

LGCS Policy	Health and Safety and Welfare					
Approved by	LAC	Issue Date	June 2023	Review Date	June 2024	
Audience	Trustees	✓	Staff	✓	Pupils	
	Local Academy Council	✓	Parents		General Public:	

## Health and Safety & Wellbeing Policy

**This Health, Safety and Wellbeing Policy is based on a template, which is adopted by all academies within Staffordshire University Academies Trust. Each Academy will have a copy of the 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**

### 1. Success Indicators

The Trust and all 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

### 2. Overview

Every Academy must have a Health, Safety and Wellbeing Policy in place which complies with the Health and Safety at Work Act 1974.

All academies are required to have a Health, Safety and Wellbeing Policy in place which is updated at least annually, or upon any changes to the roles, responsibilities, practices, or procedures that are detailed in the academies’ customised version. The Trust is responsible for reviewing the policy template annually in June.

Tailored policies should be developed by the Headteacher, Senior Leadership Team, Premises Manager and H&S Coordinator, in conjunction with staff. The tailored policy should be shared with and approved by the LAC during the autumn term, annually, and thereafter shall be monitored by the SLT and LAC.

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (the day-to-day management of Health and Safety) are the responsibility of the Head Teacher and senior leadership team, as monitored by the LAC.

All academies have health and safety responsibilities as the occupier of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering, or accessing the premises at any time and for any reason.

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The health and safety management standards deployed by the academies and Trust 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 grounds, and safe equipment.
- Develop safety awareness, by appropriate training, if necessary, amongst staff, pupils and others who help on SUAT premises.
- 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.

### Roles and Responsibilities within each academy

The **Local Academy Council** will:

- Give strategic guidance
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Monitor 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
- Ensure the premises is maintained and in a condition that is safe and without significant risk. This includes the health and safety of people on the premises or taking part in educational activities off site.
- Ensure the school provides a working environment that is safe and healthy
- Ensure the school provides 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
- Provide a Link LAC member for Health and Safety.

The **Headteacher** 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
- Ensure that nonemployees are not adversely affected by Academy activities.

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**Senior Leaders** within the academy will support the Headteacher 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/Headteacher 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
- Ensure that nonemployees are not adversely affected by Academy activities.

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

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- 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 tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students/pupils and advise them on how to use equipment safely

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- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures.
- Ensure that nonemployees are not adversely affected by Academy activities.

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 its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974.

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

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit, where necessary, to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- 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
- Provide health and safety policies and procedures
- Give strategic guidance, monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the premises is maintained in a condition that is safe and without significant risk to health. This includes to health and safety of people on the premises or taking part in educational activities off site

### **Health, Safety and Wellbeing Policy**

#### **Littleton Green Community School**

The local policy has 5 parts;

**Part A** – Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Management Arrangements

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

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

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## A. Introduction

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

## B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the 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 as 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.)
- All plant and equipment are 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, as 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>R Pritchard</i>	Signature <i>LJ Thomeycroft</i>
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Ryan Pritchard, Chair of Local Academy Council	Lynn Thorneycroft, Headteacher
Date: 1 <sup>st</sup> September 2023	Date: 1 <sup>st</sup> September 2023

### 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 in the Academy:	Lynn Thorneycroft/Donna Caton/Paul 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"> <li>• Annual health and safety audit/advice</li> <li>• Accident investigation reports for identification of reoccurring issues/defects</li> <li>• Line management meetings</li> <li>• Premises tours</li> <li>• Staff communication</li> <li>• Risk assessment reviews</li> <li>• Link Governor Reviews</li> </ul>	
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)	December 2022 By Donna Caton/Paul West
Name of person responsible for monitoring the implementation of health and safety policies	Lynn Thorneycroft, Emma Kelly, Donna Caton
<b>All staff are aware of the key performance indicators in part E and how they are achieved and monitored</b>	
<b>Workplace inspections - type</b>	<b>Name of person who carries these out</b>
External grounds	Paul West/Shawn Preece



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Portable appliances	Paul West/Shاون Preece
Furniture	LGCS staff undertake own inspections of furniture
ICT equipment	Staffs Tech
MCP inspections	Paul West/Shاون Preece
Kitchens	LGCS staff
Electrical cupboards and plant rooms	Paul West/Shاون Preece

### **Detailed Health and Safety Arrangements.**

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.

