
Dosthill Primary Academy

Health and Safety Policy

Document Control

Policy Title	Health and Safety Policy
Effective Date	Summer Term 2025
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Policy Owner	David Shakeshaft
Policy Approver	Local Governing Committee

Version Control

Version	Date	Amended by	Comments

Section	Changes Made

The Health and Safety Policy at Dosthill Primary Academy has five parts:

- **Part A:** Introduction
- **Part B:** The Health and Safety Policy Statement
- **Part C:** Management Arrangements
- **Part D:** The detailed arrangements and procedures for Health, Safety and Wellbeing within the academy
- **Part E:** The Key Performance Indicators

A. Introduction

This policy works alongside the Fierté Trust Health and Safety Policy. It sets out the local organisation and arrangements in place at Dosthill Primary Academy to put the Trust policy into practice.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged, and the Governing Body of Dosthill Primary Academy recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974.

The Governing Body will ensure, so far as is reasonably practicable, that:

- a) All places and premises where employees and pupils work or take part in academy activities are maintained in a safe condition and without risks to health. This includes the safety of anyone on the premises or involved in off site academy activities.
- b) All plant, equipment and substances are safe to use, and that suitable arrangements exist for their safe use, handling, storage and transport.
- c) Appropriate safe systems of work are developed, implemented and maintained.
- d) Sufficient information, instruction, training and supervision are provided to enable employees and pupils to carry out their activities safely and to contribute positively to their own health, safety and wellbeing and that of others.
- e) A healthy working environment is provided and maintained, including adequate welfare facilities.

In addition, the academy will ensure, so far as is reasonably practicable, that the health and safety of non employees is not adversely affected by academy activities.

Employee involvement is an important part of managing health and safety. Consultation with employees and employee representatives forms part of this policy. All employees are expected to take reasonable care of their own health, safety and wellbeing, and the health, safety and wellbeing of others who may be affected by their actions or omissions.

This policy statement and the accompanying organisational arrangements replace any that have been issued previously.

C. Management Arrangements

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to ensure compliance with all relevant legal requirements. These arrangements describe how Dosthill Primary Academy implements the Health and Safety Policy in practice and how risks are managed across the academy.

Persons with Key Responsibilities:

Executive Headteacher

The Executive Headteacher has overall responsibility for ensuring that the Health and Safety Policy is implemented across the academy. They ensure legal compliance, allocate resources, and oversee the effective management of health and safety in line with the Fierté Trust Health and Safety Policy.

Head of School

The Head of School supports the Executive Headteacher by managing the day-to-day implementation of health and safety arrangements. This includes monitoring procedures, ensuring staff awareness, and coordinating responses to health and safety concerns across the academy.

Site and Buildings Supervisor

Responsible for:

- Implementing the Health and Safety Policy on a day-to-day basis
- Liaison with external contractors
- Carrying out daily, weekly and monthly health and safety checks
- Maintaining safety, cleanliness and tidiness across the school site
- Identifying and escalating maintenance issues and hazards
- Completing the annual Health and Safety Audit and Fire Risk Assessment with the Head of School
- Managing premises-related risk assessments
- Reviewing accident data alongside senior leaders to identify improvements
- Ensuring Display Screen Equipment (DSE) assessments are completed for significant users

Office Manager

Responsible for:

- Managing medical and first aid arrangements (in partnership with SEND and Inclusion staff)
- Reviewing and analysing accident data with senior leaders
- Maintaining health and safety training records
- Acting as the Educational Visits Coordinator (EVC)

SENDCO and Behaviour Lead

Responsible for:

- Ensuring Personal Emergency Evacuation Plans (PEEPs) are written and reviewed for pupils who require them
- Completing and reviewing SEND-related risk assessments, including behaviour plans
- Working with the Office Manager to ensure pupil medical needs are met

Cleaning Staff / Cleaning Contractor

Responsible for:

- Reporting maintenance issues, defects and health and safety concerns to the Site and Buildings Supervisor or Office Manager

All Staff

All employees share responsibility for maintaining a safe working environment. All staff must report any health and safety concerns, defects or maintenance issues to the Site and Buildings Supervisor or Office Manager immediately.

