



Health, Safety and Wellbeing Policy

St Peter's Catholic Academy

The policy has 5 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 St Peter's Catholic Academy.

Part E - The Key Performance Indicators.



A. Introduction

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

B. Policy Statement

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

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

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

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

Signed <i>P Kelly</i>	Signed <i>R Snee</i>
Mr Peter Kelly - Chair of Academy Committee	Mrs Rossanna Snee - Principal
14/11/2022 (amendment agreed 13.02.23)	Date 14/11/2022



C. Management Arrangements

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

Competent Health and Safety Advice

The Academy obtains competent health and safety advice from	Health, Safety and Wellbeing Service Staffordshire County Council
The contact details are	Sarah-Jane Walmsley TeL 07837 832584 sarah-jane.walmsley@staffordshire.gov.uk
In an emergency we contact 01785 355777 (duty officer)	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Mrs Rossanna Snee (Principal) Miss S Caton (Academy Manager) Mr George Underwood (Site Supervisor)
Our arrangements for the monitoring of health and safety are :	
The Academy carries out formal evaluations and audits on the management of health and safety annually	
The last audit took place	Date: January 23 By: Sarah Caton
Name of person responsible for monitoring the implementation of health and safety policies	Mrs Rossanna Snee
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Name of person who carries these out
Playground/Perimeter fence – Daily, monthly	Mr G Underwood (Site Supervisor)
Little Used Water Flush – weekly	Mr G Underwood (Site Supervisor)
Ladder – weekly	Mr G Underwood (Site Supervisor)
Window Blinds - weekly	Mr G Underwood (Site Supervisor)
Fire Alarm test – weekly, monthly	Mr G Underwood (Site Supervisor)
Playground Equipment – daily, monthly	Mr G Underwood (Site Supervisor)
Fire Extinguishers – weekly, monthly	Mr G Underwood (Site Supervisor)
Air Vents/Extractors - weekly	Mr G Underwood (Site Supervisor)
Emergency Lighting – monthly	Mr G Underwood (Site Supervisor)
Fire Doors – monthly	Mr G Underwood (Site Supervisor)
Finger Guard/Door Fittings – monthly	Mr G Underwood (Site Supervisor)
Gates – weekly, monthly	Mr G Underwood (Site Supervisor)



D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p>pupil accidents:</p> <ul style="list-style-type: none"> • Pupil accidents are recorded in the pupil accident book at the first aid post in the corridor near the pupil toilets. • Copies of the accident slip are sent home with pupils to inform parents of the accident/injury and first aid administered. • Accident books are reviewed fortnightly by the Academy Manager and findings reported to SLT. • Any accident resulting in major injury, hospital or death is reported to the Health, Safety and Wellbeing Service through the online system "My Health & Safety".
<p>staff accidents:</p> <ul style="list-style-type: none"> • Staff accidents are reported to the Academy Manager in the office. • The accident book is completed and all staff accidents are reported to the Health, Safety and Wellbeing Service through the online system "My Health & Safety".
<p>visitor accidents:</p> <ul style="list-style-type: none"> • Visitor accidents are reported to the Academy Manager in the office. • The accident book is completed and all staff accidents are reported to the Health, Safety and Wellbeing Service through the online system "My Health & Safety".
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sarah Caton (Academy Manager)
<p>Our arrangements for reporting to the Governing Body or Academy Board are:</p> <ul style="list-style-type: none"> • Termly meetings are held with the Health & Safety Link Governor. • The Academy Committee are informed termly through the Principal's report.
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <ul style="list-style-type: none"> • Principal and Academy Manager review accidents on a termly basis. • Accidents are reviewed at the termly H&S Link Governor review meetings.



2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Mrs R Snee
Location of the Asbestos Management Log or Record System.	Site Supervisor's Office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"> • In accordance with the HSE guidance, an asbestos management survey is undertaken annually. As a result risks are identified and an asbestos register produced. • The asbestos register is kept in the school office and must be referred to before any remedial work is carried out that involves tacking or drilling into walls or building work. Contractors are asked to read and sign before undertaking work. If any intrusive work needs to take place, contractors and premises manager complete the relevant documentation. • The boiler room has restricted access. • A copy of the Asbestos Policy is kept in the school office. 	
<p>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <ul style="list-style-type: none"> • All staff have completed the Asbestos Awareness online course. • The Academy Manager and Site Supervisor have completed the Managing Asbestos course. • The Principal has completed the Asbestos Duty to Manage course. • Staff are shown the asbestos register at Induction and made aware they must not drill or affix anything to walls. 	
Staff must report damage to asbestos materials to:	Name: Mr G Underwood or Miss S Caton
<p>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</p>	



