



# Health, Safety and Wellbeing Policy

*St James CE Primary Academy*  
*September 2025*

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.

Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing





## A. Introduction

This Policy complements and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy.

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

## B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and St James C.E Primary Academy Local Academy Committee 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 academy 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.

## Health, Safety and Wellbeing Service





<i>K Taylor</i>	<i>S Hewkin</i>
<b>Chair of Governors/Board</b>	<b>Head of School</b>
<i>September 2025</i>	

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

### C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document

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 **Executive Principal** 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 Executive Principal 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 Executive Principal 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

## Health, Safety and Wellbeing Service



issues.

- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

**Heads of Curriculum/Department Leads** will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

**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 academy obtains competent health and safety advice from:</i>	<i>Health, Safety and Well Being Service</i>
<i>The contact details are:</i>	<i>Dean Willetts</i> <i>Dean.willetts@staffordshire.gov.uk</i>
<i>In an emergency we contact: Helpdesk</i>	

## Health, Safety and Wellbeing Service





## Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Chris Dobson</i>
<i>Our arrangements for the monitoring of health and safety are principal's half termly report to LAC.</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually or sooner if changes occur.</i>	
<i>The last audit took place</i>	<i>Date: June 2022</i> <i>By: Dean Willets</i>
<i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i>	<i>Chris Dobson</i>
<i>All employees are made aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections – Annual Health and Safety Evaluation Checklist, caretaker checks, premises walks</i>	<i>Sam Hewkin &amp; Chris Dobson</i>

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 electronically on CPOMs monitored by CD and SH</i>
<i>employee accidents: recorded electronically on CPOMs and shared with H&amp;S team</i>
<i>visitor accidents: recorded electronically on CPOMs and shared with H&amp;S team</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sam Hewkin</i>

## Health, Safety and Wellbeing Service





Our arrangements for reporting to the Local Academy Committee are: half termly Principal's Reports
Our arrangements for reviewing accidents and identifying trends are: CD/SH monitoring of accident records

## 2. Asbestos

Name of person responsible for managing asbestos on the school site:	Chris Dobson & Sam Hewkin
Location of the Asbestos Management Log or Record System:	Main office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Caretaker/Executive Principal/Head of School liaise with all contactors and ensure they have access and sign record	
Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:	
Employees must report damage to asbestos materials to:	Chris Dobson/Sam Hewkin
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:	Chris Dobson Sam Hewkin
Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are: Weekly briefings and staff handbook	
Employees can make suggestions for health and safety improvements by: reporting during weekly briefings and staff meetings or as necessary if more urgent.	

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

Name of person coordinating any construction work / acting as Client for any construction project.	Concept Education for large projects Chris Dobson
Our arrangements for managing construction projects within the scope of the Construction	

## Health, Safety and Wellbeing Service





<p><i>Design and Management Regulations are:</i></p> <p><i>Duty holders will be identified and named as part of any Construction project.</i></p>
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: hazard exchange meetings and paperwork</i></p>
<p><i>Our arrangements for the induction of contractors are: meeting with Executive Principal, Head of School and Caretaker</i></p>
<p><i>Employees should report concerns about contractors to: senior staff on site</i></p>
<p><i>We will review any construction activities on the site by: Caretaker, Executive Principal and Head of School</i></p>

## 5. Consultation

<p><i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i></p>	<p><i>Chris Dobson and Sam Hewkin</i></p>
<p><i>The name of the Trade Union Health and Safety Representative is:</i></p>	<p><i>N/A</i></p>
<p><i>Our arrangements for consulting with employees on health and safety matters are: weekly briefings</i></p>	
<p><i>Employees can raise issues of concern at briefings, caretaker's job book but mainly through immediate direct reporting.</i></p>	

## 6. Contractor Management

<p><i>Name of person responsible for managing and monitoring contractor activity</i></p>	<p><i>Chris Dobson</i></p> <p><i>Sam Hewkin</i></p>
<p><i>Our arrangements for selecting competent contractors are:</i></p> <p><i>Liaison with property services and St. Chads Trust</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Health and Safety team SLA – John Burdett</i></p>	
<p><i>Our arrangements for the induction of contractors are: meeting with Executive Principal, Head of School and caretaker (with entrust if project managing)</i></p>	
<p><i>Employees should report concerns about contractors to: Senior staff onsite (Entrust, if project</i></p>	

## Health, Safety and Wellbeing Service



managing)

### 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	Chris Dobson and Sam Hewkin
Art Science, Design & Technology, PE EYFS	
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	All class teachers

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

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

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

<i>Name of person who has overall responsibility for EYFS:</i>	Emma Bullock
<i>Our arrangements for the safe management of EYFS are:</i>	
<i>See EYFS policy for details. Risk Assessments reviewed daily when equipment is used.</i>	

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

<i>Name of person who has overall responsibility for</i>	Chris Dobson
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## Health, Safety and Wellbeing Service