#### **1. Accident Reporting, Recording & Investigation**

<p><b>Our arrangements for recording and investigating:</b></p> <p>Accident investigation reports and inspection of the premises. Contact SCC H&amp;S team as necessary</p>
<p><b>Pupil accidents:</b></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><b>Staff accidents:</b></p> <p>Recording on Medical Tracker and in staff accident book. Accident investigation and report as required.</p>
<p><b>Visitor accidents:</b></p> <p>Record in accident book. Accident investigation and report as required.</p>
<p><b>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</b> SCC - H&amp;S team.</p> <p>HFS40 (accident forms) completed and attached to My Health and Safety portal for the SCC H&amp;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><b>Our arrangements for reporting to the Local Academy Council are:</b> Termly Finance Report</p> <p>Email reporting procedure to be utilised as required, depending on nature of the accident.</p>
<p><b>Our arrangements for reviewing accidents and identifying trends are:</b></p> <p>Medical Tracker highlights areas of incidences. Reports can be analysed for trends.</p>

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## 2. Asbestos

<b>Name of Premises Manager responsible for Managing Asbestos:</b>	N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building.
<b>Location of the Asbestos Management Log or Record System:</b>	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
<b>Staff must report damage to asbestos materials to:</b>	N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building
<b>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.</b>	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.
<b>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:</b>	N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building.
<b>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</b>	N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building.
<b>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</b>	N/A – Littleton Green was constructed in 2008/9. There is no Asbestos contained in the building.

## 3. Communication

<b>Name of leadership member who is responsible for communicating with staff on health and safety matters:</b>	Lynn Thorneycroft, Emma Kelly, Donna Caton & Paul West
<b>Our arrangements for inducting staff to health and safety within the academy are:</b>	<ul style="list-style-type: none"> <li>Health and Safety induction</li> </ul>



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**Our arrangements for communicating about health and safety matters with all staff are:**

- All staff emails
- Briefings
- Website
- Induction
- SLT meetings
- Line management meetings
- Team meetings

**Staff can make suggestions for health and safety improvements by:**

- Staff briefings
- Email format (site team@littletongreen.staffs.sch.uk)
- Line management meetings
- Phase meetings

**Staff can share risk management information by:**

- 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:**

- SLT meetings
- Staff briefings
- Email format
- Line management meetings
- Phase meetings

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

<b>Name of person coordinating any construction work / acting as client for any construction project:</b>	Lynn Thorneycroft, Emma Kelly & Paul West
<b>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</b>	
<ul style="list-style-type: none"> <li>• Obtaining landlord approval</li> <li>• Assuring work with Entrust property services</li> <li>• Duty holders will be identified and named as part of any Construction project.</li> </ul> <p>(Duty holders will be identified and named as part of any construction project).  <a href="https://www.hse.gov.uk/construction/cdm/2015/index.htm">https://www.hse.gov.uk/construction/cdm/2015/index.htm</a></p>	
<b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b>	
<ul style="list-style-type: none"> <li>• Hazard Exchange form completion. Obtaining contractor RAMS.</li> </ul>	
<b>Our arrangements for the induction of contractors are:</b>	
<ul style="list-style-type: none"> <li>• Induction prior to works begin. Completion of hazard exchange form. Written</li> </ul>	

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induction is signed by contractor.
<b>Staff should report concerns about contractors to:</b> Paul West
<b>We will review any construction activities on the site by:</b> Paul West carrying out site checks on a regular basis when on site
<b>Our arrangements for obtaining contractor risk management documents are:</b> <ul style="list-style-type: none"> <li>• Speaking to contractors prior to work being undertaken/Completion of hazard exchange forms</li> </ul>
<b>Staff will be informed about construction projects by:</b> Paul West to email all staff to notify them of any projects or work to be conducted in school.

## 5. Consultation

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

## 6. Contractor Management

<b>Name of person responsible for managing and monitoring contractor activity:</b>	Paul West, Donna Caton
<b>Our arrangements for selecting competent contractors are (this should include verification of DBS (Disclosure &amp; Barring Service) data):</b> <ul style="list-style-type: none"> <li>• Confirmation of training records</li> <li>• Confirmation of DBS clearances</li> </ul>	
<b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b> <ul style="list-style-type: none"> <li>• Inductions</li> <li>• Emails</li> <li>• written inductions</li> <li>• Regular monitoring of work</li> <li>• Emergency contact details exchanged</li> </ul>	
<b>Our arrangements for the induction of contractors are:</b> <ul style="list-style-type: none"> <li>• Induct prior to work commencement of all contractors</li> <li>• Completion of hazard exchange forms</li> </ul>	

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<ul style="list-style-type: none"> <li>Obtain contractor RAMS</li> </ul>
<b>Staff should report concerns about contractors to:</b> Lynn Thorneycroft, Emma Kelly, Donna Caton, Paul West
<b>Our arrangements for notifying staff of contractor activity on site are:</b> <ul style="list-style-type: none"> <li>Via email</li> <li>Verbal communication</li> </ul>
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.

