



# 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 the academy.

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

## A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health and Safety Policy. It records the local organisation and arrangements for implementing the Westwood College policy.

## B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Westwood College Governing Body and those in control of the academy trust 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 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 representatives' forms part of this policy.

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

[Signature]	[Signature]
[Name] <b>Mr J Fisher, Chair of Governors</b>	[Name] <b>Mr M Taylor, Headteacher</b>
[Insert date]	[date]

### C. Management Arrangements

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

#### Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from:</i>	<b>Staffordshire County Council Strategic Health Safety and Wellbeing Service</b>
<i>The contact details are:</i>	<b>Health, Safety and Wellbeing Service</b> <b>Wedgewood Building</b> <b>Tipping Street</b> <b>Stafford</b> <b>ST16 2DH</b>  <b>Tel: 01785 355777</b>  <b>Email: shss@staffordshire.gov.uk</b>
<i>In an emergency we contact: <b>Mr Steve Brown: 01785 355777</b></i>	

## Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the academy:</i>	<b>Mr M Taylor, Headteacher Mrs A Landon-Gallimore, Office Manager Mr D V Smith, Facilities Manager</b>
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body:</i>	
<b>Health and Safety Walks by Headteacher and Facilities Manager Termly Meetings of the Academy Health and Safety Committee Annual Health and Safety Report to Governors and Trustees</b>	
<i>The academy carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<i>Date: <b>October 2018</b> By: <b>Mr R Hey</b></i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<b>Mr M Taylor Mrs A Landon-Gallimore Mr D V Smith</b>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person or company who carries these out</i>
<b>Air Conditioning</b>	<b>tbc</b>
<b>Asbestos</b>	<b>SCC – Mr A Richards</b>
<b>D&amp;T</b>	<b>Staffordshire County Council</b>
<b>Emergency Lighting</b>	<b>Marlow Fire and Security (via Entrust)</b>
<b>Fire Alarms</b>	<b>Lantern Fire and Security (via Entrust)</b>
<b>Fire Extinguishers</b>	<b>Chubb (via Entrust)</b>
<b>Fixed Electrical Testing</b>	<b>CSE</b>
<b>Gas Boilers</b>	<b>HMM Mechanical Services Ltd</b>
<b>Gas Safety</b>	<b>Staffordshire County Council</b>
<b>Gas Soundness</b>	<b>Staffordshire County Council</b>
<b>Insurance</b>	<b>Zurich</b>
<b>Intruder Alarms</b>	<b>Chubb (via Entrust)</b>
<b>Passenger Lifts</b>	<b>Concept Elevators (via Entrust)</b>
<b>Portable Appliance Testing</b>	<b>CSE</b>
<b>Water Safety and Risk Assessment</b>	<b>Integrated Water Systems (via Entrust)</b>

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: <b>Minor incidents recorded by the first aider(s) attending an incident. HS40 Accident Investigation Reports are completed by the first aider, and accident investigator. They are then uploaded to the SCC MyHealthandSafety online reporting system. Accident details are completed by the appropriate first aid staff and investigated by the Subject Leader, Subject Leader's Line Manager, Facilities Manager or Headteacher.</b>
Staff accidents: <b>Recorded in B1 510 Accident Book and investigated by Line Manager or Headteacher or Mrs A Landon-Gallimore or Mr D V Smith.</b>
Visitor accidents: <b>As above. Contractors working on site must report any accident to the academy in addition to their own accident reporting procedures.</b>
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:
Our arrangements for reporting to the Governing Body or Academy Board are: <b>Termly reports to the H&amp;S Committee and Annual Report to Governors</b>
Our arrangements for reviewing accidents and identifying trends are: <b>Termly reports to the H&amp;S Committee and Annual Report to Governors.</b>

