



## Health and Safety Policy

Date of Policy creation	March 2025
Policy lead	Tracey Smith
Date of Policy adoption by Governing body	Spring 2026
Frequency of review	Annually
Review due	Spring 2027

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

The policy has 5 parts;

**Part A** - Introduction

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

**Part C** - Responsibilities (delegation of tasks)

**Part D** - The detailed arrangements and procedures to reduce risk within the school.

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

## **A. Introduction**

This Policy complements (and should be read in conjunction with the Creative Learning Partnership Trust Health and Safety Policy.

## **B. Policy Statement**

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

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable 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 form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

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

### **C. Responsibilities (Delegation of Duties)**

The delegation of responsibilities and duties is detailed below.

In addition to their general responsibilities:

The **Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Headteacher is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

**Senior Leaders** within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.

- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

**Teachers will:**

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

**All employees will:**

- Comply with the school’s health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school’s risk assessments and health and safety procedures.

**Competent Health and Safety Advice**

<i>The school obtains competent health and safety advice from:</i>	<i>Staffordshire County Council Health, Safety and Wellbeing Service</i>
<i>The contact details are:</i>	<i>Dean Willetts 07773 791499</i>
<i>In an emergency we contact: shss@staffordshire.gov.uk 01785 355777</i>	

**Monitoring Health and Safety**

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Name(s): Laura Lazenby – Headteacher Tracey Smith – Bursar</i>
<i>Our arrangements for the monitoring of health and safety are:</i>	

<ul style="list-style-type: none"> <li>- <i>Annual Report to Governing Body.</i></li> <li>- <i>Procedures are in place for reporting, audits and risk assessments.</i></li> <li>- <i>Guidance is sought from H&amp;S Advisors where necessary.</i></li> <li>- <i>Termly updates to Governors provided via Headteachers Report</i></li> <li>- <i>H&amp;S Management Plan reviewed termly.</i></li> </ul>	
<p><i>The school carries out formal evaluations and audits on the management of health and safety.</i></p>	
<p><i>The last audit took place</i></p>	<p><i>Date: March 2025</i></p> <p><i>By: Staffordshire County Council Health, Safety and Wellbeing Service</i></p>
<p><i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i></p>	<p><i>Laura Lazenby – Headteacher</i></p> <p><i>Tracey Smith – Bursar</i></p> <p><i>Vacant - Caretaker</i></p>
<p><i>All employees are made aware of the key performance indicators in part E and how they are monitored.</i></p>	
<p><i>Workplace inspections –</i></p> <ul style="list-style-type: none"> <li>- <i>Annual Health and Safety Evaluation Checklist,</i></li> <li>- <i>Caretaker checks,</i></li> <li>- <i>Premises walks</i></li> </ul>	<p><i>Name of person(s) who does these</i></p> <p><i>Tracey Smith – Bursar</i></p> <p><i>Vacant - Caretaker</i></p>

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

#### **D. Health and Safety Management Arrangements**

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

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

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: Recorded in School Incident/Accident book and carbonated slip sent home with pupil. For any head injury, a text or phone call will be made to the parent by a member of staff. For any serious injury a text or phone call will be made to the parent by a member of staff.</i>
<i>employee accidents: Recorded on My Health and Safety by Bursar</i>
<i>visitor accidents: Recorded on My Health and Safety by Bursar</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Tracey Smith</i>
<i>Our arrangements for reporting to the Governing Body are: Termly H&amp;S report to Governors.</i>
<i>Our arrangements for reviewing accidents and identifying trends are:</i>  <i>Alison Myatt – Teaching Assistant tracks all pupil accidents on a monthly basis.</i>  <i>Tracey Smith - Bursar has oversight and reviews all accidents on a termly basis and analysis produced and actions put in place accordingly.</i>

## **2. Asbestos**

<i>Name of person responsible for managing asbestos on the school site:</i>	<i>Laura Lazenby/Tracey Smith</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>School Office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i>  <i>Hazard Exchange Form completed, reading and signing of the Asbestos Register prior to works commencing. Completion of a Intrusive Works Form if required</i>	

*Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:*

*They have read and signed the Asbestos Register. Training relevant to role is undertaken. Aware of the Asbestos Management Plan and how it is managed at Doxey Academy. H&S noticeboard has all necessary Asbestos information.*

*Employees must report damage to asbestos materials to:*

*Tracey Smith*

***Employees must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.***

### **3. Communication**

*Name of SLT member who is responsible for communicating with employees on health and safety matters:*

*Laura Lazenby/Allison Sinclair*

*Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:*

*Updates at weekly briefings and staff meetings as required. H&S notice board in staff room. Emails to staff. Dedicated inset days.*

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

*Contacting Laura Lazenby or Tracey Smith*

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

*Name of person coordinating any construction work / acting as Client for any construction project.*

*Duncan Bagnall*

*Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:*

*To use the expertise of the Local Authority/Entrust Property Services Team to project Manager large building projects*

*Duty holders will be identified and named as part of any Construction project.*

<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <p><i>To meet prior to work commencing, exchange hazard information, access and sign asbestos register, agree access and safe working practices to keep pupils. Staff and visitors safe.</i></p>
<p><i>Our arrangements for the induction of contractors are:</i></p> <p><i>To meet prior to work commencing, exchange hazard information, access and sign asbestos register, agree access and safe working practices to keep pupils. Staff and visitors safe.</i></p>
<p><i>Employees should report concerns about contractors to:</i></p> <p><i>Laura Lazenby/Tracey Smith</i></p>
<p><i>We will review any construction activities on the site by:</i></p> <p><i>Holding regular site meetings with relevant staff, project manager and contractors.</i></p>

## 5. Consultation

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	<i>Laura Lazenby</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>No named representative</i>
<i>Our arrangements for consulting with employees on health and safety matters are: As needed via staff briefings/team meetings/specific meetings or email.</i>	
<i>Employees can raise issues of concern by: Speaking to a member of SLT or Office Staff</i>	

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Tracey Smith/Vacant</i>
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<p><i>Our arrangements for selecting competent contractors are:</i></p> <p><i>To use LA approved contractors as advised by Entrust property Management team.</i></p>
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <p><i>To meet prior to work commencing, exchange hazard information, access and sign asbestos register, agree access and safe working practices to keep pupils. Staff and visitors safe.</i></p>
<p><i>Our arrangements for the induction of contractors are:</i></p> <p><i>To meet prior to work commencing, exchange hazard information, access and sign asbestos register, agree access and safe working practices to keep pupils. Staff and visitors safe.</i></p>
<p><i>Employees should report concerns about contractors to:</i></p> <p><i>Laura Lazenby or Tracey Smith</i></p>

## **7. Curriculum Areas – health and safety**

<p><i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, Design &amp; Technology, PE</i></p>	<p><i>Allyson Sinclair – Deputy Head Teacher with Senior Leadership Team and Subject Leaders</i></p>
<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>	<p><i>Laura Lazenby and Tracey Smith with SLT and Subject Leaders</i></p>

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

<p><i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.</i></p>
<p><i>Our arrangements for carrying out DSE assessments are:</i></p> <p><i>Self assessment. Review and further assessments done by Tracey Smith where needed.</i></p>

<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<i>Tracey Smith</i>
<i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i>	<i>Tracey Smith</i>

### **9. Early Years Foundation Stage (EYFS)**

<i>Name of person who has overall responsibility for EYFS:</i>	<i>Olivia Mitchell</i>
<i>Our arrangements for the safe management of EYFS are: Policies, Risk Assessments and relevant training in place.</i>	

### **10. Educational visits / Off-Site Activities**

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Laura Lazenby</i>
<i>The Educational Visits Coordinator is</i>	<i>Tracey Smith</i>
<i>Our arrangements for the safe management of educational visits are: All visits to be approved by Headteacher and pre visit check list completed. Use of the LA Evolve System. Visit leads record visit, reviewed by Tracey Smith and Signed off by Laura Lazenby.</i>	

