



Health, Safety and Wellbeing Policy 2025

Littleton Green Community School

Last reviewed	July 2025
Reviewed by	Operations Director
Approved by	Trust Board
Date of approval	July 2025
Policy owner	Operations Director
Location	Website

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This is a Health, Safety and Wellbeing Policy template, which is adopted by all academies within Staffordshire University Academies Trust. Each Academy will have a copy of this policy template on their website plus a customised version, specific to their arrangements, which will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy’s contents. Everyone’s health, safety and wellbeing matters.

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 each setting has 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 in the Academy, Trust and the Local Academy Council

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing Policy Statement. In each SUAT academy there will be a comprehensive database of key individuals.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Academy Council at Littleton Green Community School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974. SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and students/pupils (where relevant) forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued. The Headteacher will draw this policy to the attention of all employees, and review at least annually.

	
Mr Ryan Pritchard, Chair of Local Academy Council	Mrs L Thorneycroft, Head Teacher
2 nd September 2025	2 nd September 2025
<i>Next date for policy ratification (autumn term LAC):</i>	6 th October 2025

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 in the Academy:	Lynn Thorneycroft/Emma Kelly, D Caton and P West
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 audit/advice • Accident investigation reports for identification of reoccurring issues/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 annually.	
The last audit took place: (full SCC audit – self audit undertaken)	Date: 4 th December 2023 By: Mr J Burdett
Name of person responsible for monitoring the implementation of health and safety policies:	Lynn Thorneycroft, Emma Kelly, Donna Caton
<i>All staff are aware of the key performance indicators in part E and how they are achieved and monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
External grounds	P West/Shawn Preece
Portable appliances	P West/Shawn Preece
Furniture	LGCS staff undertake own inspections of furniture
ICT equipment	Staffs Tech
MCP inspections	P West/Shawn Preece
Kitchens	LGCS staff
Electrical cupboards and plant rooms	P West/Shawn Preece
External grounds	P West/Shawn Preece

Roles and Responsibilities Table

Leader / person responsible for reporting and investigating accidents and incidents:	L Thorneycroft
Premises Manager responsible for Managing Asbestos:	N/A
SLT member who is responsible for communicating with staff on health and safety matters:	L Thorneycroft
SLT member who is responsible for consulting with staff on health and safety matters (if different):	L Thorneycroft

Manager / responsible person for coordinating any construction work / acting as the client for any construction project:	P West																														
Manager / responsible person for managing and monitoring contractor activity:	P West																														
Person who has overall responsibility for the curriculum areas as follows:																															
<table border="1"> <thead> <tr> <th>Curriculum Area</th> <th></th> </tr> </thead> <tbody> <tr> <td>Literacy (Phonics, Reading, SPAG & Writing)</td> <td></td> </tr> <tr> <td>Science & PRSSHEE</td> <td></td> </tr> <tr> <td>PE</td> <td></td> </tr> <tr> <td>Music</td> <td></td> </tr> <tr> <td>Computing</td> <td></td> </tr> <tr> <td>Geography</td> <td></td> </tr> <tr> <td>Art</td> <td></td> </tr> <tr> <td>History</td> <td></td> </tr> <tr> <td>Modern Foreign Languages (MFL)</td> <td></td> </tr> </tbody> </table>	Curriculum Area		Literacy (Phonics, Reading, SPAG & Writing)		Science & PRSSHEE		PE		Music		Computing		Geography		Art		History		Modern Foreign Languages (MFL)		<table border="1"> <thead> <tr> <th>Responsible Person</th> </tr> </thead> <tbody> <tr> <td>C Arrowsmith</td> </tr> <tr> <td>G Machin</td> </tr> <tr> <td>C Greener</td> </tr> <tr> <td>E Chaplain-Payne</td> </tr> <tr> <td>G Davies</td> </tr> <tr> <td>E Rogers</td> </tr> <tr> <td>T Pearson</td> </tr> <tr> <td>C Harper</td> </tr> <tr> <td>C Whittaker</td> </tr> </tbody> </table>	Responsible Person	C Arrowsmith	G Machin	C Greener	E Chaplain-Payne	G Davies	E Rogers	T Pearson	C Harper	C Whittaker
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Person who has responsibility for carrying out Display Screen Equipment Assessments:	D Caton																														
Person who has overall responsibility for EYFS:	T Williams																														
Person who has overall responsibility for Educational Visits:	L Thorneycroft																														
Person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	P West																														
Person responsible for arranging the testing of portable electrical equipment (PAT):	P West																														
SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP):	L Thorneycroft/E Kelly																														
Competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:	D Caton																														
Person responsible for arranging and recording of fire drills:	P West																														
Person responsible for creating and reviewing Fire Evacuation arrangements:	D Caton																														
Person responsible for training staff in fire procedures:	D Caton																														
Person trained in fire risk assessment:	D Caton																														
Person responsible for carrying out the First Aid Assessment:	D Caton																														

