

LGCS Policy	Health and Safety and Welfare					
Approved by	LAC	Issue Date	June 2020	Review Date	June 2021	
Audience	Trustees	✓	Staff	✓	Pupils	
	Local Academy Council	✓	Parents		General Public:	

Health and Safety & Wellbeing Policy

This is a generic policy which pertains to all of the academies in Staffordshire University Academies Trust. Each academy will have this policy on their web site plus a customised version, which is specific to their situation, which will be found in the password protected policies section of that academy's web site.

1. Success Indicators

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

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

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

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

2. Overview

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

Roles and Responsibilities within each academy

The **Local Academy Council** will:

- Give strategic guidance
- Monitor and review health and safety issues

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- Ensure adequate resources for health and safety are available
- Take steps to ensure plant, equipment and systems of work are safe
- Ensure that the academy provides adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and pupils
- In their critical friend role, maintain an interest in all the health and safety matters
- Review and monitor the effectiveness of this policy

The **Principal/Head Teacher** is responsible for the day to day running of the academy. They will:

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

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

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

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

- Ensure that any work that has health and safety implications is prioritised

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

All Academy Staff will:

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

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

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

Employer responsibilities

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

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

- Provide advice and guidance to help academies fulfil their health and safety responsibilities

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- Answer queries from staff on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues

Health, Safety and Wellbeing Policy

Littleton Green Community School

The policy has 4 parts;

Part A – Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the individual SUAT academy.

Part E - The Key Performance Indicators.

A. Introduction

In each SUAT academy there will be a comprehensive database of key individuals

B. Policy Statement

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

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

- All places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)

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- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others
- A healthy working environment is maintained including adequate welfare facilities

In addition to the above the SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities. Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and pupils (where relevant) forms part of this policy.

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

Signature <i>D. Williams</i>	Signature <i>L. Small</i>
David Williams, Chair Of Local Academy Council	Lynn Small, Executive Principal
Date: June 2020	Date: June 2020

C. Management Arrangements

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

Competent Health and Safety Advice

The academy obtains competent health and safety advice from	Staffordshire County Council Health and Safety Advisory Service
The contact details are	John Burdett - 07773 791520
In an emergency we contact John Burdett.	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety on the	Lynn Small, David Baker
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premises:	
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Local Academy Council):	
<ul style="list-style-type: none"> • Annual health and safety checklist • Annual health and safety audit • Accident investigation reports for identification of reoccurring issues/possible defects • Line management meetings • Premises tours • Staff communication • Risk assessment reviews • Link Governor Reviews 	
The academy carries out formal evaluations and audits on the management of health and safety twice annually.	
The last audit took place (full SCC audit – self audit undertaken)	January 2019
Name of person responsible for monitoring the implementation of health and safety policies	Lynn Small, David Baker, Donna Caton
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
External grounds	Paul West/Shawn Preece
Portable appliances	Paul West/Shawn Preece
Furniture	LGCS staff undertake own inspections of furniture
ICT equipment	Staffs Tech
MCP inspections	Paul West/Shawn Preece
Kitchens	LGCS staff
Electrical cupboards and plant rooms	Paul West/Shawn Preece

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Detailed Health and Safety Arrangements.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating: Accident investigation reports and inspection of the premises. Contact SCC H&S team as necessary
Student accidents: Recording in student accident book. Note & text home for head injuries. Accident investigation. Report as required.
Staff accidents: Recording in staff accident book. Accident investigation. Report as necessary.
Visitor accidents: Record in accident book. Accident investigation. Report as necessary.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: SCC - H&S team. HFS40 (accident forms) completed and forward to SCC H&S team by Donna Caton. John Burdett inspects accident forms and reports to HSE if required. Hope Kirkham is informed of any RIDDOR reportable accidents.
Our arrangements for reporting to the Local Academy Council are: Termly Finance Report Email reporting procedure to be utilised as required, depending on nature of the accident.
Our arrangements for reviewing accidents and identifying trends are: Accident forms forward to Hope Kirkham/John Burdett to investigate the accident and identify trends.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building.
Location of the Asbestos Management Log or Record System.	N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building	

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Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:

N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building.

