



Health, Safety and Wellbeing Policy

Signed:

Chair: *R. Patrick*

Head: *B. Wilkinson*

Date: 12th October 2023

Review date: October 2024



Bursley Academy

Health, Safety and Wellbeing Policy

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 **Bursley Academy**.

Part E - The Key Performance Indicators.



A. Introduction

Bursley Academy is part of the Collective Vision Trust. This Policy records the local organisation and arrangements for implementing the CVT policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Board of Trustees recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Board of Trustees will ensure so far as is reasonably practicable that:

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



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 school/academy obtains competent health and safety advice from</i>	Staffordshire Health and Wellbeing Service Our named advisor is Steve Brown
<i>The contact details are</i>	Health and Safety Advisor Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place, Tipping Street, Stafford. ST16 2DH. Telephone 01785 355777 (duty officer) steve.brown@staffordshire.gov.uk

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Brian Wilkinson (Principal)</i> <i>L Jesch (H&S coordinator)</i> <i>A Smith – Site manager</i>
<i>Our arrangements for the monitoring of health and safety are:</i>	
<ul style="list-style-type: none"> • <i>The Health and Safety Co-ordinator carries out the H&S Evaluation Checklist and Self Audit as recommended by their competent advisor and share this information with the Principal, Premises Managers and Site Manager.</i> • <i>Termly Report to Governing Body</i> • <i>Yearly visit from HSE advisor</i> • <i>The H&S coordinator and subject specific staff carry out inspections to monitor implementation of policy and risk assessments by staff</i> • <i>The H&S coordinator and the principal monitor accident reports/trends, complaints.</i> 	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety</i>	
<i>The last audit took place</i>	<i>External by Steve Brown – 3.02.2023</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name Brian Wilkinson</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type ladder checks, fire call points, sports equipment and playground equipment</i>	<i>Name of person who carries these out</i> <i>Ant Smith carries out ladder checks, and external H&S walks</i> <i>Internal H&S walks A Smith, L Jesch, B Wilkinson</i>



	<i>fire call points and fire alarm: Lantern</i> <i>Emergency lighting: Logic</i> <i>Water testing: HLS</i> <i>Fire extinguisher: Chubb</i> <i>Barrier security/service: Chubb</i> <i>Environmental Health: Newcastle Borough Council</i>

D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas staff can view the information on the SLN <https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with our Health and Safety Adviser Sarah-Jane Walmsley, or ring the duty desk.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Pupil Accidents:

All accidents and injuries are recorded using the My Incident Online system when a child has to go to hospital directly from school. In the event that a RIDDOR report is required (to be sent to the HSE), Staffordshire County council complete this from the information completed by the school on the My Incident Online system.

As a school we make sure that the appropriate action is taken to reduce injury and ill health and to promote the care and wellbeing of all employees. The majority of staff are first aid trained at an emergency first aid level. All children are sent home with a slip to state that they have been injured and how and what treatment was given. If necessary, parents are contacted to collect and take pupils to seek medical advice.

We have an additional protocol in place for any head injuries which ensures communication with parents about incidents is clear and effective.

We notify county HSW service of any serious pupil accidents eg. any children who have had a serious injury or broken bone. After investigation we will adapt risk assessments accordingly where needed. Accident trends are analyzed and reported to the SLT and Governing body to discuss and amend policies and procedures if deemed necessary.

Staff / visitor accidents:

All employees who have an accident at work that results in personal injury or ill health must make an entry on the online my incident (<https://staffordshirecc.info-exchange.com/school>) All accidents will be analysed and reported to the LGB/ trust board of any changes to risk assessment

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

Our arrangements for reporting to the Governing Body or Academy Board are:
 H&S reports in governors meetings
 Discussions with CEO
 Termly reports.

Our arrangements for reviewing accidents and identifying trends are: The Health &



Safety Reporting Monitor collates all of the accident reports and produces data which the H&S coordinator evaluates, acts on and amends risk assessments where necessary. This information is share with staff and Governors.