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

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>SLA with Entrust property Services who arrange this.</i>
<i>Fixed electrical wiring test records are</i>	<i>Property Portal.</i>

<i>located:</i>	
<i>All employees are required to visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Only PAT Tested items or items under one year old to be used.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Tracey Smith</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Laura Lazenby/Tracey Smith</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>School Office</i>
<i>Employees must take defective electrical equipment out of use and report to:</i>	<i>School Office/Caretaker</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	

## **12. Emergency Preparedness**

<i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks</i>	<i>Laura Lazenby</i>
<i>Our arrangements for communicating emergency arrangements to all employees are:  School Emergency Action Plan/Briefing/Staff Meeting</i>	

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

<i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i>	<i>Laura Lazenby/Tracey Smith/Vacant  An external provider is used every two years to provide fire risk</i>
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	<i>assessment.</i>
<i>The Fire Risk Assessment is located .....</i>	<i>In the school office</i>
<i>The Fire Risk Assessment is shared with other employers who share the site.</i>	<i>Aspens Kitchen staff</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</i>	<i>School Office Staff</i>
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>Vacant/ Tracey Smith</i>
<i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>	<i>Tracey Smith</i>
<i>Our Fire Evacuation Arrangements are displayed:</i>	<i>In several locations around school. They also form part of all staff inductions.</i>
<i>Our Fire Marshals are:</i>	<i>No named Fire Marshalls.  Staff responsible for their own class evacuation.</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>School Office</i>
<i>Name of person responsible for training employees in fire procedures:</i>	<i>Laura Lazenby/Tracey Smith</i>
<i>All Employees must be aware of the Fire Procedures in school.</i>	

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

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Tracey Smith</i>
<i>The First Aid Assessment is located:</i>	<i>School Office</i>

<i>First Aiders are:</i>	<i>In medical room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Laura Lazenby/Tracey Smith</i>
<i>Location of First Aid Box(es):</i>	<i>Detailed on First Aid Assessment.</i>
<i>Name of person responsible for checking and restocking first aid box(es):</i>	<i>Alison Myatt</i>
<i>Arrangements on how to summon an ambulance in an emergency are:</i> <i>School office or SLT would call.</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are:</i>	
<i>pupils</i>	<i>Parents contacted to go with child if possible.</i> <i>Where parents not available two members of staff will go with the child in the first instance.</i>
<i>employees</i>	<i>Emergency contact to go with staff member if possible. If not available, will be accompanied by another member of staff.</i>
<i>visitors</i>	<i>Emergency contact to go with visitor member if possible. If not available, will be accompanied by another member of staff.</i>
<i>Our arrangements for recording First Aid provided are:</i> <i>School Incident Slip completed for pupils. Logged on My H&amp;S for staff, visitor or more serious pupil accidents.</i>	

### 15. Forest School

<i>Name of person in school who leads on Forest School activity:</i>	<i>Olivia Mitchell</i>
<i>Our arrangements for developing, organising and running Forest School activity. Full suite of Forest School Risk Assessments and procedures in place and followed.</i>	

### 16. 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>	
<i>A glass and glazing assessment took place in (year) and the record can be found ....</i>	<i>2013. Held on Property Portal and paper copy in school office.</i>

### 17. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i>	<i>Vacant/Tracey Smith</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>  <i>The academy uses CLEAPPS as a resource and access to this is available to staff.</i>	

### 18. Health and Safety Law Poster

<i>The Health and Safety at Work poster is displayed:</i>	<i>Staff Room</i>
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### 19. Housekeeping, cleaning and waste disposal

<i>All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are:</i>  <i>General waste by Veolia, recycling by Stafford Borough Council and sanitary waste with PHS.</i>	

<i>Our site housekeeping arrangements are:</i>	
<i>Site cleaning is provided by:</i>	<i>Service Master Clean</i>
<i>Cleaning employees have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment</i>	
<i>Hazardous substances</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.</i>	
<i>Employees 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>	

## **20. Infection Control**

<i>Name of person responsible for managing infection control:</i>	<i>Cleaning staff/Caretaker and Office Staff</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<i>Advice taken from the guidance on infection control in schools and other childcare settings.</i>	