Competent Health and Safety Advice

The academy obtains competent health and safety advice from	Staffordshire Health, Safety and Wellbeing Service
The contact details are	Health, Safety and Wellbeing Service Strategy, Governance & Change Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH Staffordshire Health and Safety Advisor: Charlotte Evans - Mobile: 07815 826740 charlotte.evans2@staffordshire.gov.uk shss@staffordshire.gov.uk
In an emergency we contact: IF APPROPRIATE, CALL THE EMERGENCY SERVICES ON 999 (OR 112) Contact the COUNTY COUNCIL'S DIRECTOR ON CALL ON <u>07623 910065</u> Fierté CEO – Maria Hamblin - 01827 214621 E-mail: CEO@fierte.org Fierté Vice CEO – Tony Hand - 01827 214623 E-mail: Viceceo@fierte.org	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in academy:	Name: David Shakeshaft (Executive Headteacher) Richard Gould (Head of School) Bill Holland (Site & Buildings Supervisor) Vicki Dobson (Office Manager)
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> • Health and Safety issues are reported by staff to Bill Holland as they arise (reporting system in place) • The Site and Buildings Supervisor and Head of School carry out regular walks around school and immediately rectify issues • Completion of the annual Health, Safety and Wellbeing audit • Annual review meeting with the Staffordshire Health, Safety and Wellbeing Advisor • Minutes of Governor meetings are kept, and meetings are held termly. Health and Safety is included in the Headteacher Report to the Local Governing Committee 	
The academy carries out formal evaluations and audits on the management of health and safety at least annually.	
Name of person responsible for monitoring the implementation of health and safety policies	Name: David Shakeshaft
All staff are aware of the key performance indicators in part E and how they are monitored	

D. Detailed Health and Safety Arrangements

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

1. Accident Reporting, Recording & Investigation

<p>Our arrangements for recording and investigating:</p>
<p>Pupil accidents When a pupil has an accident, an incident slip is sent home and the accident is recorded in the appropriate accident folder.</p> <p>Where a pupil receives treatment from a paramedic, attends hospital, is advised to seek medical attention or is involved in a more serious incident, the Office Manager records this on the My Health and Safety online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.</p> <p>Accident trends for pupils are monitored by the Executive Headteacher, Head of School, the Office Manager and the Site and Buildings Supervisor.</p> <p>All pupil accidents and incidents are reviewed by the Head of School, the Office Manager and the Site and Buildings Supervisor to ensure that any required actions to prevent recurrence are identified and implemented.</p>
<p>Employee accidents All employee, volunteer, supply staff and visitor accidents, incidents, near misses and dangerous occurrences must be reported to the Office Manager or the Site and Buildings Supervisor and recorded in the accident book.</p> <p>Where an employee receives treatment from a paramedic, attends hospital or is advised to seek medical attention due to an injury, the Office Manager records the incident on the My Health and Safety online system.</p>
<p>Visitor accidents All accidents involving visitors or contractors must be reported in the same way as employee accidents and recorded in the accident book.</p> <p>More serious incidents are recorded on the My Health and Safety online system by the Office Manager.</p>
<p>The person/body responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Staffordshire HSW Service as part of the SLA.</p>
<p>Our arrangements for reporting to the Governing Body or Academy Board are: Health and safety is included within the Headteacher Report to the Governing Committee each term. Minutes of all meetings are recorded and retained.</p>
<p>Our arrangements for reviewing accidents and identifying trends are: The Office Manager reviews accident records regularly and monitors patterns or recurring issues.</p> <p>The Office Manager works alongside the Site and Buildings Supervisor to ensure that</p>

identified issues are addressed.