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name: Brian Wilkinson/Anthony Smith (site manager)</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location: Caretakers Cupboard – PE store room</i>
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i></p> <p>All staff have sight of manual and are instructed not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual.</p> <p>Staff are advised of and required to report damage to asbestos materials.</p> <p>All contractors are required to sign the asbestos register prior to engaging in any work. We undertake the asbestos Intrusive Works assessment and seek the advice of the Asbestos team if any uncertainty about presence of asbestos.</p> <p>Hazard exchange forms are completed</p>	
<p><i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> All staff have sight of manual and are shown the map of the areas which contain asbestos. Staff have all signed the register to say they have seen and understood these documents. They are instructed not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual. This forms part of induction training.</p>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name: Brian Wilkinson/Anthony Smith</i>
<p>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</p>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	L Jesch – coordinator B Wilkinson – Headteacher
<ul style="list-style-type: none"> • Staff meetings • Risk assessments • Policy documents • Individual assessments • Emails 	
<p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> • Health and Safety meetings • Email <p>Staff are encouraged to discuss health and safety throughout the year</p>	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work</i>	<i>Name Anthony Smith in conjunction with Brian Wilkinson</i>
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Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:

- Duty holders will be identified and named as part of any Construction project.
- Site manager completes a Hazard exchange form and ensures it is adhered to.
- Contractors are asked by site supervisor to hand over any risk assessments that apply.
- Any work on site will be agreed prior to work commencing and planned appropriately with the necessary plans in place. Meeting will take place with A smith/B Wilkinson before any work undertaken.
- Premises manager to complete any relevant risk assessment before work commences on site to ensure the safety of pupils, staffs and visitors and amend any emergency procedures as appropriate.
- Checks of any work will be carried out at regular intervals by site supervisor and an evaluation on completion.
- Academy uses approved Staffordshire County council contractors where possible.

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

- Hazard exchange forms
- Meeting before key work starts
- Support from Director of premises Rob Swindells

Our arrangements for the induction of contractors are:

- Site supervisor provides induction to contractors, completes hazard exchange form and shares any information regarding emergency procedures, site security and safe working practices prior to work commencing.
- Records kept.

Staff should report concerns about contractors to: A Smith/ B Wilkinson

We will review any construction activities on the site by:

- Premises manager and site supervisor to complete regular checks and completion evaluations and review project outcomes accordingly.
- Review by Director of premises

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:

L Jesch – H&S coordinator
B Wilkinson – Headteacher

Our arrangements for consulting with staff on health and safety matters are:

- Any updates/amendments are circulated to staff with a period of consultation and reviewed prior to implementation
- Hazard exchange forms
- Meeting before key work starts
- Support from Director of premises Rob Swindells

Staff can raise issues of concern by:

- Contacting the Principal / H&S Co-ordinator.
- Emails
- Staff meeting



6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name Anthony Smith (site manager) Brian Wilkinson (headteacher)</i>
<p><i>Our arrangements for selecting competent contractors are:</i></p> <ul style="list-style-type: none"> • <i>Contractors are selected mainly through Staffordshire’s approved list.</i> • <i>We have arrangements for the induction of contractors to exchange health and safety information and agree safe working arrangements.</i> • <i>Hazard exchange forms</i> • <i>Risk assessments are exchanged.</i> • <i>Meetings between contractor and site supervisor are arranged at several intervals to monitor works.</i> • <i>Ant Smith is responsible for monitoring contractors working methods.</i> • <i>Staff should report concerns to Ant Smith regarding contractor activity.</i> • <i>Ant Smith will liaise with contract supervisor in Property & Estates. Site Supervisor to co-ordinate all contractors on the premises.</i> 	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <ul style="list-style-type: none"> • <i>Site Supervisor notifies all contractors of our safe working arrangements, shares necessary risk assessments and completes the necessary hazard exchange forms prior to work commencing and monitors their work closely.</i> • <i>Meetings before and during work</i> 	
<p><i>Our arrangements for the induction of contractors are:</i></p> <ul style="list-style-type: none"> • <i>Contractors meet with the Site Supervisor/Trust Director of premises who explains and goes through our emergency procedures and safe working arrangements.</i> • <i>Site supervisor also communicates where facilities are located e.g. toilets and first aid equipment.</i> • <i>Contractors are shown how to sign in and the importance of safeguarding pupils in relation to leaving doors open etc.</i> • <i>Vehicle parking is also discussed and agreed by the site supervisor. Vehicles will only be permitted down the drive if absolutely necessary.</i> 	
<p><i>Staff should report concerns about contractors to: Anthony Smith or Brian Wilkinson</i></p>	