## **21. Lettings**

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Tracey Smith</i>
<i>Our arrangements for managing Lettings of the school/rooms or external</i>	

<p><i>premises are:</i></p> <p><i>Lettings Policy followed.</i></p>
<p><i>The health and safety considerations for Lettings are considered and reviewed annually.</i></p>
<p><i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i></p>
<p><i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i></p>
<p><i>Hirers must provide a register of those present during a letting upon request.</i></p>

## **22. Lone Working**

<p><i>Our arrangements for managing lone working are:</i></p> <p><i>Detailed in Lone Working Risk Assessment.</i></p>
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## **23. Maintenance / Inspection of Equipment (including selection of equipment)**

<p><i>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i></p>	
<p><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i></p>	<p><i>Tracey Smith/Vacant/Specific Contractors/Entrust Property Services</i></p>
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p><i>School Office/Property Portal</i></p>
<p><i>Employees report any broken or defective equipment to:</i></p>	<p><i>Tracey Smith</i></p>
<p><i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i></p>	

## 24. Manual Handling

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	<i>Tracey Smith</i>
<i>Our arrangements for managing manual handling activities are:</i> <i>All staff receive annual training. Caretaker has a trolley for heavy items.</i>	
<i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Employees are trained appropriately to carry out manual handling activities.</i>	
<i>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 employees).</i>	

## 25. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	<i>Office Staff and other Staff with training.</i>
<i>Our arrangements for the administration of medicines to pupils are:</i> <i>In line with the Administering Medicines Policy.</i>	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i>	<i>Office Staff and other Staff with training.</i>
<i>Medication is stored:</i>	<i>In locked cupboard or fridge in Medical Room</i>
<i>A record of the administration of medication is located:</i>	<i>School Office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the Headteacher and provided with a suitable private</i>	

<i>location to administer medication/store medication and equipment.</i>
<i>Employees are trained to administer complex medication by the school nursing service when required.</i>
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:  All staff are trained in the use of both inhalers and epi pens.</i>
<i>Employees who are taking medication must keep their personal medication in a secure area in a employees only location.</i>
<i>Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

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

<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>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:</i>	<i>Laura Lazenby/Tracey Smith/Vacant</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i>	<i>N/A</i>
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</i>	<i>N/A</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>N/A</i>

## 27. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS):</i>	<i>N/A</i>
<i>Name of the Radiation Protection Adviser (RPA):</i>	<i>N/A</i>
<i>Our arrangements for managing any radon gas emissions due to the school's location and local geology are:</i>	

## 28. Reporting Hazards or Defects

<i>All employees and pupils must report any hazards, defects, or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects:</i>  <i>Report to Headteacher/Officer Manager/Caretaker. Caretaker defects log book found in</i>

## 29. Risk Assessments

<i>The school 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 employees, pupils and other who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following areas:</i>  <i>Premises and grounds</i>  <i>Curriculum / classrooms</i>  <i>Hazardous activities or events</i>  <i>Lettings or contract work which may affect employees or pupils in the school/academy</i>  <i>Fire Risk Assessment</i>

<i>Hazardous Substances</i>	
<i>Work Equipment</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning:</i>	<i>Laura Lazenby/Tracey Smith</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i>	
<i>Rolling programme of review of RA involving relevant staff. RA's form part of all staff inductions. All staff sign annually to confirm they have read and are aware of the control measures in RA's.</i>	
<i>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

### **30. Smoking**

<i>No smoking or vaping is permitted on site.</i>
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### **31. Shared use of premises/shared workplace**

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Laura Lazenby</i>
<i>The school premises are shared with another organisation</i>	<i>None.</i>

*Our arrangements for managing health and safety in a shared workplace are:*

*N/A*

### **32. Stress and Employees Well-being**

*Name of person who has overall responsibility for the health and wellbeing of school employees:*

*Laura Lazenby  
Allyson Sinclair*

*All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:*

*Open door policy/Wellbeing App available for all staff. Sign posted to Occupational Health and Think well where required.*

