



*Inspiring All to Excellence*



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**Edge Hill Academy**

# **Health and Safety Policy**

## Document Control

<b>Document Title</b>	Health and Safety Policy
<b>Effective Date</b>	Autumn 2023
<b>Review Date</b>	Autumn 2024
<b>Policy Owner</b>	Simon Russell
<b>Policy Approver</b>	Governing board

## Version Control

<b>Version</b>	<b>Date</b>	<b>Amended by</b>	<b>Comments</b>
1	September 2022	Simon Russell	School Policy
2	September 2023	Simon Russell	Procedure changes and names of Service Level Agreement Providers

<b>Section</b>	<b>Changes Made</b>
All sections have been enhanced	Up to date information added linked to new staff members and also providers of SLAs

## 1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

## 2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

## 3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

## 4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

## Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

## 5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

The Edge Hill Academy policy has 5 parts:

**Part A** - Introduction

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

**Part C** - Management Arrangements

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

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

## **A. Introduction**

This policy statement complements the [Trust Health, Safety and Welfare Policy](#). It records the local organisation and arrangements for implementing the Fierte Academy Trust Policy.


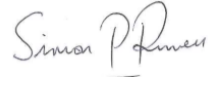
## **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Edge Hill Academy Governing Body. Those in control of the school 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 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 representative's forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>Peter Collinson, Chair of governing board</i>	<i>Simon Russell, Headteacher</i>
	

## C. 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:

### Competent Health and Safety Advice

<i>The school/academy 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>Health, Safety and Wellbeing Service Strategy, Governance &amp; Change Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH Charlotte Evans Mobile: 07815 826740 <a href="mailto:Charlotte.evans2@staffordshire.gov.uk">Charlotte.evans2@staffordshire.gov.uk</a></i>
<i>In an emergency we contact</i> <i>IF APPROPRIATE, CALL THE EMERGENCY SERVICES ON 999 (OR 112)</i> <i>Contact the COUNTY COUNCIL'S DIRECTOR ON CALL ON 07623 910065</i> <i>*The Executive team will also be contacted in an emergency. Fierte COO – Amanda Prosser-Davies – 01827 214622 / <a href="mailto:coo@fierte.org">coo@fierte.org</a></i>	

### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Simon Russell (Headteacher) Hefin Richards (Caretaker) Sue Stokes (Office Manager)</i>
<i>Our arrangements for the monitoring of health and safety are:</i> <ul style="list-style-type: none"> <li><i>- Health and Safety logbook for staff to report any key issues (Hefin Richards undertakes)</i></li> <li><i>- Regular discussions with Hefin Richards and Simon Russell linked to needs</i></li> <li><i>- Reporting to governors on a termly basis as referenced on Governor minutes</i></li> <li><i>- Completion of annual audit</i></li> <li><i>- Meeting with the HSWS advisor</i></li> </ul>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date: January 2023 By: Simon Russell and Tony Czachor (Caretaker)</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Simon Russell</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections – Trust Health and Safety</i>	<i>Amanda Prosser-Davies (COO)</i>

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating: My Health and Safety <a href="https://staffordshirecc.info-exchange.com/">https://staffordshirecc.info-exchange.com/</a>	
<b>Pupil accidents:</b> Children's accidents are recorded in the accident folder located in the mobile if during free time or located in the office during lesson time. If a bumped head is reported, a slip is sent home and a text message to parents (phone call if of a serious nature). For any accidents where treatment has been given by a medical team in hospital or via a paramedic in School, the Office Manager records these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.	
<b>Staff accidents:</b> All accidents by adults in school would be recorded by the Office Manager (Sue Stokes) and added to the accident log. For any accidents where treatment has been given by a medical team in hospital or via a paramedic in School, the Office Manager records these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.	
<b>Visitor accidents:</b> As above	
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Simon Russell to contact Staffordshire HSW Service as part of the SLA.	
Our arrangements for reporting to the Governing Body or Academy Board are: Governor meeting minutes are kept on a termly basis as there is a Healthy and Safety agenda item during the meeting.	
Our arrangements for reviewing accidents and identifying trends are: Accidents and Incidents that are entered onto the My Health and Safety are monitored by SSC HSW. These accidents are where treatment has been given by a medical team in hospital or via a paramedic in school. For minor incidents, the school uses its own reporting system. The Caretaker and Office Manager would initially rectify any needs to support any trends or patterns.	