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	<b>Mr D V Smith, Facilities Manager t:07487 699716 e:dsmith@ttl.org.uk</b>
Location of the Asbestos Management Log or Record System.	<b>Old Hall Reception New Hall Reception</b>
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: <b>All contractors must read and sign the Asbestos Management Log before any work can commence on site. The log indicates the location or suspected location of asbestos in the academy.</b>	
Our arrangements to ensure all academy staff such as teaching staff or members of the site team, have information about asbestos risk on the premises: <b>All staff are aware of the location of the Asbestos Management Log and are instructed not to commence any works, however minor, before checking the log and consulting Mr D V Smith.</b> <b>An Asbestos Management Plan is in place and available to all staff. Mr D V Smith along with Mr A Richards (Entrust) complete an annual inspection of all known asbestos (where practicable possible) in the College.</b>	
Staff must report damage to asbestos materials to:	<b>Mr D V Smith, Facilities Manager dsmith@ttl.org.uk Or a member of the Site Team in his absence.</b>
Staff are instructed not to drill or affix anything to walls without first obtaining approval from the Facilities Manager.	

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	<b>Mr M Taylor</b>
Our arrangements for communicating about health and safety matters with all staff are: <b>via H&amp;S Committee representatives, staff meetings, whole school email and College OneDrive/Shared Area</b>	
Staff can make suggestions for health and safety improvements by emailing: <b>www.helpdesk@ttl.org.uk marking the subject: "Health and Safety", or by emailing dsmith@ttl.org.uk</b>	

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

Name of person coordinating any construction work / acting as Client for any construction project.	<b>Mr D V Smith</b>
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p><b>All contractors are required to supply H&amp;S information to the Client prior to commencement of the project. The Client will share academy H&amp;S information with the contractor via the completion of a Hazard Exchange Form, Hot Works Permit(s), and Confined Spaces Permit(s) if applicable.</b></p> <p><b>Duty holders will be identified and named as part of any Construction project.</b></p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <p><b>Completion of Hazard Exchange Form prior to start of project, submission of Risk Assessments, Safe Systems of Work, insurance documents and staff training certificates by contractor.</b></p>	
<p>Our arrangements for the induction of contractors are:</p> <p><b>Site Meeting with Mr D V Smith (or a member of the Site Team) and the contractor(s) prior to the start of the project to exchange H&amp;S information and agree the parameters and conditions of work and regular update meetings.</b></p>	
<p><i>Staff should report concerns about contractors to: Mr D V Smith</i></p>	
<p><i>We will review any construction activities on the site by: Mr D V Smith</i></p>	

#### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	<b>Mr M Taylor</b>
The name of the Trade Union Health and Safety Representative is:	<b>No representative at this time.</b>
<p>Our arrangements for consulting with staff on health and safety matters are: <b>via staff meetings global emails and the H&amp;S Committee</b></p>	
<p>Staff can raise issues of concern by: <b>emailing <a href="mailto:wwc.helpdesk@ttl.org.uk">wwc.helpdesk@ttl.org.uk</a> (marking the subject as "Health and Safety") or any of the following: Mr M Taylor, Mrs A Landon-Gallimore, Mr D V Smith or Mr J Fisher (Chair of Governors)</b></p>	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	<b>Mr D V Smith</b>
Our arrangements for selecting competent contractors are: <b>SCC approved supplier or contractors recommended from other organisations are requested to submit quotes or tenders. Three quotes are required for all works with a value in excess of £2k and a mini tender process must be conducted for works valued over £15k. Full tender arrangements are arranged for projects with a value over £30k.</b>	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: <b>Via site meetings planned before, during and after the completion of the project between Mr D V Smith and the contractor.</b>	
Our arrangements for the induction of contractors: <b>Inductions are discussed at the site meeting prior to the start of the project and communicated to contractors' staff via the main contractor.</b>	
Staff should report concerns about contractors to: <b>Mr D V Smith</b>	

