



SEVERN ACADEMIES EDUCATIONAL TRUST

Health & Safety Policy

adopted by Hartlebury CofE Primary School

Local Arrangements updated - January 2023

November 2022
office@saet.co.uk

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1. Statement of Intent

Severn Academies Educational Trust (SAET) Board and Chief Executive Officer (CEO) believe that ensuring the health and safety of staff, students and visitors is essential to the success of all its academies. We recognise our responsibility under the Health and Safety at Work etc. Act (1974) as far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment
- provide for the safe use, handling, storage and transport of articles and substance
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely
- provide a safe place of work with safe means of access and egress for all persons using the premises
- provide a safe and healthy learning and working environment with adequate welfare arrangements
- provide for the health and safety of persons not employed by the Academy, but who may be affected by its activities
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the Academy in the carrying out of their statutory duty
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others
- comply with statutory requirements as a minimum
- assess and control risks from curriculum and non-curriculum work activities
- monitor and review our systems and prevention measures to ensure they are effective
- ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without prior consultation; however, staff are expected to work within the act and prioritise the safety of students, staff and visitors.

The Board recognise and undertake to comply with requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the Academy, as laid down by HSE, Department for Education and other government organisations.

The Board recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult with such persons as may be necessary.

The Board recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

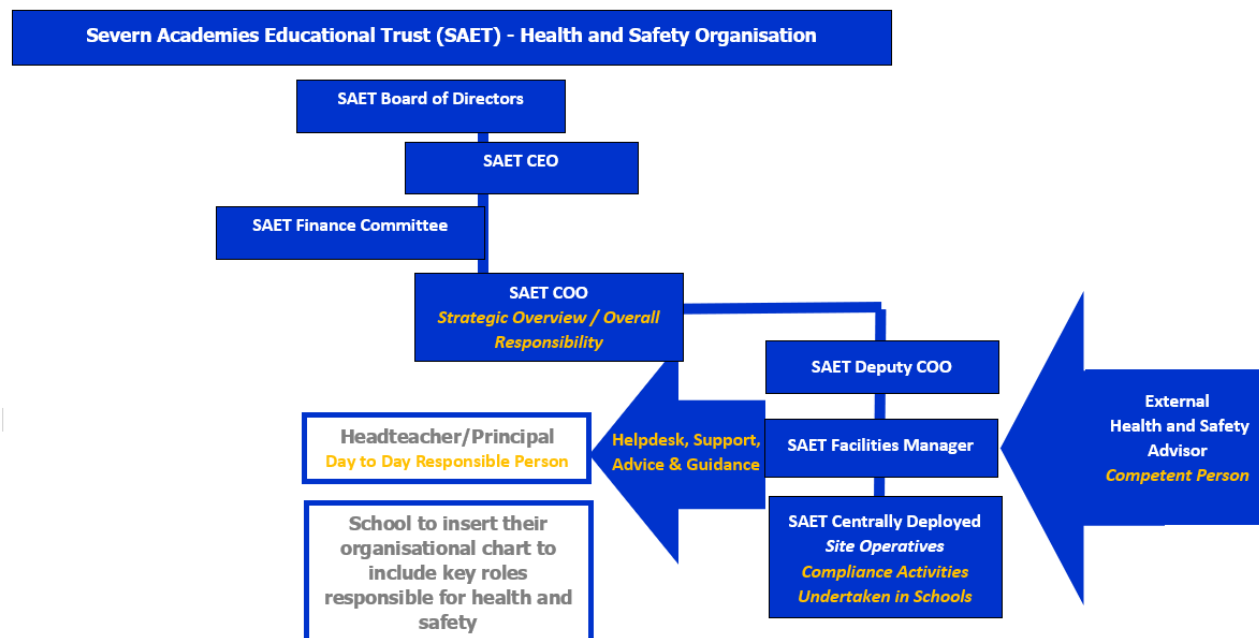
The Board recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed as required under the Health and Safety at Work etc. Act (1974) and in accordance with all other relevant regulatory legislation.

Chief Executive Officer: Mr C King	Date: 05.12.2022
Chair of SAET Board: Mrs W Taylor	Date: 05.12.2022

2. Responsibilities

2.1 H&S organisational arrangement (organogram)

Health and Safety is everyone's responsibility. The chart below reflects how SAET have organised health and safety centrally. Academies will adopt the SAET policy and insert a local chart showing key personnel with responsibility for health and safety in their school.



Hartlebury CofE (VC) Primary School Health and Safety Representatives are:

Executive Headteacher: Caroline Unitt

Email: head@hartlebury.worcs.sch.uk Telephone: 01299 250312

Head of School: Sophie Bartlett

Email: sqp12@hartlebury.worcs.sch.uk Telephone: 01299 250312

SAET Facilities Manager: Gareth Owen

Email: gowen@saet.co.uk Telephone: 01299 250312

SAET Site Operative: Simon Downing

Email: sdowning@saet.co.uk Telephone: 01299 250312

School Secretary and Lead First Aider: Kelly Gledhill

Email: office@hartlebury.worcs.sch.uk Telephone: 01299 250312

Below are those with special responsibilities in relation to health and safety and this Policy:

2.2 SAET Board

The SAET Board, working through the finance and resources sub-committee, has the responsibility:

- for determining those policies which will be developed by SAET and mandatory for all SAET academies
- for checking that health and safety regulations are followed
- to accept its collective role in providing health and safety leadership
- to ensure all relevant Board decisions reflect its health and safety intentions as articulated in the Statement of Intent
- to ensure a clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors and contractors
- to ensure responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities
- to ensure that persons have sufficient experience, knowledge and training to perform the tasks required of them
- to ensure clear procedures are created which assess the risk from hazards and produce safe systems of work
- to ensure that all academies allocate sufficient funding to meet their statutory health and safety obligations
- to receive a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- to review the SAET Health and Safety Policy regularly

2.3 SAET Central Team

As delegated by the CEO, the SAET Central Team (consisting of the COO, Deputy COO, Operations Manager, Facilities Manager and centrally deployed Site Operatives) has the responsibility:

- to develop and update SAET's Health and Safety policy
- to appoint a suitably qualified Health and Safety Advisor ('Competent Person')
- to ensure procedures created to assess the risk from hazards and produce safe systems of work which are implemented throughout the organisation
- to monitor the implementation of SAET's Health and Safety policy and, that local arrangements are put in place that reflect best practice
- offer, organise and track appropriate health and safety training (face-to-face and online) for all SAET staff
- to provide health and safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network
- to ensure all relevant network decisions reflect the SAET Board's health and safety intentions as articulated in the Statement of Intent
- to ensure that the necessary advice, resources and support are available to academy Principals' / Headteachers' including legislation updates
- to effectively deploy centrally led Site Operatives, to undertake compliance activities and respond to the needs of schools (secondary schools access support via the SAET Helpdesk: site.help@)
- the Operations Manager, on behalf of SAET, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will report all accidents/incidents occurring in Academies

- to receive regular summary reports SAET Principals/Headteachers (or delegated representatives) on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- ensuring that an annual safety audit is carried out
- to present an annual review of the Health and Safety Policy and risks /issues to the SAET Board

The SAET Facilities Manager will specifically offer ongoing first line support and guidance (alongside the externally appointed Health and Safety Adviser) to all academies on all H&S matters.

2.4 The Principal/Headteacher (in all Academies) is responsible for:

- to ensure all relevant Academy decisions reflect the SAET Board's Health and Safety intentions as articulated in the Statement of Intent
- to provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- to ensure suitable instruction, training and information is available to staff within their academy
- advising the Central Team / CEO of the need to review the agreed safety policy
- the day to day responsibility for local health and safety arrangements in the Academy and the implementation of the SAET Health and Safety policy
- ensuring that risk assessments are carried out in accordance with all other relevant regulatory legislation.
- ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the Academy are dealt with
- emergency procedures, including evacuation in case of fire or bomb threats
- ensuring (with the designated lead person) that adequate provision is made for the administration of First Aid.
- ensuring that all new material on health and safety matters, supplied by the Health and Safety Executive and SAET, is brought to the attention of any relevant persons promptly
- to consult with staff in accordance with the health and safety regulatory legislation
- notifying the Operations Manager of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the agreed procedures
- notifying the Central Team of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action
- to receive reports from the Central Team of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- to present (through their delegated representatives) regular summary reports to the central team on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- to be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- to encourage the staff's active participation in improving Health and Safety, providing opportunities to communicate via staff briefing sessions, meetings, TED days etc.

