

# Saint Josephs Catholic Academy

Member of the St Gabriel the Archangel Multi  
Academy Trust



## Health and Safety and Wellbeing Policy 2025-26

The policy has 4 parts;

**Part A** - Introduction

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

**Part C** - Management Arrangements

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

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

## **A. Introduction**

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

## **B. Policy Statement**

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

The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/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 is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.

- a healthy working environment is maintained including adequate welfare facilities.

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

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

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

<i>R Jones</i>	<i>L Hamilton</i>
<i>Mrs R Jones</i> <b>Chair of Governors/Board</b>	<i>Mrs L Hamilton</i> <b>Principal</b>
<i>September 2025</i>	<i>September 2025</i>
<i>This policy is reviewed annually. Next Review is due:</i>	<i>September 2026</i>

### C. Management Arrangements

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

#### Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from</i>	
<i>The contact details are</i>	
<i>In an emergency we contact Duty desk: County Council's Director:</i>	

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the</i>	<i>Mrs L Hamilton (Principal)</i>
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<i>overall monitoring of health and safety in the academy:</i>	<i>Mrs L Philps /Miss S Caton (Academy Manager) Mr A Smart (Caretaker)</i>
<p>Our arrangements for the monitoring of health and safety are:</p> <ul style="list-style-type: none"> <li>• Daily observations and monitoring carried out by the Caretaker. Any issues identified are reported to the Academy Manager who will seek to rectify the issue.</li> <li>• All issues are reported to the Principal.</li> <li>• Half termly meetings with the Local Academy Committee representative.</li> <li>• Half termly walks carried by the Caretaker, Academy Manager and Local Academy Committee representative.</li> <li>• Health and Safety is discussed weekly at senior leadership meetings and staff meetings.</li> <li>• Health and Safety is included in the Principal's termly report.</li> </ul>	
<p>The school/academy carries out formal evaluations and audits on the management of health and safety:</p> <ul style="list-style-type: none"> <li>• Formal evaluations and audits carried out annually.</li> <li>• Less formal checks carried out half termly.</li> <li>• Any issues identified are dealt with as soon as possible.</li> </ul>	
The last audit took place	Date: January 2024 By: Mrs L Philps
Name of person responsible for monitoring the implementation of health and safety policies	Mrs L Hamilton
All staff are aware of the key performance indicators in part E and how they are monitored.	
<b>Workplace inspections - type</b>	<b>Name of person who carries these out</b>
Easy access to fire extinguishers	Mr A Smart - Daily
Finger guards and door fixings	Mr A Smart - Weekly
Fire alarm break glass	Mr A Smart - Weekly
Fire doors open safely/tension of fire doors	Mr A Smart - Weekly
Fire escape routes	Mr A Smart - Daily
Gates	Mr A Smart – Daily/weekly

Indoor lighting	Mr A Smart - Weekly
Outdoor play equipment	Mr A Smart - Weekly
Perimeter fence	Mr A Smart - Weekly
Security doors	Mr A Smart - Weekly
Toilet areas	Mr A Smart - Daily
Windows and shutters	Mr A Smart - Daily

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

- All pupil accidents must be reported in the accident book by the person dealing with the accident or administering the first aid.
- Accidents for employees/visitors must be reported on the accident forms located in the staff room and the Academy Manager must be informed.
- For more serious accidents where a pupil, employee or visitor may need to leave site to go to hospital the Principal or Assistant Principal must be informed immediately. If they are not available then a member of SLT and Academy Manager will be informed.
- The online Entrust form must be completed by the Academy Manager for all employee/visitor accidents and any serious pupil accidents and followed up by the Principal.
- A review of the relevant risk assessment will take place post-accident by the Principal and Academy Manager.
- Near miss forms are also available from the staff room and are to be completed by the relevant staff member reporting the issue. This will be followed up by the Principal and Academy Manager.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:

Mrs L Philips/ Miss S Caton

Our arrangements for reporting to the Governing Body or Academy Board are:

- Termly meetings are held with the Health & Safety Team and

<p>compliance Link Governor.</p> <ul style="list-style-type: none"> <li>• Annual and termly reports are provided through the Principal's report.</li> </ul>
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <ul style="list-style-type: none"> <li>• Termly audits of recorded accidents.</li> <li>• Discussed at weekly staff meetings and termly health and safety meetings.</li> </ul>

## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Mrs L Hamilton
Location of the Asbestos Management Log or Record System.	Red folder in school office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"> <li>• The Premises Manager is responsible for Asbestos Record System Manual, it is located in the office cupboard.</li> <li>• The Academy Manager will ensure contractors etc. have sight of manual prior to starting any work on the premises.</li> <li>• The manual is checked by the PFI representative annually or when any changes to recorded asbestos is carried out.</li> </ul>	
<p>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <ul style="list-style-type: none"> <li>• All staff have access to the asbestos register.</li> <li>• Staff are instructed not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual.</li> <li>• Staff suspecting damage to asbestos materials must report this immediately to the Principal, the Caretaker or the Academy Manager. They will in turn report to Equans and Entrust H&amp;S.</li> </ul>	
Staff must report damage to asbestos materials to:	<p>Mrs L Hamilton Mrs L Philips/ Miss S Caton Mr A Smart</p>
<p>Staff must not drill or affix anything to walls without first obtaining approval</p>	

from the premises manager.

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Mrs L Hamilton
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none"><li>• All staff are involved in the reviewing of risk assessments either annually or if there has been an incident.</li><li>• All new Health and Safety policies are shared/reviewed during meetings at all levels to ensure staff have a clear understanding of their contents.</li><li>• All staff should identify control hazards in their own areas and defects should be reported to the Principal, Academy Manager or Caretaker as soon as possible.</li><li>• Controls are put in place to restrict access to areas surrounding the defect.</li><li>• The caretaker will assess and put into place to restrict access to areas surrounding the defect.</li><li>• The caretaker will assess the situation and make safe any defect or take steps to inform the Principal/Academy Manager if specialist contractors are needed.</li><li>• Approved contractors are called to make safe and dangerous defect if it requires specialist knowledge of training.</li><li>• The correct procedure must be followed in relation to asbestos, hot work and the relevant documentation completed.</li><li>• The Health and Safety Committee and Compliance Link Governor review H&amp;S and risk registers every term.</li><li>• New staff undergo a H&amp;S induction.</li><li>• The Health and Safety policy is on display in the staffroom and on the school website.</li></ul>	
<p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"><li>• Speaking directly to the Principal, Academy Manager or Caretaker.</li><li>• Agenda items during staff meetings</li><li>• Suggestion forms located in the staff room</li></ul>	

#### 4. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Mrs L Philps/ Miss S Caton Mr A Smart
<p>Our arrangements for selecting competent contractors are:</p> <ul style="list-style-type: none"> <li>• Contractors are normally selected through a tendering process using architects who then arrange all working practices, meetings etc. Any concerns during work should be reported to the Academy Manager, Caretaker and Principal.</li> <li>• Equans have their own arrangements for working on site and or selecting contractors and will then arrange with the school for site meetings.</li> <li>• Contractors such as grounds maintenance are contracted via an annual SLA.</li> <li>• Other contractors are selected by the Principal or Academy Manager in consultation with the Academy committee.</li> <li>• Pre start contract meetings will take place.</li> <li>• Work will generally be carried out in the holiday period in the main school building.</li> </ul>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> <li>• Notice of works for any part of the school which is not under PFI will be emailed using the appropriate form to Stoke LA who will confirm if the work can take place.</li> <li>• Pre start meetings will take place prior to the work where it will be arranged for any health and safety information, risk assessments and working arrangements to be exchanged.</li> <li>• Most of the work carried out in the academy falls under the PFI contract and as such work is undertaken by Equans. Equans may instruct an alternative company to undertake the work, however, all vetting is undertaken by Equans.</li> </ul>	
<p>Our arrangements for the induction of contractors are: These are carried out on consultation with the contract manager.</p>	
<p>Staff should report concerns about contractors to: Mrs L Hamilton/Mrs L</p>	

Philps

### 5. Curriculum Areas – health and safety

<p>Name of person who has overall responsibility for the curriculum areas as follows:</p> <p>Subject leaders</p>	<p>Head of Dept. or Curriculum Lead</p> <p>Subject leaders</p>
<p>Risk assessments for these curriculum areas are the responsibility of:</p> <p>Staff will undertake suitable risk assessments prior to lessons such as DT, cooking and PE. This will be noted on teachers' planning. (see also educational visits)</p>	