Person responsible for checking & restocking first aid boxes:	S Preece
Person responsible for managing the gas safety systems on the academy premises:	P West
Person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	P West
Person responsible for managing infection control:	D Caton
Premises Manager or member of Leadership team responsible for Lettings:	D Caton
Premises Manager or member of Leadership team responsible for Lone Working:	L Thorneycroft
Person responsible for the selection, maintenance / inspection and testing of equipment:	P West
Competent person responsible for carrying out manual handling risk assessments:	P West
Person(s) responsible for the management of and administration of medication to pupils in the academy:	L Thorneycroft
Members of staff who are authorised to give / support pupils with medication are:	Paediatric First Aiders
Person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	D Caton
Person responsible for the checking and maintenance of personal protective equipment provided for staff:	D Caton
Person who has overall responsibility for the academy's general risk assessment process and any associated action planning:	D Caton
Person who has overall responsibility for the academy's individual risk assessment process and any associated action planning:	L Thorneycroft
Premises Manager or member of Leadership team responsible for communicating with those who share the premises:	D Caton
Person who has overall responsibility for the health and wellbeing of academy staff:	L Thorneycroft
Person who leads on Academy Mental Health and Wellbeing:	L Thorneycroft
Person who has overall responsibility for managing the swimming pool and its environment:	L Thorneycroft
Person who has overall responsibility for the training and development of staff:	L Thorneycroft
Training and use of new competency training / skills is monitored and measured by:	D Caton
Person who has overall responsibility for the academy vehicles:	L Thorneycroft
Premises Manager or other staff member responsible for the management of vehicles on site:	P West
Premises Manager or other member of staff responsible for managing water system safety:	P West
Person responsible managing the risk of work at height on the premises:	P West
Person who has overall responsibility for managing work experience and work placements for Academy pupils:	M Deakin
Person who has overall responsibility for managing/coordinating volunteers working within the academy:	M Deakin

Detailed Health and Safety Arrangements

This list of arrangements is customised by each Academy in a manner appropriate to that Academy.

This health and safety policy will be shared with all staff members, including staff working on a temporary or volunteer basis. Each staff member will be required to confirm in writing that they have read, understood and will adhere to this policy document along with the H&S Policy Statement.

Where specific responsibilities for health, safety and wellbeing are allocated to employees, these delegated responsibilities are detailed in responsibilities matrix above. The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