3. Communication & Consultation

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Mrs R Snee (Principal)
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none"> • Staff will be informed of Health and Safety issues as they arise or during a weekly staff meeting. • The Health and Safety noticeboard is located outside the school office and contains relevant information. The Healthy and Safety Policy and the Business Continuity Plan are located here. • All new staff receive an Health & Safety Induction with the Academy Manager. • Staff are encouraged to report any issues or near misses to the Principal or Academy Manager. Forms can be found on the Health & Safety notice board. • Staff are made aware of new Policies or updates during weekly staff meetings or email. • Further information relating to Health & Safety can be found on the SCC Learning net. www.staffordshire.gov.uk/sln 	
<p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> • Speaking to the Principal, Academy Manager or Site Supervisor. • Health & Safety agenda items at staff & SLT meetings. 	

4. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Miss S Caton (Academy Manager)
<p>Our arrangements for selecting competent contractors are:</p> <ul style="list-style-type: none"> • Only approved contractors as identified by the central team or Stoke PFI are used. 	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> • Where services such as PFI works, catering, cleaning and grounds maintenance are carried out, the contractor is responsible for setting, monitoring and enforcing their own health & safety standards and for ensuring that work practices do not put other people at risk. • The Principal liaises with contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health & safety matters. • Where contractors are hired for new build/extension/alteration work a formal meeting between the Principal, Academy Manager, Site Supervisor and any relevant bodies is 	



<p>set up to complete a risk assessment and to define times of work and access arrangements etc</p> <ul style="list-style-type: none"> The site asbestos register shall be available at all times and should be signed by contractors prior to commencement of any intrusive works.
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> Pre-start meetings are arranged with contracts and Equans for PFI work. The Academy Manager and site supervisor are responsible for the induction of contractors.
<p>Staff should report concerns about contractors to: Mrs R Snee (Principal) or Miss S Caton (Academy Manager)</p>

5. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, D&T, PE	Mrs R Snee (Principal)
Risk assessments for these curriculum areas are the responsibility of:	Science – Miss A Bridges D&T – Miss S Frodsham PE – Miss L Hilton

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

<p>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.</p> <p>Our arrangements for carrying out DSE assessments are:</p> <ul style="list-style-type: none"> The Academy Manager identifies DSE users and informs them of safe working arrangements/guidance. The Academy Manager ensures all DSE users complete an assessment every 2 years or following a change to work station/equipment. Academy Manager/Principal should review and take necessary actions. DSE users are made aware of arrangements for eye sight testing. 	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Miss S Caton (Academy Manager)
DSE assessments are recorded and any control measures required to reduce risk are managed by	Miss S Caton (Academy Manager)



7. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Mrs R Hackney
Our arrangements for the safe management of EYFS are:	
<ul style="list-style-type: none"> • Risk Assessments are in place for all outdoor play equipment and activities which are reviewed on an annual basis in consultation with all foundation staff including designated supervisory assistants. • The ratio of 1:13 in the Nursery and 1:30 in the Reception class is exceeded in both classes to ensure that all pupils are effectively supervised in all areas of the indoor and outdoor classroom. 	

8. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Mrs R Snee (Principal)
The Educational Visits Coordinator is	Miss S Caton (Academy Manager)
Our arrangements for the safe management of educational visits:	
<ul style="list-style-type: none"> • All school trips must be approved through the Evolve system 14 days prior to the trip date. This is managed by the Educational Visits co-ordinator (Miss S Caton) and Principal has the final approval. • Residential school trips must be approved through the Evolve system 21 days prior to the trip date. This is managed by the Educational Visits co-ordinator (Miss S Caton), Mrs R Snee Principal and the LA have the final approval. • All teaching staff have received Evolve/Trip Risk Assessment training. • First Aid Packs, relevant pupil medicine and Epi-pen equipment are taken out on every trip. • An Enhanced DBS check has been obtained for all volunteer helpers. • Further information and emergency procedures can be found in the Educational Visits Policy. 	

9. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Equans (Stoke PFI)
Fixed electrical wiring test records are located:	Health & Safety Compliance check files in Site Supervisor room.
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:	



<ul style="list-style-type: none"> Personal electronic items are not permitted in school. 	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Equans
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Equans
Portable electrical equipment (PAT) testing records are located:	Health & Safety Compliance check files in Site Supervisor room.
Staff must take defective electrical equipment out of use and report to:	Mr G Underwood (Site Supervisor)
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.	