The My Health and Safety online system is used to record and review more serious incidents and the associated actions taken.

2. Asbestos

The Asbestos Duty Holder is the Executive Headteacher	David Shakeshaft
The appointed person for Managing Asbestos is the Site & Buildings Supervisor	Bill Holland
Location of the Asbestos Management Record System.	Location: Main school office – red file
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"> • Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Staffordshire Health, Safety and Wellbeing Department • Face to face meeting with the Site and Buildings Supervisor • We have an Asbestos Register and risk assessment • Contractors are provided with the Asbestos Register and are required to sign it before completion of any works. The Register is kept in a red Asbestos Folder 	
<p>Our arrangements to ensure all academy staff such as class teachers and cleaners have information about asbestos risk on the premises:</p> <ul style="list-style-type: none"> • As part of induction if they start during the academic year • From September 2024, all staff must sign to confirm that they have read and understood the information in the Asbestos Staff Awareness Information Document. This confirms that they know the location of the Asbestos Management folder, have received information about asbestos in the school and know who to report concerns to • Staff must not drill or use mechanical fixings, for example staples, when attaching anything to walls without first obtaining approval from the Site and Buildings Supervisor 	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: David Shakeshaft and Richard Gould
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none"> • As part of their induction at the commencement of employment. This includes the Fierté Health and Safety Policy and Health and Safety information or risk assessments specific to their role and all risk assessments • Safeguarding and Visitor Information booklet includes Health and Safety information • Through email communications • Through staff briefings and staff meetings as appropriate, including one to one meetings with line managers • Through INSET day training and specific training such as Judicium 	
<p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> • Emailing the Executive Headteacher or Head of School • Raising suggestions at briefings, INSET days or meetings 	

4. Construction Work

Name of person coordinating any construction work / acting as Client for any construction project:	DPA: Bill Holland Trust coordinator: Tony Hand
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Fierté Trust Vice CEO, Tony Hand, will support the organisation and coordination of any construction work and will ensure that all regulations are followed.</p> <p>David Shakeshaft (Executive Headteacher), Richard Gould (Head of School) and Bill Holland (Site and Buildings Supervisor) will support this process.</p> <p>Duty holders will be identified and named as part of any construction project.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HSF45 and HSF46 Hazard Exchange forms completed by the Site and Buildings Supervisor or Entrust Project Manager.</p>	
<p>Our arrangements for the induction of contractors are: The Site and Buildings Supervisor meets contractors at the start of a project to go through induction arrangements.</p> <p>Where construction work is planned, managers are advised to seek detailed support and guidance from the Vice CEO and the Staffordshire Health, Safety and Wellbeing Advisors.</p>	
<p>Staff should report concerns about contractors to: Bill Holland or member of SLT.</p>	
<p>We will review any construction activities on the site by: Meeting regularly with the company carrying out the work and with the Entrust Representative where applicable.</p>	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Richard Gould (Head of School)
The name of the Trade Union Health and Safety Representative is:	N/A
<p>Our arrangements for consulting with staff on health and safety matters are:</p> <ul style="list-style-type: none"> • Health and Safety is included as an agenda item at Governing Committee meetings held termly • Briefing minutes, staff meetings and group emails via Teams 	
<p>Staff can raise issues of concern by:</p> <ul style="list-style-type: none"> • Reporting form system • Face to face or email communication with the Site and Buildings Supervisor or Head of School • Through staff briefings and staff meetings as appropriate • Through INSET day training 	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Bill Holland
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<p>Our arrangements for selecting competent contractors are: Guided by Fierté MAT advice, including specific contractors they have worked with previously.</p> <p>Where construction work is planned, managers are advised to seek detailed support and guidance from the Vice CEO and the Staffordshire Health, Safety and Wellbeing Department.</p> <p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Meeting with contractors and the building advisor to discuss and complete HSF45 and HSF46 forms, and to inspect and sign the asbestos register before work commences.</p> <p>Induction of contractors to site, identifying fire evacuation procedures and safeguarding precautions.</p> <p>Staff should report concerns about contractors to: Bill Holland or member of SLT</p>
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7. Curriculum Areas – Health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Science	Charlotte Walker
	PE	Daniel Hathaway
	Computing	Michael Coleman
	Art & Design	Laura Morgan
	PSHE	Emily Payne
	Design and Technology	Sarah Russell
Risk assessments for these curriculum areas are the responsibility of:	Subject leaders as identified above.	

