Our arrangements for consulting with staff on health and safety matters are:</i></p> <ul style="list-style-type: none"> • Weekly briefings (a standing item) • CPD timetable to ensure we are H&S compliant • Feedback from audits about good practice 	
<p><i>Staff can raise issues of concern by:</i></p> <ul style="list-style-type: none"> • Speaking directly to the Headteacher or Site Supervisor. • Bringing up suggestions in weekly briefings. • Alternatively, staff may also contact the Head of Operations & Facilities for Future Generation Trust. 	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	Ian Johnson
<i>Our arrangements for selecting competent contractors are:</i>	
To follow the Future Generation Trust's approved procurement process.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
To undertake meetings at appropriate timescales during the course of the contract and to ensure that any risk assessments and/or document exchange are recorded and retained.	
<i>Our arrangements for the induction of contractors are:</i>	
To undertake pre-contract discussions prior to commencement.	
<i>Staff should report concerns about contractors to:</i>	
The Headteacher or Site Supervisor.	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	Jane King and Adam Parr
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	Jane King

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i>	
Each member of staff who continuously and regularly uses a computer for over an hour is required to undertake a DSE assessment. These are returned to the Academy Office, where a central list is maintained, along with a list of any additional control measures to be implemented.	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	Individual employees
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	Kate Hutton

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	Emma Bradford
<i>Our arrangements for the safe management of EYFS are to manage the area in line with:</i>	
<ul style="list-style-type: none"> • the Trust's Early Years Foundation Stage Policy. • the UK Health Security Agency guidelines for the control of infection and communicable disease in nurseries and early years settings. 	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	Jane King
<i>The Educational Visits Coordinator is</i>	Josh Place
<i>Our arrangements for the safe management of educational visits:</i>	
Staff leading the visit must refer to and comply with the guidance detailed within the Trust's Educational Visits Policy.	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Ian Johnson
<i>Fixed electrical wiring test records are located:</i>	Site Supervisor's office
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i>	
<ul style="list-style-type: none"> • Staff are requested not to bring personal electrical equipment into school. • Battery powered items are allowed. 	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Ian Johnson
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Contractor – as specified in contract (12 or 24 months)
<i>Portable electrical equipment (PAT) testing records are located:</i>	Site Supervisor's office
<i>Staff must take defective electrical equipment out of use and report to:</i>	Ian Johnson
<i>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:</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	Ian Johnson
<i>The Fire Risk Assessment is located:</i>	Fire Safety Log Book, kept in the Site Supervisor's office
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	Office staff or member of the Senior Leadership Team
<i>Name of person responsible for arranging and recording of fire drills</i>	Jane King Ian Johnson
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	Jane King
<i>Our Fire Evacuation Arrangements are published</i>	On Fire Action Notices, displayed by every Fire Alarm Call Point. In the Staff Handbook.
<i>Our Fire Marshals are listed as follows</i>	Staff Handbook Around school With the zone cards
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Safety Log Book located:</i>	Site Supervisor's office

<i>Name of person responsible for training staff in fire procedures</i>	Jane King
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	Ian Johnson Hayley Jones
<i>The First Aid Assessment is located</i>	First Aid room
<i>First Aiders are listed</i>	First Aid room
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Hayley Jones
<i>Location of First Aid Box(es)</i>	First Aid room KS2 open area KS1 by exit door EYFS Personal First Aid bags
<i>Name of person responsible for checking & restocking first aid boxes</i>	Hayley Jones
In an emergency staff are aware of how to summon an ambulance	
We have a defib on the premises located in the First Aid room.	
<i>Our arrangements for dealing with an injured person who has to go to hospital are</i>	
If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance.) Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.	
Pupils	Child will be sent to hospital. Member of staff the child knows will accompany them. Parents and/or guardians will also be informed.
Staff	Member of staff will be sent to hospital. Member of staff the person knows will accompany them. Next of kin will also be informed.
Visitors	Visitor will be sent to hospital. If no other colleague is available a member of staff the person knows will accompany them. If known, the next of kin will also be informed.
<i>Our arrangements for recording the use of First Aid are</i>	
<ul style="list-style-type: none"> ● Pupil Accident Books. ● Minor bumps are given accident slips and a text message is sent to parents. ● Pupil Accident Form. ● Staffordshire County Council secure online portal. ● Employee Accident Book. ● Visitor Accident Book. 	

14. Forest School

<i>Name of person in who leads on Forest School activity</i>	Sally Burns
<i>Our arrangements for developing, organising and running Forest School activity.</i>	
A bespoke risk assessment has been undertaken for the site, tools and forest school activities.	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	2012 Site Supervisor's office

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Ian Johnson
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>	
<ul style="list-style-type: none">• All staff required to handle hazardous substances are COSHH trained.• COSHH advice, data sheets and COSHH risk assessments are located in the kitchen, cleaning cupboards and the Site Supervisor's office.• Substances used within the curriculum are also risk assessed in line with COSHH.	