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Simon Russell and Hefin Richards
Location of the Asbestos Management Log or Record System.	Location In the Site Caretaker's room – red file
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: -Through face-to-face meeting with the site caretaker and / or headteacher -Receiving the asbestos file and signing. -Surveys undertaken each year to ensure checks are undertaken by a qualified asbestos surveyor	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: -Through the Health and Safety induction meeting -Health and Safety reminders and sign posting to folder (as required) -Awareness of the Health and Safety Policy	
Staff must report damage to asbestos materials to:	Hefin Richards
<b>Staff must not drill</b> or affix anything to walls without first obtaining approval from the Premises	

*Manager/Headteacher.*

### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Simon Russell</i>
<i>Our arrangements for communicating about health and safety matters with all staff are:</i> <i>Staff induction at start of employment (policy sharing)</i> <i>Health and safety information e.g. Visitor information sheet / notice board</i> <i>Emails sent to staff from key leaders linked to H &amp; S</i> <i>Staff meetings linked to Health and Safety</i> <i>Briefing meetings may contain a H &amp; S agenda item</i>	
<i>Staff can make suggestions for health and safety improvements by:</i> <i>Emailing or speaking to Headteacher</i> <i>Emailing or speaking to Site Caretaker</i> <i>Recording information in staff logbook</i>	

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

<i>Name of person coordinating any construction work / acting as Client for any construction project:</i>	<i>Hefin Richards and Simon Russell</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> <i>COO (Amanda Prosser-Davies) will support any organisational needs linked to the project to ensure regulations are followed.</i> <i>Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HR46 Hazard Exchange form completed by the Headteacher or Entrust Project Manager through office.</i>	
<i>Our arrangements for the induction of contractors are:</i> <i>Headteacher/Site Caretaker meets at start of project to go through induction arrangements.</i>	
<i>Staff should report concerns about contractors to:</i> <i>Member of the SLT, Site Caretaker or Office Manager</i>	
<i>We will review any construction activities on the site by:</i> <i>Meeting regularly with the company carrying out the work and the Entrust Representative.</i>	

### 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Simon Russell</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our arrangements for consulting with staff on health and safety matters are:</i> <i>Briefing minutes, governor meetings (Staff governor) staff meetings and group emails – Teams.</i>	
<i>Staff can raise issues of concern by:</i> <i>Logbook, discussions with Caretaker, emails to head and verbal contact with leaders.</i>	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Hefin Richards
Our arrangements for selecting competent contractors are: Guided by Academy advice for recognised contractors to complete planned work.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HR46 Hazard Exchange form completed by the Headteacher or Project Manager.	
Our arrangements for the induction of contractors are: Headteacher meets at start of project to go through induction arrangements.	
Staff should report concerns about contractors to: Hefin Richards or Member of the SLT	

## 7. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas as follows:	Forest School: Mark Lloyd / Sally Hall DT: Rachel Sprenglewski / Rachel Robinson PE: Aaron Carvell Science: Sarah Springall
Risk assessments for these curriculum areas are the responsibility of:	Subject Leaders and Headteacher

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

The school 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 (Office staff and SLT).	
Our arrangements for carrying out DSE assessments are: -Headteacher identifies needs. -Office Manager to provide relevant forms.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Simon Russell
DSE assessments are recorded and any control measures required to reduce risk are managed by	Simon Russell

## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	N/A
Our arrangements for the safe management of EYFS are:	



## 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Simon Russell
The Educational Visits Coordinator is	Mark Lloyd / Sally Hall
Our arrangements for the safe management of educational visits: Use the system EVOLVE – getting permission, risk assessments, detailing all aspects of the trip & evaluation. Standon Bowers residential – use relevant Risk assessments for trip	