1. Accident Reporting, Recording & Investigation

<p>Our arrangements for recording and investigating:</p> <p>Accident investigation reports and inspection of the premises. Contact SCC H&S team as necessary</p>
<p>Pupil accidents:</p> <p>Recording on Medical Tracker. Email notifications sent home for every incident, giving additional advice of a head injury. Accident investigation and report as required.</p>
<p>Staff accidents:</p> <p>Recording on Medical Tracker and in staff accident book. Accident investigation and report as required.</p>
<p>Visitor accidents:</p> <p>Record in accident book. Accident investigation and report as required.</p>
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: SCC - H&S team.</p> <p>HFS40 (accident forms) completed and attached to My Health and Safety portal for the SCC H&S team by Donna Caton. John Burdett inspects accident forms and reports to HSE if required. Hope Brooks is informed of any RIDDOR reportable accidents.</p>
<p>Our arrangements for reporting to the Local Academy Council are: Termly Finance Report</p> <p>Email reporting procedure to be utilised as required, depending on nature of the accident.</p>
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <p>Medical Tracker highlights areas of incidences. Reports can be analysed for trends.</p> <p>All reporting should be made in accordance with the Accident and Incident Reporting Guidance.</p>

2. Asbestos

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
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
<p>Staff must not drill or affix anything to walls or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors.</p> <p>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.</p> <p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building.</p>	
<p>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.</p>	
<p>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.</p>	

3. Communication

<p>Our arrangements for inducting staff to health and safety within the academy are:</p> <ul style="list-style-type: none"> • Health and Safety induction
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none"> • All staff emails • Briefings • Website • Induction • SLT meetings • Line management meetings • Team meetings
<p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> • Staff briefings • Email format (site team@littletongreen.staffs.sch.uk)

<ul style="list-style-type: none"> • Line management meetings • Phase 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 and communicating to all relevant staff. 	
Staff can communicate areas for concern in the context of health and safety by: <ul style="list-style-type: none"> • SLT meetings • Staff briefings • Email format • Line management meetings • Phase meetings 	
Name of SLT member who is responsible for consulting with staff on health and safety matters:	L Thorneycroft, E Kelly, D Caton & P West
The name of the Trade Union Health and Safety Representative is:	J Pinchen
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 • Email communication 	
Staff can raise issues of concern or make suggestions for improvement by: Logging a ticket via siteteam@littletongreen.staffs.sch.uk , contacting L Thorneycroft, E Kelly or communicate in TEAM meetings which occur weekly	
All staff must report any hazards; defects or dangerous situations they see at the Academy, in a timely manner.	
Our arrangements for the reporting of hazards and defects: <p>Staff have an email system in place to report any defects/Hazards direct to the site team which are dealt with on receipt where possible. Alternatively, staff can speak with Lynn Thorneycroft, Emma Kelly, P West, or D Caton direct.</p> <p>Hazards and defects are reported through scheduled staff meetings and briefings.</p> <p>Inspections of the areas in question may be required.</p>	

4. Construction Work and Contractor Management

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. <p>(Duty holders will be identified and named as part of any construction project). https://www.hse.gov.uk/construction/cdm/2015/index.htm</p>	
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: P West	
We will review any construction and works activities on the site by: P West carrying out site checks on a regular basis when on site	
Our arrangements for obtaining contractor risk management documents are: <ul style="list-style-type: none"> • Speaking to contractors prior to work being undertaken/Completion of hazard exchange forms 	
Name of person responsible for managing and monitoring contractor activity:	P West, D Caton
Our arrangements for selecting competent contractors are (this should include verification of DBS (Disclosure & Barring Service) data): <ul style="list-style-type: none"> • Confirmation of training records • Confirmation of DBS clearances 	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none"> • Inductions • Emails • written inductions • Regular monitoring of work • Emergency contact details exchanged 	
Our arrangements for the induction of contractors are: <ul style="list-style-type: none"> • Induct prior to work commencement of all contractors • Completion of hazard exchange forms • Obtain contractor RAMS 	
Staff should report concerns about contractors to: Lynn Thorneycroft, Emma Kelly, Donna Caton, P West	
Our arrangements for notifying staff of contractor activity on site are: <ul style="list-style-type: none"> • Via email • Verbal communication 	
Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance and managing contractors.	