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

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: The Site and Buildings Supervisor issues a DSE checklist form to all staff via Forms. Any identified issues will be investigated and reasonable adjustments made.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Bill Holland
DSE assessments are recorded, and any control measures required to reduce risk are managed by	Bill Holland

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name: Cerian McCabe
<p>Our arrangements for the safe management of EYFS are:</p> <ul style="list-style-type: none"> • Health and Safety procedures are the same in Reception as the whole school • Induction training must include information about emergency evacuation procedures, safeguarding, child protection and health and safety issues • Staff complete daily risk assessments for indoors and outdoors, removing any broken equipment • There are more than adequate numbers of paediatric first aid staff in school and in Reception • The school operates within the EYFS Framework and guidance 	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name: Richard Gould
The Educational Visits Coordinator is	Name: Vicki Dobson
Our arrangements for the safe management of educational visits: Use the system EVOLVE. This includes informing parents, gaining permission where required, completing risk assessments, planning, gathering contact details, checking insurance, detailing all aspects of the trip and completing evaluation.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Bill Holland in consultation with Vice CEO and property advisor
Fixed electrical wiring test records are located:	Records on TAMS
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff should not bring electrical equipment from home. Items may be used if they are brand new and must be shown to the Head of School, along with the receipt. Where staff need electrical equipment, items can be purchased if required in agreement with the Head of School.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Bill Holland
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	CalBarrie – external contractor
Portable electrical equipment (PAT) testing records are located:	Records on our Entrust Property Portal Login
Staff must take defective electrical equipment out of use and report to:	Bill Holland
The portable electrical equipment on the academy site that is owned and used by contractors is the responsibility of the contractor, who must provide records if requested.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	SCC Fire Risk Assessor Kelly Smith
The Fire Risk Assessment is located:	In the Academy One Drive – Health and Safety folder Fierté Multi-Academy Trust\Health and Safety\Premises and H&S\Fire Safety
When the fire alarm is raised the person responsible for calling the fire service is	SLT / Office Staff
Name of person responsible for arranging and recording of fire drills	Bill Holland and Richard Gould
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Bill Holland and Richard Gould
Our Fire Evacuation Arrangements are published:	In the Fire Safety Policy, on posters around school and in the Visitor information booklet
Our Fire Marshals are listed	In the Fire Safety Policy R Gould, V Dobson, B Holland, V Groves, J Hunt
Results of the testing and maintenance of fire equipment and installations is recorded on TAMS	TAMS
Name of person responsible for training staff in fire procedures	Bill Holland. Training shared during INSET, revisited in briefings, fire drills and evaluations. Online fire safety training for all staff annually.
All staff must be aware of the Fire Procedures in school	

13. First Aid

Name of person responsible for carrying out the First Aid Assessment	Name: Vicki Dobson and Bill Holland
The First Aid Assessment is located	In the Academy One Drive – Health and Safety folder Fierté Multi-Academy Trust\DPA_Wider Staff - Documents\Health and Safety\Premises and H&S\First Aid
First Aiders are listed	In the First Aid Assessment and First Aid Policy in medical room
Name of person responsible for arranging and monitoring First Aid Training	Vicki Dobson / Trust Central Team
Location of First Aid Boxes	Medical Room There are also first aid bags in: <ul style="list-style-type: none"> • Classrooms • Dining Hall • Staff Room • Playgrounds (LTS boxes)