Staff must report damage to asbestos materials to:

N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building

Staff must not drill or affix anything to walls without first obtaining approval from the premises manager:

N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building. However staff are not permitted to drill or affix anything to the walls.

3. Communication

Name of leadership member who is responsible for communicating with staff on health and safety matters:	Lynn Small, David Baker, Donna Caton
Our arrangements for inducting staff to health and safety within the academy are:	
<ul style="list-style-type: none"> • Health and Safety induction 	
Our arrangements for communicating about health and safety matters with all staff are:	
<ul style="list-style-type: none"> • All staff emails • Briefings • Website • Induction • Line management meetings • Team meetings 	
Staff can make suggestions for health and safety improvements by:	
<ul style="list-style-type: none"> • Staff briefings • Email format • Line management meetings • Team meetings 	
Staff can share risk management information by:	
<ul style="list-style-type: none"> • Completing/reviewing risk assessments and saving them in the staff shared drive. 	
Staff can communicate areas for concern in the context of health and safety by:	
<ul style="list-style-type: none"> • Staff briefings • Email format • Line management meetings • Team meetings 	

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4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Lynn Small, David Baker, Paul West
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:	<ul style="list-style-type: none"> • Obtaining landlord approval • Assuring work with Entrust property services • Duty holders will be identified and named as part of any Construction project.
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:	<ul style="list-style-type: none"> • Hazard Exchange form completion. Obtaining contractor RAMS.
Our arrangements for the induction of contractors are:	<ul style="list-style-type: none"> • Induction prior to works begin. Completion of hazard exchange form. Written induction is signed by contractor.
Staff should report concerns about contractors to:	Paul West
We will review any construction activities on the site by:	Paul West
Our arrangements for obtaining contractor risk management documents are:	<ul style="list-style-type: none"> • Completion of hazard exchange forms

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Lynn Small , David Baker, Donna Caton & Paul West
The name of the Trade Union Health and Safety Representative is:	Samantha Andrews
Our arrangements for consulting with staff on health and safety matters are:	<ul style="list-style-type: none"> • Face to face consultations • Line management meetings • Staff briefings
Staff can raise issues of concern by:	Contacting Lynn Small, David Baker

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Paul West, Donna Caton
Our arrangements for selecting competent contractors are:	<ul style="list-style-type: none"> • Confirmation of training records • Confirmation of DBS clearances

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Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:

- Inductions
- Emails
- written inductions
- Regular monitoring of work
- Emergency contact details exchanged

Our arrangements for the induction of contractors are:

- Induct prior to work commencement of all contractors
- Completion of hazard exchange forms
- Obtain contractor RAMS

Staff should report concerns about contractors to: Lynn Small, David Baker, Paul West

Our arrangements for notifying staff of contractor activity on site are:

- Via email
- Verbal communication

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	<p>Head of Dept. – Sam Andrews (Leader for Behaviour, Attitudes & Personal development)</p> <p>Emma Kelly (Leader for Curriculum & Enrichment)</p> <p>Curriculum Lead Name - Gemma Machin (Science, Computing and Design Technology) Jake Jones (PE) Sean Clarey (Reading) Annette Shohet (Writing) Rosie Cliffe (Maths)</p>
Risk assessments for these curriculum areas are the responsibility of:	Individual leaders/support above with support by Donna Caton
These risk assessments are located:	Staff Share

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

The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.