7. Curriculum Areas – health and safety

<p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i> e.g. Science D&T PE</p>	<p>B Wilkinson L Shallcross Matt Bond G Rushton</p>
<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>	<p>Names as above L Jesch and B Wilkinson overview</p>

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

<p><i>The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i></p>
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Our arrangements for carrying out DSE assessments are: If you use a computer or a lap top continually for more than an hour a day you are required to carry out a workstation/laptop risk assessment and undertake training to ensure you know how to correctly set up your workstation. You are also entitled to an eye test paid for by the academy. For more information see Bursar/Principal.

Staff using this type of equipment continuously and regularly for over an hour complete a DSE/Laptop user assessment. H&S coordinator collates this data and evaluates the need for any improvements/adjustments to the working environment. The H&S advisor also advises on what may be needed during her walk round visits.

<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	L Jesch
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	L Jesch and Brian Wilkinson

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Brian Wilkinson</i>
<p><i>Our arrangements for the safe management of EYFS are:</i></p> <ul style="list-style-type: none"> • <i>Daily visual checks are completed both inside and outside the property. Any faulty/dangerous equipment/ground is documented and reported immediately to the site supervisor. The area will be safely cornered off until work has been completed and all children are informed to stay away from the coned off areas</i> • <i>All perimeter gates are locked immediately after arrival and departure.</i> • <i>All activities are risk assessed and children's medical needs are documented, read and understood.</i> • <i>Medical care plans are in place and communicated to all. All staff are first aid and paediatric first aid trained.</i> • <i>All visitors sign in at the main entrance and wear badges - anyone without a badge will be questioned by staff and pupils.</i> • <i>All students/visitors are given an EYFS handbook with relevant policies and conduct procedures.</i> • <i>Accidents are treated by first aider, documented on an accident form which are signed by parents/carers and kept on file.</i> • <i>Accidents and incidents on arrival forms are completed and documented and signed by parent/carer and EYFS coordinator.</i> • <i>Accidents are analysed for trends and risk assessments amended where necessary.</i> • <i>Refer to EYFS policy file.</i> 	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Brian Wilkinson</i>
<i>The Educational Visits Coordinator is</i>	<i>Matt Bond</i>
<p><i>Our arrangements for the safe management of educational visits:</i></p> <ul style="list-style-type: none"> • <i>We all adhere to Bursley Academy's Educational Visits policy found in the visits</i> 	



<p>folder in the shared drive.</p> <ul style="list-style-type: none"> • <i>EVOLVE</i> is where we plan our visits. • Risk assessments and other documentation relevant to trips and visits are all uploaded and stored on the <i>EVOLVE</i> system. • New staff are supported by experienced staff when completing risk assessments
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11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Anthony Smith – Site Supervisor
<i>Fixed electrical wiring test records are located:</i>	Digital records Caretakers cupboard
<i>All staff must visually inspect electrical equipment prior to use and report any damaged equipment to A Smith who will then condemn it and take it out of use</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> No electrical items are to be brought onto the site by staff unless they have been PAT tested by the Academy’s contractor and items tagged with PASS and records are kept.	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Name: Anthony Smith – Site Supervisor
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Name: Brian Wilkinson
<i>Portable electrical equipment (PAT) testing records are located:</i>	Electrically stored – printed copy with A smith
<i>Staff must take defective electrical equipment out of use and report to:</i>	Anthony Smith – Site Supervisor
<i>Contractors bringing electrical equipment onto site must provide evidence that it is safe as part of the hazard exchange process</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	Brian Wilkinson/A Smith
<i>The Fire Risk Assessment is located</i>	Electronically/Main office/staff room/caretakers office
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	Any competent member of staff
<i>Name of person responsible for arranging and recording of fire drills</i>	Brian Wilkinson/A Smith
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	Brian Wilkinson/A Smith/SLT
<i>Our Fire Evacuation Arrangements are published ...</i>	Fire emergency plan located on shared drive and in each classroom and by emergency exits. Fire risk assessment found on shared drive. All new members of staff and visitors receive induction stating these procedures.
<i>Results of the testing and maintenance of fire</i>	Caretakers cupboard – PE store



