



Inspiring All to Excellence



Violet Way Academy

Health and Safety Policy

Document Control

Document Title	Health and Safety Policy
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Policy Owner	Michelle Kee
Policy Approver	LGB (Local Governing Body) of Violet Way Academy

Version Control

Version	Date	Amended by	Comments
1	18.8.22	Michelle Kee	No changes
2	25.8.23	Michelle Kee	See below

	Section	Changes Made
2		Use of Staffordshire recommended H&S Template to amend and update policy following advice from Staffordshire Health, Safety and Wellbeing Service advisor

The Health and Safety Policy at Violet Way Academy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators

A. Introduction

This policy statement complements (and should be read in conjunction with) the [Fierte Trust Health and Safety Policy](#). It records the local organisation and arrangements for implementing the Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Violet Way Academy Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

- all places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

	
Mr Peter Collinson <i>Chair of Governors</i>	Michelle Kee <i>Headteacher/Principal</i>
September 2023	September 2023

C. Management Arrangements

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

Persons with Key Responsibilities:

Mrs Michelle Kee (Headteacher)

The responsibilities of the Headteacher are outlined in the Fierte Trust Health and Safety Policy. The Headteacher at VWA is responsible for overseeing the H&S policy and procedures. To ensure the effective management of Health and Safety within the academy, specific Health and Safety responsibilities have been delegated as follows:

Mr Bill Willingham (Caretaker and Premises Manager)

- *Responsibility for the implementation of the Health and Safety Policy and liaison with outside contractors.*
- *Daily, weekly and monthly health and safety checks.*
- *Day to day safety, cleanliness and tidiness of the school premises. Identifying risks and repairs and resolving/escalating as appropriate.*
- *Responding to red-reporting forms to ensure defects or health and safety concerns are addressed in a timely manner.*
- *Annual Health and Safety Audit and Fire Risk Assessment in conjunction with the Head Teacher.*
- *Premises risk assessments.*
- *Analyse accident data (in conjunction with the HT and Office Manager) to determine improvements.*

Mrs Carly Holford (Office Manager)

- *Ensure medical and first aid arrangements are in place and reviewed regularly (in conjunction with SENDCO and Inclusion Manager).*
- *Analyse accident data (in conjunction with the HT and Premises Manager) to determine improvements.*
- *H&S training records.*
- *Educational Visits Coordinator (EVC).*
- *Ensures that DSE assessments are carried out for all staff who are significant users of display screen equipment (office staff and SLT).*

Mrs Shirley Anne Magill (SENDCO) and Mrs Marie Dawson (Inclusion Manager)

- *Ensures that PEEPs (Personal Emergency Evacuation Plans) are written, where required for children, in conjunction with parents.*
- *Ensure any risk assessments related to SEND are written and reviewed i.e. behaviour plan and risk assessment.*
- *Work with the Office Manager to ensure that medical needs of pupils (including medication) are met.*

Lynn Nicholson and Michelle Oakey (Cleaning Supervisors)

- *Reports any maintenance issues, defects or Health and Safety concerns to Bill Willingham (use of red-reporting form system).*

NB: ALL staff are responsible for reporting any H&S concerns, defects, maintenance issues to Bill Willingham using our red-reporting form system (or directly to Bill Willingham, Carly Holford or Michelle Kee if urgent – a red-reporting form still needs to be completed as well in these cases).