5. Curriculum Areas – health and safety

Risk assessments for these curriculum areas are the responsibility of:	Individual leaders/support above with support by D Caton
These risk assessments are located:	Staff Share
Risk assessments are reviewed:	Annually or following a change in policy / procedure / following an accident or incident

6. 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 (Display Screen Equipment) assessment for staff using this type of equipment continuously and regularly for over an hour.
Our arrangements for carrying out DSE assessments are: <ul style="list-style-type: none"> • Identification of staff who meet the criteria for requiring the completion of a DSE assessment upon appointment • Completion of DSE assessment VIA the H&S Portal by staff member and signing

off by line manager if there are any actions <ul style="list-style-type: none"> • 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 are made. 	
DSE assessments are recorded, and any control measures required to reduce risk are managed by	D Caton
DSE Assessments are reviewed:	Every two years or on a change to the workstation / work location / home or remove working
The DSE Policy should be referred to for further information.	

7. Early Years Foundation Stage (EYFS)

Records of EYFS risk management (e.g., risk assessments and checklists) are located:	Staff Share/Microsoft Forms
Our arrangements for the safe management of EYFS are:	
Health <ul style="list-style-type: none"> • Regular checks and risk assessments will be carried out on the building, resources, and equipment daily 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. • 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 logs are completed by Staff and following whole school policy. Parents are to be informed of any incidents via notifications from medical tracker, along with verbal conversation if required. • Medication is stored and administered as per the procedure stated in the Administration of Medicines policy. • A stocked first aid box is always available. • 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. • 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 always worn when toileting and changing nappies. 	
Safety <ul style="list-style-type: none"> • 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 Site Team both verbally and in written form via the ticket system. • 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 always adhered to.
- There will be always two adults in any setting.
- Adult safety - staff will be trained in assessing risks, moving, and handling and team support will be given to each member of staff daily.
- 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.

8. Educational visits / Off-Site Activities

The Educational Visits Coordinator is	L Evans
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 Headteacher or Deputy Headteacher 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/Teams	
Our arrangements for managing Local Area Visits are: Pre-visits/risk assessments	
Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.	
Refer to the Educational Visits Policy and Local Area Visits Policy for more detail regarding managing the risks for educational visits.	

Evolve forms must be submitted by:
 2 weeks before the visit for non-adventurous visits.
 6 weeks before adventurous activities and residential.

9. Electrical Equipment [fixed & portable]

Fixed electrical wiring test records are located:	P West – Site Team Office
Fixed electrical test defects must be actioned within the designated timescales:	D1: Immediate C1: 6 months C2: 2 years FI: further investigation required as soon as possible
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the Littleton Green's site are:	
Electrical items must be portable appliance tested prior to use on the premises. No personal electrical items are permitted on site without approval from P West and a valid and verified PAT test (within the last 12 months). Alternatively, Site Team will PAT test prior to use. When PAT testing is taking place, staff must ensure that equipment is accessible e.g. not locked away.	
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	P West
The academy's PAT testing will be undertaken to a frequency of:	Annual (Kitchen), 2 years (Main School)
Portable electrical equipment (PAT) testing records are located:	P West – Site Team Office
Staff must take defective electrical equipment out of use and report to:	P 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 P West.	
Refer to the Electrical Safety Policy for further details.	

10. Emergency Preparedness

We test the BCP arrangements by:	Desktop exercises
Our arrangements for communicating emergency arrangements to all employees are: Via Teams and staff meetings.	
Our arrangements for communicating the BCP to the LAC are: Governor Hub	
Our bomb threat, lock down and invacuation procedures are updated: Annually	
The person responsible for updating these procedures is: L Thorneycroft	
We communicate these procedures with building occupants by: Inductions/Teams	
We test the procedures by: Desktop exercise and Invacuation/Evacuation Practices	

We provide training on our emergency procedures by: H&S Induction, briefings, refresher training, regular drills and documents and guidance.	
Name of person who has responsibility for site security:	L Thorneycroft, P West & D Caton
Our arrangements for site security are:	
Site security is inspected by: P West & D Caton	
Site security is inspected: Annually or sooner if the need arises	
Our site security risk assessment is located: Staff Share	
Please see the Security Policy for further details.	