2.5 SAET externally appointed Health and Safety Adviser is responsible for:

- carrying out a full inspection of the Academy, at least annually, and submitting a full written report, prioritising the issues identified
- reviewing written procedures (audit)
- providing SAET and Academies with up-to-date health and safety information and legislation

The Adviser will if requested:

- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work
- help draft and advise on policy
- review policy
- arbitrate on health and safety matters
- conduct accident investigation as required

2.6 Role of Health and Safety Lead

(as designated by the Headteacher/Principal who will determine who is accountable for the following responsibilities according to the structure within their Academy, such persons will be named in each Academy's policy)

- to manage the Health, Safety and Welfare of staff and other persons (pupils, members of public and visitors) on individual academy premises as directed by the Principal/Headteacher
- to act on behalf of the Principal/Headteacher on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- to liaise with the Trust's externally appointed Health and Safety Adviser and SAET Central Team as required
- to identify training needs for all staff, including induction training and specific training for specialist staff
- to investigate safety matters raised by staff or students and to take any necessary action
- to consult with the Principal/Headteacher (and or the SAET Central Team) for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively
- to be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- to inform the Principal/Headteacher/SAET Central Team of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate
- to take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- to keep an up-to-date list of all personnel with specific safety responsibilities within the Academy, both teaching and support staff and of their training
- to ensure that materials and equipment purchased are safe and without risk to health when properly used
- to ensure that the circumstances of accidents are properly reported, examined and recorded in accordance with SAET's agreed procedures and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence

- to ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- to ensure the H&S arrangements for those staff and students with special medical needs in tandem with the SENCO to ensure the drawing up, appropriateness, implementation and review of all relevant Risk Assessments along with providing information, instruction and training on them to encourage the staff's active participation in improving Health and Safety

2.7 Role of the Site Operative

- to be responsible for Health and Safety matters as reasonably requested by the Principal/Headteacher and/or Health and Safety Lead and as indicated in this Policy
- adhere to the asbestos management plan, checking the condition of asbestos containing materials in accordance with the asbestos management plan, otherwise annually.
- to ensure Contractors and others are made aware of the asbestos survey and management plan
- to undertake regular documented water checks and ensure a system is in place for an annual check to be carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.
- to monitor the safe maintenance of premises, plant, machinery and equipment
- to ensure fire safety equipment is in good working order through regular service and maintenance
- to ensure the safe maintenance and testing of the fire alarm as required by law and of the intruder alarm
- to ensure the drawing up, appropriateness, implementation and review of all relevant premises, plant, machinery and equipment risk assessments along with providing information, instruction and training on them
- ensure that any staff under his/her direct control (i.e. site assistants and cleaning staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- inform contractors of any hazards that could affect their health and safety while working in the Academy, keeping appropriate recorded evidence. In addition, monitor their work in terms of H&S issues (including in respect of H&S competence and safe working practices)
- bring the Academy safety policy and risk assessments to the attention of any cleaning or other staff including grounds staff working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- ensure that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises
- to ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc.)
- ensure that all equipment and materials received have adequate health and safety information (e.g. Safety data sheets to allow COSHH assessments to be carried out)
- to take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities
- to receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them
- to undertake termly safety inspections, identifying any hazards and risks associated with the premises/departments/grounds ensuring these are monitored and controlled
- to report to the Principal/Headteacher/Lead Person for Health and Safety cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short-term measures to maintain safety pending rectification

- to co-operate with the Principal/Headteacher/Health and Safety Lead in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- to ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- to ensure, within the remit of their responsibilities, that (i) employees new to the Academy are helped to perform their duties in a safe manner, (ii) pupils are able to work and move about safely in the Academy and (iii) all other persons, visitors, parents and contractors, are so able to do.
- regularly use the appropriate SAET purchased compliance software to record and monitor all compliance information
- to ensure that they keep up to date with all relevant H&S guidance and training
- to ensure Hirers of any facilities are aware of and follow Academy's H&S policy

2.8 Role of the Heads of Year/Faculty/Department/Subject Co-ordinators/Phase Leaders

- for all matters of health and safety in their year, faculty, department or subject area.
- to bring to the notice of the Principal/Headteacher (or the Lead for Health and Safety/equivalent) any significant problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area. Routine day to day H&S issues should be reported through the Academy's agreed channels
- have a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- produce a relevant faculty/departmental/subject safety policy and revising it as necessary.
- ensure that staff have received adequate training on health and safety aspects of their specialist area, including risk assessments (especially where use of potentially hazardous equipment or substances is undertaken)
- ensure that necessary personal protective equipment (i.e. Eye protection or protective clothing) is available and kept well maintained.
- ensure that any risks specific to their area of work are adequately assessed and procedures in place (e.g. Risk assessment for the use of tools or equipment. COSHH assessments for the use of hazardous substances).
- ensure that relevant safety signs and notices are displayed (e.g. Signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.)
- Follow agreed reporting procedures for any accidents / incidents occurring within their department

2.9 Role of the First Aider (including Accident Reporting)

- organise and monitor the administration of First Aid
- maintain the First Aid box(es) in line with the guidance and maintaining any other First Aid supplies as may be kept separately
- work with the appropriate designated manager to ensure regular training for First Aiders
- work with the appropriate designated manager to ensure medical records are up to date including a record of any treatment and the appropriate reporting is undertaken following accidents ensuring serious accidents requiring RIDDOR reporting are reported to SAET Operations Manager

2.10 Role of the Chef/Manager (where applicable)

- ensure that they and their staff are familiar with and comply with the Academy safety policy
- ensure that all kitchen staff receive such training, instruction and information, as they need to undertake their duties safely and without risk to themselves or others
- ensure that they are familiar with the requirements of the Food Safety Act 1990 (Amendment) Regulations 2004 and that they and staff working under them comply with these requirements.
- bring to the attention of the Health and Safety Lead/Principal/Headteacher any significant defects affecting the health and safety of any person in the area for which they have responsibility.

2.11 Role of all employees

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- not recklessly or intentionally interfere with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- wear any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- observe safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- ensure that any equipment used has passed relevant safety checks e.g. PAT test
- acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- attend health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them
- wear any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on Academy premises.
- ensure that they are familiar with and comply with the Academy and, where applicable the departmental or subject safety policy.
- co-operate with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.
- ensure that appropriate managers/responsible people are made aware as soon as possible of any significant health (physical/mental) concerns that may have a significant impact on their day to day work and potential to pose a H&S risk to themselves and/or others

2.12 Special Obligations of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;

- give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- detail safe methods and controls to be followed in their schemes of work;
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- build in safety education in curriculum planning.

2.13 Temporary Staff

- Temporary staff are provided with information and guidance which includes the Health and Safety Policy document, Fire and Emergency Procedures etc. and should be suitably inducted to their role. They should comply with the expectations outlined for 'all employees.

2.14 Pupils

- Pupils, should receive adequate training / instructions, in accordance with their age and aptitude, so that they are able to exercise personal responsibility for the health and safety of themselves and others. They should observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

2.15 Volunteer and Parent Helpers

- Volunteer and parent helpers should be provided with information and guidance which includes health and safety, fire and emergency procedures etc.
- Volunteer and parent helpers are directly accountable to the member of staff in charge whilst on the Academy site.

2.16 Contractors

- All contractors under local control should be appropriately selected and competent in terms of health and safety
- Contractors must be made aware of and abide by the Academy's health and safety policy and not endanger pupils, staff or other visitors to the site.
- Lead Person for Health and Safety / Site Operative will be responsible for the coordination of contractors' activities on site
- The Principal/Headteacher/Lead Person/Site Operative must ensure that any temporary H&S measures, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises.
- All contractors under local control must sign into the Academy before any work takes place and prior to each working session.
- Contractors are responsible for the health and safety of their own staff and other people whilst they are working within a specified area (the Academy will take reasonable precautions to prevent their pupils or unauthorised staff from gaining access to these areas)

2.17 Visitors and Other Users of The Premises

- Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning e, outside staff based in Academy.
- The Health & Safety at Work Act etc 1974 and other regulatory legislation applies to all visitors to Academy premises / workplaces.
- All visitors to our establishment must comply with the Academy's Health and Safety Policy and procedures.
- Principals /Headteachers, must ensure that a suitable system is implemented whereby visitors are required to record their visit (e.g. visitors' book).
- Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Reception Staff at point of sign in.
- Non-DBS checked visitors will be accompanied at all times by a responsible employee.
- All visitors will receive information on the Academy's fire alarm procedures and assembly points
- Should an incident/accident occur involving a visitor this must be reported using the agreed Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- Persons 'hosting' visitors must ensure:
 - a) Visitors are made aware of any relevant H&S risks and issues pertinent to their visit
 - b) Visitors are alerted to the establishment's fire procedures,
 - c) Visitors adhere to the Academy's 'No Smoking' Policy,
 - d) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
 - e) Visitors record their presence on the premises in the appropriate log book,
 - f) Visitors are accompanied or authorised to enter the premises,
 - g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
 - h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
 - i) Visitors wear protective clothing that is supplied, when necessary.

2.18 Lettings

The Principal / Headteacher will ensure that the Hirer of the premises for any event, is in accordance with the Lettings Policy, is aware of his/her obligations under health and safety legislation and the Academy's health and safety policies where appropriate.

3 Local Arrangements

SAET requires mechanisms to be in place to provide assurances that policy requirements are being introduced, implemented and effectively maintained, to provide high standards of safety performance. All Academies are expected to achieve the SafetyMark Award, as evidence of good practice.

This Health and Safety Policy will be the overarching policy and adopted by each Academy within SAET. This section includes a range of hazards, for which procedures and arrangements have been established across SAET. Supplementary to this Policy, within the Trust, each Academy will be responsible for developing Workplace Risk Assessments and Site-Specific Health and Safety Procedures which will be recorded below. These will be maintained and acted upon in order to control risks. SAET will carry out periodic reviews to ensure that this is happening.