Competent Health and Safety Advice

The academy obtains competent health and safety advice from	Staffordshire Health, Safety & 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> Fierte CEO – Maria Hamblin - 01827 214621 E-mail: CEO@fierte.org Fierte Vice CEO – Tony Hand - 01827 214623 E-mail: Viceceo@fierte.org Fierte COO – Amanda Prosser-Davies - 01827 214622 Email: coo@fierte.org	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in academy:	Name: Michelle Kee (Headteacher) Bill Willingham (Caretaker) Carly Holford (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 Willingham as they arise (reporting system in place) The Premises Manager and Headteacher have regular walks around school and immediately rectify any issues, but there will be one recorded health and safety school per term to be presented to the Governing Body before each meeting Completion of annual audit Annual review meeting with Staffordshire Health, Safety and Wellbeing Advisor Annual review with Trust COO Minutes of Governor meetings are kept and meetings are held on a termly basis - Health and Safety is part of the Headteacher Report presented to the Governing Body termly. 	
The academy carries out formal evaluations and audits on the management of health and safety at least annually.	
The last audit took place	Date: 30.01.2023 By: Michelle Kee and Bill Willingham
Name of person responsible for monitoring the implementation of health and safety policies	Name: Michelle Kee
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections – Trust Health and Safety Audit	Amanda Prosser-Davies (Chief Operations Officer)

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: When children have accidents, a slip is sent home and a record of the accident is recorded in the accident folder (in class / lunchtime and break time folder). For accidents where

<p>treatment has been given by a medical team in hospital or via a paramedic in School, where a child is sent home and advised to visit the hospital or doctor / more serious incidents, the Office Manager records these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.</p> <p>Accident trends are also recorded in the folders (a map of the school and playground is included so staff can put a cross on the sheet where the accident occurred). This information is analysed on a termly basis by the Headteacher, Office manager and Premises Manager.</p> <p>All accidents/incidents will be subject to review and investigation by the Headteacher, Office Manager and Premises Manager to ensure that, where appropriate, action is taken to prevent a recurrence.</p>
<p>Staff accidents: All staff, volunteer, supply teacher, visitors (adults in school) accidents, incidents, near misses and dangerous occurrences must be reported to Carly Holford and added to the accident book. For accidents where treatment has been given by a medical team in hospital or via a paramedic in school, where an adult is sent home and advised to visit the hospital or doctor / more serious incidents, the Office Manager records these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.</p>
<p>Visitor accidents: All staff, volunteer, supply teacher, visitors (adults in school) accidents, incidents, near misses and dangerous occurrences must be reported to Carly Holford and added to the accident book. For accidents where treatment has been given by a medical team in hospital or via a paramedic in school, where an adult is sent home and advised to visit the hospital or doctor / more serious incidents, the Office Manager records these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.</p>
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Michelle Kee to contact Staffordshire HSW Service as part of the SLA.</p>
<p>Our arrangements for reporting to the Governing Body or Academy Board are: Minutes of Governor meetings are kept and meetings are held on a termly basis - Health and Safety is part of the Headteacher Report presented to the Governing Body termly.</p>
<p>Our arrangements for reviewing accidents and identifying trends are: The Office Manager reviews the accident records, including spotting patterns. The Office Manager liaises with the Caretaker to ensure any issues are rectified. My Health and Safety online system is also used to record and review more serious incidents and corresponding actions.</p>

2. Asbestos

The Asbestos Duty Holder for Asbestos is:	Maria Hamblin (Fierte Trust CEO)
Name of Premises Manager responsible for Managing Asbestos:	Name: Michelle Kee (Headteacher) and Bill Willingham (Caretaker)
Location of the Asbestos Management Log or Record System.	Location: H&S Cupboard near the entrance to the hall (by the main office)
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <p>Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Trust Central Team.</p> <p>Face to face meeting with Caretaker.</p> <p>We have an Asbestos register and risk assessment.</p> <p>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 in the Health and Safety cupboard in the hall by the main entrance.</p> <p>The Asbestos at Violet Way is assessed on an annual basis by a qualified asbestos surveyor. Our surveyor has been surveying our school for the last 10 years and knows the site well. Every year, he checks to make sure there have been no changes and records this in our Asbestos Register. The Asbestos</p>	