Our arrangements for carrying out DSE assessments are:

- Identification of staff who meet the criteria for requiring the completion of a DSE

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<p>assessment upon appointment</p> <ul style="list-style-type: none"> • Completion of DSE assessment by member of staff and signing off by line manager • DSE assessments reviewed upon change of working conditions i.e. change of furniture, movement of furniture, change of office. • DSE assessments reviewed every two years. • Rectification of any issues is made. 	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Lynn Small, David Baker, Donna Caton
DSE assessments are recorded and any control measures required to reduce risk are managed by	Donna Caton

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Lynn Small, David Baker
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	Staff Share
<p>Our arrangements for the safe management of EYFS are:</p> <p>Health</p> <ul style="list-style-type: none"> • Regular checks and risk assessments will be carried out on the building, resources and equipment on a daily basis by the staff allocated to each class and stored on staff shared when completed at the end of the week. • Food storage, preparation, serving, allergy procedures will be carried out as per Food and Drink Policy with all staff holding a food and hygiene certificate to handle food. • All staff are encouraged to obtain a first aid certificate on joining the school and the training officer will ensure these are kept up to date. • Accident and Incident books are completed by Staff and following whole school policy. Parents are to be informed verbally of any incidents and any written note will be passed to the parent/carer. • Medication is stored and administered as per the procedure stated in the Administration of Medicines policy. • A stocked First Aid box is available at all times. • The school will display a health watch poster informing parents/carers of current illnesses of children attending. • The Sun Protection policy will be implemented where appropriate. • At induction and during regular meetings, staff will be reminded of the importance of maintaining high standards of cleanliness and hygiene. • Staff will be positive role models in hygiene practices. • Children are educated as part of the session routines the importance of regular hand washing after messy play, toilet and before eating. 	

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- Staff and children are to use separate toilet facilities.
- Staff to check and clean kitchen surfaces regularly throughout the session.
- Toilet and nappy changing area to be cleaned regularly.
- Gloves and aprons are provided and must be worn at all times when toileting and changing nappies.

Safety

- Regular checks and risk assessments will be carried out on the environment (both inside and outside) by all staff and reported back to the Early Years Manager and Committee both verbally and in written form where necessary.
- Consideration is given by staff to the layout of rooms to ensure the safety and enjoyment of all the children.
- Special arrangements and equipment will be provided for children with Special Educational Needs.
- Parents/Carers and especially children will be familiarised with the school premises.
- Children are regularly reminded about safe handling of equipment, safety procedures and responsible play.
- Staff are expected to undertake daily visual checks and remove broken or damaged toys and equipment from the area immediately and report to the Teacher/Pre-school Leader/Early Years Manager or Site Team..
- Security is of paramount importance and all exits and gates from the building are kept locked during session times, other than during arrival and departure times when two staff will be in the setting ensuring the safe arrival and departure of children with their Parent/Carer.
- Only staff members will operate the door to admit or let out adults and children.
- Passwords are used if the child is collected by a nominated person other than the child's Parent/Carer, if that person is unknown to the staff.
- Children will not be released if a password is not given. The child's Parent/Carer will be contacted to seek permission to release the child into the care of the collecting adult.
- Children will never be left alone and will always be in sight of an adult. Adequate adult/child ratios will be adhered to at all times.
- There will be two adults in any setting at all times.
- Adult safety - staff will be trained in assessing risks, moving and handling and team support will be given to each member of staff on a daily basis.
- Attendance Sheets/Log – Staff will sign/mark children in and parents/carers or their nominated person are to sign children out of the required Wraparound session. Pre-school children will also have times recorded.
- Up to date and accurate attendance registers are kept.
- All staff are aware that a visitor's electronic system is in place in the foyer and that all visitors are required to sign in and out.
- Kitchen areas are 'out of bounds' to children and stair gate remains bolted throughout the session in Pre-school and a locked door in Nursery Mobile.
- Hot drinks etc. must remain in the kitchen.