Section 1 - COMMUNICATION		
SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
<p>Communication</p> <p>SAET recognises the importance of communication to staff, visitors, learners, parents, volunteers, contractors etc.</p> <p>Academies will clearly communicate the name of person(s) appointed with responsibility for health and safety.</p> <p>Line Managers will ensure new employees undertake appropriate health and safety induction.</p> <p>The designated person with site responsibility will ensure that any relevant information, to ensure control of risks at the premises, is communicated to all staff and visitors.</p> <p>All SAET and associated personnel will make themselves aware of the health and safety arrangements, wherever they work.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>All Staff</p>	<p>Key Health and Safety information is available on the Health and Safety Notice Board which is located in the Staff Room.</p> <p>The Executive Headteacher is the Responsible Person for the site. General Health and Safety is delegated to the Head of School with the assistance of the SAET Facilities Manager.</p> <p>Staff will use either the book located in the school office or the email communication system to record Health and Safety issues on site for the Site Operative to resolve.</p> <p>Every online system is also used to track and record compliance items which the Site Operative monitors with support of the SAET Facilities Manager.</p> <p>Health and Safety is an agenda item at Senior Leadership Team meetings and information is communicated to staff. It is also an agenda item at Local Governing Body meetings.</p> <p>Health and Safety, safeguarding and Fire Evacuation Procedures are discussed at Induction for all new employees and volunteers.</p>

<p>Consultation with Employees SAET recognises the importance of consulting with employees on health and safety matters.</p> <p>Academies will be able to demonstrate the involvement of employees at all levels in the maintenance of health and safety standards.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p>	<p>The school's Health and Safety Committee consists of the following: Executive Headteacher Head of School SAET Facilities Manager Site Operative School Secretary/Lead First Aider</p> <p>School Secretary/Lead First Aider is a member of SAET Compliance Group.</p> <p>This committee will meet once every term and minutes will be available on request.</p> <p>Any member of staff can raise a Health and Safety. They are to raise this firstly by email.</p>
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Section 2 - RISK ASSESSMENT		
SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
<p>Risk Assessment Academies use a SAET risk assessment process and template as a standard for risk assessment and, those of relevant professional bodies such as CLEAPPS/AfPE etc. in accordance with regulatory legislation Risk assessment is the responsibility of the Academy's Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. Suitable and sufficient risk assessment will be made for all workplace activities. These assessments will be signed and authorised by a responsible manager. Risk assessments will be reviewed on a regular basis, or when the work activity changes; whichever is soonest. Staff should contribute and are made aware of any</p>	<p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>SAET HR</p>	<p>Teacher's and Forest School Leads, will complete a classroom Risk Assessment annually in September. As this is a live document it will be reviewed throughout the year.</p> <p>Records are available for staff to access on staff share.</p> <p>The HSE Classroom Checklist is to be completed by all teachers. Any issues or concerns raised are to be discussed and noted on the checklist by the Head of School. This is to be completed every September.</p> <p>COSHH Data Sheets and Risk Assessments for cleaning products are completed by the cleaning contractor and are stored in the Cleaning Cupboard.</p>

<p>changes to risk assessments relating to their work.</p> <p>Areas where risk assessment shall be carried out include (but are not limited to):</p> <ul style="list-style-type: none"> ▪ Control of Substances Hazardous to Health (COSHH) ▪ Manual Handling ▪ Design and Technology ▪ Physical Education ▪ Science ▪ Performing Arts ▪ Working at Height ▪ Working in Confined Spaces ▪ Lone Working ▪ Display Screen Equipment (DSE) ▪ New and expectant mothers ▪ Young persons working ▪ Educational visits (through Evolve) ▪ Stress ▪ Asbestos, Legionella and Fire ▪ Slips, trips and falls ▪ Playgrounds and playground equipment ▪ Moving vehicles <p>Health and safety risk assessment is not to be confused with the Risk Management Policy which assesses corporate risk management.</p>	<p>Lewis Cleansing Contractor</p>	<p>School staff that have to create a Risk Assessment and will complete the Risk Management online training course which is part of the SAET Online Training Portal.</p> <p>All employees have access to the Health and Well-being Employee Access Programme. This service provides all employees with free access to a support network that offers expert advice and guidance 24/7, covering a wide range of issues including:</p> <ul style="list-style-type: none"> • Counselling Support • Legal information • Bereavement support • Medical information • Financial wellbeing • Health checks and webinars via online portal and mobile app <p>We have an Early Help Offer which provides lots of useful websites and information regarding mental health.</p> <p>Sophie Bartlett is the Designated Mental Health Lead and Kelly Gledhill is Youth Mental Health First Aider.</p>
<p>Educational Visits (Trips)</p> <p>Each Academy will ensure all field trips and off-site activities will be subject to suitable and sufficient risk assessment, prior to the trip and must be signed and authorised by the EV Coordinator.</p> <p>Academies comply with DfE Guidance on offsite visits and Academy journeys. SAET has produced a separate Academy trips procedure which Academies must follow.</p>	<p>Caitlin Perry EVC Lead</p> <p>All Teachers</p>	<p>The school has an SLA with B & S Educational Systems and Training (Bill Taylor & Stew Puttick) and acts as advisors to the school.</p> <p>The EVC Lead will arrange a Risk Assessment to be completed for the activity as well as completing the departure forms, together with providing the names of the staff on the trip and the coach details.</p> <p>If required, the EVC lead will work together with class teachers to ensure that the Risk Assessment covers all aspects of the educational visit.</p> <p>A copy of this information is provided to the school office as well as each leader of a coach/mini bus.</p>

<p>Working at Height Academies will ensure the risks associated with working at height are identified through risk assessment.</p> <p>Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.</p> <p>The Academy discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>All Staff</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p>	<p>Staff take the Working at Height online training course before conducting any working at height activities.</p> <p>The SAET Facilities Manager takes the course every year.</p> <p>Ladders, step ladders and kick stools are inspected every three months and recorded. Any items that fail inspection are removed from use.</p> <p>Working at Height is part of the refresher briefing every September conducted at the school by SAET Operations.</p> <p>Ladders are available via the SAET Facilities Manager.</p> <p>Staff will follow the Working at Height Risk Assessment.</p>
<p>Noise As an employer SAET acknowledges regulatory legislation and the obligation to manage the risk of noise in the workplace. Academies are aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk, the Academy ensures appropriate control measures are put in place.</p>	<p>Sophie Bartlett Head of School</p> <p>Deborah Wares Music Lead</p> <p>Moira Fudge Finance Officer</p>	<p>Music lessons are delivered through Severn Arts and normally take place in the Rose Room or the Library.</p> <p>Internal music lessons will take place in the classroom or school hall.</p> <p>If staff have any concerns over noise levels, they are to inform the Head of School.</p> <p>Risk Assessments for music lessons are created by the Music Lead and are also provided by Severn Arts.</p>
<p>Violence to Staff Academies will adopt and implement the SAET Anti-Harassment Bullying Policy</p> <p>Academy is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the Academy ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Moira Fudge Finance Officer</p>	<p>The school follow the SAET Central Anti-Harassment and Bullying Policy and the school's Behaviour Management Policy.</p> <p>Entrances are secure, ensuring only authorised visitors have access beyond reception. Police will be called if necessary.</p> <p>All incidents must be reported to the Executive Headteacher and the Head of School.</p>

<p>Employment contracts are essentially based on trust. Bullying is not accepted; all employees are expected to show mutual respect for each other.</p>	<p>All Staff</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p>	<p>All contracts are held in employees personnel file and a copy is also kept with the SAET HR department.</p>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Each Academy ensures risks to security of the premises and property are assessed through the risk assessment process.</p> <p>All Academies have a Critical Incident Policy outlining plans and procedures to follow for a major security breach, including emergency evacuation or lock-down.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Jenny Lane Operations Manager</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>All Staff</p>	<p>The school has a perimeter fence around the property. The condition of this is monitored.</p> <p>Visitors are instructed to head towards the school office/main reception. Upon arrival and once all security checks have been completed, they will be let into the main reception by a member of staff.</p> <p>They are then required to complete the visitor's book and will be expected to show an up to date DBS and/or valid ID and will be given a blue lanyard. If the visitor does not hold a valid DBS, they will wear a red lanyard and will be escorted around the building at all times.</p> <p>In the event of an emergency, staff should contact the Executive Headteacher of the Head of School.</p> <p>If school need to contact a member of SAET, this can be done by email or through the 3cx phone system.</p> <p>In the event of a critical incident, the school follows the Fire, Bomb and Evacuation Policy and Procedures and the SAET Central Critical Incident Policy.</p> <p>The Security Risk Assessment is available on Staff Share.</p> <p>Access to prohibited areas is controlled by gates or locked areas.</p> <p>The playground is monitored by staff while children are on break times.</p>

		<p>In the event of an emergency evacuation or lockdown, the school follows the lockdown policy and procedure within the Fire, Bomb and Evacuation Policy.</p> <p>Access around the building is through a secure key fob system and is monitored by the school office.</p>
<p>Personal Security/Lone Working Academies implement the SAET Lone Working Policy, ensuring that lone working is risk assessed and adequate control measures are put in place to mitigate those risks.</p> <p>Staff assist in the operation of any systems designed to provide for their safety.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>All Staff</p>	<p>Staff to follow the SAET Central Lone Working Policy at all times and the Risk Assessment that is in place.</p> <p>Lone working should only apply to the site manager as they open and lock up the building.</p> <p>If staff require access to the site outside of normal hours they are to inform the Executive Headteacher and the Head of School.</p> <p>If the member of staff has a key for the building, they are to inform the Executive Headteacher and the Head of School when they have arrived and once they have left the building.</p>
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Health and Safety Policy is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	<p>Gareth Owen SAET Facilities Manager</p> <p>Lewis Cleansing Contractor</p>	<p>COSHH materials are stored in the cleaner's cupboard which is locked at all times.</p> <p>COSHH Data Sheets and Risk Assessments for the cleaning materials are located within the cleaner's cupboard.</p> <p>Copies of other COSHH Data Sheets and Risk Assessments are kept with the SAET Facilities Manager.</p> <p>Should PPE be required, this will be made available to the member of staff. Staff are to dispose of the used PPE in the correct manner.</p> <p>Any signage that is required to be displayed will be put in place by the SAET Facilities Manager and all items correctly stored.</p>