## 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Simon Russell Hefin Richards
Fixed electrical wiring test records are located:	Property Portal
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Electrical items should not be brought into school from home. Brand new items can be used but receipts must be shown.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Hefin Richards and Sue Stokes
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Simon Russell Sue Stokes (annually)
Portable electrical equipment (PAT) testing records are located:	Property Portal
Staff must take defective electrical equipment out of use and report to:	Hefin Richards
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: Calbarrie	

## 12. 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	Simon Russell and Hefin Richards
The Fire Risk Assessment is located	On teams in Health and Safety folder
When the fire alarm is raised the person responsible for calling the fire service is	Simon Russell / Jane Foster Sue Stokes / Office Team
Name of person responsible for arranging and recording of fire drills	Simon Russell / Hefin Richards
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Simon Russell / Hefin Richards
Our Fire Evacuation Arrangements are published	In every classroom / room
Our Fire Marshals	Simon Russell, Jane Foster, Louise Lloyd, Sue

## Health and Safety Policy

	<i>Stokes, Hefin Richards, Jade Barrett, Jess O'Neill, Becky Collyer</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>In the fire log kept by Site Caretaker</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>SLT and Fire Marshalls</i>
<i>All staff must be aware of the Fire Procedures in school.</i>	

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

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Simon Russell / Sue Stokes</i>
<i>The First Aid Assessment is located</i>	<i>Main Office</i>
<i>First Aiders are listed</i>	<i>Sue Stokes Alison Vernon Holly Smithard Michelle Fairbrother Scarlett Roe Lauren Elson Bekah Sangster Jane Foster Kayleigh Pughsley Mark Lloyd Sally Hall</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Sue Stokes</i>
<i>Location of First Aid Box</i>	<i>Medical Room and Mobile</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>Office Administration Staff</i>
<i>In an emergency staff are aware of how to summon an ambulance – Call 999 or 112</i>	
<i>For dealing with an injured person, who has to go to hospital: an ambulance is called in an emergency and the following people contacted:</i>	
<i>Pupils</i>	<i>School office and Headteachers are informed, then parents.</i>
<i>Staff</i>	<i>Headteacher is informed and headteacher or Senior Leader to inform next of kin.</i>
<i>Visitors</i>	<i>School office staff and Headteacher are to be informed. Visitors' employers and family members are to be informed.</i>
<i>Our arrangements for recording the use of First Aid are:</i> <i>-Trained first aiders on site to support first aid needs</i> <i>-First Aid kits located in school</i> <i>-Lesson time – Staff in class to sort as appropriate but then child seen by on site First Aider and then</i>	

sent to school office if required

- Playtimes – Seen by on site First Aider but sent to school office if required
- Lunchtimes – Trained First aider (Lunchtime supervisor) in the playground mobile or office if any head bump/serious injury
- Bumped head slip to be sent home for any treatment given along with a text message / phone call
- All incidents logged in accident book
- Inhalers kept in office and also in class
- All medication kept in office
- Consent form completed by parents for all medication that is administered by staff

#### 14. Forest School

Name of person in school who leads on Forest School activity	Mark Lloyd / Sally Hall
<p>Our arrangements for developing, organising and running Forest School activity:</p> <p>Forest School leaders, Mark Lloyd and Sally Hall are responsible for planning forest school sessions, completing and reviewing risk assessments at least annually and delivering forest school sessions with all year groups. The Forest School leaders deliver forest school sessions with support from other members of staff as appropriate. Hefin Richards supports with risk assessments and ensuring the grounds are maintained along with Mark Lloyd and Sally Hall.</p>	

#### 15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	<p>Simon Russell</p> <p>Sue Stokes</p> <p>Yvonne Watson</p>
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>The school writes COSHH assessments along with printed data sheets which are kept in accessible files e.g. in kitchen area / cleaning cupboard.</p>	

#### 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Poster on display board in office corridor
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#### 18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards	
<p>Our waste management arrangements are:</p> <p>Wilshee's Waste Management – Service Level Agreement</p>	
Our site housekeeping arrangements are: On-site cleaners	
Site cleaning is provided by:	In house cleaners - EHA
Cleaning staff have received appropriate information, instruction and training about the following and	