<i>Educational Visits</i>	
<i>The Educational Visits Coordinator is</i>	<i>Chris Dobson</i>
<i>Our arrangements for the safe management of educational visits are: see Educational Visits Policy (Evolve)</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>Contracted out (Calbarrie)</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Main office</i> <i>Stickers on equipment</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:</i> <i>Not permitted</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Rhian Llewellyn-Allsopp</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Chris Dobson</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Main office</i>
<i>Employees must take defective electrical equipment out of use and report to:</i>	<i>Chris Dobson/Sam Hewkin</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>Chris Dobson</i> <i>Sam Hewkin</i>
<i>Our arrangements for communicating emergency arrangements to all employees are: email and direct contact</i>	

## Health, Safety and Wellbeing Service



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

Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:	Chris Dobson/Sam Hewkin/Dean Willetts
The Fire Risk Assessment is located .....	Shared drive and paper copy in main office
The Fire Risk Assessment is shared with other employers who share the site.	All employees
When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)	All members of staff Emergency contacts list
Name of person responsible for arranging and recording of fire drills:	Chris Dobson/Sam Hewkin
Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:	Chris Dobson/Sam Hewkin/Dean Willetts
Our Fire Evacuation Arrangements are displayed:	In all classrooms staff room and main office
Our Fire Marshals are listed:	In main office
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	In main office
Name of person responsible for training employees in fire procedures:	Chris Dobson/Sam Hewkin/Colin Griffiths
Employees awareness of the Fire Procedures in school is repeated annually	

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

Name of person responsible for carrying out the First Aid Assessment:	Chris Dobson and Sam Hewkin
The First Aid Assessment is located:	Main office
First Aiders are listed:	In main office

## Health, Safety and Wellbeing Service





<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Chris Dobson/Sam Hewkin</i>
<i>Location of First Aid Box(es):</i>	<i>Main office</i>
<i>Name of person responsible for checking and restocking first aid box(es):</i>	<i>Rhian Llewellyn Allsopp</i>
<i>Arrangements on how to summon an ambulance in an emergency are:</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are:</i>	
<i>pupils</i>	<i>Parents, senior member of staff if no parent.</i>
<i>employees</i>	<i>Nominated person, nominated colleague</i>
<i>visitors</i>	<i>As requested</i>
<i>Our arrangements for recording First Aid provided are: CPOMs</i>	

#### 15. Forest School

<i>Name of person in school who leads on Forest School activity:</i>	<b>N/A</b>
<i>Our arrangements for developing, organising and running Forest School activity.</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>

#### 17. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i>	<i>Glen Group</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment,</i>	

### Health, Safety and Wellbeing Service





risk control etc.) are:

Follow COSHH guidelines

The academy uses CLEAPPS as a resource and access to this information is available

### 18. Health and Safety Law Poster

The Health and Safety at Work poster is displayed:

Staffroom and Main office

### 19. Housekeeping, cleaning and waste disposal

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

Our waste management arrangements are: Fortress/District Council fortnightly collections.

Our site housekeeping arrangements are:

Site cleaning is provided by:

Glen Group

Name and contact details

2 Britannia Buildings  
Merchants Road,  
Hotwells,  
Bristol  
BS8 4Q  
info@glengrouppltd

Cleaning employees have received appropriate information, instruction and training about the following and are competent:

Work equipment

Hazardous substances COSHH assessments are located and hazardous substances are stored in cleaning cupboard

Waste skips and bins are located away from the school building.

Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.

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.

### 20. Infection Control

**Health, Safety and Wellbeing Service**





Name of person responsible for managing infection control:	Chris Dobson and Sam Hewkin
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Promote good hygiene, ensure children who are unwell are sent home.</p> <p>Parents informed if required about notifiable illnesses.</p>	

## 21. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Chris Dobson/Sam Hewkin
Our arrangements for managing Lettings of the school/rooms or external premises are:	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers must have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

## 22. Lone Working

Our arrangements for managing lone working are:
Lone working is discouraged, if required a senior member of staff is notified when on site and leaving. Risk assessments completed as necessary.

## 23. 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 school kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Chris Dobson
Records of maintenance and inspection of	Main office and kitchen

## Health, Safety and Wellbeing Service



<i>equipment are retained and are located:</i>	
<i>Employees report any broken or defective equipment to:</i>	<i>Chris Dobson and Sam Hewkin</i>
<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>	

#### **24. Manual Handling**

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	<i>Chris Dobson and Sam Hewkin</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<i>Don't carry alone If required, bend knees not back</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 academy:</i>	<i>Rhian Llewellyn-Allsopp Sam Hewkin</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i>	
<i>Medication is stored:</i>	<i>Inhalers in classrooms Medication in locked cupboard in office Office fridge</i>
<i>A record of the administration of medication is</i>	<i>Main office</i>