		<p>In addition, where flammable liquids and gases are used:</p> <ul style="list-style-type: none"> • Effective procedures are in place to contain flammables. • Quantities stored are strictly controlled. • Flammable liquids and gases are safely and securely stored away from sources of ignition. • Records are kept of who is authorised to access and use flammable liquids and gases.
<p>Personal Protective Equipment</p> <p>Each Academy on the basis of risk assessment and COSHH assessments, assess where the need for PPE is identified as a control measure (PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly). Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Moira Fudge Finance Officer</p> <p>All Staff</p>	<p>School staff have access to PPE equipment free of charge if required for the roll that they are employed to do.</p> <p>Replacement PPE can be ordered by completing a Purchase Order Request Form. This needs to be signed by the Budget Holder and authorised by the Executive Headteacher or the Head of School.</p> <p>PPE equipment is maintained and controlled by the Finance Officer who will order stock when it gets low.</p> <p>Expiry dates of PPE will be monitored by the Finance Officer.</p> <p>If the school has issues with getting hold of PPE, they are to contact the SAET Facilities Manager who will assist with supply.</p> <p>Posters are displayed on how to put on and take off PPE.</p>
<p>Academy Transport</p> <p>All Academies assess the risks associated with the movement of, safety of and driving of vehicles is evaluated within assessments for activities.</p> <p>Those who drive for work (including the use of Academy mini-buses and any hire cars) must ensure they are authorised to drive on behalf of the Academy. *Copies of driving licences will be taken and the Academy must be notified of any</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>SAET</p>	<p>Driver must have the correct category on the license to drive a SAET vehicle.</p> <p>SAET will arrange the insurance and breakdown cover on Trust vehicles.</p> <p>If staff are using their own vehicle, it must be roadworthy and they must have a valid driving license and business insurance.</p>

<p>offences, penalty points or disqualifications and medical conditions notifiable to the DVLA. The Academy will produce a risk assessment for driving which must be adhered to.</p> <p><i>*Processing this data is required for SAET, as data Controller, to meet its legal obligation of ensuring we have insurance on our vehicles and, as some of this will be Special Category data, Academies will be processing on the condition that it is necessary for reasons of substantial public interest.</i></p>	<p>Local Authority School Transport</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Trina Preece Teaching Assistant</p> <p>Claire Cartwright Teaching Assistant</p>	<p>SAET have minibuses that are located off site when not in use.</p> <p>If a staff member is using a SAET mini bus, they must complete the vehicle check document before each journey. SAET staff will check the vehicle every week and record details. These will be uploaded to the online Every system.</p> <p>SAET are responsible in making sure that any Trust vehicles are road worthy, taxed, serviced and have a valid MOT.</p> <p>School Transport Driver to make clear to pupils that seat belts must be worn and that no more than two learners may occupy a double seat.</p> <p>Pupils access the School Transport via an allocated pick up and drop off point outside the school.</p> <p>Safeguarding procedures are in place for drop off and collection of all children who arrive and leave on school transport. All children are supervised by an adult at all times.</p>
<p>Manual Handling (typical loads and handling learners)</p> <p>Academy ensures any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff.</p> <p>Risk assessments are communicated within general risk assessment.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>All Staff</p>	<p>Staff take the Manual Handling online training course before conducting any manual handling activities.</p> <p>School to ensure any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff.</p>
<p>Curriculum Safety (including extended Academies activity/study support)</p> <p>Academy Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS.</p> <p>For any activity falling outside of National Guidance a risk assessment is carried out.</p>	<p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p>	<p>HSE Classroom Checklists are completed by staff annually.</p> <p>The Head of School and the SAET Facilities Manager conduct an inspection once a term of the entire school site.</p> <p>Portable Appliance Testing takes place annually.</p>

<p>An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Simon Downing Site Operative</p>	<p>Any electrical equipment bought into school during the year will be tested by Site Operative.</p> <p>Risk Assessments are live documents and are available via Staff Share.</p>
<p>Work Experience Placements SAET recognises that the Health and Safety at Work Act (1974) places a duty on employers, including learning providers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. Young people on work placement are regarded in health and safety law as employees. SAET will ensure a rigorous Work Experience Policy is in place and adopted by Academies for implementation.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Maira Fudge Finance Officer</p> <p>All Staff</p>	<p>The Head of School is the designated lead for overseeing the provision of work experience placements.</p> <p>The school adopt the SAET Work Experience Policy for implementation.</p> <p>The SAET Facilities Manager will work closely with the Executive Headteacher and the Head of School to ensure that adequate Health and Safety checks are carried out before allowing any work experience to take place.</p> <p>All young people on work experience in our school are given a full Induction including Safeguarding and Health and Safety.</p> <p>Staff ensure that adequate resources are available for safe work experience practices.</p> <p>School have public liability insurance in place.</p>
<p>Display Screen Equipment The majority of staff within the SAET are not considered to be DSE users.</p> <p>Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users.</p> <p>DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p> <p>DSE users may be eligible to access a scheme for the provision an eye test and a contribution towards the cost spectacles required for computer work. SAET HR advise on eligibility.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>All Staff</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p>	<p>Office staff, the Executive Headteacher and the Head of School take the DSE Pro-online course via the SAET Online Training Portal which includes an online Risk Assessment.</p> <p>For DSE users, the school will pay for the cost of no more than one eye test annually and may contribute towards the cost of workplace eye wear such as spectacles required for computer work.</p> <p>Eligible colleagues should be referred to SAET HR who confirm eligibility and issue the vouchers.</p>

	<p>Moira Fudge Finance Officer</p> <p>SAET HR</p>	<p>This will be agreed with employees on a case by case basis.</p> <p>Staff have access to the HSE Working with DSE – A Brief Guide.</p>
<p>Parent Teacher Association</p> <p>The Academy offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p> <p>Academy will hold an up to date register of PTA members and dispose of in accordance with SAET Retention Policy</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Charlene Measom Chair of the PTA</p>	<p>The school has a PTA and all members are DBS checked and recorded on the schools Single Central Record.</p> <p>PTA led activities are insured under the schools RPA agreement. The RPA number is:-144800.</p> <p>The list of active members is available on our school website: www.hartlebury.worcs.sch.uk</p> <p>Risk Assessments for PTA led activities have been discussed with the Executive Headteacher and the Head of School. A copy of PTA Risk Assessments are available from the chair of the PTA.</p>
<p>Playground Supervision/Play Equipment and Maintenance</p> <p>Academies risk assess potential hazards in the playground and their likelihood to cause harm, putting steps in place to mitigate the risk.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p>	<p>Activities take place playgrounds and the school field. The play equipment is inspected once a year by ROSPA and any remedial works requiring attention will be actioned and reported to the Executive Headteacher and the Head of School.</p> <p>Before children use the equipment, this will be inspected by the adult in charge of the group and recorded.</p> <p>Access is controlled and supervised.</p> <p>The Site Operative will also carry out a weekly inspection and record the findings.</p> <p>In the event of an accident, this must be reported to the Lead First Aider and a RIDDOR logged if applicable.</p> <p>The SAET Facilities Manager inspects Health and Safety weekly.</p>

Section 3 – PREMISES		
SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
<p>Safe Systems of Work (SSOW)</p> <p>To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, Academies will prepare safe systems of work, detailing how the work should be carried out. These will be used along with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Teachers</p>	<p>Risk Assessments are available to view via Staff Share.</p> <p>Lesson Plans are available from all Teachers.</p> <p>SAET Facilities Manager and Site Operative to record work carried on the online EVERY system.</p>
<p>Mechanical and Electrical (fixed and portable)</p> <p>The Academy takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended.</p> <ul style="list-style-type: none"> • All relevant persons are made aware of the hazards associated with electricity. • Users of electrical equipment have in place working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. • Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. • Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held on a centrally accessible system. • The interval for testing of fixed wiring and distribution boards will not exceed more than 5 years and may be more frequent if determined by a competent person and/or our insurer. 	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>All Staff</p>	<p>Risk Assessments are available to view via Staff Share.</p> <p>SAET Facilities Manager and Site Operative to record work carried on the online EVERY system.</p> <p>Any relevant information is communicated to staff as required.</p>

<ul style="list-style-type: none"> • Advice should be sought from a competent Electrical Engineer for the testing frequency of distribution boards in mobile accommodation • A schematic of supply route and primary distribution is updated annually. 		
<p>Maintenance of Machinery and Equipment Academies must have a regular programme of inspection and maintenance for its equipment; however, the frequency of these inspections is much dependant on the use and type of equipment. In all cases, manufacturer and insurance requirements must be met. Records should be held on a centrally accessible system.</p>	<p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p>	<p>All servicing of equipment is listed on the online Every system. This enables the Site Operative to arrange inspections and servicing at the correct intervals.</p> <p>Certificates are then uploaded to the online Every system for storage.</p>
<p>Asbestos To minimise risk from asbestos containing materials on the Academy site, the Academy maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan • ensure contractors and others are made aware of the asbestos survey and management plan • where necessary communicating to all staff and visitors where asbestos containing materials are located within the Academy site. 	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p>	<p>Asbestos Survey and Asbestos Register located in the Head of Schools office and have been signed accordingly.</p> <p>Asbestos Management Plan is also located in the Head of Schools office.</p> <p>The SAET Facilities Manager and Site Operative communicate with the Asbestos contactor and passes any information onto the Executive Headteacher and the Head of School.</p>
<p>Service Contractors Service contractors have regular access to our sites as specified by a contract. Each Academy is to ensure that:</p> <ul style="list-style-type: none"> • service contracts they arrange specify what work is expected of them and what they can expect from the Academy. • health and safety requirements should be written into any contract; however statutory responsibility cannot be discharged from one party to another by contract. • clients and contractors both have health and safety responsibilities and these 	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p>	<p>On arrival to school, contractors must report to the school office/main reception to sign in so that the school is aware of who is on site at all times.</p> <p>Before work commences, the school must have the following documents in place from contractors:-</p> <ul style="list-style-type: none"> • Public Liability Insurance Certificate • DBS details if staff are to be unsupervised • RAMS (Risk Assessment and Method Statement) • Competency Certificates (Training)