17. Health and Safety Law Poster

<i>Name of person responsible for siting and updating the poster:</i>	Ian Johnson
<i>The Health and Safety at Work poster is located</i>	Staff room Kitchen Academy Office

18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i>	
Biffa – general waste, food waste, mixed recycling & cardboard PHS – disposal of sanitary waste, swabs & dressings and nappies	
Our site housekeeping arrangements are undertaken by Ian Johnson (Site Supervisor)	
<i>Site cleaning is provided by:</i> In house cleaners	Site cleaning staff are directly employed and managed by the Academy
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<ul style="list-style-type: none">• Work equipment, colour coded cleaning, COSHH and manual handling.	
Waste skips and bins are located away from the academy building.	

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

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

19. Infection Control

Name of person responsible for managing infection control:

Ian Johnson

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

Our infection control arrangements (including communicable diseases / hand hygiene standards) are implemented in line with the following.

- The UK Health Security Agency guidelines for the control of infection and communicable disease in nurseries and other early years settings.
- Up to date government guidance regarding COVID-19.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings

Jane King

Our arrangements for managing Lettings of the academy rooms or external premises are:

- In line with the Future Generation Trust's Lettings Policy.
- The H&S considerations for Lettings are considered and reviewed annually.
- Hirers have in place their own risk assessments, first aid arrangements, fire procedures and emergency procedures.
- Hirers are responsible for obtaining the necessary qualifications, licenses, DBS checks and insurance for their activities and must be provided to the Academy upon request.
- Hirers must keep a register of those present during a letting and provide a copy to the Academy upon request.

21. Lone Working

Our arrangements for managing lone working are:

Work carried out unaccompanied or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify them on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a two-way radio, or mobile phone.
- When working off site (e.g. when visiting homes) staff must always attend in pairs and notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits must report any incidents or situations where they may have felt "uncomfortable."

When staff are working alone on the school premises (such as opening / locking up or during school holidays) a mobile phone should be carried at all times.

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

<i>Types of equipment included in this section:</i>	
Ladders and steps, extraction systems, PE equipment, lifts and lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers and kitchen equipment.	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	Ian Johnson
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Site Supervisor's room
<i>Staff report any broken or defective equipment to:</i>	Ian Johnson
<i>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:</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	Ian Johnson Tina Clark (FGT Head of Operations & facilities)
<i>Our arrangements for managing manual handling activities are:</i>	
Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely. All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Site Supervisor and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.	
Moving and Handling	
All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.) All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in academy</i>	Hayley Jones
<i>Our arrangements for the administration of medicines to pupils are:</i>	
All medication will be administered to pupils in accordance with the DfE document "Managing Medicines in Schools and Early Years Settings". Hayley Jones has received 'administering medication' training.	
The only medication kept and administered within school are those prescribed specifically for a pupil (long term health needs only) at the request of the parent/guardian and with the consent of the Headteacher.	
Records of administration of medicines will be kept by the office staff. No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.	

All medications kept in school are securely stored in the Academy office, with access strictly controlled.	
<i>The members of staff who are authorised to give / support pupils with medication are:</i>	Hayley Jones
<i>Medication is stored:</i>	Academy office
<i>A record of the administration of medication is located:</i>	Academy office
Pupils who administer and/or manage their own medication in school are authorised to do so by a class teacher and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i>	
Where children need to have access to emergency medication, i.e. asthma inhalers, Epi pens, the following has been put in place:	
<ul style="list-style-type: none"> • All asthma inhalers are kept in the pupils' classrooms clearly marked with their name. • Epi-Pens are kept within a safe place in the pupils' classrooms. • Staff have received the appropriate training for administering medicines (Epi-pen and asthma). • The academy has an inhaler and epi pen for emergency use only. • Parents of asthmatic children give consent to use the inhaler in an emergency. The same is in place for epi pens. 	
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.	

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

<i>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.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.</i>	Ian Johnson
<i>Name(s) of person responsible for issuing PPE to staff and collecting signatures to confirm receipt.</i>	Ian Johnson Lisa Morris (Catering Manager)
<i>Location of list of PPE issued</i>	Site Supervisor's office Kitchen
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	Ian Johnson Lisa Morris (Catering Manager)
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided for pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	Jane King
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	Class Teachers and/or Teaching Assistants

26. 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:

Staff and pupils report any hazards to the Academy Office, where they are recorded in the Defects Log. Any minor response maintenance repairs are undertaken by the Site Supervisor as part of their daily duties. More serious hazards, defects or dangerous situations are escalated to the H&S Co-ordinator or Headteacher to respond to immediately.