11. Fire Precautions & Procedures

The Fire Risk Assessment is located	Staff shared drive and a copy in the fire logbook in the site team office.
When the fire alarm is raised the site has a fire alarm which activates a response from a 3rd party	Lantern Fire & Security
Name of person responsible for arranging and recording of fire drills	P West, A Martin & P Kimberley
Name of person responsible for creating and reviewing Fire Evacuation arrangements	P West in conjunction with SLT
Our Fire Evacuation Arrangements are published:	Staff shared and sent to all staff via email annually
Our Fire Marshals are listed:	P West, A Martin & Paula Kimberley
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	Site Team office
Procedure for communicating fire safety and evacuation arrangements to visitors:	Notice to visitors sign in main reception area on displayed within Invenry signing in system
Procedure for communicating fire safety arrangements to contractors: Notice to visitors sign in main reception area, displayed within Invenry signing in system and within the hazard exchange forms.	
All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated: Annually by sending Fire and Emergency Plan	
Please see the Fire Safety Policy for further information.	
No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.	

Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.

Posters are displayed externally to confirm that the academy is a non-smoking site.

12. First Aid *see also Medication

The First Aid Assessment is located	Staff Shared
First Aiders are listed	Office Share/Paediatric Chat (TEAMS) & within Medical Tracker.
Name of person responsible for arranging and monitoring First Aid Training	D Caton
Location of First Aid Box (including travel)	Classrooms, Practical Area, Main Office, Staff Room, Site Office, Reception, Nursery, Pre-school & Minibuses
Number of First Aid Boxes (including travel):	23
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who must go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	Emergency contact is contacted to meet at hospital/LGCS Member(s) of staff accompany in the ambulance if required
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"> Recorded on Medical Tracker 	
Our arrangements for monitoring and reporting on first aid and accidents are:	
<ul style="list-style-type: none"> Use of SCC My H&S System. Medical Tracker 	
Our arrangements for identifying trends are:	
<ul style="list-style-type: none"> Medical Tracker Reports 	
The First Aid Policy contains further details.	

13. Forest School

Name of person in the academy who leads on Forest School activity	E Kelly, S Preece & H Caulfield
Date of training:	2024
<p>Our arrangements for developing, organising, and running Forest School activity. Include here any details regarding risk assessment, communication, and supervision etc.</p> <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] 	

14. Gas Safety

Date of the most recent gas line test (5 yearly):	May 25
Date of the most recent gas system test: E.g., Boilers, Kitchen Equipment & Science Labs:	Kitchen: May 25 Boilers: Brand New Boilers installed, 11 th May 2025
Our procedure in the event of a gas leak is: If you smell gas: <ul style="list-style-type: none"> • 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. 	
The Academy uses only gas safety registered contractors to work with gas systems on site.	

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 take place monthly, and the records can be found on the site teams checklists	Sept 2025/Site Office

16. Hazardous Substances (COSHH)

Hazardous substance risk management documentation is located:	Staff Shared/TEAMS and folders in the kitchen, cleaner's cupboard.
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of 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 site team office and the staff shared Further information can be found in the Hazardous Substances Policy.	
Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the Academy and if the substance is not already in use, the following must be undertaken prior to use: <ul style="list-style-type: none"> - The substance must be approved for use by a Senior Leader - The substance must COSHH assessed, and a current material safety data sheet kept on file with the COSHH assessment - The substance must be added to the approved list 	

Bleach is not permitted for use on Academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present, and the product must be taken off-site following use.

It is essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.