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	<b>Business Studies: Mrs K Percival</b> <b>Creative Arts and Design: Mr B Rushton</b> <b>Drama: Mrs S Hansell</b> <b>English and Media: Miss J Dunn</b> <b>Geography: Mr D Lawton</b> <b>History: Mr D Morgan</b> <b>ICT: Mr H Kahn</b> <b>Mathematics: Mrs T Lewis</b> <b>Languages: Mr S Phillips</b> <b>Music: Mrs S Burns</b> <b>Natural Sciences: Mr D Smith</b> <b>Physical Education: Mrs A Moore</b> <b>Social Sciences: Mrs E Maunders</b> <b>Health and Social Care: Mrs P Hemmings</b> <b>SEND: Mr M Turnbull</b>
Risk assessments for these curriculum areas are the responsibility of:	<b>As above.</b>

## 8. Display Screen Equipment use (including PCs, laptops and tablets)

The College 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.	
Our arrangements for carrying out DSE assessments are: <b>All new staff work stations are assessed by Mr T Bonsall or Mr D V Smith. Staff are encouraged via training and support supplied to new starters and located on the staff shared area to self-assess their own work areas. Staff are informed that they must report any difficulties to Mrs A Landon-Gallimore immediately.</b>	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	<b>Mr T Bonsall, or Mr D V Smith and Self-assessment via induction information and training supplied</b>
DSE assessments are recorded and any control measures required to reduce risk are managed by	<b>Mrs A Landon-Gallimore</b>

## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	<b>Not Applicable</b>
Our arrangements for the safe management of EYFS are: <b>Not Applicable</b>	

## 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits and the Educational Visits Coordinator is:	<b>Mr C Spragg</b>
Our arrangements for the safe management of educational visits: <b>Party leaders must enter visit H&amp;S information onto the Evolve system which is checked by Mr C Spragg and final approval for the visit signed off by Mr M Taylor</b>	

## 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	<b>Mr D V Smith, Facilities Manager</b>
Fixed electrical wiring test records are located:	<b>Site Team Office (paper copies) Facilities SharePoint (electronic copies)</b>
All staff are responsible for visually inspecting any electrical equipment that they use and to immediately report any defects via email/written to: <b>Facilities Manager</b>	
Our arrangements for bringing personal electrical items onto the school site are: <b>No electrical equipment may be brought onto or used on the premises without a prior PAT test being arranged by the Facilities Manager.</b>	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	<b>Mr D V Smith, Facilities Manager</b>
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	<b>Mr D V Smith, Facilities Manager</b>
Portable electrical equipment (PAT) testing records are located:	<b>Site Team Office (paper copies) Facilities SharePoint (electronic copies)</b>
Staff must take defective electrical equipment out of use and report to:	<b>Facilities Manager</b>
The portable electrical equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested to: <b>Facilities Manager</b>	

## 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	<b>Mr D V Smith Mr M Taylor</b>
The Fire Risk Assessments are located .....	<b>Site Team Office (paper copies) Facilities SharePoint (electronic copies)</b>
When the fire alarm is raised the person responsible for calling the fire service is:	<b>Refer to Emergency Evacuation Procedure</b>
Name of person responsible for arranging and recording of fire drills	<b>Mr M Taylor Mr D V Smith</b>
Name of person responsible for creating and reviewing Fire Evacuation arrangements	<b>Mr D V Smith</b>

Our Fire Evacuation Arrangements are published ...	<b>Staff Handbook Staff Shared Area Staffroom Notice Boards Facilities SharePoint</b>
Our Fire Marshals are listed:	<b>Refer to Emergency Evacuation Procedure</b>
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	<b>Site Team Office (paper copies) Facilities SharePoint (electronic copies)</b>
Name of person responsible for training staff in fire procedures	<b>Mr D V Smith</b>
All staff must be aware of the Fire Procedures in College.	