<i>are competent:</i>
<i>Waste skips and bins are located away from the academy building.</i>
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</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>

## 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>School In house cleaners Hefin Richards</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Cleaners follow their cleaning routines to ensure proper sanitation re. cleaning routines. PPE available as required Clean downs during holiday periods Tissues available as required</i>	

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name: Kacey Gretton (central team). Sue Stokes (Office Manager)</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are: -Hirers are responsible for sharing any health and safety concerns regarding the premises so that these can be rectified. -Hirers have in place their own risk assessments, first aid arrangements, fire procedures and emergency procedures. -The health and safety considerations for Lettings are considered and reviewed annually. -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.</i>	

## 21. Lone Working

<i>Our arrangements for managing lone working are below: -Ensure staff who lone work/open the building/lock up the building have been assessed in relation to health conditions prior. -High risk works will not be permitted to be undertaken during lone working. Such as roof works or works on electrical systems. -Safe contact procedures for confirming staff have left the building safely and are either en-route home or are at home. -Where a member of staff does not phone in, attempts should be made to contact this member of staff in the first 5 minutes of the expected call time to ensure they are safe. -Where an aggressive member of public is on site. Premises staff are to retreat to safe area behind reception with non-premises staff while the police are called. -Opening/locking up the building remains the responsibility of either Simon Russell, Jane Foster, Louise Lloyd, Hefin Richards, Rebecca Dunn, Cleaning team (where appropriate). -Any member of staff will have to notify the Headteacher on non-school hours times if they wish to</i>
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*enter the premises.*

*-Staff will be expected to sign in during these times.*

*-When leaving late in the evening (only with prior agreement with the HT), any lone members of staff with key holder privileges, need to contact Simon Russell to confirm they have left safely.*

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

*Types of equipment: Ladders and steps, air conditioning system, PE equipment, extraction systems, lifts, fire alarm and smoke detection, emergency lighting, fire extinguishers.*

*Ladder and steps – Site Caretaker*

*Lifts – Bullet Lift Services*

*Air conditioning unit - KEY Integrated Services*

*PE equipment – Mercury Sports*

*PAT testing - Calbarrie*

*Fire alarm and smoke detection - Amalgamated LTD*

*Emergency lighting - Logic Fire and Security*

*Fire extinguishers - Chubb*

*Gas appliances and boilers – Sure Maintenance*

*Intruder alarm - Chubb*

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Fierte Academy Sue Stokes and Hefin Richards to ensure all is organised on site.</i>
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<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Entrust Property Portal Login</i>
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<i>Staff report any broken or defective equipment to:</i>	<i>Hefin Richards / Simon Russell</i>
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<i>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.</i>	
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## **23. Manual Handling**

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Simon Russell / Hefin Richards</i>
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*Our arrangements for managing manual handling activities are:*

*Manual Handling risk assessment to be used as appropriate.*

*Manual handling to be included as part of health and safety briefings.*

*Lifting and putting away of tables in hall. Lunch hall staff are trained appropriately to perform task.*

*Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.*

*Manual handling training on Judicium for cleaning team and caretaker.*

*Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.*

*Where people handling takes place (where appropriate by trained staff member), 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).*