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10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Lynn Small, David Baker
The Educational Visits Coordinator is	Sylvia Crump
Our arrangements for the safe management of educational visits:	
<ul style="list-style-type: none"> • Risk assessments (venue, travel) • Pre visits for new venues/ providers • Approval by the Principal for all visits • Use of Evolve for planning and risk management • Sharing of information will all staff attending the visit and clear communication with the emergency contact at base 	
Visit risk management information is communicated to visit attendees by: Via email	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Paul West & Shaun Preece
Fixed electrical wiring test records are located:	Paul West – Main Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the trust site are:	
Electrical items must be portable appliance tested prior to use on the premises	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Paul West
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Paul West
Portable electrical equipment (PAT) testing records are located:	Main office
Staff must take defective electrical equipment out of use and report to:	Paul West
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: to Paul West	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Donna Caton / Paul West
The Fire Risk Assessment is located	Staff shared drive and a copy in the Bursar office

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When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Trinity Fire & Security
Name of person responsible for arranging and recording of fire drills	Paul West, Sylvia Crump & Paula Kimberley
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Paul West in conjunction with SLT
Our Fire Evacuation Arrangements are published ...	Staff shared and sent to all staff via email
Our Fire Marshals are listed	Paul West, Sylvia Crump & Paula Kimberley
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Bursar Office
Name of person responsible for training staff in fire procedures	Donna Caton through induction process
All staff must be aware of the Fire Procedures in their academy	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Lynn Small, David Baker/Donna Caton
The First Aid Assessment is located	Staff Shared
First Aiders are listed	Main office/Front Entrance /Practical Area & First Floor Landing.
Name of person responsible for arranging and monitoring First Aid Training	Donna Caton / Sylvia Crump
Location of First Aid Box	First Aid Room, Main Office, Staff Room, Nursery & Saplings Pre-school
Name of person responsible for checking & restocking first aid boxes	Shaun Preece
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):	
staff	Emergency contact is contacted to meet at hospital/LGCS Member(s) of staff accompany in the ambulance if required
visitors	Emergency contact is contacted to meet at the hospital/LGCS
Our arrangements for recording the use of First Aid are:	
<ul style="list-style-type: none"> Use of SCC My H&S System. 	

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- Recorded in the first aid books and on the first aid risk assessment

14. Forest School

Name of person in the academy who leads on Forest School activity	Lynn Small, David Baker/Jane Scanlan
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	
<ul style="list-style-type: none"> Risk assessments in place [although working documents so constantly changing and developing] Always a minimum of 2 staff in attendance Specific Forest activities [i.e. not a normal curriculum subject] only carried out with a qualified member of staff [Level 3] 	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass as far as reasonably practical.	
All replacement glass is of safety standard	
A glass and glazing assessment took place in 2020 and the record can be found on the site teams checklists	Paul West/Shawn Preece

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Lynn Small/Paul West
Hazardous substance risk management documentation is located:	Staff Shared and folders in the kitchen, cleaners cupboard and practical area
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are:	
<ul style="list-style-type: none"> PW notified of new substances on the premises Substances are stored in accordance with MSDS MSDS downloaded and COSHH forms produced COSHH and MSDS kept in master file in the main office and the staff shared 	

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17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Main Entrance & Bursar office
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18. Housekeeping, cleaning & waste disposal

All staff share the responsibility for keeping the academy site clean, tidy and free from hazards	
Our waste management arrangements are:	
<ul style="list-style-type: none"> • Hazardous waste is emptied by PHS • Recycling emptied regularly to limit fire hazards from storage of combustibles • Bins emptied nightly by site and cleaning staff • No bins to be kept next to the building overnight for fire safety and security purposes 	
Our site housekeeping arrangements are:	
<ul style="list-style-type: none"> • Premises toured by trust staff • Litter removed regularly • Bins emptied regularly • Exits and fire evacuation routes kept clear at all times • Recycling emptied regularly • No trailing cables • Trip hazards removed as soon as possible e.g. spills, deliveries etc. 	
Site cleaning is provided by Staff employed at Littleton Green Community School.	Contact Details: Littleton Green Community School Office@littletongreen.staffs.sch.uk 01543 227570
Cleaning staff have received appropriate information, instruction and training about the following and are competent.	
<i>Work equipment</i>	
<i>Hazardous substances</i>	
<i>Waste (skips and bins are located away from the academy building)</i>	
<i>Infection control</i>	
<i>Academy security</i>	