<i>equipment and installations is recorded in a Fire Log Book located at</i>	
<i>Name of person responsible for training staff in fire procedures</i>	Brian Wilkinson
<p>Where and how are your fire emergency plans communicated?</p> <ul style="list-style-type: none"> • All staff are made aware of the Fire Procedures and all other emergency procedures in school at induction. • Visitors are briefed on the fire evacuation procedures and other emergency procedures by the office staff upon arrival. • Emergency plans are discussed in staff meetings on either a yearly basis or when there has been a change. • Any changes to emergency procedures are discussed in meetings/via email if there is construction work potentially blocking evacuation routes and new plans are made. 	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	L Jesch
<i>The First Aid Assessment is located</i>	Shared drive and main office
<i>First Aiders are listed</i>	Main office Staff room
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	B Wilkinson
<i>Location of First Aid Box</i>	Various points throughout the school in each Key Stage. Clearly visible on the wall with signage. Also located on the minibus
<i>Name of person responsible for checking & restocking first aid boxes</i>	J Micklewright
<p>In an emergency staff must summon an ambulance by dialling 999 and give the correct address for the school. The person completing the first aid slip must record the type of treatment given.</p>	
<p><i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i></p>	
<i>pupils</i>	Member of staff known to pupil/Parent
<i>staff</i>	Staff identified as needed
<i>visitors</i>	Staff identified as needed
<p><i>Our arrangements for recording the use of First Aid are:</i> We have slips that are filled in regarding pupils, type of injury and how it occurred plus what treatment they received and how this was followed up. A carbon copy is kept in school. Pupils take these forms home to parents/carers. Staff and visitors have a separate accident record form which documents the same information. Carbon copies of these are also kept for the required period. In the event of a serious accident/admission to hospital from school, the school office completes my health and safety online form (Staffordshire county council). Accidents are analysed for trends and to feed into the risk assessment process.</p>	

14. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>
<i>All replacement glass is of safety standard</i>



15. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Anthony Smith, L Jesch, Brian Wilkinson</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>	
<p>All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed. All items are stored in three areas – the EYFS cleaning cupboard, the main cleaning storeroom and the library cleaning cupboard.</p> <p>No hazardous substance should be bought into school by staff – any substances they need to use must be checked against the cosh register and risk assessment of substance fully read.</p>	

16. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	Staffroom
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17. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>
<i>Our waste management arrangements are with Newcastle Borough Council. All waste must be transferred to external bins on a daily basis. These are emptied weekly. Waste skips and bins are located away from the academy building.</i>
<i>Our site housekeeping arrangements are: We employ our own academy cleaners who are managed by the site supervisor and the head cleaner.</i>
<i>Site cleaning is provided by: In house cleaners</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>
<i>work equipment AS (site supervisor) carries out an induction of all new cleaning staff to discuss cleaning arrangements, emergency procedures, COSHH and any relevant risk assessments. He ensures that staff receive appropriate training and instruction on how to use and store the equipment safely and ensures cleaning staff understand how to report any incidences, accidents, faulty equipment.</i>
<i>hazardous substances AS has met with the cleaning staff as he has received the relevant COSHH training to explain our COSHH procedures and how to store, use, handle and dispose of substances. Records of COSHH, RA's, data sheets etc are shared with the cleaning staff.</i>
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. Waste bins are located away from the main school building</i>
<i>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.</i>



18. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name Brian Wilkinson</i>
<p><i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i></p> <ul style="list-style-type: none"> • The communicable diseases information poster is displayed in the office and communicated to all parents on the website. • We have strict rules around the length of time children must be off school in cases of sickness. • Hand washing/hygiene posters are displayed around all sinks/toilets and pupils are taught about the importance of hand washing during PSHE and science. Staff have been given guidance on how to remove disposable gloves. • Staff risk assessments in place for vulnerable staff • Covid outbreak plan remains in place 	

19. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Brian Wilkinson</i>
<p><i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i></p> <ul style="list-style-type: none"> • The H&S coordinator and the Premises manager will complete the lettings Hazard exchange forms with the lead person for the letting before they use the premises. • There are restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license. • The Health and Safety Co-ordinator is there to advise on carrying out risk assessments and following these up. These are reviewed annually. 	
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 insurances/local authority licenses for their activities and these must be provided to the school/academy.	
Hirers must provide a register of those present during a letting upon request.	