17. Housekeeping, Cleaning & Waste Disposal

All staff share the responsibility for keeping the academy site clean, tidy, and free from hazards	
<p>Our waste management arrangements (including recycling and food waste collection) are:</p> <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 	
<p>Our site housekeeping arrangements are:</p> <ul style="list-style-type: none"> • Premises toured by Littleton Green’s staff • Litter removed regularly • Bins emptied regularly • Exits and fire evacuation routes always kept clear • 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@littleongreen.staffs.sch.uk 01543 227570
Cleaning staff have received appropriate information, instruction, and training about the following and are competent.	
<i>Work equipment (state machinery)</i>	
<i>Hazardous substances</i>	
<i>Waste (skips and bins are located away from the academy building)</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils: State how communicated</i>	
<i>Infection control</i>	
<i>Academy security</i>	
<i>Lone working</i>	
<i>First aid and accident reporting</i>	
<i>Fire evacuation</i>	

<i>Management of asbestos</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. Skips should be covered where possible and located at a suitable distance from the building based on risk assessment and the types of waste being disposed of e.g., skips containing flammable waste should be located further from the building.</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
Kitchen	Site Team to remove at the end of service, food waste/other
Cleaners	To empty bins daily and remove to the bin store
Classroom Recycling Bins	Site team to empty twice a week or sooner if required
External Bins	Site team to empty twice a week or sooner if required

18. Infection Control

<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <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 always
<p>Infection control standards and the effectiveness of risk management procedures will be monitored by: Donna Caton/P West & Cleaning staff</p>
<p>We communicate infection control arrangements by:</p> <ul style="list-style-type: none"> • Communicating via staff induction • Signage for parents around school • Email/TEAMS
<p>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.</p> <p>Further information can be found in the Infection Control Policy and Risk Assessment.</p>

19. Lettings

<p>Our arrangements for managing lettings are:</p> <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
<p>The health and safety considerations for Lettings are considered and reviewed annually.</p>
<p>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</p>
<p>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request, prior to commencement of the letting.</p>

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.

20. Lone Working

<p>Our arrangements for managing lone working are: (Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision. This does not necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).</p> <p>Risk assessment Regular communication with lone workers Emergency contact numbers available Security arrangements upheld Phones available in remote areas</p>
<p>Lone working arrangements are communicated by:</p> <ul style="list-style-type: none"> • Induction • Circulation of policy and risk assessment
<p>We monitor lone working arrangements by: Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT</p> <ul style="list-style-type: none"> • Individual risk assessment • Regular contact • Review of policy and risk assessment
Refer to the Lone Working Policy for further details.

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

<p>Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T tools, lifts & lifting equipment, pressure cookers, fire alarm and smoke detection, emergency lighting, fire extinguishers, automatic doors, automatic barriers, air conditioning.</p> <p>This section must include the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</p>	
<p>Records of maintenance and inspection of equipment are retained and are located:</p>	Location: Site Team Office and Property Portal
<p>Staff report any broken or defective equipment to:</p>	P West/S Preece or D Caton
<p>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:</p>	
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)	Francis Catering and Trust
Alarm Systems	Site Technician, Lantern and Chubb

22. Manual Handling and Safety Interventions

<p>Our arrangements for managing manual handling activities are:</p> <ul style="list-style-type: none"> • Follow risk assessment • Individual staff risk assessments and occupational health referrals made as required • Health and safety focus remind staff of manual handling procedures • Staff must request support for manual handling as required • Hazardous manual handling must be avoided <p>Further information can be found in the Manual Handling Policy.</p>	
<p>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</p>	
<p>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</p>	
<p>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are: P West and S Preece.</p>	
<p>Name of competent person responsible for undertaking risk assessments for supporting individuals: D Caton</p>	
<p>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).</p>	
<p>Staff trained in supporting individuals are: See training link below</p>	
<p>Individuals formally trained in restrictive physical intervention and positive handling are: https://8602217.sharepoint.com/:x/s/LTGOOfficeShare/EWxBMbjwpgdDgleeoeSZmjYBK7GWvsVpElulIKqf7EVC6g</p>	
<p>Person responsible for undertaking individual safety intervention plans and risk assessments: Class Teachers/Sendco</p>	
<p>Restrictive physical intervention risk management information is: Within the policy on Staff Share</p>	
<p>This information is located: Staff Shared</p>	
<p>Training must be undertaken on a regular basis.</p>	
<p>Further details can be found in the Managing Safety Interventions Policy.</p>	