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

<p>The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</p>	
<p>Our arrangements for carrying out DSE assessments are:</p> <ul style="list-style-type: none"> <li>• Information shared with all DSE users.</li> <li>• All DSE users complete an annual DSE self-assessment checklist.</li> <li>• Line managers/Principal review DSE assessment and take any necessary action.</li> <li>• Staff may request an eyesight test if they are significant DSE users. This can be arranged through the St Gabriel the Archangel Multi Academy Trust via the Academy Manager.</li> </ul>	
<p>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</p>	<p>Mrs L Philps/ Miss S Caton</p>
<p>DSE assessments are recorded and any control measures required to reduce risk are managed by</p>	<p>Mrs L Philps/ Miss S Caton</p>

### 7. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Mrs A Buckley
Our arrangements for the safe management of EYFS are:	
<ul style="list-style-type: none"> <li>• Risk assessments are in place for all outdoor play equipment. These are reviewed on an annual basis in consultation with all foundation stage staff including designated lunchtime supervisors.</li> <li>• The ratio of 1:13 in the nursery class and 1:30 in the reception class is exceeded in both classes to ensure that all pupils are effectively supervised in all areas of the indoor and outdoor classroom.</li> </ul>	

### 8. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Mrs L Hamilton
The Educational Visits Coordinator is	Mrs S Pitchers
Our arrangements for the safe management of educational visits:	
<ul style="list-style-type: none"> <li>• All school trips must be approved through the Evolve system 14 days before trip date.</li> <li>• All teaching staff have received EVC training.</li> <li>• First aid packs and pupils' asthma, epi-pens, diabetes equipment are taken on every outing/trip together with any care plans in place.</li> <li>• Emergency procedures for off site visits can be found in the Educational Visits Policy.</li> </ul>	

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

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Equans
Fixed electrical wiring test records are located:	In the Health & Safety folder
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:	

<ul style="list-style-type: none"> <li>Personal electrical items are not permitted on site.</li> </ul>	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Equans
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Equans
Portable electrical equipment (PAT) testing records are located:	In Health & Safety folder
Staff must take defective electrical equipment out of use and report to:	Mrs L Philps/ Miss S Caton /Mr A Smart
The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Mrs L Philps/ Miss S Caton
The Fire Risk Assessment is located	In the Health & Safety Folder
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Principal Office Staff Caretaker
Name of person responsible for arranging and recording of fire drills	Mr A Smart
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mrs L Philps/ Miss S Caton
Our Fire Evacuation Arrangements are published.	In every room
Our Fire Marshals are listed	In every room
Results of the testing and maintenance of fire equipment and installations is	The locked box under the fire panel.

recorded in a Fire Log Book located at	
Name of person responsible for training staff in fire procedures	Mrs L Hamilton
All staff must be aware of the Fire Procedures in school and complete online fire safety training annually.	

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

First Aiders are listed	Staff room H&S noticeboard by the photocopier Kitchen EYFS Kitchen KS1 Corridor KS2 Corridor Pre School Before & After club
Name of person responsible for arranging and monitoring First Aid Training	Mrs L Philps/ Mrs L Hamilton
Location of First Aid Box	School Office EYFS KS1 Corridor KS2 Corridor Before & After Club Pre school
Name of person responsible for checking & restocking first aid boxes	Mrs L Williams
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:	
pupils	Parents contacted; member of staff accompanies if parent has not arrived
staff	Next of kin contacted; member of staff accompanies if next of kin has not arrived
visitors	Next of kin/company contacted; member of staff accompanies if next of kin has not arrived

<p>Our arrangements for recording the use of First Aid are:</p> <ul style="list-style-type: none"> <li>• We record all accidents on an accident form which is sent home to inform parents or carers. A carbon coy is kept on site.</li> <li>• Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on record. We update these numbers annually but it is essential that parents/carers inform us when contact details change.</li> <li>• Parents are notified by telephone of any injury to the head</li> <li>• Any injury requiring hospital treatment is reported to either the Principal or Assistant Principal and is recorded using the online form which is then submitted to Entrust.</li> <li>• Fatal or major injuries are reported immediately to Entrust, the Health &amp; Safety Department at Stoke LA, HSE and to the Chair of Academy Committee, Chair of Collegiate Directors.</li> <li>• Children who are unwell are kept comfortable under the supervision of a First Aider until the child's parent or other named adult on the emergency contact sheet can be contacted.</li> </ul>	

## 12. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in:	March 2024 by Equans

## 13. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	RCB Cleaning - Cleaning School Food Solutions - Kitchen Mrs L Philps / Miss S Caton - General
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <ul style="list-style-type: none"> <li>• Hazardous substances should only be purchased and used if there is not a safer alternative.</li> <li>• Those items should always be under the direct control of the appropriate person and stored in a place which is not accessible to</li> </ul>	

pupils.

- Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects.
- Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained in the COSHH file located in the cupboard outside of the school office.

The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.

#### 14. Health and Safety Law Poster

The Health and Safety at Work poster is located:	H&S noticeboard above the photocopier.
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#### 15. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards.

Our waste management arrangements are:

- All persons must ensure materials, substances or items are disposed of in a safe manner.
- Caretaker removes rubbish as required.
- RCB Cleaning company employed by school remove rubbish at the end of the day.
- Waste containers are located away from the premises and in a secure compound area.
- SLA in place with Stoke Trade Waste for removal of waste from site.

Our site housekeeping arrangements are:

- All staff are responsible for keeping the building tidy and free from trip hazards. In addition, all employees have a duty to report any hazard or potential risk to the Principal who will arrange repairs and where necessary take temporary safety measures.
- Caretaker responsible of checking school grounds
- Caretaker responsible for gritting of paths for ice and snow.
- Cleaning company clean communal areas when majority of staff and pupils have left the building ie after 4.00pm and use slip notices if floor is wet.

<ul style="list-style-type: none"> <li>Hot drinks should not be taken into areas where children are present and should be stored in a carry cup with a lid.</li> </ul>	
Site cleaning is provided by: External cleaning company	RCB Cleaning 01782 438061
Cleaning staff have received appropriate information, instruction, and training about the following and are competent: <ul style="list-style-type: none"> <li>Work equipment</li> <li>Hazardous substances</li> <li>Waste skips and bins are located away from the academy building.</li> <li>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</li> <li>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</li> </ul>	

### 16. Infection Control

Name of person responsible for managing infection control:	Mrs L Hamilton
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: <ul style="list-style-type: none"> <li>The academy follows the Public Health Agency 'Guidance on Infection Control in Schools AND Other Childcare Setting.'</li> </ul>	

### 17. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Mrs L Hamilton
Our arrangements for managing Lettings of the school/academy /rooms or external premises are: <ul style="list-style-type: none"> <li>Published in the schools letting policy</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 school/academy on request.
Hirers must provide a register of those present during a letting upon request.

### 18. Lone Working

<p>Our arrangements for managing lone working are:</p> <ul style="list-style-type: none"> <li>• Lone working is actively discouraged.</li> <li>• If it is necessary for one of the 3 key holders to be in the building alone, they must always have a charged mobile phone with them, have told someone else from the school or next of kin that they are in the building. On leaving the building they must inform one of these people.</li> <li>• The caretaker will need to lock the building at the end of day and may be on his own doing this. He will use a mobile phone to contact next of kin or school staff member to say he has locked and left the building.</li> <li>• Other staff will only be permitted to work in the building if at least one other person is on the premises.</li> </ul>
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### 19. Maintenance / Inspection of Equipment (including selection of equipment)

Equipment	Inspection Type	Frequency	By Whom
Emergency Lighting	PPM	Monthly	Equans Caretaker
Fire Alarm	Sounder test PPM Service/Test	Weekly Monthly Annual	Caretaker Caretaker Equans/Security Services
Fire Extinguishers	Test	Annual	Equans/Chubb
Gates	Visual Service/Test	Monthly Annually	Caretaker Feel Safe Electrical
Ladders & Steps	Visual	Before use/Monthly	Caretaker

PE Equipment	Visual Service	Before use Annual	User Mercury Sports
Play Areas	Visual Test	Daily/Monthly Annual	Caretaker/Staff Mercury Sports
Portable Appliances	Visual Test	Before use Annually	User Equans
Kitchen Appliances	Visual Test	Before use Annually	User HDServ

Records of maintenance and inspection of equipment are retained and are located:	All inspections should be logged in the appropriate folder which is kept in the school office.
Staff report any broken or defective equipment to:	Any problems found on the inspection should be reported to the Academy Manager and/or Principal who can arrange for remedial work to be carried out
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.	