27. 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.

There is a comprehensive list of risk assessments for potential risks and areas of concern. Risk assessments are recorded and a signed copy maintained in the Headteacher's office.

Name of person who has overall responsibility for the academy risk assessment process and any associated action planning

Jane King
Ian Johnson

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

- Academy staff are responsible for ensuring risk assessments are in place for activities undertaken and for all off-site visits.
- The risk assessments are held electronically and in a hard copy format which will be kept in the Headteacher's office.
- Educational visits are submitted by the trip leader on Evolve.
- Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner.
- Staff will be made aware of any changes to risk assessments relating to their work.
- Individual Risk Assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff.
- It is the responsibility of staff to inform the Headteacher of any medical condition (including pregnancy) which may impact upon their work.
- Such risk assessments will be reviewed on a regular basis.
- Risk Assessments for curriculum activities are carried out by a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies.
- A summary of all risk assessments, detailing responsible staff and review dates is maintained by office staff.
- A list of additional control measures to be implemented for the current academic year is maintained, monitored and regularly updated by the H&S Co-ordinator.

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.

28. Smoking

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

29. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of academy staff</i>	Jane King
<i>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:</i>	
The academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.	
The academy will use the HSE Stress Indicator tool to identify any issues.	
The following systems are in place within school for responding to individual concerns and monitoring staff workloads:	
<ul style="list-style-type: none">• Regular Performance Management Reviews• Open door policy of Headteacher and SLT• Mentoring of new staff.• Regular staff meetings• Appointment of DfE trained mental health lead	
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.	

30. Swimming Pool Operating Procedures

<i>Name of person who has overall responsibility for supervising the use of the swimming pool and its environment.</i>	Simon Johnson Steve Jenkins
The academy hire the swimming pool (and changing facilities) at Great Wyrley Academy and have completed a comprehensive risk assessment regarding its use.	
We have documented procedures in place to ensure suitable swimming pool supervision, including:	
<ul style="list-style-type: none">• minimum supervision standards• how to summon assistance in an emergency• what to do if a problem is identified with pool water quality• supervision in changing areas• max numbers of swimmers• first aid provision	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool at Great Wyrley Academy and all staff who supervise swimming activities are trained appropriately in these procedures.	

31. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	Jane King
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	

The Headteacher and Office Manager are responsible for ensuring all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Updated training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

The academy has a health and safety training matrix to help in the planning of essential and development training for staff. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Office Manager is responsible for coordinating health and safety training and for including details in the training and development plan along with the Headteacher. The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Training records are retained and are located in the Headteacher's office.

<i>Training and competency as a result of training is monitored and measured by:</i>	Jane King
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32. Vehicles owned or operated by the academy

<i>Name of person who has overall responsibility for the academy vehicles</i>	Jane King
<i>The academy operates</i>	One mini bus
<i>Name of person who manages the driver medical examinations</i>	Kate Hutton
<i>Name of person who manages the vehicle license requirements</i>	Ian Johnson
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	Ian Johnson, Adam Parr, Steve Jenkins
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	Ian Johnson
<i>Our arrangements for the safe use of academy vehicles are:</i>	
Only staff that have passed the Staffordshire County Council minibus test and medical are authorised to drive the Academy minibus.	
Before taking the minibus out staff must carry out a visual inspection and complete the academy check sheet. This must be also be completed when returning the vehicle. Damage, mileage etc must be recorded when returning the vehicle.	
When transporting children using the mini bus, there must be 2 adults present at all times.	

33. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Ian Johnson
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<i>Name of person responsible for displaying signage regarding vehicle movement on site</i>	Ian Johnson
<i>Our arrangements for the safe access and movement of vehicles on site are</i>	
<ul style="list-style-type: none"> • There are separate access routes into the site for pedestrians and vehicles. • Pedestrian access only from 8.30am until 8.50am so parents and children can enter the building safely. • Pedestrian access only from 2.55pm until 3.20pm whilst the children are dismissed. • All cars and vehicles are prevented from entering or moving on the premises at these times. • Deliveries to the academy are by prior arrangement. 	