## 7. Curriculum Areas – health and safety

<b>Name of person who has overall responsibility for the curriculum areas as follows:</b>	<p><b>Head of Dept. –</b> L Thorneycroft – Leadership and Management &amp; Safeguarding</p> <p>E Kelly - Quality of Education</p> <p>S Andrews – Behaviour and Attitudes and Personal Development</p> <p>T Williams – EYFS Lead</p> <p><b>Curriculum Lead Name –</b> E Kelly (Forest school) S Andrews (Catering) Tamara Williams (EYFS &amp; Maths) C Arrowsmith (Literacy (Phonics, Reading, SPAG &amp; Writing) C Whittaker (SENDCo KS1/2 &amp; Behaviour) C Greener (PE) Gemma Machin (Science &amp; RSHE) George Davies (Computing) Z Russell (SENDCo EYFS &amp; Behaviour) K Pearson (D&amp;T) C Harper (History) J Howarth (Art) S Clarey (Music) J Pinchen (Geography) K Whitehouse (RE)</p>
<b>Risk assessments for these curriculum areas are the responsibility of:</b>	Individual leaders/support above with support by Donna Caton
<b>These risk assessments are located:</b>	Staff Share
<b>Risk assessments are reviewed:</b>	Annually or following a change in policy / procedure / following an accident or incident

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## 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 (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"> <li>• Identification of staff who meet the criteria for requiring the completion of a DSE assessment upon appointment</li> <li>• Completion of DSE assessment by member of staff and signing off by line manager</li> <li>• DSE assessments reviewed upon change of working conditions i.e., change of furniture, movement of furniture, change of office.</li> <li>• DSE assessments reviewed every two years.</li> <li>• Rectification of any issues are made.</li> </ul>	
<b>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</b>	Lynn Thorneycroft, Emma Kelly, Donna Caton
<b>DSE assessments are recorded, and any control measures required to reduce risk are managed by</b>	Donna Caton
<b>DSE Assessments are reviewed:</b>	Every two years or on a change to the workstation / work location / home or remove working

## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Lynn Thorneycroft, Emma Kelly, Tamara Williams
Records of EYFS risk management (e.g., risk assessments and checklists) are located:	Staff Share

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Our arrangements for the safe management of EYFS are:

#### Health

- 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

- 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

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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.

## 10. Educational visits / Off-Site Activities

<b>Name of person who has overall responsibility for Educational Visits</b>	Lynn Thorneycroft, Emma Kelly
<b>The Educational Visits Coordinator is</b>	Sylvia Crump
<b>Our arrangements for the safe management of educational visits:</b>	
<ul style="list-style-type: none"> <li>• Risk assessments (venue, travel)</li> <li>• Pre visits for new venues/ providers</li> <li>• Approval by the Headteacher or Deputy Headteacher for all visits</li> <li>• Use of Evolve for planning and risk management</li> <li>• Sharing of information will all staff attending the visit and clear communication with the emergency contact at base</li> </ul>	
Visit risk management information is communicated to visit attendees by: Via email/Teams	
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 for more detail regarding managing the risks for educational visits.	
<b>Evolve forms must be submitted by:</b>	
2 weeks before the visit for non-adventurous visits.	
6 weeks before adventurous activities and residential.	



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

<b>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</b>	Paul West & Shaun Preece
<b>Fixed electrical wiring test records are located:</b>	Paul West – Site Team Office
All staff visually inspect electrical equipment before use.	
<b>Our arrangements for bringing personal electrical items onto the Littleton Green's site are:</b>	
Electrical items must be portable appliance tested prior to use on the premises. No personal electrical items are permitted on site without approval from Paul West and a valid and verified PAT test (within the last 12 months). Alternatively, Site Team will PAT test prior to use.	
<b>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</b>	Paul West
<b>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</b>	Paul West
<b>Portable electrical equipment (PAT) testing records are located:</b>	Paul West – Site Team Office
<b>Staff must take defective electrical equipment out of use and report to:</b>	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.	
Refer to the Electrical Safety Policy for further details.	