Name of person responsible for checking & restocking first aid boxes	Vicki Dobson / Deborah Heath
In an emergency staff are aware of how to summon an ambulance – Call an ambulance from the office 999 or 112	
Our arrangements for dealing with an injured person who has to go to hospital are:	
<p>Pupils School office and Head of School are to be informed, then parents.</p> <p>Staff School office calls ambulance in an emergency. Head of School to be consulted. Head of School to inform next of kin.</p> <p>Visitors School office staff and Head of School to be informed. Visitors' employers and family members are to be informed.</p>	
<p>Our arrangements for recording the use of First Aid are:</p> <ul style="list-style-type: none"> • Enough trained first aiders • List of first aiders displayed in the staff room and around school • First aid kits located in classrooms and the dining hall, plus medical bags taken outside at break and lunch • Break times managed by support staff and teachers on duty • Lunchtimes managed by lunchtime supervisors • During learning time, children can be seen by any trained first aider. All staff have a duty of care and can support with first aid as appropriate. First aider must be consulted for head or face injuries or suspected broken bones • First aid slips sent home for bumped heads, cuts and bruises, and these incidents logged in the class record or breaktime/lunchtime record file • Inhalers kept in the classroom or with the child • All other medication handed to the office • A parental consent form must be completed for all medication administered by staff or overseen by staff 	

14. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard
A glass and glazing assessment took place in 2012 and the record can be found in the Academy One Drive – the Fierté Multi-Academy Trust \DPA_Wider Staff - Documents \Health and Safety \Premises and H&S \Dosthill school

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Bill Holland Laura Carr
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: COSHH assessments along with printed data sheets are kept accessible, for example hard copies in the kitchen area. COSHH risk assessments and data sheets are also located in: Health and Safety \Premises and H&S \COSHH	

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	On the display in the main school entrance
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards
Our waste management arrangements are: Willshees Waste Management – Service Level Agreement
Our site housekeeping and cleaning arrangements are: On-site cleaners employed by Glen Group contractors Brenda Cash – DPA staff
Cleaning staff have received appropriate information, instruction and training about the following and are competent using: <ul style="list-style-type: none">• Work equipment• Hazardous substances
Waste skips and bins are located away from the academy building.
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.
Staff in all departments, who generate waste (for example catering, cleaning, curriculum areas) must be aware of the risk assessments and control measures in place for their role. Risk assessments are available in the Health and Safety folder on Teams: Health and Safety \Premises and H&S \Risk Assessments Health and Safety \Premises and H&S \COSHH

18. Infection Control

Name of person responsible for managing infection control:	Richard Gould
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: <ul style="list-style-type: none">• Cleaners follow direction from Cleaning Supervisors, with clear cleaning routines in place to ensure proper sanitation• PPE available where required• Deep clean during Easter holiday and summer holiday• Tissues are available in every classroom	

19. Lettings

Name of staff member responsible for Lettings	Fierté Trust – Tony Hand Office Manager – Vicki Dobson
<p>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</p> <p>Hirers are responsible for sharing any health and safety concerns regarding the premises so that these can be rectified.</p> <p>Key academy policies are kept in a folder to be shared with hirers, but hirers are responsible for ensuring that they have their own risk assessments, first aid arrangements, fire procedures and emergency procedures in place.</p> <p>The health and safety considerations for Lettings are considered and reviewed annually.</p> <p>Hirers must have their own risk assessments, first aid arrangements, fire procedures and emergency procedures.</p> <p>Hirers are responsible for obtaining the necessary local authority licences for their activities, and these must be provided to the school or academy on request.</p> <p>Hirers must provide a register of those present during a letting upon request.</p>	

20. Lone Working

Please refer to the Lone Working Risk - Health and Safety\Premises and H&S\Risk Assessments\Risk assessments for full information