34. Violence and Aggression and Academy Security

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	Jane King
<i>Incidents of verbal & physical violence are investigated by:</i>	Jane King
<i>Name of person who has responsibility for site security:</i>	Ian Johnson
<p><i>Our arrangements for site security are:</i></p> <p>The safety of our pupils, staff and visitors to the academy is of paramount concern to our whole school community. The Governors and Headteacher have endeavoured to make the school as safe as possible. Children are reminded in assembly to tell their teacher if they see an unknown person without a badge wandering around the school premises.</p> <p>Entry to the academy for visitors and staff - The Reception area is clearly marked and directs visitors to the front entrance of the academy. Visitors are able to wait in the foyer but are prevented from going further into school by a key-code system on the door. This door must not be propped open. Visitors who are admitted into school are asked to sign in on the Visitor System and given a printed visitors' badge with their photo on it. The school diary is used to inform the receptionist of planned visitors.</p> <p>Entry to the academy for children and children accompanied by parents - Entry to the KS1 playground is through the appropriate gates (on Park Lane,) which are unlocked by the member of staff on gate duty at 8.30am. These gates are locked at 8.50 am each morning. The Site Supervisor locks the gates at 3:35pm when the children have gone home. Parents and children, who require access and egress to and from the academy when these gates are locked, are required to use the main entrance sited on John's Lane. The gates on John's Lane are locked at 6:00pm.</p> <p>Academy building security of external doors - KS1 and KS2 external corridor doors are locked prior to 8:30am. They are then opened until 8.50am. They are open again for the duration of morning and afternoon playtimes and the lunchtime period. They are locked at the end of the afternoon session, when all children have vacated the building and the Site Supervisor has locked the gates on Park Lane.</p> <p>Security of the Nursery and classrooms - During Nursery sessions the Nursery doors are locked. Nursery children are supervised at all times including outside activities.</p>	

Supervision of children - Pupils should not arrive before 8.30 am at which point the duty teacher opens the relevant entry doors and all pupils will be required to commence school activities whilst being supervised by other members of staff. The Headteacher or in their absence the Assistant headteachers, Emma Bradford and Adam Parr remains on the premises until the last child is collected.

Security of the building - the alarm system is set each day.

35. Water Hygiene

<i>Name of Premises Manager responsible for managing water system safety.</i>	Jane King Ian Johnson
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	IWS
<i>Name of contractors who carry out regular testing of the water system:</i>	HSL
<i>Location of the water system safety manual and water hygiene testing log</i>	Site Supervisor's office
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <ul style="list-style-type: none"> • The academy complies with advice on the potential risks from legionella as identified in guidance from the HSE. • A legionella water risk assessment of the academy has been completed by a competent contractor. • The Headteacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book. 	
<p><i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</i></p> <p>The contractor will be responsible for the following:</p> <ul style="list-style-type: none"> • Monthly temperature checks • Sampling & disinfecting of water tanks • Testing & inspection of Thermo-Static Mixing Valves (annually) <p>The Site Supervisor will:</p> <ul style="list-style-type: none"> • Complete water hygiene safety training. • Identify and carry out flushing of rarely used outlets on a regular basis, and during school holiday periods. <p>Test records are to be located in the log book</p>	

36. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Jane King
Work at height is avoided where possible.	
<p><i>Our arrangements for managing work at height are:</i></p> <ul style="list-style-type: none"> • A Working at Height Risk Assessment has been completed. • Only staff that have completed ladder safety training with an external provider are allowed to have access to the roof. • Appropriate equipment is provided for work at height where required. • Staff who carry out work at height are trained to use the equipment provided. • Ladders and access equipment are inspected 6 monthly by the Site Supervisor and records are kept in the Site Supervisor's office. 	

37. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for academy pupils.</i>	Emma Bradford
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<ul style="list-style-type: none">• There is direct liaison between the Academy and the school/college that the students are attending to organise work experience placements.• The students are given a structured work programme and are never left unsupervised whilst in school.	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	Emma Bradford
<i>Our arrangements for managing the health and safety of work experience students in the academy are:</i>	
<ul style="list-style-type: none">• All students are briefed before working in the academy regarding school arrangements and health and safety responsibilities.• Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.• Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information.• Arrangements will be in place for the organisers to visit/monitor students during the placement.• Emergency contact arrangements are in place (including out of school hours provision) in order that a member of academy staff can contact students' parents/guardians, should an incident occur.• All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.	

38. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:</i>	Emma Bradford
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

39. Jewellery

Pupils are permitted to wear stud earrings and watches. These items of jewellery should be removed by pupils for PE activities. If pupils are unable to remove earrings (due to recent piercings) they may be covered by plasters/micropore tape and remain in the ear whilst the pupil continues to participate in PE, with written permission only from someone with parental responsibility, removing any responsibility for any injury sustained from the academy.
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Health and Safety Key Performance Indicators (KPI's)

It is important that leaders, governors 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.

The following KPI's will be used by Moat Hall Primary Academy to monitor performance and evaluate success in this area:

- *an annual Health& Safety Forward Plan*
- *dates for termly fire evacuation drills*
- *a termly summary of accident, incident and ill-health statistics*
- *care plans in place for vulnerable pupils*

Management Arrangements adopted by Governing Body on: 29th November 2023

Review Date: September 2024