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

<b>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:</b>	Donna Caton / Paul West
NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.	
The Fire Risk Assessment is located	Staff shared drive and a copy in the fire logbook in the Bursar's office.
<b>When the fire alarm is raised the person</b>	Lantern Fire & Security

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<b>responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)</b>	
<b>Name of person responsible for arranging and recording of fire drills</b>	Paul West, Sylvia Crump & Paula Kimberley
<b>Name of person responsible for creating and reviewing Fire Evacuation arrangements</b>	Paul West in conjunction with SLT
<b>Our Fire Evacuation Arrangements are published:</b>	Staff shared and sent to all staff via email annually
<b>Our Fire Marshals are listed:</b>	Paul West, Sylvia Crump & Paula Kimberley
<b>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</b>	Bursar Office
<b>Name of person responsible for training staff in fire procedures:</b>	Donna Caton through induction process
<b>Name of the person trained in fire risk assessment:</b>	Donna Caton & Paul West
<b>Procedure for communicating fire safety and evacuation arrangements to visitors:</b>	Notice to visitors sign in main reception area on displayed within VPASS signing in system
<i>Procedure for communicating fire safety arrangements to contractors: Notice to visitors sign in main reception area on displayed within VPASS signing in system and within the hazard exchange forms.</i>	
All staff must be aware of the Fire Procedures in their Academy.	
Please see the Fire Safety Policy for further information.	

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

<b>Name of person responsible for carrying out the First Aid Assessment</b>	Lynn Thorneycroft, Emma Kelly/Donna Caton
<b>The First Aid Assessment is located</b>	Staff Shared
<b>First Aiders are listed</b>	Main office/Staff Room/ Bursar office and within Medical Tracker
<b>Name of person responsible for arranging and monitoring First Aid Training</b>	Donna Caton / Sylvia Crump
<b>Location of First Aid Box</b>	First Aid Room, Main Office, Staff Room, Nursery & Pre-school
<b>Name of person responsible for checking &amp; restocking first aid boxes</b>	Shaun Preece/Kerry Jones

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In an emergency staff are aware of how to summon an ambulance	
<b>Our arrangements for dealing with an injured person who must go to hospital are (who is contacted/ who accompanies staff or children to hospital):</b>	
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
<b>Our arrangements for recording the use of First Aid are:</b>	
<ul style="list-style-type: none"> <li>• Use of SCC My H&amp;S System.</li> <li>• Recorded on Medical Tracker and on the first aid risk assessment</li> </ul>	

#### 14. Forest School

<b>Name of person in the academy who leads on Forest School activity</b>	Lynn Thorneycroft, Emma Kelly/ & Jane Scanlan
<b>Date of training:</b>	2010
<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"> <li>• Risk assessments in place [although working documents so constantly changing and developing]</li> <li>• Always a minimum of 2 staff in attendance</li> <li>• Specific Forest activities [i.e., not a normal curriculum subject] only carried out with a qualified member of staff [Level 3]</li> </ul>	

#### 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	Paul West/Shawn Preece

#### 16. Hazardous Substances (COSHH)

<b>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</b>	Lynn Thorneycroft/Paul West
<b>Hazardous substance risk management documentation is located:</b>	Staff Shared and folders in the kitchen, cleaner's cupboard, and practical area
<b>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments,</b>	

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**review of assessments, etc.) are:**

- 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:**

- 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. Health and Safety Law Poster**

<b>The Health and Safety at Work poster is located:</b>	Main Entrance, Staffroom & 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	
<b>Our waste management arrangements are:</b>	
<ul style="list-style-type: none"> <li>• Hazardous waste is emptied by PHS</li> <li>• Recycling emptied regularly to limit fire hazards from storage of combustibles</li> <li>• Bins emptied nightly by site and cleaning staff</li> <li>• No bins to be kept next to the building overnight for fire safety and security purposes</li> </ul>	
<b>Our site housekeeping arrangements are:</b>	
<ul style="list-style-type: none"> <li>• Premises toured by Littleton Green's staff</li> <li>• Litter removed regularly</li> <li>• Bins emptied regularly</li> <li>• Exits and fire evacuation routes always kept clear</li> <li>• Recycling emptied regularly</li> <li>• No trailing cables</li> <li>• Trip hazards removed as soon as possible e.g., spills, deliveries etc.</li> </ul>	
Site cleaning is provided by staff employed at Littleton Green Community School.	Contact Details: Littleton Green Community School Office@littletongreen.staffs.sch.uk

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01543 227570	
Cleaning staff have received appropriate information, instruction, and training about the following and are competent.	
Work equipment	
Hazardous substances	
Waste (skips and bins are located away from the academy building)	
Infection control	
Academy security	
Lone working	
First aid and accident reporting	
Fire evacuation	
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.	
Staff in all depts. / work areas who generate waste (e.g., catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:	
<b>Department/work area</b>	<b>Procedure</b>
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

<b>Name of person responsible for managing infection control:</b>	Lynn Thorneycroft, Emma Kelly
<b>Infection control standards and the effectiveness of risk management procedures will be monitored by:</b>	Paul West/Kerry Jones & Cleaning staff

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

- 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

*We communicate infection control arrangements by:*

- 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.**

**Further information can be found in the Infection Control Policy and Risk Assessment.**

## 20. Lettings

Name of Premises Manager or member of Leadership team responsible for lettings	Lynn Thorneycroft, Emma Kelly/Paul West/Sylvia Crump
Our arrangements for managing lettings are:	
<ul style="list-style-type: none"> <li>• Provide induction</li> <li>• Lettings provide risk assessment and confirmation of insurance</li> <li>• SUAT insurance permits lettings</li> <li>• Lettings sign conditions of use</li> </ul>	
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:

(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).