## 24. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Sue Stokes / Alison Vernon / Ros Jarvis (Office team)
<p>Our arrangements for the administration of medicines to pupils are:</p> <ul style="list-style-type: none"> <li>• Medication is only administered in school where it is absolutely necessary. If a child has antibiotics to take three times per day, this can be taken at home in the morning, when they are collected and before bedtime.</li> <li>• If required, when a child has to take prescribed medicine, the parents complete a medicine form allowing the medicine to be administered in school. The dosage and length of administration is noted on the form.</li> </ul> <p>When the medicine is administered the member of staff signs the administered medicines log.</p> <ul style="list-style-type: none"> <li>• In addition, some children will have an individual health care plan where a chronic condition requires specific procedures to take place. These are written in conjunction with parents and a copy is kept with the Office Manager, Class teacher and parent. They are reviewed at least annually. Parents of children with asthma must complete an asthma care plan. Inhalers are kept in the classroom with the relevant spacers and log sheet.</li> <li>• Inhalers are kept in the classroom in a plastic box or the child's bag.</li> <li>• All other medication is handed to the office.</li> <li>• A parental consent form is to be completed for all medication that is to be administered by staff.</li> </ul>	
The names of members of staff who are authorised to give / support pupils with medication are:	Office Staff
Medication is stored:	<p>Inhalers are kept in the classroom in a plastic box and spares in office</p> <p>All other medication is handed to the office – kept in fridge where required</p>
A record of the administration of medication is located:	<p>Inhalers – On classroom wall</p> <p>Medication – Office staff assigned to administering medication is responsible for completion of the form</p>
<p>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and provided with a suitable private location to administer medication/store medication and equipment. This should be written into their health care plan where appropriate.</p>	
<p>Staff are trained to administer complex medication by the school nursing service when required.</p>	
<p>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</p> <p>Medication is kept close to child (box / labelled bag in classroom) and taken around school when attending PE and trips etc.</p> <p>Staff are trained and responsible for administering the medication.</p> <p>There is an emergency inhaler and emergency epi pen in the school office.</p>	
<p>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</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>	



## 25. 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</i>	<i>Simon Russell / Sue Stokes</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Sue Stokes</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>Simon Russell / Sue Stokes</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>Simon Russell / Sue Stokes</i>

## 26. Radiation - N/A

## 27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
<i>Our arrangements for the reporting of hazards and defects: All staff have a health and safety responsibility to carry out visual risk assessments and report any defects or health and safety concerns immediately to the office manager / caretaker / headteacher if urgent. If an immediate danger these will need to be removed urgently.</i>

## 27. Risk Assessments

<i>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.</i>
<i>Risk assessments are in place for the following areas:</i> Asbestos Chainsaw Chicken and Ducks Classroom Disco Dog COSHH Fire PE and Games Cookery School Site

## Health and Safety Policy

<i>Trim Trail</i>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Simon Russell</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Relevant staff complete risk assessments and share these staff in the areas affected/covered. These are then sent out to the school staff and amendments are made. The risk assessments and relevant copies are given to staff or volunteers (as required). Trip risk assessments are added to Evolve.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

### 29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</i>
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### 30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management.</i>	<i>Simon Russell / Hefin Richards</i>
<i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>N/A</i>
<i>Our arrangements for managing health and safety in a shared workplace are: N/A</i>	

### 30. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Jane Foster</i>
<i>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:</i> <i>Health and Safety induction</i> <i>Access to Welbee</i> <i>Displaying/promoting health and safety and well-being posters/ services in the staff room</i> <i>Fierte Wellbeing Forum and Fierte Wellbeing Portal</i> <i>Access to Staffordshire Well Me on the SLN</i> <i>Senior Mental Health Lead in school – Jane Foster</i> <i>Free annual NHS Health Check available for staff</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	



## 32. Swimming Pool Operating Procedures – N/A

### 33. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Simon Russell
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. Health and Safety online training package – Judicium (General health and safety, fire safety (All staff) working at heights, lone working (Specific roles). Staffordshire Health, Safety and Wellbeing Service – provides support and suggested training Fierte MAT – organises appropriate and relevant health and safety, in-person training e.g. Fire Marshal, Premises Manager	
The Trust has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in relevant personnel folders and retained in head's office.	
Training and competency as a result of training is monitored and measured by:	Simon Russell

### 34. Vehicles owned or operated by the academy - Minibus is owned by the Trust

Name of person who has overall responsibility for the academy vehicles	Amanda Prosser Davies – Trust COO Kacey Gretton – Fierte MAT Central Team
The academy operates 1 minibus	The academy operates the following vehicle: Peugeot Boxer ELWB 17-seater Minibus, Registration No DK70 BOV  The minibus is leased by the academy from Staffordshire County Council and serviced annually by Fleetcare Trading Services, Stafford. It is also subject to annual MOT checks.  The following drivers at Edge Hill Academy has been authorised to drive the vehicle and are PVA trained: Simon Russell, Aaron Carvell, Mark Lloyd
Name of person who manages the driver medical examinations	Fierte MAT Central Team – Kacey Gretton
Name of person who manages the vehicle license requirements	Fierte MAT Central Team – Kacey Gretton
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	The minibus is leased by the academy from Staffordshire County Council and serviced