20. Lone Working

<p><i>Our arrangements for managing lone working are:</i></p> <p>There is a lone working risk assessment with strict control measures as well as a lone working policy that staff must adhere to on the shared drive, H&S. Safe working practices/rules for staff who work alone, contact arrangements, risk assessment are established in the risk assessment. Where staff are likely to work alone, whether frequently as part of their job or occasionally, then the school requires contact arrangements to be put in place (see risk assessment). The school operates a buddy system whereby lone workers check in at regular intervals with a close by member of staff. If there is a break in communication the nearby staff member is to report to the premises and check that if the lone worker needs assistance. No dangerous activities to be completed when lone working including working at height or manual handling/handling of hazardous substances.</p>
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21. Maintenance / Inspection of Equipment (including selection of equipment)

<p><i>When new equipment is required, Mr Smith or Mr Wilkinson will select this and define whether it is suitable and ensure the equipment is installed correctly. It is maintained/tested as follows:</i></p> <p><i>Electrical items - Annual PAT testing in place,</i></p> <p><i>Fire alarm system – weekly testing of the fire alarm and smoke detection,</i></p> <p><i>testing of the ladders and steps – six monthly inspection</i></p> <p><i>PE equipment – annual</i></p> <p><i>emergency lighting,</i></p> <p><i>fire extinguishers</i></p> <p><i>ladders and steps</i></p> <p><i>kitchen equipment is inspected and tested by Chartwells</i></p>	
<p><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i></p>	<p>Name Site Supervisor</p>
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p>Caretakers' cupboard</p>
<p><i>Staff report any broken or defective equipment to:</i></p>	<p>Name Anthony Smith – Site Supervisor</p>
<p><i>Any equipment brought onto site and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested</i></p>	

22. Manual Handling

<p><i>Name of competent person responsible for carrying out manual handling risk assessments</i></p>	<p>A Smith</p>
<p><i>Our arrangements for managing manual handling activities are:</i></p> <ul style="list-style-type: none"> • All manual handling activities are avoided where possible. Manual handling is a last resort where there are no other means of movement. • Mechanical aids are available and should be used e.g., trolley/sack barrow. • Where a Risk assessment is needed for a manual handling task it will be completed by H&S coordinator and person carrying out the task and shared with all parties prior to the manual handling task. • Only staff trained in manual handling can carry out tasks that require a specific risk assessment • Staff are not permitted to undertake significant manual handling without completing appropriate training 	
<p>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</p>	
<p>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</p>	
<p>Staff are trained appropriately to carry out manual handling activities.</p>	
<p>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</p>	



23. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	Brian Wilkinson
<p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <ul style="list-style-type: none"> • There is a medications policy in school found on the shared drive under policies and procedures and all staff adhere to and have read and understood this. • There are strict controls for the administration of medication to pupils. • Parental requests for medicines to be administered need to be sought and a medication form completed. • Details of special staff training requirements, storage arrangements, recording administration is in the policy. • Details of staff medications are also outlined in this policy. 	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	Brian Wilkinson J Micklewright D Verdiani SLT members
<i>Medication is stored:</i>	Main school office – locked storage and fridge
<i>A record of the administration of medication is located:</i>	School main office
<p>Pupils who administer and/or manage their own medication in school must be authorised in writing to do so by parents/carers and the Principal and provided with a suitable private location to administer medication/store medication and equipment.</p>	
<p>Staff are trained to administer complex medication by the school nursing service when required.</p>	
<p><i>Our arrangements for administering emergency medication (e.g., Asthma inhalers/Epi pen) are:</i> Regular staff training on the use of inhalers and epi pens is arranged and the action plan for allergies is on the medical box in the staffroom. Emergency inhalers are kept on the walls outside several points in the school. The epi pen is kept in the staffroom in its own unlocked box on top of the medical cupboard. There is also a Defibrillator located in the main entrance.</p>	
<p>Staff who are taking medication must keep this personal medication in the locked medical box in the staffroom, unless they have a condition where this isn't possible i.e., type 1 diabetes.</p>	
<p>Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</p>	

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

<p><i>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.</i></p>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	A Smith – in relation to the site management J Micklewright – in relation to first aid/hygiene
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	A Smith J Micklewright As above
<i>Name(s) of person responsible for selecting</i>	B Wilkinson