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<p>Risk assessment Regular communication with lone workers Emergency contact numbers available Security arrangements upheld Phones available in remote areas</p>
<p><b>Lone working arrangements are communicated by:</b></p> <ul style="list-style-type: none"> <li>• Induction</li> <li>• Circulation of policy and risk assessment</li> </ul>
<p><b>We monitor lone working arrangements by:</b> 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"> <li>• Individual risk assessment</li> <li>• Regular contact</li> <li>• Review of policy and risk assessment</li> </ul>
<p>Refer to the Lone Working Policy for further details.</p>

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

<p><b>Types of equipment to consider in this section:</b> Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T tools, lifts &amp; lifting equipment, pressure cookers, fire alarm and smoke detection, emergency lighting, fire extinguishers, automatic doors, automatic barriers, air conditioning.</p> <p>This section <b>must include</b> the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</p>	
<p>Name of person responsible for the selection, maintenance / inspection, and testing of equipment</p>	<p>SUAT who purchase the following on behalf of MAT schools:</p> <ul style="list-style-type: none"> <li>• Development Officer</li> <li>• Maintenance Building + Engineer</li> <li>• Compliance</li> <li>• Site Team</li> </ul>
<p><b>Records of maintenance and inspection of equipment are retained and are located:</b></p>	<p>Location: Site Team Office and Property Portal</p>
<p>Staff report any broken or defective equipment to:</p>	<p>Paul West/Shawn Preece or Donna Caton</p>
<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>	
<p><b>Type of equipment</b></p>	<p><b>Maintenance Regime Details</b></p>
<p>ICT equipment</p>	<p>Maintained by Staffs Tech</p>
<p>Ladders</p>	<p>Site Technician</p>

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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

### 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Lynn Thorneycroft, Emma Kelly/Emma Kelly/Donna Caton
<b>Our arrangements for managing manual handling activities are:</b>	
<ul style="list-style-type: none"> <li>• Follow risk assessment</li> <li>• Individual staff risk assessments and occupational health referrals made as required</li> <li>• Health and safety focus remind staff of manual handling procedures</li> <li>• Staff must request support for manual handling as required</li> <li>• Hazardous manual handling must be avoided</li> </ul>	
Further information can be found in the Manual Handling Policy.	
Staff must be 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 Thorneycroft, Emma Kelly, Donna Caton
Our arrangements for the administration of medicines to pupils are: Please refer to Managing Medicine in School Policy	
<b>The names members of staff who are authorised to give / support pupils with medication are:</b>	<a href="#">Training Log.xlsx</a>
<b>Medication is stored:</b>	Locked/High storage in Classrooms/School Office
<b>A record of the administration of medication is located:</b>	Medical Tracker School Office or Class
<b>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:</b>	

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W Rogers, C Whittaker, J Scanlan, T Williams, L Thorneycroft, C Griffiths & Emma Kelly
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
<b>Our arrangements for administering emergency medication (e.g., Asthma inhalers/Epi pen) are:</b> Refer to Managing Medicine in School Policy
<b>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:</b> <ul style="list-style-type: none"> <li>• Staffroom</li> <li>• Lockers</li> <li>• Locked cupboard in classroom</li> </ul>
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.
Further information can be found in the Medication Policy and Supporting Students with Medical Conditions Policy.