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

Name of person responsible for carrying out the First Aid Assessment	<b>Mrs K Bailey</b>
The First Aid Assessment is located	<b>Staff Shared Area College Website</b>
First Aiders are listed	<b>Mrs D Allen Mrs J Cook Mr D Maynard Mr D V Smith Mr P Willis</b>
Name of person responsible for arranging and monitoring First Aid Training	<b>Mrs J Robinson Mrs J Shenton</b>
Location of First Aid Box	<b>Old Hall Reception New Hall Reception</b>
Name of person responsible for checking & restocking first aid boxes	<b>Mrs H Boughey and ALL First Aiders</b>
In an emergency staff are aware of how to summon an ambulance	
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):	
Pupils	<b>Pupil parent or carer is contacted and asked to accompany/drive the injured person to hospital. In an emergency a member of staff will accompany the pupil to hospital.</b>
Staff	<b>Next of kin are informed and if they cannot attend, a colleague (or two) will accompany/drive the injured person to hospital.</b>
Visitors	<b>As above.</b>

### 14. Forest School

Name of person in school who leads on Forest School activity	<b>Not Applicable</b>
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.: <b>Not Applicable</b>	

## 15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass where practicably possible.	
All replacement glass is of safety standard.	
A glass and glazing assessment took place in: <b>2011</b>	<b>As a result of the assessment, all pre-kite mark non-safety glass had film applied. All subsequent glass replaced is kite marked safety glass.</b>

## 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	<b>Mr D Smith – Subject Leader Natural Sciences</b> <b>Mr B Rushton – Subject Leader Creative Arts and Design</b> <b>Mr D V Smith – Facilities Manager</b>
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: <b>The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</b>	

## 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	<b>OH and NH Staffrooms</b>
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## 18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards	
Our waste management arrangements are: <b>Weekly collections by SMDC.</b>	
Our site housekeeping arrangements are: <b>In house cleaners remove waste to the external bins every evening. Monthly collections by PHS for sanitary waste.</b>	
Site cleaning is provided by: In house cleaners	<b>Mr D V Smith</b> <b>Mrs C Whittal (Cleaning Supervisor)</b>
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment.	
hazardous substances.	
Waste skips and bins are located a minimum of 10m away from the academy buildings.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
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.	

## 19. Infection Control

Name of person responsible for managing infection control:	<b>Mr D V Smith</b> <b>Mrs C Whittal (Cleaning Supervisor)</b>
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: <b>Effective hand washing signage is posted in all toilets and pupils are encouraged to wash hands before meals. All toilets and food preparation areas are priority areas and the whole school is cleaned every day. Additional cleaning time is allocated to the food technology classroom. Full clean downs are arranged three times a year. The College authorises the use of dilute bleach to clean surfaces. Viral outbreaks are monitored and additional emergency cleaning procedures are activated if required.</b>	

## 20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	<b>Mrs A Landon-Gallimore</b> <b>Mr D V Smith</b>
Our arrangements for managing Lettings of the academy/rooms or external premises are: <b>The academy uses School Lettings Solutions Ltd (SLS) to manage lettings.</b>	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request.	
Hirers must provide a register of those present during a letting upon request.	

## 21. Lone Working

Our arrangements for managing lone working are: <b>Staff must inform reception if they are working alone and report back to reception when work completed. Mobile phone or walkie talkie must be taken with lone workers at all times. Cleaners work in pairs when cleaning remote areas of the school buildings. Site Team SMS or call another member of Site Team as part of the lock-up procedure.</b>
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## 22. Maintenance / Inspection of Equipment (including selection of equipment)

NOTE: Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section <b>must include</b> the arrangements for academy kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	<b>Mr D V Smith – Premises</b> <b>Mr B Rushton – Creative Arts and Design</b> <b>Mr D Smith – Natural Sciences</b> <b>Mrs A Moore – Physical Education</b>
Records of maintenance and inspection of equipment are retained and are located:	<b>In Departments.</b>
Staff report any broken or defective equipment to:	<b>Facilities Manager</b>
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:	

## 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	<b>Mrs A Landon-Gallimore Mr D V Smith</b>
Our arrangements for managing manual handling activities are: <b>Brief overview at Staff Induction. Departmental specific training as required. All staff bi-annual online training provision.</b>	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