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<i>Lone working</i>	
<i>First aid and accident reporting</i>	
<i>Fire evacuation</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. Hazardous waste must be put into hazardous waste bins.</i>	
<i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</i>	
Department/work area	Procedure
Cleaning	Use external bins for waste
Catering	Use external bins for waste
Offices	Use shredder for confidential waste. Use bins for general waste and recycling bins for non-confidential waste
First Aid	Yellow Bags
Sanitary Waste	Sanitary bins
Classrooms	Use shredder for confidential waste. Use bins for general waste and recycling bins for non-confidential waste

19. Infection Control

Name of person responsible for managing infection control:	Lynn Small, David Baker
Infection control standards and the effectiveness of risk management procedures will be monitored by:	Paul West/Kerry Jones & Cleaning staff
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	
<ul style="list-style-type: none"> • Risk assessment to be followed • SCC informed of any disease outbreaks, high absence levels which could be reported under RIDDOR • Cleaning staff follow training and informed of illnesses to ensure adequate cleaning of key areas is undertaken • Handwashing facilities available at all times 	
<i>We communicate infection control arrangements by:</i>	

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- Communicating via staff induction
- Signage for parents around school
- Email

Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for lettings	Lynn Small, David Baker/Paul West/Sylvia Crump
Our arrangements for managing lettings are:	
<ul style="list-style-type: none"> • Provide induction • Lettings provide risk assessment and confirmation of insurance • SUAT insurance permits lettings • Lettings sign conditions of use 	
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 academy on request, prior to commencement of the letting.	
Hirers must provide a register of those present during a letting upon request.	
Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.	
Hirers must have appropriate, valid and current insurances, copies on file.	

21. Lone Working

Our arrangements for managing lone working are:
<p>Risk assessment</p> <p>Regular communication with lone workers</p> <p>Emergency contact numbers available</p> <p>Security arrangements upheld</p> <p>Phones available in remote areas</p>
Lone working arrangements are communicated by:
<ul style="list-style-type: none"> • Induction • Circulation of policy and risk assessment
We monitor lone working arrangements by:

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- Individual risk assessment
- Regular contact
- Review of policy and risk assessment

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

Types of equipment to consider in this section:

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

This section **must include** the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms

Name of person responsible for the selection, maintenance / inspection and testing of equipment

SUAT who purchase the following on behalf of MAT schools:

- Development Officer
- Maintenance Building + Engineer
- Compliance
- Site Team

Records of maintenance and inspection of equipment are retained and are located:

Location: Main Office

Staff report any broken or defective equipment to:

Paul West/Shawn Preece or Donna Caton

The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:

Type of equipment	Maintenance Regime Details
ICT equipment	Maintained by Staffs Tech
Ladders	Site Technician
Tools	Site Technician
Educational Resources	Subject Leaders
PE Equipment	Subject Leaders and Sport Safe UK
Catering (Main Kitchen)	SIMES and Trust
Alarm Systems	Site Technician, Lantern and Chubb

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Lynn Small, David Baker/David Baker/Donna Caton
Our arrangements for managing manual handling activities are:	

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<ul style="list-style-type: none"> • Follow risk assessment • Individual staff risk assessments and occupational health referrals made as required • Health and safety focuses remind staff of manual handling procedures • Staff must request support for manual handling as required • Hazardous manual handling must be avoided
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).
Restrictive physical intervention risk management information is: Within the policy
This information is located: Staff Shared

24. Medication

Name of person responsible for the management of and administration of medication to pupils in academy	Lynn Small, David Baker, Donna Caton	
Our arrangements for the administration of medicines to pupils are: Please refer to Managing Medicine in School Policy		
The names members of staff who are authorised to give / support pupils with medication are:	D Caton G Davies S Dodd A Dolman R Hampson K Hawkins C Whittaker W Rogers J Howarth C Keary S Andrews P Kimberley K Jones F Goodwin S Preece R Cliffe D Knight E Kelly	G Saunders J Scanlan P Trow P Payton M Peaty N Turner S Whitehouse L Richards C Teesdale M Green C Teesdale N Gunner M Deaville D Wright A Martin S Gallear S Clarey
Medication is stored:	Locked/High storage in Class Rooms/School Office	