## 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.	
<b>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff:</b>	Paul West
<b>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:</b>	Paul West
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
<b>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</b>	Class Teacher
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.	
<b>Name(s) of person responsible for cleaning and checking pupil PPE:</b>	Class Teacher

## 26. Radiation

<b>Name of the academy Radiation Protection Supervisor (RPS):</b>	Lynn Thorneycroft & Emma Kelly
<b>Name of the Radiation Protection Adviser</b>	CLEAPSS

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<b>(RPA):</b>	
<b>We manage radiation risks by:</b>	Following guidance and risk assessments

## 27. Reporting Hazards or Defects

All staff must report any hazards; defects or dangerous situations they see at the Academy, in a timely manner.
<b>Our arrangements for the reporting of hazards and defects:</b>
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, Paul West, or Donna Caton direct.
Hazards and defects are reported through scheduled staff meetings and briefings.
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.	
<b>Risk assessments are in place for the following areas:</b>	
<ul style="list-style-type: none"> <li>• Premises and grounds – internal/external</li> <li>• Office</li> <li>• Lettings</li> <li>• Control of contractors</li> <li>• Fire</li> <li>• Hazardous Substances</li> <li>• Manual handling activities</li> <li>• Risks related to individuals e.g., health issues</li> <li>• First aid</li> <li>• Staff wellbeing</li> <li>• Team stress</li> <li>• Lone working</li> <li>• Working at height</li> <li>• Infection control</li> <li>• Security</li> <li>• Skip Use</li> </ul>	
<b>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning:</b>	Lynn Thorneycroft, Emma Kelly, Donna Caton
<b>Our arrangements for carrying out, recording, communicating, and reviewing risk</b>	

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**assessments are:**

- 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.

Further information is in the Risk Assessment Policy.

## 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.

## 30. Shared use of premises/shared workplace

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

## 31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of academy staff	Lynn Thorneycroft, Emma Kelly
Name of the person who leads on Academy Mental Health and Wellbeing:	Lynn Thorneycroft, Sam Andrews
Academy mental health first aid trained staff are:	Hope Brooks

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**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:**

- 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. All staff can 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. 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: **18.7.23**

The Mental Health and Wellbeing Policy contains further information.

### 32. Training and Development

<b>Name of person who has overall responsibility for the training and development of staff:</b>	Lynn Thorneycroft, Emma Kelly
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
<b>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</b>	
<ul style="list-style-type: none"> <li>• Staff induction – general to trust structures, policies, and procedures</li> <li>• Risk assessments implemented where required</li> <li>• Staff provided with training as identified upon appointment or as roles develop</li> </ul>	
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.	
<b>Training and competency as a result of training is monitored and measured by:</b>	Lynn Thorneycroft, Emma Kelly/Donna Caton
<b>Staff can request training by:</b>	Speaking with the Headteacher or Line Manager, Verbal, or Email

### 33. Vehicles owned or operated by the school/academy

<b>Name of person who has overall responsibility for the academy vehicles:</b>	Paul West/Donna Caton
The academy operates (2) minibus/coaches/cars/other vehicles (e.g., quad	School Minibus Ride on Mower



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bikes/ride on mowers).	
<b>Name of person who manages the driver medical examinations and qualifications:</b>	Staffordshire County Council 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
Frequency of checks:	Every use
Name of person who arranges servicing and maintenance of the academy vehicles	Donna Caton
Frequency of servicing and maintenance:	Annually or sooner if needed
Person who arranges insurance:	H Brooks
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.	

### 34. Vehicle movement on site

<b>Name of Premises Manager responsible for the management of vehicles on site:</b>	Paul West & Shaun Preece Lynn Thorneycroft, Emma Kelly
<b>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.):</b>	
<ul style="list-style-type: none"> <li>• Speed restriction on car parks</li> <li>• Car parking spaces allocated for companies and visitors accordingly</li> <li>• Companies provide deliveries with instructions</li> <li>• Signage displayed on car park</li> </ul>	

### 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.	
<b>Staff must report all incidents of verbal &amp; physical violence to:</b>	Lynn Thorneycroft, Emma Kelly & Donna Caton
<b>Incidents of verbal &amp; physical violence are investigated by:</b>	Lynn Thorneycroft, Emma Kelly & Donna Caton

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<b>Name of person who has responsibility for site security:</b>	Lynn Thorneycroft, Emma Kelly & Paul West/Shawn Preece
<b>Our arrangements for site security are:</b>	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 Staff and others, as necessary, are appropriately debriefed following an incident. Refer to the Management of Violence and Aggression Policy for further information.

### 36. Water System Safety

<b>Name of Premises Manager responsible for managing water system safety:</b>	Lynn Thorneycroft, Emma Kelly, and Paul West
<b>Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:</b>	Concept March 23
<b>Name of contractors who carry out regular testing of the water system:</b>	HSL
<b>Location of the water system safety manual/testing log:</b>	Site Team Office
<b>Person who reviews the water system safety log and contractor reports:</b>	Paul West
<b>Our arrangements to ensure contractors have information about water systems are:</b>	<ul style="list-style-type: none"> <li>• Complete a hazard exchange form</li> <li>• RAMS</li> </ul>
<b>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</b>	<ul style="list-style-type: none"> <li>• Training</li> <li>• RAMS</li> </ul>
Refer to the Water System Safety Policy for further information.	