### **Health, Safety and Wellbeing Service**





<i>located:</i>	
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by Chris Dobson or Sam Hewkin and provided with a suitable private 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: see Asthma policy</i>	
<i>Employees who are taking medication must keep their personal medication in a secure area in an employee's only location and advise office.</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>Chris Dobson and Sam Hewkin</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i>	<i>Chris Dobson and Sam Hewkin</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>Chris Dobson, Sam Hewkin, Class teachers</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>Class teachers</i>

## **Health, Safety and Wellbeing Service**





## 27. Radiation

Name of the school Radiation Protection Supervisor (RPS):	Not applicable
Name of the Radiation Protection Adviser (RPA):	Not applicable
Our arrangements for managing any radon gas emissions due to the school's location and local geology are:	

## 28. Reporting Hazards or Defects

All employees and pupils must report any hazards, defects, or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects:  Immediately to Chris Dobson, Sam Hewkin or Caretaker Caretaker log book Weekly briefings

## 29. Risk Assessments

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.	
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 employees or pupils in the academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues (personal or work related)	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning:	Chris Dobson
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:  All staff are trained appropriately and are aware of shared responsibility	
Appropriate training is provided for employees who are creating, reviewing or implementing	

## Health, Safety and Wellbeing Service



*risk assessments.*

*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.*

*Risk assessments are created or reviewed when something new is introduced or a change has occurred.*

### 30. Smoking

*No smoking or vaping is permitted on site.*

### 31. Shared use of premises/shared workplace

*Name of Premises Manager or member of Leadership team responsible for Premises Management*

*Chris Dobson*

*The school premises are shared with another organisation.*

*Aspens*

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

*Shared policies and updates*

### 32. Stress and Employees Well-being

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

*Sam Hewkin*

*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:*

*Team Stress Risk Assessment*

*Think Well, Stress survey*

*Weekly briefings*

*Supporting a good work life balance*

*Extra support for staff who require it*

*SAS wellbeing service for staff*

*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.*

## Health, Safety and Wellbeing Service

*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.*

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

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	N/A
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*Our arrangements for carrying out suitable swimming pool management are: (include minimum supervision standards, reference to operating procedures, 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):*

*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>	Chris Dobson and Sam Hewkin
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*All new employees 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 employees are:*

*Staff Handbook  
Code of Conduct*

*The school has a health and safety training matrix to help in the planning of essential and development training for employees.*

## Health, Safety and Wellbeing Service

<i>Training records are retained and are located: Main office and Shared Drive</i>	
<i>Training and use of new competency training/skills is monitored and measured by:</i>	<i>Chris Dobson and Sam Hewkin</i>

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

<i>Name of person who has overall responsibility for school vehicles:</i>	<i>Not Applicable</i>
<i>The school operates the following vehicles: e.g minibuses/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</i>
<i>Name of person who manages the driver medical examinations:</i>	<i>Name</i>
<i>Name of person who manages the vehicle license requirements:</i>	<i>Name</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	<i>Name</i>
<i>Name of person who arranges servicing and maintenance of our vehicles:</i>	<i>Name</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>Chris Dobson</i>
<i>Our arrangements for the safe access and movement of vehicles on site are:</i>	
<i>Restriction on vehicle movement at start and end of day</i> <i>Parents only allowed on site in vehicles by prior arrangement</i> <i>Segregation of vehicles from pedestrian areas</i> <i>No pupil access to car park</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>
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## Health, Safety and Wellbeing Service





<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>Chris Dobson or Sam Hewkin</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Chris Dobson or Sam Hewkin</i>
<i>Name of person who has responsibility for site security:</i>	<i>Chris Dobson, Sam Hewkin and Caretaker</i>
<i>Our arrangements for site security are:</i>  <i>Designated key holders and appropriate training</i> <i>Alarm</i> <i>Gates</i>	

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

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Chris Dobson</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>HSL</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>Main office</i>
<i>Our arrangements to ensure contractors have information about water systems are: HSL files and statutory testing records</i>	
<i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i>  <i>Correct equipment and appropriate training</i>	

## **Health, Safety and Wellbeing Service**





### 39. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Chris Dobson and Sam Hewkin
Work at height is avoided where possible.	
Our arrangements for managing work at height are:  Planning Risk Assessment Appropriate use of ladders	
Appropriate equipment is provided for work at height where required.	
Employees 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: Caretakers files – photocopier office	

### 40. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Chris Dobson and Sam Hewkin
Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Chris Dobson
Our arrangements for managing the health and safety of work experience students in the academy are:  As for all staff, detailed in staff handbook	

### 41. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Sam Hewkin
Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.	

## Health, Safety and Wellbeing Service





## 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.

See Academy Improvement Plan (September 2025)  
Principal reports for LAC

**Health, Safety and Wellbeing Service**



**Supporting you in managing Health, Safety & Wellbeing**