## 20. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Mrs L Philps/Mrs L Hamilton
Our arrangements for managing manual handling activities are:	
<ul style="list-style-type: none"> <li>• Relevant staff undertake online manual handling training</li> <li>• Manual handling risk assessments are reviewed annually and updated if a risk has been identified</li> </ul>	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

## 21. Medication

Name of person responsible for the management of and administration of medication to pupils in academy	Mrs L Hamilton
<p>Our arrangements for the administration of medicines to pupils are:</p> <ul style="list-style-type: none"> <li>• Parents request to administer drugs such as antibiotics are generally agreed with (see Medical Conditions Policy for further information). The medicine is kept in the staffroom fridge unless otherwise stated and administered as specified by the parent by a staff member.</li> <li>• It is as the discretion of the school if medicines are administered and parents can be requested to come into school to give drugs.</li> <li>• Specialist medications are kept in a safe location and administered by staff who have been trained by the school nurse. The administration of these drugs is recorded dated and signed.</li> <li>• A medication book recording medication administered by school is kept in the office and each classroom.</li> </ul>	
The names members of staff who are authorised to give / support pupils with medication are:	All staff are authorised.
Medication is stored:	School office Inhalers stored in classrooms
A record of the administration of medication is located:	School office Every classroom
Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	Mrs L Philps/ Miss S Caton
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Mrs L Hamilton

## 23. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at academy.
Our arrangements for the reporting of hazards and defects: <ul style="list-style-type: none"><li>• All staff are responsible for reporting hazards.</li><li>• If immediate danger then details should be reported to Academy Manager/Principal caretaker if on site.</li><li>• Near miss forms are in the staff room.</li><li>• H&amp;S concerns a standing item on staff meeting agenda.</li></ul>

## 24. Risk Assessments

The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.
Risk assessments are in place for the following areas: <ul style="list-style-type: none"><li>• Catering</li><li>• Car park</li><li>• Care Club</li><li>• Caretaker</li><li>• Curriculum / classrooms</li><li>• Contractors</li><li>• Display screen equipment users</li><li>• Fire Risk Assessment</li><li>• Hall</li></ul>

<ul style="list-style-type: none"> <li>• Hazardous Substances</li> <li>• Home Visits</li> <li>• Local walks</li> <li>• Lone Working</li> <li>• Manual handling activities</li> <li>• Mass</li> <li>• Office and reprographics</li> <li>• PE</li> <li>• Premises – external areas</li> <li>• Productions</li> <li>• Risks related to individuals e.g. health issues</li> <li>• Staff wellbeing</li> <li>• Volunteers</li> </ul>	
<p>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning</p>	<p>Mrs L Hamilton</p>
<p>Our arrangements for carrying out, recording, communicating, and reviewing risk assessments are:</p> <ul style="list-style-type: none"> <li>• The Principal is responsible to ensuring risk assessments are undertaken</li> <li>• The Academy Manager should collate completed risk assessments, periodically review, and inform staff when they need to be updated</li> <li>• The Principal is responsible for undertaking special risk assessments such as for staff who are pregnant or who have health problems.</li> </ul>	
<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.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	

## 25. Smoking

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

## 26. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of academy staff	Mrs L Hamilton
<p>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</p> <ul style="list-style-type: none"> <li>• Staff are encouraged to talk to Academy Manager, SLT or each other and ask for support.</li> <li>• The Principal has an open door policy.</li> <li>• Staff are offered access/signposted to supportive services eg Care First. Occupational Health, physiotherapy, Counselling.</li> <li>• Health and safety are included in induction discussion.</li> <li>• Support is sought from H&amp;S Advisor when training or wellbeing needs are identified.</li> </ul>	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed, and communicated.	
All staff have an opportunity to contribute to discussions, meetings, and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. October 2024.	

## 27. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Mrs L Hamilton
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
<p>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</p> <ul style="list-style-type: none"> <li>• Staff handbook given to new staff with H&amp;S information.</li> <li>• All staff complete online health &amp; safety courses.</li> </ul> <p>The Principal:</p>	

<ul style="list-style-type: none"> <li>• Will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Principal and can be accessed by staff.</li> <li>• Is responsible for measuring the safety performance of staff and for identifying any training needs.</li> <li>• Will ensure that training is extended where necessary to volunteer workers that new staff undergo health and safety induction and that up-to-date records of training are maintained.</li> </ul>	
<p>The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.</p>	
<p>Training records are retained and are in the school office.</p>	
<p>Training and competency as a result of training is monitored and measured by:</p>	<p>Mrs L Hamilton</p>

## 28. Vehicle movement on site

<p>Name of Premises Manager responsible for the management of vehicles on site</p>	<p>Mrs L Hamilton</p>
<p>Our arrangements for the safe access and movement of vehicles on site are:</p> <ul style="list-style-type: none"> <li>• Vehicles are not allowed on the areas used by children.</li> <li>• Grass cutting machines will have to travel over the KS2 playground but will only do so when there are no pupils in school or if heavily supervised by staff of the school.</li> <li>• The gate to the KS2 playground is kept padlocked and shut all the time. Pedestrian access over the car park will be provided for the use of the parents who will be taking their children to the Pre-School, these parents will be instructed to be mindful of cars entering or exiting the car park.</li> <li>• Cars will park in the bays provided and are for staff and visitors only.</li> <li>• Parent's cars are not allowed in the car park during the school day.</li> <li>• Delivery vehicles can drive into the car park during school hours.</li> <li>• Car park gates remain closed during school hours.</li> </ul>	