<p>should be clearly defined in the service contract.</p> <p>Academies are to ensure they check contractor's risk assessments, safe systems of work and their working methods to confirm that they take into account how they will impact upon staff, learners and other visitors on site.</p> <p>Academies are to prepare and provide service contractors with a policy describing the Academy's safe systems of work for contractors.</p> <p>All contractors are to be informed and consulted over emergency arrangements. A copy of the Fire Emergency Evacuation Plan is to be provided to them and any relevant arrangements outlined in this policy</p> <p>Reference will be made to the Academy's asbestos register and contractors asked to sign accordingly</p>	<p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Moiria Fudge Finance Officer</p>	<p>Contractor details are recorded on the school's Single Central Record and removed once contract has ended.</p> <p>Contractors are to view and agree to the following documents if they wish to work on site:-</p> <ul style="list-style-type: none"> • Contractor Induction • Contractor Policy <p>Support is available from the SAET Facilities Manager at all times.</p>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Major works may not proceed until the Trust's Senior Management Team is satisfied that all aspects of Construction (Design and Management) Regulations 2015 have been complied with. For all major projects, once work has been approved, the Trust will ensure that on-site meetings with the contractor are arranged with Academy, to ensure effective control and safety of staff, learners etc. is maintained.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p>	<p>All capital projects are managed by SAET and the Capital Project Consultant with support from the SAET Operations Department.</p> <p>Before work commences on site, a pre-project meeting will take place to arrange the arrangements for the project. This meeting will include:</p> <ul style="list-style-type: none"> • The SAET Capital Project Consultant, • Project Manager of the Contractor, • Executive Head, • Head of School and • SAET Facilities Manager
<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place.</p> <p>Academies are not required to restrict their choice of contractors to only those who are registered with Contractors Health and Safety Approval Scheme (CHAS) or a similar third-party accreditation. If the contractor is registered to a</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p>	<p>No small scale works to take place on site without the authorisation of the Executive Headteacher and the Head of School.</p> <p>Contractors report to the school office/main reception upon arrival where the SAET Facilities Manager and/or the Site Operative will supervise and monitor the works being carried out.</p>

<p>third-party scheme, the Academy need only seek:</p> <ul style="list-style-type: none"> • evidence of insurance • references to confirm the contractor has relevant experience of working in an Academy environment and the field of work they are applying for • contractors appropriate safeguarding policies • method statement for the job being contracted <p>When a contractor is not registered with a scheme the Academy safety procedures must stipulate the following additional checks are to be made:</p> <ul style="list-style-type: none"> • Review the company's current safety policy, it must be signed and have been reviewed in the last 12 months. • Determine the arrangements the company has for putting its safety arrangements into effect. • Confirm the company has access to competent advice by asking for the name and competency details of the source of advice, for example a Safety Group, Trade Federation, or Consultant who provides health and safety information and advice. Review an example from the last 12 months of advice given and action taken. • Seek evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce. • Examine qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision. • Ask for evidence of recent monitoring and management response. Copies of site inspection reports. • Review accident records and action taken to prevent recurrence. • Check HSE website to confirm no enforcement action has been recently taken against the company. • Procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements. 	<p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p>	<p>Before work commences, the school must have the following documents in place from contractors:-</p> <ul style="list-style-type: none"> • Public Liability Insurance Certificate • DBS details if staff are to be unsupervised • RAMS (Risk Assessment and Method Statement) • Competency Certificates (Training) <p>Contractor details are recorded on the school's Single Central Record and removed once contract has ended.</p> <p>Contractors are to view and agree to the following documents if they wish to work on site:-</p> <ul style="list-style-type: none"> • Contractor Induction • Contractor Policy <p>Should any hot works take place, a Hot Work Permit must be completed before work takes place.</p> <p>Support is always available from SAET Operations.</p>
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<ul style="list-style-type: none"> • All contractors must be issued with the Academy's code of conduct for contractors. • Our academies safety policies must also detail how the contract is to be monitored and reviewed. 		
<p>Lettings (shared working – playgroups etc)</p> <p>Letting and hire of Academy facilities is conducted in line with the Lettings Policy for each Academy, ensuring:</p> <ul style="list-style-type: none"> • that the hirer has public liability insurance in place in order to indemnify the academy from all such hirer's claims arising from negligence. • the academy requests a copy of the hirers safeguarding policy, ensuring the hirer obtains the necessary safeguarding checks for all activities involving children, e.g. DBS checks. • If any part of the academy is let, the Headteacher must be satisfied via the agreement that the hiring organisation will use the premises in a safe manner. • A signed, written letting agreement is completed, copies are kept and a risk assessment will have been undertaken. 	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p>	<p>We do not currently have any Letting or Hiring procedures for our Premises as we do not offer this facility.</p>
<p>Slips/Trips/Falls</p> <p>Each Academy is to recognise that slips, trips and falls are a significant cause of accidents. Safety procedures are to make clear that it is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.</p> <p>Academy should also identify who the responsible person is for ensuring regular inspection of communal areas including play & sport areas to remove all hazards, obstructions and spillages.</p> <p>Each Academy should also have a recognised reporting procedure so that defects or maintenance issues that could cause a person to slip, trip or fall can be promptly resolved. The procedure should also require all staff to be vigilant and report promptly possible slip and trip hazards where they cannot make safe the hazard.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p>	<p>The Executive Headteacher and the Head of School are to be informed of all slips, trips, falls and any other Health and Safety concerns.</p> <p>Should any defects or maintenance issues be noticed, staff are to report these via email to the SAET Facilities Manager or record this in the Site Operatives book held in the school office. They will look into the issue and resolve.</p> <p>School staff are to take the Slips, Trips and Falls online training module as part of the SAET Online Training Portal.</p> <p>In the event of an accident, this must be reported to the Lead First Aider and a RIDDOR logged if applicable.</p>

	Jenny Lane Operations Manager	SAET Accident Reporting and Accident Investigation Policies and Procedures to be followed and actioned as appropriate.
Cleaning Each Academy will have a cleaning schedule in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The Academy ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.	Sophie Bartlett Head of School Gareth Owen SAET Facilities Manager Lewis Cleansing Contractor Jenny Lewis Owner Jason Lewis Owner	The school employs Lewis Cleansing to clean the school on a daily basis. Inspections are carried out by Jenny Lewis from Lewis Cleansing and termly meetings are to be held with the Head of School for feedback. Deep cleaning takes place during school holiday periods and in agreement with the Head of School. Onsite Cleaners will report to Head of School and SAET Facilities Manager of any defects, obstructions or issues that they encounter. Lewis Cleansing have provided a Health and Safety Folder which is stored in the cleaning cupboard which contains COSHH information as well as general Health and Safety information. COSHH training is arranged by Lewis Cleansing for cleaning staff. Any equipment that fails is reported by the cleaner to Lewis Cleansing for repair.
Transport Arrangements (on-site) The Academy segregate access traffic, vehicular and vulnerable pedestrians and cyclists and designs out vehicular and vulnerable traffic route conflicts, both at access points and on site. The Academy wherever possible avoid same access for all.	Caroline Unitt Executive Headteacher Sophie Bartlett Head of School Gareth Owen SAET Facilities Manager	The school has 2 x car parks on site and a 5mph speed limit. Access to parking is also available on the White Hart Public House car park and surrounding areas. Hazards lights are to be used in areas other than the school car park. The school has a Vehicles & Pedestrian Risk Assessment and Security Risk Assessment in place and is available via Staff Share.