## 24. Medication

Name of person responsible for the management of and administration of medication to pupils in the academy	<b>Mrs A Landon-Gallimore</b>
<p>Our arrangements for the administration of medicines to pupils are:</p> <p><b>Any student needing to take medicines during the school day (e.g. to complete a course of antibiotics) must bring to college only the medication required for that day.</b></p> <p><b>Medicines should be clearly labelled with the students' name and the dosage and time and frequency of administration.</b></p> <p><b>Where appropriate Westwood encourages students to be responsible for, and to manage, their own medication. If this is not a sensible option we request parents to complete a 'Request for the Administration of Medicines in College' form (available from Heads of Year). The College will NOT accept any medication unless this form is completed.</b></p> <p><b>STUDENTS WHO HAVE ASTHMA MUST ENSURE THAT THEY CARRY THEIR INHALER WITH THEM AT ALL TIMES. IN ADDITION, A SPARE INHALER CLEARLY NAMED MUST BE HANDED INTO NEW HALL RECEPTION.</b></p> <p><b>Parents of students with diabetes, epilepsy or a history of severe allergic reaction or anaphylaxis must discuss the appropriate medical action required with the student's Head of Year and provide this information in writing as an individual care plan.</b></p> <p><b>The College accepts no responsibility for any student medication. Explicit written parental requests are required should a student be likely to be given any planned medication in emergency.</b></p> <p><b>All staff are trained in the use of epi-pens.</b></p>	
The names members of staff who are authorised to give / support pupils with medication are:	<b>See individual care plans.</b>
Medication is stored:	<b>First Aid Cabinets (OH and NH) or refrigerator in OH Reception if required.</b>
A record of the administration of medication is located:	<b>See individual care plans.</b>
Pupils who administer and/or manage their own medication in college are authorised to do so by parent/carer and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service if required, and if staff are happy to do so.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: <b>All staff are trained in the use of epi-pens. All other medication by specific parental/carer permission.</b>	
Staff who are taking medication must keep this personal medication in a secure area in a staff only	

location.
Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	<b>Mr D V Smith</b> <b>Line Mangers/Subject Leaders</b>
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	<b>Mr D V Smith</b> <b>Line Mangers/Subject Leaders</b>
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	<b>Subject Leaders</b>
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	<b>Subject Leaders</b>

## 26. Radiation

Name of the academy Radiation Protection Supervisor (RPS)	<b>Mr D Maynard</b>
Name of the Radiation Protection Adviser (RPA)	<b>Dr Peter Branson tel: 01785 277900</b>

## 27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at academy.
Our arrangements for the reporting of hazards and defects: <b>Any hazard defect can be reported via email to: <a href="mailto:wwc.helpdesk@ttlit.org.uk">wwc.helpdesk@ttlit.org.uk</a></b>

## 28. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning	<b>Mr M Taylor</b>
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: <b>Immediate review after an incident or near miss, and/or regular cycle of review via Department Heads/Subject Leaders/Line Managers.</b>	
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.	

## 29. Smoking

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

Name of Premises Manager or member of Leadership team responsible for Premises Management	<b>Mr M Taylor</b>
The academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	<b>Aspens Catering Services Ltd School Lettings Solutions Ltd</b>
Our arrangements for managing health and safety in a shared workplace are: <b>Hazard Exchange takes place annually, or when any policies/procedures are reviewed and updated.</b>	

## 31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of academy staff	<b>Mr M Taylor</b>
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: <b>Occupational Health Referrals Counselling Services for staff and their families Rehabilitation Physiotherapy for work related muscular skeletal injuries</b>	

<b>Free eye checks for DSE users</b> <b>Access to Flu vaccinations</b> <b>Up to 5 days per annum paid compassionate leave or time off for medical appointments</b> <b>Work Life Balance weeks</b> <b>Reduced Parent Evening commitments wherever possible</b> <b>Flexible training days</b> <b>Staff Health and Wellbeing Survey</b> <b>Departmental staff Wellbeing stress risk assessments</b>
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
Individual stress risk assessments take place when a member of staff requires additional individual support.
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. <b>Feb 2020</b>

### 32. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and it's environment.	<b>NOT APPLICABLE</b>
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): <b>NOT APPLICABLE</b>	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool and all staff 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 staff who include in their lesson planning.	