### 37. Working at Height

<b>Name(s) of person responsible managing the risk of work at height on the premises:</b>	Lynn Thorneycroft, Emma Kelly, and Paul West
Work at height is avoided where possible.	
<b>Our arrangements for managing work at height are:</b>	<ul style="list-style-type: none"> <li>• Risk assessments in place</li> <li>• Risk assessments communicated to all staff</li> <li>• Health and safety focus incorporate topics such as working at height</li> <li>• Key staff have training as required</li> </ul>

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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 23

### 38. Work Experience

<b>Name of person who has overall responsibility for managing work experience and work placements for academy pupils:</b>	Lynn Thorneycroft, Emma Kelly/Donna Caton
<b>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</b>	
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.	
<b>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</b>	Donna Caton
<b>Our arrangements for managing the health and safety of work experience students in the academy are:</b>	
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.	

### 39. Volunteers

<b>Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:</b>	Lynn Thorneycroft, Emma Kelly/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

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<b>Name of person(s) responsible for managing the gas safety systems on the academy premises:</b>	Paul West
<b>Date of the most recent gas line test (5 yearly):</b>	Oct 23
<b>Date of the most recent gas system test: E.g., Boilers &amp; Kitchen Equipment:</b>	Kitchen: 21 <sup>st</sup> Feb 23 Boilers: May 23
<b>Our procedure in the event of a gas leak is:</b> <b>If you smell gas:</b>	<ul style="list-style-type: none"> <li>• Phone the National Gas Emergency Service on 0800 111 999 to report the leak</li> <li>• 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.</li> <li>• Evacuate the building.</li> <li>• Once the problem has been identified by the National Gas Emergency Service arrange for necessary repairs to be undertaken.</li> <li>• Ensure either the National Gas Emergency Service or the contractors carrying out repairs test all gas appliances before leaving the premises.</li> <li>• Once clearance has been given the Headteacher will authorise entering the school building.</li> </ul>
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 to determine where progress is being made and where further actions and resources may be required.

### Key Performance Indicators

<u>KPI</u>	<u>Measure</u>	<u>Actions</u>	<u>Timescale</u>
All Academies have external audit results of level four and above.	External audits produce a result of a level four or above at each Academy's next external audit.  Each of the ten audit areas to achieve a level four as a minimum.	<ul style="list-style-type: none"> <li>• Annual visit to review H&amp;S practice</li> <li>• Support to prepare for audits, ensuring Academy access to audit criteria</li> <li>• Ensuring access to H&amp;S templates and information on Teams</li> <li>• Maintain SUAT</li> </ul>	At each Academy's next audit.

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		<p>H&amp;S Policies</p> <ul style="list-style-type: none"> <li>Centralised document sharing for verification</li> </ul>	
<p>All Academies have a live Team Stress Risk Assessment.</p>	<p>The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months.</p> <p>There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.</p> <p>There is evidence of staff consultation regarding the control measures.</p>	<ul style="list-style-type: none"> <li>Access to team stress risk assessment template and guidance regarding its completion.</li> <li>Access to survey templates and information.</li> <li>Access to the HSE stress indicator tool and guidance.</li> <li>Team stress risk assessments to be shared via Teams.</li> </ul>	<p>August 2024</p>
<p>All Academies evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice reviews.</p>	<p>Academies use the MRDP evaluation and checklist to review health and safety performance in the autumn term.</p> <p>The MRDP is shared with the Trust central team by 31<sup>st</sup> December annually. Common themes and actions are identified.</p> <p>Actions identified through the MRDP are undertaken and are recorded in the MRDP action plan. Actions identified are completed by the end of the summer term of progress towards completing the action is documented.</p> <p>Risk assessments, COSHH assessments and procedures are reviewed</p>	<ul style="list-style-type: none"> <li>Access to the MRDP template and action plan.</li> <li>Review the Health and Safety Policy template annually.</li> <li>Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt.</li> <li>Risk assessment registers are used for tracking and to avoid review lapses.</li> <li>Example risk assessments accessible via the SLN and Teams.</li> <li>Risk assessments are in place for foreseeable risks resulting from use</li> </ul>	<p>August 2024</p>