<i>in school is low grade and mainly contained within the thermoplastic tiles on the floors in some classrooms. It is only a problem if the tiles are cut with a grinder.</i>	
<i>Our arrangements to ensure all academy staff such as class teachers and cleaners have information about asbestos risk on the premises: We have an 'Asbestos Information for Staff' document for all staff to read annually in the September INSET (or as part of induction if they start at another point during the academic year). All staff have to sign to say that they have read and understood the information in the Asbestos staff awareness information document, indicating that they know about the location of the Asbestos Management folder, have received information about asbestos in our school and know who to report to if there are any concerns.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name: Bill Willingham</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name: Michelle Kee</i>
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	
<ul style="list-style-type: none"> ● <i>As part of their induction at commencement of employment (this will include the Fierte Health and Safety Policy and Health and Safety information / risk assessments specific to their role and all risk assessments)</i> ● <i>Display of relevant Health and Safety information on staff notice board</i> ● <i>Safeguarding and Visitor information booklet includes H&S information</i> ● <i>Through email communications</i> ● <i>Through staff briefings and staff meetings as appropriate; one to one meetings with line management</i> ● <i>Through INSET day training and specific training (i.e. Judicium)</i> 	
<i>Staff can make suggestions for health and safety improvements by:</i>	
<ul style="list-style-type: none"> ● <i>Emailing the Headteacher</i> ● <i>Raising suggestions at briefings, INSET days or meetings</i> ● <i>Raising suggestions with the staff governor</i> 	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project:</i>	<i>Academy: Bill Willingham Trust coordinator: Amanda Prosser-Davies</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Fierte Trust COO – Amanda Prosser-Davies – will support the organisation and coordination of any construction work. She will ensure that all regulations are duly followed. Michelle Kee (Headteacher) and Bill Willingham (Caretaker) Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HR46 Hazard Exchange form completed by the Headteacher or Entrust Project Manager through office</i>	

Our arrangements for the induction of contractors are: Caretaker meets at start of project to go through induction arrangements. Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Trust Central Team.
Staff should report concerns about contractors to: Bill Willingham or member of SLT.
We will review any construction activities on the site by: Meeting regularly with the company carrying out the work and the Entrust Representative.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Michelle Kee
The name of the Trade Union Health and Safety Representative is:	N/A
Our arrangements for consulting with staff on health and safety matters are: <ul style="list-style-type: none"> Health and Safety is included as an agenda item on Governing body meetings (termly). There is a Staff Governor. Briefing minutes, staff meetings and group emails – Teams. 	
Staff can raise issues of concern by: <p>Red reporting form system</p> <p>Face to face or email communications with Caretaker / Headteacher</p> <p>Through staff briefings and staff meetings as appropriate</p> <p>Through INSET day training</p>	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Bill Willingham
Our arrangements for selecting competent contractors are: Guided by Fierte MAT advice – specific contractors they have worked with previously. Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Trust Central Team.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:	
Our arrangements for the induction of contractors are: Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Trust Central Team. HR46 Hazard Exchange form completed by the Headteacher or Project Manager.	
Staff should report concerns about contractors to: Bill Willingham or member of SLT	

7. Curriculum Areas – Health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Science and Forest School – Carla Jinks (Teacher) Forest School – Vicky Dawson (Qualified Forest School Leader) DT – Michelle Kee PE – Alex Cullumbine
Risk assessments for these curriculum areas are the responsibility of:	Subject leaders as identified above. Michelle Kee has overall responsibility.

8. Display Screen Equipment 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: Office Staff and SLT.

<p><i>Our arrangements for carrying out DSE assessments are:</i></p> <ul style="list-style-type: none"> <i>Office Manager provides identified staff with the relevant forms to complete.</i> <i>These are analysed by the Headteacher who ensures any concerns identified are actioned appropriately.</i> 	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name: Michelle Kee</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name: Michelle Kee</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name: Briony Marler (EYFS Leader)</i>
<p><i>Our arrangements for the safe management of EYFS are:</i></p> <p><i>Health and Safety procedures are the same in Reception as whole school.</i></p> <p><i>Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.</i></p> <p><i>Staff complete daily risk assessments for indoors and outdoors, removing any broken equipment, for example.</i></p> <p><i>There are more than adequate numbers of Paediatric first aid staff in school and Reception. The school operates within the EYFS Framework and guidance.</i></p>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name Michelle Kee</i>
<i>The Educational Visits Coordinator is</i>	<i>Name: Carly Holford (EVC)</i>
<p><i>Our arrangements for the safe management of educational visits:</i></p> <p><i>Use the system EVOLVE – informing parents, gaining permission where required, risk assessments, planning, contact details, insurance, detailing all aspects of the trip & evaluation.</i></p> <p><i>Use of Kingswood for residential trip – has quality badge for Learning Outside the Classroom.</i></p>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Bill Willingham in consultation with Amanda Prosser-Davies</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Records on our Entrust Property Portal Login</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Staff should not bring electrical equipment in from home. Items may be used if brand new – would need to be shown to the Headteacher, including receipt. Where staff need electrical equipment, these can be purchased if required in agreement with the Headteacher.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Bill Willingham and Carly Holford</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Michelle Kee</i> <i>PAT testing is carried out annually</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Records on our Entrust Property Portal Login</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Bill Willingham</i>