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

*All employees 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 employees requires additional individual support.*

*A team stress risk assessment has been completed involving all employees and this is reviewed regularly. Last done in December 2024*

### **33. Swimming Pool Operating Procedures (where applicable)**

*Name of person who has overall responsibility for managing the swimming pool and it's environment.*

*N/A*

*Our arrangements for carrying out suitable swimming pool management are:*

*Employees operating the swimming pool have received appropriate training and information.*

*Emergency procedures are in place for the use of the swimming pool and all*

*employees who supervise swimming activities are trained appropriately in these procedures.*

*The health and safety considerations within curriculum swimming must be planned, supervised and managed by employees who include this in their lesson planning.*

### **34. Training and Development**

<i>Name of person who has overall responsibility for the training and development of employees:</i>	<i>Laura Lazenby/Tracey Smith</i>
<i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:</i>  <i>Training matrix in place to ensure all necessary training is provided and up to date.</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</i>	
<i>Training records are retained and are located:</i>	
<i>Training and use of new competency training/skills is monitored and measured by:</i>	<i>Laura Lazenby</i>

### **35. Vehicles owned or operated by the school**

<i>Name of person who has overall responsibility for school vehicles:</i>	<i>N/A</i>
<i>The school operates the following vehicles:</i>	<i>N/A</i>
<i>Name of person who manages the driver medical examinations:</i>	<i>N/A</i>

<i>Name of person who manages the vehicle license requirements:</i>	<i>N/A</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	<i>N/A</i>
<i>Name of person who arranges servicing and maintenance of our vehicles:</i>	<i>N/A</i>
<i>Our arrangements for the safe use of school vehicles are:</i>	

### **36. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Laura Lazenby/Tracey Smith/Vacant</i>
<i>Our arrangements for the safe access and movement of vehicles on site are Detailed in the Access and Regress Risk Assessment</i>	

### **37. Violence and Aggression and School Security**

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.</i>	
<i>A risk assessment is carried out where employees are at increased risk of injury due to their work.</i>	
<i>Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.</i>	
<i>Employees and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Laura Lazenby/Allyson Sinclair</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Laura Lazenby/Allyson Sinclair</i>
<i>Name of person who has responsibility for</i>	<i>Laura Lazenby - Headteacher</i>

<i>site security:</i>	<i>Jo Hewison – Keyholder</i> <i>Vacant – Caretaker</i>
<i>Our arrangements for site security are:</i>	

### **38. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Vacant – Caretaker</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>HSL/Concept</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL and Caretaker</i>
<i>Location of the water system safety manual/testing log</i>	<i>School Office</i>
<i>Our arrangements to ensure contractors have information about water systems are:</i>  <i>Information exchanged as part of Hazard Exchange process and log duly signed.</i>	
<i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i>  <i>Any staff completing checks have the required qualifications and school information. Currently monthly water checks are completed by HSL contractor.</i>	

### **39. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Vacant – Caretaker</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i>	

<i>Ladder training undertaken. Routine in house inspections of ladders carried out.</i>
<i>Appropriate equipment is provided for work at height where required.</i>
<i>Employees who carry out work at height are trained to use the equipment provided</i>
<i>Work at height equipment is regularly inspected, maintained and records are kept in the School Office.</i>

#### **40. Work Experience**

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Allison Sinclair- Deputy Headteacher</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:</i>	
<i>Induction pack in place for Work Experience placements covering all Risk Assessments, Policies and Procedures and DBS checks etc that are required.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Laura Lazenby - Headteacher</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are:</i>	
<i>Induction pack in place for Work Experience placements covering all Risk Assessments, Policies and Procedures and DBS checks etc that are required.</i>	

#### **41. Volunteers**

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Allison Sinclair- Deputy Headteacher</i>
<i>Volunteers are considered as a member of employees and all health and safety</i>	

*arrangements including induction and training apply.*

## **E. Performance Indicators**

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

The CLPT has trust wide H&S objectives what form part of the School Improvement Plan.

Other priorities and performance indicators are derived from audits, action plans etc