- Ensure staff who lone work, open the building or lock up the building have been assessed in relation to health conditions before being given the role
- High risk work will not be permitted during lone working, for example roof work or electrical system work. These will be managed using permits to work
- Where applicable, health care plans for staff are to be introduced
- Safe contact procedures must be in place to confirm staff have left the building safely and are either on their way home or at home
- If a staff member does not phone in, attempts should be made to contact them within the first five minutes of the expected call time. During this time the line manager must contact a member of SLT to arrange attending the site together. If no response is obtained from the staff member, the emergency services must be contacted, with the two staff members meeting them on site
- If an aggressive member of the public is on site, premises staff must retreat to a safe area behind reception with non-premises staff while the police are called
- Opening and locking up the building remains the responsibility of Bill Holland, David Shakeshaft, Richard Gould, Chris Atkins, Vicki Dobson or the Cleaning Contractor
- Any member of staff must notify the Head of School during non-school hours if they wish to enter the premises
- Staff will be expected to sign in during these times
- When leaving late in the evening (only with prior agreement with the Executive Headteacher or Head of School), any lone staff members with key holder privileges must contact Richard Gould or David Shakeshaft to confirm they have left the building safely. They will then contact each other.

21. Maintenance / Inspection of Equipment (including selection of equipment)

Types of equipment: Ladders and steps, air conditioning system, PE equipment, extraction systems, lifts, fire alarm and smoke detection, emergency lighting, fire extinguishers.	
Ladder and steps – Bill Holland Kitchen Appliances - SLA Air conditioning unit – SLA PE equipment – Mercury Sports Fire alarm and smoke detection – Lantern Emergency lighting - SLA Fire extinguishers - Chubb Gas appliances and boilers – Intruder alarm - Chubb	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Fierté MAT Bill Holland– ensures maintenance is planned and organised
Records of maintenance and inspection of equipment are retained and are located:	Physical records in the folder in the Health and Safety Maintenance Log TAMS

Staff report any broken or defective equipment to:	Bill Holland / Vicki Dobson
The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.	

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Bill Holland
<p>Our arrangements for managing manual handling activities are:</p> <ul style="list-style-type: none"> • Manual Handling risk assessment shared with all staff and included as part of health and safety briefings • Lifting and putting away of tables in the hall. Dining hall staff are trained appropriately to perform this task • Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place • Manual handling training on Judicium for school employed cleaning staff and site staff • Staff must be aware of the requirement to avoid manual handling wherever possible and carry out a risk assessment where the task cannot be avoided • Where people handling takes place, an Individual Manual Handling Plan must be in place and communicated to all parties, including where appropriate the young person and their parents, carers or support staff 	

23. Medication

Name of person responsible for the management of and administration of medication to pupils in academy	Vicki Dobson
<p>Our arrangements for the administration of medicines to pupils are:</p> <ul style="list-style-type: none"> • Medication is only administered in school where it is fundamentally necessary. If a child has antibiotics three times per day, these can be taken at home in the morning, when they are collected and before bedtime. • When a child must take prescribed medicine, parents complete a permission slip allowing the medicine to be administered in school. The dosage and length of administration are noted on the form. When administered, the member of staff signs the administered medicines log. • Some children have an individual health care plan when a chronic condition requires specific procedures. These are written with parents and kept with the class teacher and the SENDCO. They are reviewed at least annually. • Parents of children with asthma must complete an asthma form. Inhalers are kept in the classroom box with relevant spacers and logbook. • Inhalers are kept in the classroom or on the child's person. • All other medication is handed to the office. • A parental consent form is required for all medication to be administered by staff. 	
The named members of staff who are authorised to give or support pupils with medication are: All staff	First Aiders – listed in First Aid Policy. Named on medicine administration form.
Medication is stored: Medical Room	Inhalers are kept in the classroom in a plastic box All other medication is handed to the office and kept in the fridge where required kept