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A record of the administration of medication is located:	School Office
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: George Davies and Wendy Rogers	
Pupils who administer and/or manage their own medication in an academy are authorised to do so by any first aider and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in a high location in class or in the school office	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Refer to Managing Medicine in School Policy	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: <ul style="list-style-type: none"> • Staff room • Lockers • Locked cupboard in classroom 	
Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	Paul West
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Paul West
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Class Teacher
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.	Class Teacher

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26. Radiation

Name of the academy Radiation Protection Supervisor (RPS)	Lynn Small, David Baker
Name of the Radiation Protection Adviser (RPA)	CLEAPSS

27. Reporting Hazards or Defects

All staff must report any hazards; defects or dangerous situations they see at the trust offices.
Our arrangements for the reporting of hazards and defects: Email or call Lynn Small, David Baker, Paul West or Donna Caton. Inspections of the areas in question may be required.

28. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas:	
<ul style="list-style-type: none"> • Premises and grounds – internal/external • Office • Lettings • Control of contractors • Fire • Hazardous Substances • Manual handling activities • Risks related to individuals e.g. health issues • First aid • Staff wellbeing • Team stress • Lone working • Working at height • Infection control • Security • Skip Use 	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning	Lynn Small, David Baker, Donna Caton
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:	

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<ul style="list-style-type: none"> • Risk assessments stored on staff shared • Risk assessments reviewed on or before the review date if there are no significant changes to be made • Risk assessments reviewed upon significant change prior to the review date • Upon review completion, risk assessments saved to the staff shared drive and emailed to all staff
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.
Risk assessments are created or reviewed when something new is introduced or a change has occurred.

29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.
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30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Lynn Small, David Baker/Paul West & Donna Caton
The trust premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	N/A
Our arrangements for managing health and safety including the communication of safety and risk management information in a shared workplace are:	
<ul style="list-style-type: none"> • Communication with staff • Following risk assessments • Updating risk assessments and procedures following change • Staff inductions • Sharing of emergency contact details 	

31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of academy staff	Lynn Small, David Baker
Name of the person who leads on Academy Mental Health and Wellbeing:	Jessica Howarth and Donna Caton
Academy mental health first aid trained staff are:	Hope Kirkham
All staff have responsibility to take care of their own health and wellbeing and the academy	

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supports staff to do this by implementing the following arrangements:

- Wellbeing and staff stress risk assessments in place
- Individual staff risk assessments in place as required
- Access to occupational health and thinkwell services
- Staff wellbeing initiatives in place

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. All staff have the opportunity to discuss mental health and wellbeing concerns confidentially and access support.

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.

Date completed: **17.1.20**

32. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Lynn Small, David Baker
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:	
<ul style="list-style-type: none"> • Staff induction – general to trust structures, policies and procedures • Risk assessments implemented where required • Staff provided with training as identified upon appointment or as roles develop 	
The academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained on staff shared.	
Training and competency as a result of training is monitored and measured by:	Lynn Small, David Baker/Donna Caton

33. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the academy vehicles	Paul West/Donna Caton
The academy operates (2) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	School Minibus Ride on Mower
Name of person who manages the driver	Staffordshire County Council

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medical examinations and qualifications	Assessment Team
Name of person who manages the vehicle license requirements	Donna Caton
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Paul West & Shaun Preece
Name of person who arranges servicing and maintenance of the academy vehicles	Donna Caton
Our arrangements for the safe use of academy vehicles are:	
Safety Checklist for Minibus – completed before every journey by the driver Minibus Risk Assessment carried out and reviewed annually	

34. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Lynn Small, David Baker
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc.):	
<ul style="list-style-type: none"> • Speed restriction on car parks • Car parking spaces allocated for companies and visitors accordingly • Companies provide deliveries with instructions • Signage displayed on car park 	