10. 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	Miss S Caton Fire Risk Assessment completed by Stoke April 22
The Fire Risk Assessment is located	Health & Safety Files in the school office
When the fire alarm is raised the person responsible for calling the fire service is	Miss S Caton or Mrs K Hammond
Name of person responsible for arranging and recording of fire drills	Miss S Caton. Drills are practised termly
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Miss S Caton
Our Fire Evacuation Arrangements are published ...	In all rooms
Our Fire Marshals are listed	Miss S Caton
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Locked box beneath the alarm school entrance
Name of person responsible for training staff in fire procedures	Miss S Caton
All staff must be aware of the Fire Procedures in school	

11. First Aid *see also Medication

Name of person responsible for carrying out the	Miss S Caton
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First Aid Assessment	
The First Aid Assessment is located	File in the Office
First Aiders are listed	Office/Hall/ Stations
Name of person responsible for arranging and monitoring First Aid Training	Miss S Caton
Location of First Aid Box	Main station outside KS2 toilets/FS Station/ Staff room/ Office
Name of person responsible for checking & restocking first aid boxes	Helen Wallace & Miss D Johnson
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	If a child has an incident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.
staff	Next of Kin contacted, member of staff accompanies if the next of kin has not arrived
visitors	Next of Kin contacted, member of staff accompanies if the next of kin has not arrived
Our arrangements for recording the use of First Aid are	
The First Aider who has provided First Aid records the details in the Accident Book and the slip is passed onto the parent/care at the end of the day. Accident books are retained	



12. 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 2019 and the record can be found in:	Equans works log book

13. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Miss S Caton
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>To ensure that no harm is caused by hazardous substances no hazardous substances are used without the permission of the Principal and are kept to a minimum. Staff are forbidden from bringing in their own personal substances. The Site Supervisor is responsible for gathering data sheets and ensuring any hazardous substances are risk assessed before use. The Site Supervisor will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risk identified in the risk assessments. All equipment and materials are held in appropriate containers in a locked cupboard. The Site Supervisor will keep an up to date inventory of any hazardous substances. The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</p>	

14. Health and Safety Law Poster

The Health and Safety at Work poster is located:	On the H&S noticeboard outside the school office and staffroom
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15. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards
<p>Our waste management arrangements are:</p> <p>All staff must ensure that materials are disposed of in a safe manner and in accordance with H&S legislation, the environment and pollution. This is monitored by the Site Supervisor. The waste containers are sectioned off and located near the car park gates at the front of the school.</p>
<p>Our site housekeeping arrangements are:</p> <p>All staff are responsible for general housekeeping for their areas and keeping the building tidy and free from trip hazards. All employees have a duty to report any hazard or potential risk to the Principal/Academy Manager or Site Supervisor</p>



The Site Supervisor is responsible for carrying out checks in the following areas: waste disposal, playing fields, school grounds, car parks	
Site cleaning is provided by: Cleaners (Newman)	Miss S Caton
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school/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/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

16. Infection Control

Name of person responsible for managing infection control:	Mrs R Snee
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: The school follow the Public Health Guidance on Infection controls in schools and other child care settings.	

17. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Mrs R Snee
Our arrangements for managing Lettings of the school/academy /rooms or external premises are in the schools Letting Policy	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.	
Hirers must provide a register of those present during a letting upon request.	

18. Lone Working

Our arrangements for managing lone working are Where possible outside of normal working hours, staff should arrange to be in school with others. Staff will inform the Principal or Site Supervisor when working alone in school and again when leaving the premises. Staff are provided with the Site Manager's mobile phone number.
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It is also advisable that staff inform someone from home that they are working in school during out of school hours.

Risk Assessments are carried out and reviewed annually or if a change occurs.

Policy and procedures concerning employee's lone working are addressed in the Lone Working Policy.

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

Emergency Lighting	PPM	Monthly	Site Supervisor
Fire Alarm	Sounder Test / PPM	Weekly/Monthly	Site Supervisor
Fire Alarm	Service & Test	Annual	PFI
Fire Extinguishers	Visual / Full check	Weekly/Monthly	Site Supervisor
Fire Extinguishers	PPM	Annual	PFI
Gates	Visual Check	Weekly/Monthly	Site Supervisor
Gates	Service / check	Annual	Contractor
Play Equipment	Visual Check	Daily / Monthly	Site Supervisor
Play Equipment	Test/Check	Annual	Contractor
Portable Appliance	Visual	Before Use	User
Portable Appliances	PAT Test	Annual	PFI
Ladders/steps	Visual Check	Weekly/Monthly	Site Supervisor
PE Equipment	Visual	Before Use	User
PE Equipment	Full Check	Annual	Mercury Sports
Records of maintenance and inspection of equipment are retained and are located:	All inspections are recorded in the appropriate folder and kept in the site supervisor's office.		
Staff report any broken or defective equipment to:	Any issues found on inspection should be reported to the Academy Manager/ Principal and remedial work is arranged.		
The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.			

20. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Miss S Caton (Academy Manager)
Our arrangements for managing manual handling activities are:	
All staff have completed the online Manual Handling Training The Manual Handling Risk Assessment is reviewed annually and updated as required.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	



Staff are trained appropriately to carry out manual handling activities.

Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

21. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Miss S Caton
<p>Our arrangements for the administration of medicines to pupils are:</p> <p>The Academy will only administer medication that has been prescribed by a GP. All medication must be in date, labelled, provided in the original container as dispensed by the pharmacists and include instruction for administration, dosage and storage. Parents must hand the medication directly to a member of staff and complete a 'request to administer medication' form All medications must be stored in the locked medicine storage unit located in the school office or in the fridge if necessary. Any medication given must be logged by the staff member giving the medicine and countersigned by another staff member. These records are stored in the file in the school office. A record is kept of all staff training A copy of the Supporting Children with Medical Conditions Policy is available on the school website.</p>	
The names members of staff who are authorised to give / support pupils with medication are:	A member of the office or SLT
Medication is stored:	Locked medicine cabinet in the school office
A record of the administration of medication is located:	The school office
<p>Pupils who administer and/or manage their own medication in school are authorised to do so by Mrs R Snee and provided with a suitable private location to administer medication/store medication and equipment.</p>	
<p>Staff are trained to administer complex medication by the school nursing service when required.</p>	
<p>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</p> <p>In an emergency situation the first person that a member of staff will contact will be the Principal/Vice Principal who will then decide whether to contact the emergency services. Every child's IHCP will contain further details about what constitutes an emergency procedure and what procedures should be carried out in these circumstances.</p>	



When an emergency procedure arises a member of staff will remain with a child at all times, until their parent arrives.

We have an spare inhaler and epi-pen in school for emergency use for children who have IHCPs which advise either as treatment

Staff who are taking medication must keep this personal medication in a secure area in a staff only location.

Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.	Miss S Caton
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Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Miss S Caton
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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.	Miss S Caton
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All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.

Name(s) of person responsible for cleaning and checking pupil PPE.	Miss S Caton
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23. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.

Our arrangements for the reporting of hazards and defects:

All staff should identify and control hazards in their own areas and defects should be reported to the site supervisor, Academy Manager or Principal.

The site supervisor should assess the situation and make safe any defect. He then take steps to arrange for Equans or a Specialist contractor to attend and liaise with the Academy Manager.

The correct procedure must be followed in relation to asbestos, hot works and the relevant documentation completed.



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24. Risk Assessments

<p>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</p>	
<p>Risk assessments are in place for the following areas:</p> <ul style="list-style-type: none"> Staff Wellbeing Pupil Wellbeing Car Park Premises External Premises Internal Grounds Maintenance Curriculum Classroom FS Activities Fire Hazardous Substances Manual handling activities Working at Height Individual Lunchtime Supervision Playground Equipment Office/Office Equipment Using Staff Cars to transport Pupils Display Screen Equipment (individual assessment) Weather related ie Snow / Heatwave 	
<p>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</p>	<p>Mrs R Snee</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <p>The Principal is responsible for ensuring risk assessments are carried out.</p> <p>The Academy Manager is responsible for co-ordinating the review of Risk Assessments annually or if a change has occurred.</p> <p>The SLT are also</p> <p>3 responsible for reviewing the Risk Assessments periodically</p> <p>The Academy Manager is responsible for organising individual risk assessments when required.</p>	
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk</p>	



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.

25. Smoking

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

26. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Mrs R Snee
All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:	
Risk Assessment for Staff Wellbeing/Stress has been carried out and can be found in the school office. Staff have read and will be aware of the symptoms of stress including sleeping problems, dietary problems, fatigue, emotional problems, lack of focus and inability to concentrate.	
Staff are advised to contact their GP as soon as possible if they suffer from any of these symptoms.	
Individual risk assessments will be put into place when necessary.	
Staff have access to the counselling from occupational health and Dove centre	
Further details can be found in the Collegiate Staff Wellbeing Policy which is located in the school office.	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	

27. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Mrs R Snee
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:	



<p>All new staff have an induction with the Academy Manager. This includes access to all the Risk Assessments and Policies associated with their role.</p> <p>The Academy Manager will ensure all staff have the necessary Health and Safety training required for their job.</p> <p>Staff members will be provided with regular training opportunities and have access to support where needed.</p>	
<p>The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.</p>	
<p>Training records are retained and are located in the school office</p>	
<p>Training and competency as a result of training is monitored and measured by:</p>	<p>Mrs R Snee</p>

28. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	C/O St Margaret Ward Catholic Academy (SMW)
The school/academy operates a minibus loaned from SMW	
Name of person who manages the driver medical examinations	C/O SMW
Name of person who manages the vehicle license requirements	C/O SMW
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	C/O SMW
Name of person who arranges servicing and maintenance of the academy vehicles	C/O SMW
<p>Our arrangements for the safe use of school/academy vehicles are:</p> <p>We have use of Minibus from another school in the Newman Catholic Collegiate</p> <p>All drivers have a full current valid UK Drivers Licence with a Category D1</p> <p>All drivers have undergone specialist minibus MIDAS training.</p> <p>Any staff who use their own cars to transport pupils have provided their car insurance, MOT and driving licences to the school office.</p> <p>Risks Assessments have been carried out associated with transporting pupils and can be found in the school office.</p>	

29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Mrs R Snee
<p>Our arrangements for the safe access and movement of vehicles on site are:</p> <p>A 5 mph speed limit applies throughout the school site</p> <p>All cars must be parked in allocated spaces</p> <p>Pupils & Parents are not permitted to access the car park either in a vehicle or on foot</p>	



Visitors requiring access to the car park must report to the school office for authorisation
 Intercom operated electronic gates ensure that access of vehicles is controlled
 Cars must never be parked in front of the school gates
 Delivery/Contractor vehicles allowed on the site are closely monitored
 The Car Park Policy can be found in the school office

30. Violence and Aggression and School/Academy Security

The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.

A risk assessment is carried out where staff are at increased risk of injury due to their work.

Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

Staff and pupils must report all incidents of verbal & physical violence to:	Mrs R Snee
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Incidents of verbal & physical violence are investigated by:	Mrs R Snee
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Name of person who has responsibility for site security:	Mr G Underwood
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Our arrangements for site security are:
 Perimeter gates are either intercom operated or padlocked.
 External doors are fob operated.
 All visitors/contractors are required to sign in at reception and photo ID sought if necessary
 A visitor pass or ID badge must be worn at all times

31. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Mrs R Snee
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Name of contractors who have undertaken a risk assessment of the water system	Equans
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Name of contractors who carry out regular testing of the water system:	Equans
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Location of the water system safety manual/testing log	Site Supervisor Office
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Our arrangements to ensure contractors have information about water systems are:

 Arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual, is the responsibility of the Site Supervisor co-ordinating with PFI.

Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:



The Site Supervisor is responsible for the weekly flushing of little used outlets and school holiday weekly flushing.

32. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Mrs R Snee
Work at height is avoided where possible.	
Our arrangements for managing work at height are: No member of staff is permitted to work at height unless specifically trained Small Steps are available in school for staff when putting up displays etc. The Step Ladder Policy is available in the school office The site supervisor carries out weekly step ladder checks. A working at height Risk Assessment has been carried out and available in the school office All staff have completed the online Working at Height training	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in the Site Supervisors office	

33. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Mrs R Snee/ Mrs D Pierpoint
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: All work experience placements undergo a full induction and provided with the Work Experience Policy and copy of the Staff Handbook. Work Experience placements are supervised at all times	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Mrs R Snee
Our arrangements for managing the health and safety of work experience students in the school/academy are: All work experience placements receive an induction and copy of the Staff Handbook which provides Health & Safety information The school liaises with the placement provider to share details regarding H&S, Risk Assessments and Insurance	

34. Volunteers

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



including induction and training must apply.

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

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

Accident analysis	Academy Committee	100% of all reports checked Termly.
Staff absent monitoring	Academy Committee	Report for all staff absence provided to Academy Committee termly
H&S Policies are reviewed and fit for purpose	Academy Committee	100% of all policies reviewed annually or when a change occurs
Staff performance management	Line Manager	All staff receive PM Annually
Use of a H&S Training matrix to identify individual training needs	SLT	100% of staff have received sufficient H&S training to effectively complete their role.
Use of a H&S induction for all new staff	Academy Manager	100% new staff receive a Health & Safety induction
School Development Plan includes H&S objectives	SLT	Annually
The Business Continuity Plan is fit for purpose	Academy Manager	The BCP is reviewed and updated annually
Risk assessment review	SLT	100% of all Risk Assessments reviewed annually.
Maintenance checks	Caretaker	100% of all checks recorded as required/applicable

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



This policy was approved by the Academy Committee in June 2020

Reviewed November 2022

Amended Jan 23

The next review is due November 2023