	<p>Simon Downing Site Operative</p>	<p>School Crossing Patrol is provided by Worcestershire County Council and is patrolled at the start and end of each school day. Parents/carers are informed on the rare occasion school crossing patrol is unavailable on that day.</p> <p>Any Health and Safety concerns are to be reported to the Executive Headteacher, Head of School and the SAET Facilities Manager.</p>
<p>Bus Duties (supervision of learners boarding Academy buses) The Academy identifies and manages risks associated with learners arriving/departing on bus services.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Local Authority School Transport</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Trina Preece Teaching Assistant</p> <p>Claire Cartwright Teaching Assistant</p>	<p>School Transport Driver to make clear to pupils that seat belts must be worn and that no more than two learners may occupy a double seat.</p> <p>Pupils access the School Transport via an allocated pick up point outside the school and are supervised by an adult at all times.</p> <p>Safeguarding procedures are in place for drop off and collection of all children who arrive and leave on school transport.</p>
<p>Caretaking and Grounds Maintenance (and grounds safety) The Academy identifies risks associated with caretaking and grounds maintenance, identifying risks through the risk assessment process.</p>	<p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p>	<p>The school's Site Operative has received IOSHH accreditation.</p> <p>SAET Site Staff take the standard 6 courses from the SAET Online Training Portal.</p> <p>In addition to this, they complete 4 courses to enable them to conduct their role.</p>

<p>Staff employed on ground maintenance work must have received appropriate training on the use of plant and equipment.</p>	<p>Kevin Pollard Eden Garden Services</p>	<p>These courses consist of:</p> <ul style="list-style-type: none"> • Legionella Awareness, • Asbestos Awareness, • COSHH and • Fire Warden/Marshal. <p>The Site Operative is also required to complete the In-House Safety Risk Assessment course.</p> <p>The school currently employs Eden Garden Services to take care of the sites ground maintenance.</p> <p>On arrival, a member of Eden must report to the school office/main reception to sign in and out.</p> <p>Site play equipment is inspected prior to use.</p> <p>Site inspections are carried out once every term.</p> <p>The Site Operative is supported by the SAET Facilities Manager.</p>
<p>Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>Gareth Owen SAET Facilities Manager</p>	<p>SAET Facilities Manager oversees and arranges for the inspections and servicing of the gas and electrical appliances within the school to be approved contractors.</p> <p>Checks are carried out at the correct intervals. The online Every system is used to record these visits and arrange future visits as it will remind the school of the intervals.</p> <p>Certificates received from contractors are stored on the online Every system.</p> <p>Portable Appliance Testing takes place every year and is conducted by Powertest UK.</p>

<p>Glass and Glazing</p> <p>Each Academy must have a risk assessment carried out for all glazing on site, to ensure it complies with current safety standards. All low-level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or, has been fitted with safety film.</p> <p>There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately with repairs carried out as soon as possible.</p> <p>Glazing is also assessed during a regular site inspection.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p>	<p>School to ensure a glazing inspection is undertaken, and follow any recommendations.</p> <p>Monthly inspection of the glazing to take place by the SAET Facilities Manager and recorded on the online Every system once the initial inspection has taken place</p> <p>Should any member of staff encounter problems with glazing they are to report it to the Executive Headteacher and the Head of School via email.</p>
<p>Water Supply/Legionella</p> <p>Each Academy has an effective water hygiene management plan in place to control the risks of legionellosis to staff, learners and members of the public.</p> <p>The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.</p> <p>Regular documented water checks are undertaken as detailed in the Academy's water hygiene management plan.</p> <p>A legionella risk assessment has been conducted and documented and will be reviewed in line with the requirements of HSE's Approved Code of Practice L8.</p> <p>All water hygiene management checks will be documented and maintained in an appropriate log book.</p> <p>A process is also in place to deal with any actions should they arise.</p>	<p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p>	<p>The school will follow the Water and Legionella Policy which outlines what needs to happen on a weekly, monthly and annual basis.</p> <p>The Site Operative will conduct water temperature checks on a monthly basis of the entire site and record the findings.</p> <p>The Site Operative will conduct a flush of little used outlets on a weekly basis.</p> <p>Every two years a Water (Legionella) Risk Assessment is carried out by an independent contractor unless major alterations take place.</p> <p>Electronic copies of the previous recordings will be uploaded to the online Every system.</p> <p>A copy of the previous Water (Legionella) Risk Assessments will also be available on the online Every system.</p>
<p>Snow and Ice Gritting</p> <p>Each Academy ensures the following:</p> <ul style="list-style-type: none"> •A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be 	<p>Gareth Owen SAET Facilities Manager</p>	<p>The Site Operative is involved in the removal of snow and ice from the school site and grit the main access routes to make them safe.</p>

<p>undertaken during adverse weather conditions.</p> <ul style="list-style-type: none"> • Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. making safe main access/egress routes. • There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available. 	<p>Simon Downing Site Operative</p>	<p>Before this task can be completed, the Site Operative must have completed the following courses: -</p> <ul style="list-style-type: none"> • Manual Handling • Slips, Trips and Falls <p>To clear snow and to grit the site, the Site Operative must use the correct equipment and wear the correct clothing to complete this task. This includes, but is not limited to gloves, boots and coat.</p> <p>The Snow & Ice Risk Assessment must be read before work takes place.</p> <p>Every September a review of the stocks of grit is to take place by the site manager and more stock ordered if required. Equipment and grit stock are to be stored in locked storage shed.</p> <p>The Site Operative will be supported by the SAET Facilities Manager.</p>
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Section 4 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
<p>Infectious Diseases (including COVID-19) SAET and its schools follow government guidance: Managing Specific Infectious Diseases and Health protection in children and young people settings, including education</p>	<p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Denise Wilton Deputy Lead First Aider</p> <p>Jenny Lane SAET Operations Manager</p>	<p>School follows the following Government Guidance:</p> <ul style="list-style-type: none"> • Managing Specific Infectious Diseases • Health Protection in Children and Young People <p>The School Secretary/Lead First Aider is responsible for reporting all infectious diseases to the SAET Operations Manager.</p>

<p>Dealing with Medical Conditions Each Academy accommodates learners with medical needs wherever practicable and makes reference to DfE circular – ‘<i>Supporting Learners at Academy with Medical Conditions</i>’ https://www.gov.uk/government/publications/supporting-learners-at-school-with-medical-conditions--3 which sets out the legal framework for the health and safety of learners and staff.</p> <p>Responsibility for learners’ safety is clearly defined within individual care plans where necessary and each person involved with learners with medical needs is aware of what is expected of them.</p> <p>Academies ensure there is close cooperation between the Academy, parents, health professionals and other agencies. Raised priority is to be given to providing a suitably supportive environment for those learners with special needs.</p>	<p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Denise Wilton Deputy Lead First Aider</p> <p>All Staff</p>	<p>Staff follow the “Supporting Students at School with Medical Conditions” Policy which is available on Staff Share. This Policy is supported by the First Aid Policy and the Administering Medication Policy.</p> <p>Each child that requires a Care Plan in school has a Care Plan box located in the Staff Room.</p> <p>All staff are made aware of who requires a care plan in school and the documentation is photocopied and kept in their child’s personal file and recorded on the schools MIS system Arbor.</p> <p>Care Plans are completed by a parent/carer and checked and reviewed by the Lead First Aider and is countersigned by the Deputy Lead First Aider.</p> <p>RED hand system is in place in school for any emergencies that may arise.</p>
<p>Drug Administration Each Academy accommodates learners with medical needs wherever practicable.</p> <p>It should be made clear that parents have prime responsibility for their child’s health and provide the Academy with information about their child’s medical condition. Parents obtain details from their child’s General Practitioner (GP) or Paediatrician, if needed.</p> <p>Nominated staff should be referred to DfE Guidance ‘Supporting Learners at School with Medical Conditions’ advice on managing medicines on Academy premises is set out on pages 19-21 https://www.gov.uk/government/publications/supporting-learners-at-school-with-medical-conditions--3</p>	<p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Denise Wilton Deputy Lead First Aider</p> <p>All Staff</p>	<p>Staff follow the “Supporting Students at School with Medical Conditions” Policy which is available on Staff Share. This Policy is supported by the First Aid Policy and the Administering Medication Policy.</p> <p>If medicine is needed in school, a Parent/Carer completes a medicine administration form. School can only accept medicine that has been prescribed by a doctor and is in date.</p> <p>When medication is given, a qualified first aider will complete the medicine administration form.</p> <p>If medicine is required to be kept in a fridge, it is stored in a locked box with an access code. Locked inside is the child’s details, medicine prescribed by a doctor and a completed medicine administration form signed by the parent/carer.</p>

		<p>Medication is returned to a parent/carer when the medicine is finished, expired or at the end of the school day if needed at home.</p> <p>RED hand system is in place in school for any emergencies that may arise.</p>
<p>First Aid</p> <p>Current first aid regulations recommend that learning environments treat their learners as employees for the purpose of first aid. Academies will follow statutory requirements for first aid by providing suitably trained first aid staff, first aid equipment and first aid room, as appropriate, through careful risk assessment based on relevant learner and employee numbers on site.</p>	<p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Denise Wilton Deputy Lead First Aider</p> <p>All First Aiders</p>	<p>The list of First Aiders is available on the Health and Safety Notice Board in the Staff Room and displayed around the building and recorded on the schools Single Central Record.</p> <p>The Single Central Record includes the qualification that was achieved and the expiry date. Certificates are stored in the First Aiders personnel file.</p> <p>First Aid Kits are stored in the following locations: -</p> <ul style="list-style-type: none"> • First Aid supplies and replenishments are located in the main school office. • Each Classroom has a basic first aid kit. • Lunchtime supervisors and breaktime staff have first aid kits for breaktime duties. • Forest School first aid kit and Burns kit is spare is held in the school office. <p>The school follow the guidance of the First Aid Policy and the First Aid Risk Assessment which are available on Staff Share.</p>
<p>Reporting of Accidents, Hazards, Near Misses</p> <p>Academies follow the SAET Accident Reporting Policy</p> <p>All accidents, incidents and near misses involving staff, pupils and visitors will be reported. SAET will use the reports to monitor accident trends across the organisation, and to inform decisions on any further investigation to</p>	<p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Denise Wilton Deputy Lead First Aider</p>	<p>Scholl follow the SAET Accident and Investigation Policy and SAET Accident Reporting Policy. Provision for near miss reporting is also included in the policy.</p> <p>All accidents are recorded and parent/carers are informed either by accident letter, email or phone call – depending on the severity of the accident.</p>