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	<p><i>annually by Fleetcare Trading Services, Stafford. It is also subject to annual MOT checks.</i></p> <p><i>The minibus will be subject to a weekly check by Hefin Richards.</i></p> <p><i>The vehicle will be subject to a visual inspection prior to use by all named drivers.</i></p>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Fierte MAT Central Team - Kacey Gretton</i>
<p><i>Our arrangements for the safe use of academy vehicles are:</i></p> <p><i>Assessments undertaken by drivers during Minibus driving assessments (latest – October 2023)</i></p>	

### 35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Hefin Richards</i>
<p><i>Our arrangements for the safe access and movement of vehicles on site are:</i></p> <p><i>Only staff are to use the car park. Vehicles are to be in the carpark no later than 20 minutes before the school day starts.</i></p> <p><i>End of day – vehicles are not to leave the school carpark 5 minutes before the end of the day for children and 10 minutes after the end of day for children. Staff are reminded to drive slowly and enter and leave with caution.</i></p> <p><i>The barrier is used to stop incoming vehicles on to site.</i></p> <p><i>Deliveries are managed by the site caretaker at appropriate times.</i></p>	

### 36. 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 staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Simon Russell</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Simon Russell / Jane Foster</i>
<i>Name of person who has responsibility for site security:</i>	<i>Simon Russell</i>
<p><i>Our arrangements for site security are:</i></p> <p><i>The academy has a security alarm, which is monitored by Force One. They will come out in case of break in or contact one of the key holders, where necessary.</i></p> <p><i>All doors have a manual lock with a key.</i></p> <p><i>The site is secured with fencing all around.</i></p> <p><i>Code-operated barrier.</i></p> <p><i>Code operated main gate entrance (visitors access by buzzing through to the main office).</i></p> <p><i>Main entrance door is code / office operated.</i></p>	

*Key holders are:*

*Simon Russell*

*Jane Foster*

*Louise Lloyd*

*Hefin Richards*

*Rebecca Dunn*

*Cleaning team*

*Signing-in is at the main reception and DBS checks are done there. Anyone without a DBS will be escorted around the building.*

*Monitored intruder alarm system, regularly maintained*

### 37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Hefin Richards</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>HSL Compliance</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL Compliance</i>
<i>Location of the water system safety manual/testing log</i>	<i>Property Portal</i>
<i>Our arrangements to ensure contractors have information about water systems are: Engineers have access to the Water Check manual, kept in the Caretaker's office.</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Hefin Richards is the only member of staff that would carry out maintenance or checks and has access to the Property Portal.</i>	

### 38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Simon Russell / Hefin Richards</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Working at Height – roof access Risk Assessment. Working at Height Risk Assessment. Ladder briefing – awareness of safe practices - for staff at least annually. Ladders inspected regularly by Hefin Richards. Ladders meet safety standards.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff 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 by Hefin Richards</i>	

### 39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Name: Jane Foster</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Potential candidates are invited into school for induction and completion of work experience paperwork</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Simon Russell</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are:</i> <i>Student work placements have been authorised by the institute they are coming from (e.g. school/academy/college) and they have deemed it suitable. Placements are requested through the school office.</i> <i>Placements can only be agreed by the Headteacher and deputy Headteacher – capacity to support placements will be assessed and a decision made.</i> <i>Office Manager will inform the school/college/academy and applicant.</i> <i>Students on placement will not be expected to use any machinery. Supervision will be provided for their roles in working with children.</i> <i>All students will be provided with information about the academy, Health and Safety procedures and Safeguarding Procedures and what to do regarding disclosures made by pupils as part of their induction.</i> <i>Student placements will be assigned a mentor, usually the class teacher.</i>	

### 39. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Simon Russell / Jane Foster</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

## 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.

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.