### 33. Training and Development

Name of person who has overall responsibility for the training and development of staff.	<b>Mrs J Shenton, HR Manager</b>
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: <b>Via formal Staff Induction program for ALL new staff.</b>	
The academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located: <b>Mrs J Shenton, HR Manager</b>	
Training and competency as a result of training is monitored and measured by:	<b>Mrs J Shenton, HR Manager</b>

### 34. Vehicles owned or operated by the academy

Name of person who has overall responsibility for the academy vehicles	<b>Mr D V Smith</b>
The academy operates 1x ride on tractor/mower.	<b>Countax C60</b>
Name of person who manages the driver medical examinations	<b>Mr D V Smith</b>

Name of person who manages the vehicle license requirements	<b>Mr D V Smith</b>
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	<b>Vehicle Driver is responsible for roadworthiness checks.</b>
Name of person who arranges servicing and maintenance of the academy vehicles	<b>Mr D V Smith</b>
Our arrangements for the safe use of academy vehicles are: <b>via the manufacturers Safe Use and Operating Manual. Servicing is carried out in line with the manufacturer's recommendations.</b>	

### 35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	<b>Mr D V Smith</b>
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): <b>See Site Risk Assessment</b>	

### 36. Violence and Aggression and 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.	
Staff and pupils must report all incidents of verbal & physical violence to:	<b>Mr M Taylor</b>
Incidents of verbal & physical violence are investigated by:	<b>Mr M Taylor</b>
Name of person who has responsibility for site security:	<b>Mr D V Smith</b>
Our arrangements for site security are: <b>CCTV cameras cover perceived high-risk areas of the buildings. Internal CCTV covers OH Main Reception area, certain ICT rooms, certain corridors. Access routes for vehicles have lockable gates and/or bollards. Daily checks of the site and buildings are carried out during school closures.</b>	

### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	<b>Mr D V Smith</b>
Name of contractors who have undertaken a risk assessment of the water system	<b>Integrated Water Systems Ltd</b>
Name of contractors who carry out regular testing of the water system:	<b>Integrated Water Systems Ltd</b>
Location of the water system safety manual/testing log	<b>Site Team Office</b>
Our arrangements to ensure contractors have information about water systems are: <b>Contractors working on water review and sign the water folder prior to commencing work.</b>	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: <b>Training for the Site Team to be arranged for 2020</b>	

### 38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	<b>Mr D V Smith</b>
Work at height is avoided where possible.	
Our arrangements for managing work at height are: <b>All staff have received awareness training about working at height from steps and ladders as part of their slips trips and falls training.</b>	
<b>Staff are trained to keep three points of contact when using ladders and to have second person holding base of ladders.</b>	
<b>All Ladders and mobile Access Tower are checked regularly. Zurich Insurance inspect ladders and Portable Scaffold Tower.</b>	
<b>Roof work restricted to minimum. Inform someone before going onto roof and inform them when returned. Always carry mobile. Do not walk within 1 meter of edge. Edge work to be carried out via appropriate access equipment from the ground. Do not stand on sky lights.</b>	
<b>Site Team have a formal 'Work at Height Checklist/Procedure' to follow before starting work. If required, and specific Risk Assessment will be written BEFORE work commences.</b>	
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: <b>Site Team Office (paper copies)</b> <b>Facilities SharePoint (electronic copies)</b>	

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils.	<b>Mrs J Robinson</b>
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <b>via Site Visits/Inspections, following SCC guidelines, meetings with pupils and work placement establishments before and after work placement.</b>	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	<b>Mr M Taylor</b>
Our arrangements for managing the health and safety of work experience students in the academy are: <b>Formal Staff Induction Process, the same as any new member of staff. Department specific Induction delivered by Department Head/Subject Leader.</b>	

### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	<b>Mrs A Landon-Gallimore Staff Line Managers</b>
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.

**A Health and Safety SMART plan is in development. It will be monitored and reviewed termly by the Health and Safety Committee.**