<p>be taken following an accident/incident/near miss.</p> <p>Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive. Academies should report all potential RIDDOR accidents / incidents to SAET's Operations Manager</p> <p>All accidents will be investigated in a manner which is proportional to the event, and the findings recorded.</p>	<p>All First Aiders</p> <p>Jenny Lane SAET Operations Manager</p>	<p>The Lead First Aider or Deputy Lead First Aider report accidents or near misses to the SAET Operations Manager and logged as a RIDDOR if applicable.</p> <p>Minor accidents are recorded in the Accident Books located in the school office and each classroom.</p>
<p>Fire Safety and Emergency Evacuation</p> <p>Each Academy must have written fire safety procedures which must:</p> <ul style="list-style-type: none"> • identify the responsible person and others with fire duties • fire prevention and fire response arrangements <p>In addition, each Academy must have:</p> <ul style="list-style-type: none"> • a detailed fire risk assessment • a Fire Emergency Evacuation Plan • individual Personal Emergency Evacuation Plans for person with disabilities that could hinder their safe escape in the event of a fire. • a schedule of maintenance for Fire Safety Systems and Fire Fighting Appliances. 	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>All Staff</p>	<p>The School has an Independent Fire Risk Assessment conducted every 3 Years unless changes are made to the structure of the building.</p> <p>The school conducts their own Internal Fire Risk Assessment annually.</p> <p>The school put into place an Action Plan to resolve issues that have been raised by the Fire Risk Assessment. The SAET Facilities Manager will assist with this and then monitor the progress of the Action Plan by the school.</p> <p>The school follow the guidance of the Fire, Bomb and Evacuation Policy and any PEEP's that are in place. The policy also covers our Lockdown Procedures.</p> <p>A full Fire Drill is conducted at least once every Term and is recorded on the online Every system. This also includes fire alarm, emergency lighting, smoke detectors, fire extinguishers etc.</p> <p>Firefighting equipment is located around the building and is regularly serviced by contractors.</p> <p>Fire Marshall and Fire Warden Training is provided to the appointed person.</p> <p>The Fire Assembly Point is located on the school field.</p>

		<p>All certificates provided by contractors are uploaded on the online Every system.</p> <p>Procedures are in place to ensure all people in the building are accounted for.</p>
<p>Crisis and Emergency Management</p> <p>Each Academy has a Critical Incident Management Team with defined responsibilities.</p> <p>The function of the Team and responsibilities of the team members are to be clearly laid out in the Critical Incident Policy.</p> <p>All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans.</p> <p>Each Academy team must test their plans on a termly basis to ensure they are feasible and realistic. Outcomes of tests are to be submitted to the Trust on an annual basis for review.</p> <p>The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>Chris King CEO of SAET</p> <p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Jenny Lane SAET Operations Manager</p> <p>All Staff</p>	<p>The school follows the SAET Critical Incident Policy which has been adopted by our school. The policy can be found in Staff Share.</p> <p>In the event of an incident, the school will contact the CEO of SAET and the Operations Team.</p> <p>Equipment required for a Critical Incident is available from the school office.</p> <p>In the event of an emergency evacuation or lockdown, the school follows the Fire, Bomb and Evacuation Policy and Procedures.</p> <p>Practice Fire Drills will take place at least once every term.</p> <p>In the event of an emergency, staff should contact:</p> <ul style="list-style-type: none"> • 999 • Executive Headteacher • Head of School • SAET Facilities Manager

Section 5 - MONITORING AND REVIEW

SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
<p>Monitoring SAET and Academies will monitor and review arrangements annually. They will be revised as new topics arise that may affect the process of managing health and safety for staff, learners, contractors and other visitors.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p>	<p>Reviews are taken place once every term.</p> <p>Any Health and Safety issues are dealt with on a daily basis.</p>
<p>Inspections Each Academy ensures regular safety inspections are carried out by the nominated person/s. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p> <p>SAET Facilities Manager undertakes regular site visits to monitor and review H&S arrangements in each school</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Teachers</p>	<p>Any issues that are highlighted are to be noted and actioned upon at the earliest opportunity. This will then be recorded as actioned on the online EVERY system.</p> <p>On an annual basis, a Governor conducts a review of the In-House Safety audit to monitor progress on recommendations and key priorities.</p> <p>In addition, class Teachers conduct an inspection of their areas on a termly basis. The inspection sheet is available from the SAET Facilities Manager.</p> <p>The online EVERY system is used to ensure that the school is compliant with routine maintenance tasks. Records of previous inspections/servicing is held on the online Every system with a review date.</p> <p>The SAET Facilities Manager and Site Operative conduct weekly visits to our school to inspect the sites Health and Safety.</p>
<p>Review The Academy has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the Academy, supplemented by</p>	<p>Caroline Unitt Executive Headteacher</p>	<p>The Health and Safety Policy is reviewed annually by SAET and is approved by the School Governors once Local Arrangements have been added.</p>

<p>various 'ad hoc' and un-planned checks and inspections.</p> <p>The Academy also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc.</p> <p>SAET Facilities Manager undertakes regular site visits to monitor and review H&S arrangements in each school</p>	<p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Jenny Lane Operations Manager</p>	<p>The Executive Headteacher provides a report at every FGB meeting. This includes:</p> <ul style="list-style-type: none"> • Actions since the last meeting • Regular testing • The condition of the building • Any incidents that may have occurred <p>Accident trends are monitored and reviewed by the Lead First Aider and the SAET Operations Manager.</p>
<p>Auditing</p> <p>SAET organises an annual H&S audit by external consultants, for each Academy, as a means of confirming that the necessary systems to comply with legislation are in place and, are being followed across the Trust.</p> <p>Each Academy will follow up the action points identified through the audit, in order of priority, based on the RAG rating score.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Jenny Lane Operations Manager</p> <p>All Staff</p>	<p>The Executive Headteacher, the Head of School and the SAET Facilities Manager oversee the yearly audit of the school provided by In House Safety.</p> <p>Due to the nature of the audit, assistance will be required from other members of the school staff on the day.</p> <p>Should the school require assistance with any follow up action points, this can be provided by the SAET Operations Team or via In House Safety itself.</p> <p>A full audit is conducted every two years with an intermediate audit yearly.</p>

Section 6 -TRAINING		
SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
<p>Staff Health and Safety Training /Competence</p> <p>SAET is committed to ensuring that staff are competent to undertake the roles expected of them. Key staff have received both IOSH and Risk Assessment training. Each Academy will have access to online training and, as a minimum, will ensure all staff are inducted/undertake:</p> <ul style="list-style-type: none"> • general health and safety training • fire safety training <p>Each Academy will take part in a training needs analysis to identify competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis shall be reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Simon Downing Site Operative</p> <p>Moira Fudge Finance Officer</p> <p>All Staff</p> <p>SAET HR</p>	<p>All staff have access to the CSE Online Training Portal and are provided with a course every half term to complete. Once complete, certificates are provided and the information is recorded on the schools Single Central Record. A copy of the certificate is also held in the Safeguarding folder held in the school office.</p> <p>All staff are required to complete the two main courses of Health and Safety Essentials and In the Line of Fire (Schools).</p> <p>Fire Wardens/Fire Marshals are also required to complete the relevant training module.</p> <p>Automatically allocated additional courses which are available include: -</p> <ul style="list-style-type: none"> • Risk Management • Slips, Trips and Falls • Handle with Care (Manual Handling) • Safe Working at Heights <p>Site Staff are required to complete the above courses as well as COSHH, Legionella and Asbestos Awareness.</p> <p>All training will be booked through the Finance Officer once approved by the Executive Headteacher and the Head of School.</p> <p>For staff that handle food, they are required to complete the Food Hygiene course.</p> <p>The Trust employees In House Safety as its competent person. Our contact is Justin Smith and he can be contacted via phone on 01933 626 444 or email via mailto:justin@inhousesafety.co.uk</p>

<p>Supply and Student Teachers Each Academy's expectations are to be made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook.</p> <p>Teachers on supply and Student Teachers are to be given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. Agency supply staff should be made aware of the Academy's emergency health and safety procedures such as fire evacuation.</p> <p>Headteachers/Senior Leaders are responsible for liaising with the Supply/Student Teacher on general Academy organisation and routines. When Supply and Student Teachers attend the Academy to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Gareth Owen SAET Facilities Manager</p> <p>Rebekah Salter Schools SCITT Lead</p> <p>Stourport SCITT</p> <p>SCITT Student</p>	<p>Student Teachers will be provided via Stourport SCITT.</p> <p>Schools SCITT Lead to communicate with the Executive Headteacher and the Head of School regarding all SCITT students.</p> <p>They will receive a full Induction and Safeguarding Training that includes sessions on Prevent, Online Safety and Working Together to Safeguard Children.</p> <p>They will also be required to complete the SAET Online Training Portal Health and Safety training courses.</p> <p>The school is to inform the SAET Facility Manager of any new student teachers or new members of staff so that they can be added to the training portal.</p> <p>The Code of Conduct is provided during the Induction process which also includes a tour of the school highlighting different areas, security arrangements and access.</p>
<p>Volunteer and Parent Helpers Our academies are to ensure volunteer and parent helpers are subject to their safeguarding arrangements.</p> <p>Volunteers receive an induction from the Designated Safeguarding Lead and relevant person to instruct on health and safety. They are expected to sign in and out, wear a visitor's badge at all times and follow the Academy procedures.</p> <p>The policy is to clearly state that the teacher is the principal point of contact and volunteers are under his/her direction.</p> <p>Academy must manage access to information, ensuring appropriate restrictions are in place. Volunteer/parent helpers must be made aware that any conversations and any documentation to which they may have access are strictly confidential and are treated as such.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p>	<p>The schools Designated Safeguarding Lead is Sophie Bartlett (Head of School). The Deputy Designated Safeguarding Lead is Caroline Unitt (Executive Headteacher).</p> <p>Any Volunteers will be required to have a DBS carried out before they are allowed to volunteer. They will also attend an Induction with the DSL and School Secretary on arrival.</p> <p>They are required to complete the visitor's book and will be expected to show an up to date DBS and/or valid ID and will be given a blue lanyard. If the visitor does not hold a valid DBS, they will wear a red lanyard and be escorted around the building at all times.</p> <p>Volunteers and Parent Helpers receive the same Induction and Safeguarding Training as all paid employees.</p>