<i>suitable personal protective equipment (PPE) for pupils.</i>	
PPE provided for classroom activities or for use in curriculum lessons is not by definition 'personal' however it may be used by a restricted number of people and will need regular checks to ensure it is fit for purpose. All PPE provided is kept clean and free from defects, this is replaced as needed.	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	Class Teacher

25. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
<p><i>Our arrangements for the reporting of hazards and defects:</i></p> <ul style="list-style-type: none"> • Word of mouth to headteacher/site manager • <i>Email</i> • <i>Staff meeting</i> • <i>A Smith has a log book of jobs located in the staffroom. Staff MUST write all defects/hazards in here as well as communicating these verbally to A Smith. He then prioritises jobs in order of severity.</i>

26. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Found in the shared drive under H&S and in a file in the medical room labelled risk assessments 2017-. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk. Control measures must be followed.	
<p>Risk assessments are in place for the following areas:</p> <p>Premises and grounds</p> <p>Curriculum / classrooms</p> <p>Hazardous activities or events</p> <p>Lettings or contract work which may affect staff or pupils in the school/academy</p> <p>Fire Risk Assessment</p> <p>Hazardous Substances</p> <p>Work Equipment</p> <p>Manual handling activities</p> <p>Risks related to individuals e.g., health issues</p>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>B Wilkinson</i>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> There is a register of risk assessments which are reviewed during the year. Lead staff observe activities, assess these against the risk assessments, evaluate and amend the risk assessments, if need be, or communicate how members of staff should be carrying out their activities if the risk assessments were not followed correctly. Staff complete risk assessments and our risk assessment process is a collaborative one. These are reviewed annually or where necessary at earlier intervals due to accidents or changes in circumstances.</p>	



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.

27. Smoking

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

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>B Wilkinson</i>
<i>The academy premises are shared with another organisation (e.g., Contract caterer/public leisure centre).</i>	<i>Chartwells</i>
<i>Our arrangements for managing health and safety in a shared workplace are: Hazard exchange forms are completed prior to work commencing and emergency procedures shared and agreed. All staff are made aware of our COSHH register and procedures and are also notified of asbestos in the building.</i>	

29. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>B Wilkinson</i>
<i>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:</i>	
<ul style="list-style-type: none"> • Bursley Academy buy into a wellbeing service called APL health, with access to online GP. • SLT conducts staff wellbeing surveys and report to staff on these findings – making appropriate changes where applicable. • Open door policy whereby individuals can come and talk about personal issues is offered by any member of the SLT. • Individual staff stress risk assessment are carried out if need be and individual risk assessments accompany these. Hand-outs and flyers available in the staffroom on the notice board. 	
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.	

30. Training and Development

<i>Name of person who has overall</i>	<i>Brian Wilkinson</i>
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<i>responsibility for the training and development of staff.</i>	
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	
<ul style="list-style-type: none"> • H&S coordinator conducts the staff induction meetings with any new staff/volunteers/students. • Training matrix in place to monitor who/ needs what training. • Central training records are held digitally and these contain with expiration dates etc. • Staff have the option to state what training they would like on their performance management documentation which is shared with the Headteacher to review/action. • Staff receive training specific to any roles held 	

31. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Brian Wilkinson</i>
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List School minibus x 2 Ride on mower Go Carts</i>
<i>Name of person who manages the driver medical examinations</i>	<i>Brian Wilkinson/Finance officer</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Brian Wilkinson/Finance officer</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>Named driver/s</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Brian Wilkinson / Anthony Smith</i>
<i>Our arrangements for the safe use of school/academy vehicles are:</i>	
<ul style="list-style-type: none"> • All vehicles are checked prior to use and documents of these checks held. Visual inspections are carried out at regular intervals during longer journeys and mileage/fuel accounted for. • Emergency procedures are in place to deal with road traffic accidents and these are shared with staff. • The school office carries out driver checks, licence checks and ensure drivers have the correct qualifications and certifications. • All drivers must have less than 6 penalty points. They are all given a copy of the highway code (link in email). They have all passed a medical and signed a declaration form to state that they are fit to drive. • First aid kits and fire extinguisher present on the school minibus. • Breakdown cover is in situ for the minibus. Paperwork and all documentation of this is kept in the minibus to hand. 	



32. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name B Wilkinson</i>
<i>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): No access to the school car park or drive permitted unless it is absolutely necessary. All access gates are coded or locked so pupils or other stakeholders cannot access these areas without permission.</i>	

33. Violence and Aggression and School/Academy Security

The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Brian Wilkinson</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Brian Wilkinson</i>
<i>Name of person who has responsibility for site security:</i>	<i>Brian Wilkinson</i>
<i>Our arrangements for site security are: All gates, entrances and exits are kept locked during school hours and an intercom system has been installed to the main entrance. When deliveries arrive, the gates are momentarily open to take receipt of goods and monitored by a staff member until they are closed and locked. Fencing is 6ft to prevent anyone climbing the perimeter fence. All visitors report to reception main office to be signed in and verified and are taken through our emergency procedures. All visitors to wear a visitor badge and are challenged if seen without one. Staff are instructed not to meet aggressive parents/carers alone and aggressive behaviour is not tolerated. Parents/carers receive a conduct notice to improve following any aggressive outbursts. We have strict rules in place with regards to lone working and restrictions on the type of work that can be carried out. These are enforced and shared with all staff.</i>	

34. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Brian Wilkinson, Ant Smith (Site Supervisor)</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name HLS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name HLS</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location caretaker cupboard – PE store</i>
<i>Our arrangements to ensure contractors have information about water systems are: Site supervisor holds all of the records and shares this information with contractors upon</i>	



arrival.

Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Site supervisor is the only staff member who carries out this work. He is fully aware of the water system and has had relevant training and instruction. Any additional works or maintenance is undertaken by external contractors under site managers supervision

35. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:

Brian Wilkinson

Work at height is avoided where possible.

Our arrangements for managing work at height are: staff are prohibited from climbing on tables and chairs to access displays and disciplinary action shall be taken if seen doing so. The HSE safe use of ladders document saved in the shared drive, H&S, risk assessment, working at height must be adhered to. Staff must also consult the working at height risk assessment (saved in same location). All ladders have to be checked before used and a record made of this check. Elephant's feet have been purchased for each classroom to minimise the risk of staff climbing on chairs and tables. All working at height is risk assessed prior to the activity and lone working on the roof is prohibited. Site Supervisor has clear boundaries and risk assessments and adheres to these at all times.

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 on the wall next to the ladders.

36. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.

E Jones

Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:

University students:

The Academy has a strong partnership with Keele University. The Academy checks their DBS documentation before placement commences. The Academy receives documentation from the University regarding the suitability of the candidate and a personal statement is received from the student, including any health issues or concerns they may need support with. As the placement commences a formal meeting takes place between the student, Academy Mentor and the University Link Tutor. An induction pack including H&S documentation, relevant risk assessment and emergency procedures is included in this pack. Students have regular weekly and termly meetings with their Academy tutor and termly meetings with their Link Tutor whereby they can share/discuss any issues.

College students/work experience:

Students have an informal interview with E Jones whereby she establishes their suitability, and to reinforce expectations of conduct. We check their DBS information from the college



and they also receive a student handbook which also includes the relevant information regarding H&S, risk assessments and emergency procedures. All students sign to say they have read the documentation.	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Brian Wilkinson</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are:</i> All students undergo an induction process including emergency procedures, first aid, facilities, safeguarding, data protection and have access to school policies and risk assessments.	

37. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Brian Wilkinson</i>
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.

KPI	How measured
Premises Evaluation Checklist Completed	Action plan reported to governors
Self-Audit Completed	Reported to governors and return sent to SCC
Fire RA reviewed annually and tested by 3X fire drills per year	Reported on the return and all drills are logged and reported to governors
First aid RA reviewed annually and refresher training arranged when due	First aid RA and training certificates
Bespoke RA package actions completed (on-going over time)	Action plan shared with staff and reported to governors each term. JB to complete the action/date column in action plan
100% essential caretaker checks completed and recorded.	B Wilkinson to monitor and look for the evidence in AS folders
100% identified defects in property reports completed within timescale	B Wilkinson to monitor and look for the evidence in AS folders
Monitoring regime put in place for key risk assessments by end of 2018	Staff will be completing action taken and dating the document when reviewed



Bursley Academy Health, Safety and Wellbeing Policy

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