	in fridge where required
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A record of the administration of medication is located:	Kept with inhalers in class Kept with the medication. The first aider assigned to administering the medication is responsible for completing the form
Pupils who administer and/or manage their own medication in school: Must be authorised to do so by a parent and provided with a suitable private location to administer medication and store medication and equipment. This is written into their health care plan where appropriate.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (for example asthma inhalers or adrenaline pens) are: Medication is kept close to the child (box or labelled bag in the classroom) and taken around school when attending PE and trips. Staff are trained and responsible for administering the medication. An emergency inhaler and emergency adrenaline pen are located in the school medical room. Further information is provided in the Medication Policy.	
Staff who are taking medication must keep their personal medication in a secure area in a staff-only location. Staff must inform academy leaders if they are taking medication that may impair their ability to carry out normal work.	

24. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff	Richard Gould and Bill Holland
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Richard Gould and Bill Holland
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Richard Gould
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Bill Holland and/or Chris Atkins

25. Radiation – N/A

26. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see in school
Our arrangements for the reporting of hazards and defects: All staff have a health and safety responsibility to carry out visual risk assessments and report any defects or health and safety concerns to the Office Manager, Site and Buildings Supervisor or Head of School if urgent. Reporting is currently done via a Maintenance Logbook in the main office

27. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures used to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.	
Risk assessments are in place for numerous activities and tasks. The full list can be found in the Academy One Drive - Fierté Multi-Academy Trust\DPA_Wider Staff - Documents\Health and Safety\Premises and H&S\Risk Assessments/risk assessment index	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning	David Shakeshaft and Richard Gould
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: <ul style="list-style-type: none">• Relevant staff complete risk assessments and share these with staff in the areas affected• Risk assessments are sent out to school staff and amendments are made as required• Copies of risk assessments are provided to staff or volunteers where necessary• Risk assessments are stored on Teams and can be shared electronically as well as printed• Trip risk assessments are added to EVOLVE• Appropriate training is provided for staff who create, review or implement risk assessments• When an accident or incident occurs, the relevant risk assessment is reviewed	

- Risk assessments are created or reviewed when something new is introduced or a change has occurred
- Risk assessments are reviewed at least annually

28. Smoking

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

Name of Site & Buildings Supervisor or member of Leadership team responsible for Premises Management	David Shakeshaft Richard Gould Bill Holland
The academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	OPOJ
Our arrangements for managing health and safety in a shared workplace are: N/A	

30. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of academy staff	Richard Gould
<p>All staff have responsibility to take care of their own health and wellbeing, and the academy supports staff to do this by implementing the following arrangements:</p> <ul style="list-style-type: none"> • Health and Safety induction • Mental Health and Wellbeing Approach document shared with all staff • Employee Assistance Programme provided by Education Support • Displaying and promoting health and safety and wellbeing posters and services in the staff room and on the Wellbeing Portal • Fierté Wellbeing Forum and Fierté Wellbeing Portal • Access to Staffordshire Well Me on the SLN • Senior Mental Health Lead in school – Nikki Roadway • Stress and Wellbeing survey provided for all staff to complete and contribute to the creation of the Team Stress Risk Assessment • Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated • All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work • Individual stress risk assessments take place when a member of staff requires additional support 	

31. Swimming Pool Operating Procedures – N/A

32. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Richard Gould
<p>All new staff receive an induction which includes:</p> <ul style="list-style-type: none"> • Health and safety • Fire procedures • First aidEmergency procedures 	
<p>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</p> <ul style="list-style-type: none"> • All new staff receive an induction that includes health and safety, fire procedures, first aid and emergency procedures • Health and Safety online training package – Judicium (general health and safety, fire safety, working at heights, lone working) • Staffordshire Health, Safety and Wellbeing Service provides support and suggested training • Fierté MAT organises appropriate and relevant in-person health and safety training such as Fire Marshal training, first aid, site and premises training • The academy has a health and safety training matrix to support planning essential and developmental training for staff 	

Training records are retained and are located on Teams.	
Training and competency as a result of training is monitored and measured by:	Richard Gould