35. Violence and Aggression and Security

The trust provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff 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 must report all incidents of verbal & physical violence to:	Lynn Small, David Baker/Donna Caton
Incidents of verbal & physical violence are investigated by:	Lynn Small, David Baker/Donna Caton
Name of person who has responsibility for site security:	Lynn Small, David Baker/Paul West
Our arrangements for site security are:	
Magnetic lock system utilised at the front entrance. Staff only have cards for access. Intruder alarm system in place and activated when the office is not manned. Security risk assessment in place	

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Other door sets are kept locked at all times
Windows are locked when offices are not manned

36. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Lynn Small, David Baker and Paul West
Name of contractors who have undertaken a risk assessment of the water system	HSL
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	HSL April 19
Location of the water system safety manual/testing log	Main Office
Our arrangements to ensure contractors have information about water systems are:	<ul style="list-style-type: none"> • Complete an hazard exchange form • RAMS
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:	<ul style="list-style-type: none"> • Training • RAMS

37. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Lynn Small, David Baker and Paul West
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	<ul style="list-style-type: none"> • Risk assessments in place • Risk assessments communicated to all staff • Health and safety focuses incorporate topics such as working at height • Key staff have training as required
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 office and last inspected on July 20	

38. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils.	Lynn Small, David Baker/Donna Caton
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Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:

All arrangements are carried out ahead of work placements once approved by the Principal followed with early induction and supervision of students by the class teacher.

The name of the person responsible for the health and safety of people on work experience in the school/academy premises:

Donna Caton

Our arrangements for managing the health and safety of work experience students in the academy are:

All arrangements are carried out ahead of work placements once approved by the Principal followed with early induction and supervision of students by the class teacher.

39. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:

Lynn Small, David Baker/Donna Caton

Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are: Volunteer Handbook and induction

40. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:

Paul West

Date of the most recent gas line test (5 yearly):

Aug 18

Date of the most recent gas system test:
E.g. Boilers
Kitchen Equipment

Kitchen: Sept 20
Boilers: Apr 20

Our procedure in the event of a gas leak is:
If you smell gas:

- Phone the National Gas Emergency Service on 0800 111 999 to report the leak
- Turn off the gas supply – the tap is located inside the kitchen store cupboard. In the event of a gas leak or suspected gas leak any member of staff should be able to turn off the supply. To turn the supply off turn the blue wheel clockwise to close.
- Evacuate the building.
- Once the problem has been identified by the National Gas Emergency Service arrange for necessary repairs to be undertaken.
- Ensure either the National Gas Emergency Service or the contractors carrying out repairs test all gas appliances before leaving the premises.
- Once clearance has been given the Headteacher will authorise entering the school building.

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The Academy uses only gas safety registered contractors to work with gas systems on site.

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

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

Aim	Initiatives	KPI	Target	Actual
Continuous improvement in health and safety management performance	Staff inducted in academy health and safety objectives and management at the beginning of each academic year. Communication is continual throughout the year to ensure optimum performance	Reduction in the number of accidents	No accidents or injuries which are reportable to the HSE under RIDDOR	No accidents or injuries which are reportable to the HSE under RIDDOR
To communicate responsibilities to staff and other stakeholders by sharing policies and holding meetings	Shared responsibilities and ownership of health and safety across the whole staffing body. Staff have a clear understanding of their roles and responsibilities and continually support with raising the standards of health and safety	Staff know who to report issues that arise in school, contribute towards health and safety documentation and initiatives and undertake proactive risk management measures as opposed to reactive	All areas of health and safety have clear processes and accompanying risk management documentation, and records kept up to date	Records are live and updated to the required frequency, by the staff who have responsibility to do so. Documents are communicated accordingly
Staff awareness on how to manage risks in school	Continually develop and communicate risk assessments to all parties that risk assessments are relevant to	Reduce risks in school by using risk assessments proactively and staff understanding of the control measures to implement	Reduce the number of near misses / incidents / accidents	All staff to follow procedures in school

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