23. Medication

<p>Our arrangements for the administration of medicines to pupils are: Please refer to Managing Medicine in School Policy</p>	
<p>Where medication is provided, medical tracker log must have the staff member providing the medication plus a witness name recorded.</p>	
<p>Medication is stored:</p>	<p>Locked/High storage in Classrooms or School Office</p>
<p>A record of the administration of medication is located:</p>	<p>Medical Tracker</p>
<p>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</p>	

<p>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: W Rogers, Z Russell, C Whittaker, T Williams, L Thorneycroft & E Kelly, H Lathe and K Bernard. Epi Pen training has been completed by all LGP Teachers and TA staff.</p>
<p>Our arrangements for administering emergency medication (e.g., Asthma inhalers/Epi pen) are: Refer to Managing Medicine in School Policy</p>
<p>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:</p> <ul style="list-style-type: none"> • Staffroom • Lockers • Locked cupboard in classroom
<p>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.</p>
<p>Further information can be found in the Medication Policy and Supporting Students with Medical Conditions Policy.</p>

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

<p>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.</p>	
<p>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff:</p>	<p>P West</p>
<p>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:</p>	<p>P West</p>
<p>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</p>	
<p>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</p>	<p>Class Teacher</p>
<p>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced, as necessary. Defects to PPE must be reported and the PPE must not be used.</p>	
<p>Name(s) of person responsible for cleaning and checking pupil PPE:</p>	<p>Class Teacher</p>

25. Radiation (where applicable)

<p>Name of the Radiation Protection Adviser (RPA):</p>	<p>CLEAPSS</p>
<p>We manage radiation risks by:</p>	<p>Following guidance and risk assessments</p>
<p><i>Our arrangements for managing any radon gas emissions due to the academy’s location and local geology are:</i></p>	<p>N/A checked radonmap.com, low risk or no data shown.</p>
<p><i>Radon is checked in the local area (frequency):</i></p>	<p>Annually or sooner if the need arises</p>

26. Risk Assessments

<p>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.</p>

<p>Risk assessments are in place for the following areas:</p> <ul style="list-style-type: none"> • Premises and grounds – internal/external • Office • Lettings • Control of contractors • Fire • Hazardous Substances • Manual handling activities <p>Risks related to individuals e.g., health issues (personal or work related, for staff and pupils)</p> <ul style="list-style-type: none"> • • First aid • Staff wellbeing • Team stress • Lone working • Working at height • Infection control • Security • Skip Use
<p>Our arrangements for carrying out, recording, communicating, and reviewing risk assessments are:</p> <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
<p>Our arrangements for carrying out, recording, communicating and reviewing individual risk assessments are: To complete a review on an annual basis, sharing revised documents for staff to read and confirm.</p> <p>Consider staff and children</p> <p>Individual risk assessments must be retained as confidential, not kept in general risk assessment files and shared on a need-to-know basis.</p>
<p>The location in which the academy keeps risk assessments is: teams/staff shared area, communicated and push notifications used with a link for them to evidence which assessments they have read and understood.</p>
<p>The process for developing new risk assessments is: When planning activities or on review or if an incident/near miss occurs where no sufficient risk assessment is documented.</p>
<p>Appropriate training is provided for staff who are creating, reviewing, or implementing risk assessments.</p>
<p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified and / or additional controls are required.</p>
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>
<p>Further information is in the Risk Assessment Policy.</p>

29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.
Contractors, visitors, volunteers, and temporary staff are informed that smoking and vaping is not permitted on site.
Posters are displayed externally to confirm that the academy is a non-smoking site.