33. Vehicles owned or operated by the academy – Minibus is owned by the Trust

Name of person who has overall responsibility for the academy vehicles	N/A
The academy operates 0 minibuses at present - except by arrangement with the Trust	
Name of person who manages the driver medical examinations	Fierté MAT Central Team
Name of person who manages the vehicle license requirements	Fierté MAT Central Team
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	<p>The minibus is leased by the academy from Staffordshire County Council and serviced annually by Fleetcare Trading Services, Stafford. It is also subject to annual MOT checks.</p> <p>The minibus will be subject to a weekly check by the host school.</p> <p>The vehicle will be visually inspected prior to use by the host school</p>
Name of person who arranges servicing and maintenance of the academy vehicles	Fierté MAT Central Team
<p>Our arrangements for the safe use of academy vehicles are: Recorded in the Minibus Risk Assessment available in the Health and Safety folder on OneDrive/Teams</p>	

34. Vehicle movement on site

Name of Site & Buildings Supervisor responsible for the management of vehicles on site	Bill Holland
<p>Our arrangements for the safe access and movement of vehicles on site are:</p> <ul style="list-style-type: none"> • Only staff to use the car park • Staff vehicles must be in the car park no later than 10 minutes before the school day starts • At the end of the day the gates are shut until 3.30 pm • Enter and leave with caution • Parking is not permitted on double yellow lines • Staff should park considerately and not block others 	

35. Violence and Aggression and School/Academy Security

<p>The academy provides a workplace designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors. A risk assessment is carried out where staff are at increased risk. Training, information and instruction are available where required.</p>	
Staff and pupils must report all incidents of verbal & physical violence to:	Richard Gould / SLT
Incidents of verbal & physical violence are investigated by:	Richard Gould / SLT
Name of person who has responsibility for site security:	Bill Holland
<p>Our arrangements for site security are:</p> <ul style="list-style-type: none"> • The intruder alarm is monitored by East Midlands Central Station (EMCS) • If the alarm is activated out of hours, EMCS instructs key holder OCS (formerly Profile Security) to attend • In a break-in, OCS contact a school key holder if necessary • All doors have manual key locks • The site is secured with perimeter fencing • Code-operated doors at key locations • Signing in is via main reception, where office staff check DBS status • Visitors without DBS are escorted • The intruder alarm is regularly maintained by SERTA 	

36. Water System Safety

Name of Site & Buildings Supervisor responsible for managing water system safety.	Bill Holland
Name of contractors who have undertaken a risk assessment of the water system	Concept Environmental Solutions
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log	Site & Buildings Supervisor's Office

Our arrangements to ensure contractors have information about water systems are: Engineers have access to the Water Checks as above.
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Bill Holland or Chris Atkins are responsible for water system checks and maintenance.

37. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Bill Holland
Work at height is avoided where possible.	
Our arrangements for managing work at height are: <ul style="list-style-type: none"> • No working on roofs for any reason • Working at Height Risk Assessment in place • Annual ladder briefing for staff • Ladders inspected regularly by Bill Holland • Ladders meet EN131 safety standards • Appropriate equipment provided • Staff trained to use equipment provided • Work at height equipment regularly inspected and maintained, with records kept by the Site and Buildings Supervisor 	

38. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils.	Vicki Dobson
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Refer to Young Persons at Work Risk Assessment	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Vicki Dobson
Our arrangements for managing the health and safety of work experience students in the academy are: <ul style="list-style-type: none"> • Placements must be authorised by the sending school/academy/college • Requests made via the school office (office@dosthill.org) • Placements agreed only by Head of School, subject to capacity • Office Manager informs the organisation and applicant • Young persons will not use machinery • Supervision provided appropriate to role and safeguarding needs • Students receive information on academy procedures, Health and Safety, safeguarding and disclosure processes • Students are assigned a mentor, usually the class teacher 	

39. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Vicki Dobson
Volunteers are considered as staff and all health and safety arrangements, including induction and training, apply	