Section 7 - HEALTH AND WELL-BEING		
SAET Arrangements	Responsibility of: Name/Title	School Arrangements
Individual action plans will be put in place where necessary	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Rebekah Salter Schools SCITT Lead</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Toni Branagh-Wall Teacher</p> <p>Claire Cartwright ELSA</p> <p>Nicola Purslow Teaching Assistant</p> <p>Chantelle Bates Lunchtime Supervisor</p> <p>All Staff</p> <p>SAET HR</p>	<p>The Designated Mental Health Lead is Sophie Bartlett (Head of School).</p> <p>All staff are aware of the Employee Access Service provided through HR. The information is readily available on the staff room notice board.</p> <p>All staff who have been absent from work for 3 or more days in a row, receive a back to work interview with the Executive Headteacher or the Head of School and a risk assessment put in place if required.</p> <p>School has a staff well-being group and consists of the following members of staff:</p> <ul style="list-style-type: none"> • Sophie Bartlett • Kelly Gledhill • Toni-Branagh Wall • Claire Cartwright • Nicola Purslow • Chantelle Bates <p>The school's SENDCo is Sophie Bartlett (Head of School).</p> <p>The school's designated teacher of LAC is Rebekah Salter.</p> <p>The school's ELSA is Claire Cartwright.</p> <p>Risk assessments, PEEPS and Action Plans are in place for any vulnerable children or staff in school and can be found on Staff Share.</p> <p>School use the SAET Vulnerable Employee action plan template.</p>

<p>Pregnant Members of Staff Schools are to ensure their First Aid Room/Staff Room has rest facilities for expectant and nursing mothers.</p> <p>Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p> <p>It must be clear how a new and expectant mother's risk assessment is to be conducted, proposed frequencies of review and where records of the assessment/s are to be maintained.</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>SAET HR</p>	<p>Pregnant members of staff notify the Executive Headteacher and the Head of School in writing following the guidance in the SAET Maternity Leave Policy.</p> <p>The Executive Headteacher and the Head of School work collaboratively to ensure the pregnant employee is fully supported.</p> <p>Pregnant members of staff have a Risk Assessment in place and this will be reviewed accordingly.</p> <p>Pregnant members of staff will be provided with a space that has facilities for them to rest if required. This would normally be the staff room, the mobile classroom or the rose room.</p>
<p>Health and Well Being Including Absence Management Each school will:</p> <ul style="list-style-type: none"> • adopt and implement SAET Managing Work Related Stress Policy and Staff Absence Policy (including addendum relating to Coronavirus) • make a commitment to reducing workload in localised policies and procedures • make a commitment to reducing workload in localised policies and procedures • identify and support staff exhibiting signs of stress • apply the HSE Management Standards as good practice and a framework for assessing risks associated with work related stress • endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. 	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Kelly Gledhill School Secretary/Lead First Aider</p> <p>Toni Branagh-Wall Teacher</p> <p>Claire Cartwright ELSA</p> <p>Nicola Purslow Teaching Assistant</p>	<p>The Designated Mental Health Lead is Sophie Bartlett (Head of School).</p> <p>School adopt and implement the SAET Managing Work Related Stress Policy and Staff Absence Policy.</p> <p>All staff are aware of the Employee Access Service provided through HR. The information is readily available on the staff room notice board.</p> <p>School has a staff well-being group and consists of the following members of staff:</p> <ul style="list-style-type: none"> • Sophie Bartlett • Kelly Gledhill • Toni-Branagh Wall • Claire Cartwright • Nicola Purslow • Chantelle Bates <p>School use the SAET Vulnerable Employee action plan template.</p>

	Chantelle Bates Lunchtime Supervisor All Staff SAET HR	All staff who have been absent from work for 3 or more days in a row, receive a back to work interview with the Executive Headteacher or the Head of School and a risk assessment put in place if required.
Smoking on Site Smoking is not permitted on any SAET premises.	Everyone	Smoking is strictly prohibited on the school grounds and inside the school premises.

Section 8 - ENVIRONMENTAL MANAGEMENT

SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
Environmental Compliance Each Academy should seek to fulfil waste management objectives through: <ul style="list-style-type: none"> • using only what is needed • seeking alternatives where possible • recycling as much as practicable • disposing of as little as necessary. 	Gareth Owen SAET Facilities Manager Simon Downing Site Operative Toni Branagh-Wall Eco Lead Eco Council	School has a number of general waste bins and a recycle bin which is collected once every week. This service is provided by Wychavon District Council. The school has an Eco Lead and an Eco Council who oversee the recycling and environment. The school has recently been awarded the Eco School Award 2022.
Disposal of Waste Academies are to ensure all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. Appropriate records must be kept.	Gareth Owen SAET Facilities Manager Maira Fudge Finance Officer	School has one hazardous waste bin which is collected every two weeks. School has a sanitary bin in the girls and staff toilets and a nappy changing bin in the disabled toilet. These are emptied on a weekly basis. This service is provided by contractor PHS.

Section 9 - CATERING AND FOOD HYGIENE		
SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
<p>Catering and Food Hygiene Each Academy must ensure their caterer has in place:</p> <ul style="list-style-type: none"> • A food hygiene management system based on Hazard Analysis and Critical Control Point principles. • Access to competent health and safety advice. • A safety policy that explains how the following key topics are monitored, controlled and responsibilities for safety assigned: <ul style="list-style-type: none"> • Safety of learners/employees/kitchen staff. • Responsibility for maintenance of premises and equipment. • Restricted access. • First aid arrangements, including accident/incident reporting. • Emergency Evacuation Procedures. • Safe systems of work. • Lifting and handling of heavy and hot loads, liquids etc. • Safe use of machinery, equipment and appliances within the areas. • Removal of waste. • Pest control. • Use of knives. • Condition of workplace, including floors etc. <p>All catering operations are registered with the Local Authority</p>	<p>Caroline Unitt Executive Headteacher</p> <p>Sophie Bartlett Head of School</p> <p>Jenny Lane Operations Manager</p> <p>AIP Catering</p>	<p>The school employees Alliance in Partnership (AIP) for the school daily catering.</p> <p>AIP have been selected by the Trust to provide this service and have a working food safety management system in place with HACCP standards maintained.</p> <p>Alliance in Partnership Suite 440, 4th Floor, West Wing, TriGate, 210-222 Hagley Road West, Oldbury, West Midlands B68 0NP Tel: 0121 420 3030 Worcestershire Regulatory Services looks after the majority of environmental health issues on behalf of Wyre Forest District Council.</p> <p>The school currently has a 5-star rating from the Food Standard Agency. Evidence of this can be found displayed on the front door of the main school entrance.</p> <p>AIP cook all meals on site. There are 2 fire exits immediately available for kitchen staff to use.</p> <p>AIP are aware of the school's Fire, Bomb and Evacuation policy and procedures and who the designated Fire Marshals and First Aiders are.</p>

Section 10 – HEALTH AND SAFETY ADVICE		
SAET Arrangements	Responsibility of: Name/Title	Academy Arrangements
<p>Information In-House Safety provide expert advice and guidance to SAET and its Academies</p>	<p>SAET Operations Team</p>	<p>Academy accesses expert Health and Safety advice from the SAET Operations Team.</p>

3. Authorisation

The Academy Principal / Headteacher is responsible for Health and Safety and implementing this policy

Academy:	Hartlebury Church of England (VC) Primary School
Principal/Headteacher:	Executive Headteacher Caroline Unitt Head of School Sophie Bartlett Date: 31.01.2023
Chair of Governors:	Carolyn Gumbley Date: 06.02.2023

4. Current Post Holders and Responsible Individuals

	Role	Name of Responsible Individual
SAET Central	SAET Board	
	CEO	Chris King
	Deputy CEO	Jon Sheers
	COO	Ali Powell
	Deputy COO	Tim Morton
	Operations Manager	Jenny Lane
	Facilities Manager	Gareth Owen
	H&S Advisor	Justin Smith (In House Safety)
Academy Specific	Executive Headteacher	Caroline Unitt
	Head of School	Sophie Bartlett
	Chair of Governors	Carolyn Gumbley
	Health and Safety Lead	Caroline Unitt
	Site Operative	Simon Downing
	Person(s) with duties for fire safety	Caroline Unitt Sophie Bartlett Gareth Owen Simon Downing Kelly Gledhill Rebekah Salter Trina Preece
	Person(s) with main duties for first aid arrangements	Kelly Gledhill (Lead First Aider) Denise Wilton (Deputy Lead First Aider) Jenny Lane (Reporting Officer)
	Educational Visit Coordinator	Caitlin Perry