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	<p>annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1<sup>st</sup> September and shared with staff. There is written evidence of staff receiving and reading the policy.</p>	<p>of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities.</p> <ul style="list-style-type: none"> <li>• COSHH assessments are in place for all hazardous substances.</li> <li>• Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews.</li> <li>• Internal reviews.</li> <li>• External audit.</li> </ul>	
<p>There is a managed statutory compliance regime in place for each premises, assets are managed, and all defects are addressed within the designated time scale.</p>	<p>There are no defects outstanding beyond the designated time periods for action.</p> <p>All statutory compliance and planned preventative maintenance (both contracted and managed internally) is undertaken to the required timescales.</p>	<ul style="list-style-type: none"> <li>• Health and Safety and Premises Planner is used to document actions and plans in relation to statutory compliance regimes.</li> <li>• Certificates from inspections are retained on file locally and are uploaded to the Trust Teams platform.</li> <li>• Actions taken to address defects are maintained on record.</li> <li>• Each Academy has an asset register</li> </ul>	<p>Ongoing.</p>



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		<p>which details which assets must be maintained.</p> <ul style="list-style-type: none"> <li>• Maintain statutory compliance SLA.</li> <li>• Maintain insurance Engineering Inspections.</li> <li>• Internal audits.</li> <li>• External audits.</li> <li>• Centralised system for data collation, monitoring, and reporting.</li> </ul>	
<p>Every contractor working on site receives the required safety information from their employer and the Academy.</p> <p>Contractor accidents and incidents are minimised.</p>	<p>Contractor accidents are minimised and minor if they occur.</p> <p>Documentation which is appropriate to the projects or works taking place on site is completed for every occasion where there is a contractor or contractors working on site.</p> <p>Only contractors which are appropriately trained, certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites.</p>	<ul style="list-style-type: none"> <li>• Access to contractor management information and templates.</li> <li>• Annual update of the Contractor and Asbestos Management policies.</li> <li>• Internal audits.</li> <li>• External audits.</li> <li>• Obtain contractor risk assessments and method statements as a minimum.</li> <li>• Contractor vetting is undertaken.</li> </ul> <p>As a minimum, the documentation completed will include:</p> <ul style="list-style-type: none"> <li>• Completion of the hazard exchange form with a signature from all contractors working on site</li> <li>• A review of the asbestos register</li> </ul>	<p>Ongoing. Annual review.</p>

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		<p>with all contractors working on site required to sign the declaration</p> <ul style="list-style-type: none"> <li>Intrusive works shall be subject to an intrusive works form and consultation with the Asbestos Management Team</li> </ul> <p>Necessary surveys shall be undertaken for example, R&amp;D, structural, underground services.</p>	
There is an adequate training programme in place for all employees.	<p>Mandatory training does not lapse.</p> <p>Training requirements are met and continually reviewed.</p> <p>Each Academy ensures that staff are trained appropriately to fulfil their duties.</p>	<ul style="list-style-type: none"> <li>Training is recorded and monitored via a training matrix.</li> <li>Staff training certificates are retained on personnel files.</li> <li>Training needs are identified on induction of new staff, changes in roles and responsibilities and training are arranged.</li> <li>Training needs analysis identifies training needs.</li> <li>Training matrix uploaded to the Trust Teams platform.</li> </ul>	Ongoing. Annual review.
There are robust business continuity plans in place across the	<p>Each Academy has a Business Continuity Plan which is updated for September annually.</p> <p>Each Academy has a</p>	<ul style="list-style-type: none"> <li>The business continuity plan template is reviewed annually.</li> <li>Academies undertake a</li> </ul>	August 2024

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Trust.	<p>Cyber Response Plan which is updated for September annually.</p> <p>Both plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Each Academy undertakes a desktop exercise to 'test' the actions that they would take in the event of an emergency.</p>	<p>desktop BCP exercise annually.</p> <ul style="list-style-type: none"> <li>• The cyber response plan template is reviewed annually.</li> <li>• Upload both documents to the Trust Teams platform.</li> <li>• Procedures are tested where possible e.g., fire evacuation, bomb threat evacuation, lock down.</li> <li>• Internal review.</li> <li>• External audit.</li> </ul>	
<p>Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval on Evolve prior to the visit departing.</p>	<p>Educational visit risk management information and documentation is robust and is shared with all parties attending the visit and points of contact at base for all visits.</p> <p>There is evidence that all visits are approved on Evolve before departure.</p> <p>There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval.</p> <p>Visits are evaluated.</p> <p>Accidents and incidents during visits are minimised and minor if they occur.</p>	<ul style="list-style-type: none"> <li>• No visit departs without the appropriate level of approval in Evolve.</li> <li>• Visits which do not take place are removed from Evolve.</li> <li>• Annual sampling.</li> <li>• Visit evaluation takes place in a timely manner.</li> <li>• Documents which are detailed as required on Evolve are uploaded for every visit.</li> <li>• Visit risk management documents are reviewed.</li> </ul>	<p>Ongoing. Annual review.</p>

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