The portable electrical equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.

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	Michelle Kee and Bill Willingham
The Fire Risk Assessment is located:	On the Academy One Drive – Health and Safety folder
When the fire alarm is raised the person responsible for calling the fire service is	Michelle Kee (HT) / Natalie Nicholson (DHT)
Name of person responsible for arranging and recording of fire drills	Michelle Kee and Bill Willingham
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Michelle Kee and Bill Willingham
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
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Monitoring records in the Health and Safety cupboard by the hall entrance by the main office.
Name of person responsible for training staff in fire procedures	SLT and Bill Willingham – shared during INSET and revisited in briefings and 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 *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name: Michelle Kee and Carly Holford
The First Aid Assessment is located	One Drive – Health and Safety folder
First Aiders are listed	In the First Aid Assessment and First Aid Policy
Name of person responsible for arranging and monitoring First Aid Training	Carly Holford
Location of First Aid Boxes	Dining Room Outside the cleaning storeroom Outside the YR toilets Kitchen Nursery office Y2 mobile Library mobile There are also first aid bags in classrooms
Name of person responsible for checking & restocking first aid boxes	Carly Holford
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 (who is contacted/ who accompanies staff or children to hospital):	
pupils	School office and Headteacher is to be informed, then parents.
staff	School office calls ambulance in an emergency. Headteacher to be consulted. Headteacher to inform next of kin. Where an ambulance is not required, HT will contact next of kin to collect.
visitors	School office staff and Headteacher to be informed. Visitors' employers and family members are to be informed.
<p>Our arrangements for recording the use of First Aid are</p> <ul style="list-style-type: none"> • Sufficient number of trained first aiders • List of first aiders displayed in the staff room and around school • First aid kits located in the classrooms, dining hall and there are also medical bags to be taken on the playground at break and lunch times • Break times are managed by support staff and teachers on duty • Lunchtimes are managed by the lunchtime supervisors • During learning time, the children can be seen by any trained first aider. NB: All staff have a duty of care and can support with first aid issues as appropriate. First aider should always be consulted with regards to head or face injuries or suspected broken bones. • First aid slips will be sent home with children who have received treatment for bumped heads, cuts and bruises. These incidents are then logged in the class record or breaktime/lunchtime record file. Carly Holford collects and analyses the records each term. These are then archived. • Inhalers are kept in the classroom in a plastic box • All other medication is handed to the office • A parental consent form is to be completed for all medication that is to be administered by staff. 	

14. Forest School

Name of person in school who leads on Forest School activity	Vicky Dawson Supported where required by Carla Jinks
<p>Our arrangements for developing, organising and running Forest School activity: There is a Forest School Policy in place detailing the arrangements fully. In brief, the Forest School leader, Vicky Dawson (along with Carla Jinks) is responsible for planning forest school sessions, completing and reviewing risk assessments at least annually and delivering forest school sessions with all year groups. Risk assessments for Forest Schools are available for all staff to view in the curriculum folder on the One Drive/Teams. The Forest School leader delivers forest school sessions with support from at least one other member of staff. Bill Willingham supports with risk assessments and ensuring the grounds are maintained.</p>	