27. Shared use of premises/shared workplace

The Academy premises are shared with another organisation (e.g., Contract caterer/public leisure centre, childcare, school).	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 	
Information shared with those on the same premises is: N/A	
E.g. fire evacuation procedure, fire risk assessment, asbestos management arrangements	

28. Stress and Staff Wellbeing

Academy mental health first aid trained staff are:	D Caton
All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements:	
<ul style="list-style-type: none"> • 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 e.g., staff notice board, guardian groups, CPD meetings 	
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 by: All staff can discuss mental health and wellbeing concerns confidentially and access support by: Talking to the Headteacher/ Line Managers or direct	
Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Donna Caton.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	
Date completed: Autumn Term 2025	
Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found on staff share.	

Staff can access support for pupils by: Pastoral Support, Mental Health Leads, MHSTs and CAMHS.

Resources to support pupil mental health and wellbeing can be found on the Staffordshire Learning Net:

The Mental Health and Wellbeing Policy contains further information.

29. Training and Development

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 office shared tracker	
Training certificates are kept on Bromcom	
Staff receive refresher H&S training:	1-3 Years/Online or Face2Face.
Staff can request training by:	Speaking with the Headteacher or Line Manager, Verbal, or via TEAMS

30. Vehicles owned or operated by the academy (where applicable)

The academy operates (3) vehicles:	School Minibus x 2 Ride on Mower
Name of person who manages the driver medical examinations and qualifications:	Staffordshire County Council Assessment Team
Name of person who manages the vehicle license requirements	D Caton
Name of person who undertakes vehicle checks such as oil, water, and routine roadworthiness.	P West & S Preece
Frequency of checks:	Every use
Name of person who arranges servicing and maintenance of the academy vehicles	D Caton
Frequency of servicing and maintenance:	Annually or sooner if needed
Person who arranges insurance:	SUAT
Person who arranges vehicle tax:	D 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	
Refer to the Vehicles Policy for further information.	

31. Vehicle movement on site

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 risk assessment 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
Our risk assessment for vehicle movement on site is located: shared drive

32. Violence and Aggression and Academy 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:	L Thorneycroft or E Kelly
Incidents of verbal & physical violence are investigated by:	L Thorneycroft or E Kelly
Name of person who has responsibility for site security:	L Thorneycroft, E Kelly, P West & S Preece
<p>Our arrangements for site security are:</p> <p>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 Other door sets are kept always locked Windows are locked when offices are not manned</p> <p>Our site security risk assessment is located: Staff shared drive</p>	
Staff and others, as necessary, are appropriately debriefed following an incident.	
Refer to the Management of Violence and Aggression Policy for further information.	

33. Water System Safety

Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	Concept March 25
Actions resulting from the risk assessment must be completed within the designated timescales:	D1: immediate C1: 6 months C2: 2 years
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log:	Site Team Office
Person who reviews the water system safety log and contractor reports:	P West
Person who undertakes water hygiene regimes in the academy:	P West and S Preece
<p>Our arrangements to ensure contractors have information about water systems are:</p> <ul style="list-style-type: none"> • Complete a hazard exchange form • RAMS 	

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

- Training
- RAMS

Refer to the Water System Safety Policy for further information.

34. Working at Height

Date of the most recent working at height risk assessment:

18th January 2025

Work at height is avoided where possible.

Our arrangements for managing work at height are:

- Risk assessments in place
- Risk assessments communicated to all staff
- Health and safety focus incorporate topics such as working at height
- Key staff have training as required

Refer to the Working at Height Policy for further information.

Appropriate equipment is provided for work at height where required.

Staff who carry out work at height are trained to work at height and 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 25.

35. Work Experience

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 Headteacher 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:

D 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 Headteacher followed with early induction and supervision of students by the class teacher.

36. Volunteers

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