## 29. Violence and Aggression and School/Academy Security

<p>The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</p>
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A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Mrs L Hamilton
Incidents of verbal & physical violence are investigated by:	Mrs L Hamilton
Name of person who has responsibility for site security:	Mr A Smart
<p>Our arrangements for site security are:</p> <ul style="list-style-type: none"> <li>• Staff are required to report all incidents of verbal or physical violence and these are logged and reported to the Academy committee and police involved if necessary.</li> <li>• All visitors and supply staff must sign in and wear the badge provided. Security doors are controlled from the main Reception area. Children are not allowed to exit via these doors without a member of staff pressing the button.</li> <li>• KS1 and EYFS Parents leave and collect their children at the classroom doors or in the case of KS2 at the main entrance/exit doors for pupils. Pupils wait by this door in the morning until it is opened at 8.40am, it is locked at 8.50am and opened again at the end of the day at 3.20pm. The gate to the EYFS is also locked and unlocked at these times except at 3.10pm for the end of the day. Gates to the car park and paths are unlocked at 7.00am to allow access to the Before and After Club and main entrance for staff.</li> <li>• The gate between the car park and KS2 playground is locked at 8.50am and is kept unlocked while after club is operating after school.</li> <li>• All perimeter gates and external doors are kept closed during the school day.</li> <li>• All children participating in after school clubs are collected from the main reception area and are seen through the security door by an adult who checks that they are collected by a parent/carer.</li> </ul>	

### 30. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Mrs L Hamilton</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Equans</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Equans</i>
<i>Location of the water system safety manual/testing log</i>	<i>Stationary cupboard</i>
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <ul style="list-style-type: none"> <li>• Water hygiene samples and checks take place as required by the Premises Water Hygiene Manual, by Equans who update the manual accordingly.</li> <li>• Caretaker carries out weekly flushing of all outlets.</li> <li>• Caretaker carries out the flushing of all outlets during the holidays, if closed for more than 1 week.</li> <li>• It is the responsibility of all staff to immediately notify the Caretaker, Academy Manager and/or Principal should they consider the quality of the water to have changed e.g. colour, smell or taste</li> </ul>	
<p><i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</i></p> <ul style="list-style-type: none"> <li>• Caretaker is responsible for weekly checks which are recorded and then checked at monthly intervals by Equans.</li> </ul>	

### 31. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Mrs L Hamilton</i>
<i>Work at height is avoided where possible.</i>	
<p><i>Our arrangements for managing work at height are:</i></p> <ul style="list-style-type: none"> <li>• No staff will work at height unless training to do so</li> <li>• Equans staff have their own arrangements.</li> </ul>	

Appropriate equipment is provided for work at height where required.
Staff who carry out work at height are trained to use the equipment provided
Work at height equipment is regularly inspected, maintained and records are kept in the health and safety folder.

### 32. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Mrs L Hamilton
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</p> <ul style="list-style-type: none"> <li>• Work placements are accepted from St Margaret Ward Catholic Academy and colleges all who have their own safety checks and monitor their students.</li> <li>• All work experience placements undergo a full induction and provided with a handbook of relevant information about the school, staff, procedures etc.</li> <li>• All work experience placements are always supervised.</li> <li>• The Academy liaises with the placement provider to share details regarding health and safety, risk assessments, public and employers' liability insurance.</li> </ul>	

### 33. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Mrs L Philps/ Mrs L Williams
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

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

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

### **Incident Reporting**

- Incidents reported and logged as required
- Data recorded and analysed termly

### **Near Miss Reporting**

- Near misses reported and logged as required
- Data recorded and analysed termly

### **Fire Safety**

- Staff trained to policy
- Fire drill completed termly
- Fire alarm testing weekly
- Emergency lighting tested weekly
- Annual extinguisher audit
- Annual hydrant inspection and testing

### **Water Safety**

- Weekly flushing
- Monthly/quarterly/6 monthly/annual tasks
- Annual risk assessment

### **Wellbeing**

- Risk assessment for all areas reviewed annually
- COSHH updated as required