15. Glass & Glazing

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

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Bill Willingham Lynn Nicholson/Michelle Oakey (Cleaning Supervisors)
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:	

The school writes COSHH assessments along with printed data sheets which are kept in accessible files e.g. in kitchen area / cleaning cupboard / Caretaker cupboard

17. Health and Safety Law Poster

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

<i>All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Willshees Waste Management – Service Level Agreement</i>	
<i>Our site housekeeping arrangements are: On-site cleaners employed by the academy directly.</i>	
<i>Site cleaning is provided by:</i>	<i>In house cleaners – Violet Way Academy Lynn Nicholson and Michelle Oakey are our Cleaning Supervisors.</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent: work equipment, hazardous substances</i>	
<i>Waste skips and bins are located away from the academy building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. Risk assessments are available to view in the Health and Safety folder on One Drive/Teams.</i>	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Lynn Nicholson and Michelle Oakey – Cleaning Supervisors. Bill Willingham.</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Cleaners follow direction from Cleaning Supervisors - clear cleaning routines in place to ensure proper sanitation. PPE available where required. Deep clean during Easter holiday and Summer holiday. Hand sanitiser available in every classroom. Tissues available in every classroom.</i>	

20. Lettings

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

Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.

Hirers must provide a register of those present during a letting upon request.

21. Lone Working

Our arrangements for managing lone working are below – please refer to Lone Working Risk Assessment in the Health and Safety folder on One Drive/Teams for full information

- Ensure staff who lone work/open the building/lock up the building have been assessed in relation to health conditions prior to being given the role.
- High risk works will not be permitted to be undertaken during lone working. Such as roof works or works on electrical systems. These areas will be managed by using permits to work.
- Where applicable, health care plans for staff are to be introduced.
- Safe contact procedures for confirming staff have left the building safely and are either en-route home or are at home.
- Where a member of staff does not phone in, attempts should be made to contact this member of staff in the first 5 minutes of the expected call time. During this time the line manager will need to contact a member of SLT to arrange attending site together. If no response is obtained from the member of staff the emergency services should be contacted with the 2 members of staff meeting them on site
- Where an aggressive member of public is on site. Premises staff are to retreat to safe area behind reception with non-premises staff while the police are called.
- Opening/locking up the building remains the responsibility of either Bill Willingham, Lynn Williams/Michelle Oakey (Cleaning Supervisor), OPOJ Care Club Manager (on rare occasions), Michelle Kee (Headteacher) or Amanda Prosser-Davies (Trust COO). Michelle Oakey locks up with another cleaner.
- Any member of staff will have to notify the Headteacher on non-school hours times 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 HT), any lone members of staff with key holder privileges, need to contact Michelle Kee to confirm they have left the building safely. Michelle Kee makes contact with her husband if she is lone working.

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

NOTE 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 Willingham

Lifts – Bullet Lift Services

Air conditioning unit - KEY Integrated Services

PE equipment – Mercury Sports

PAT testing - (ETM) Electrical Test Midlands Ltd

Fire alarm and smoke detection - Amalgamated LTD

Emergency lighting - Logic Fire and Security

Fire extinguishers - Chubb

Gas appliances and boilers – Sure Maintenance

Intruder alarm - Chubb

Name of person responsible for the selection, maintenance / inspection and testing of equipment

Fierte MAT
Bill Willingham and Carly Holford – ensure maintenance is planned and organised.

Records of maintenance and inspection of equipment

Physical records in the folder in the Health

<i>are retained and are located:</i>	<i>and Safety cupboard located in the hall by the main entrance. Entrust Property Portal Login</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Bill Willingham / Michelle Kee</i>
<i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Michelle Kee / Bill Willingham</i>
<p><i>Our arrangements for managing manual handling activities are:</i></p> <p><i>Manual Handling risk assessment shared with all staff.</i></p> <p><i>Included as part of health and safety briefings.</i></p> <p><i>Lifting and putting away of tables in hall – Dining hall staff are trained appropriately to perform task.</i></p> <p><i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i></p> <p><i>Manual handling training on Judicium for cleaning team and caretaker.</i></p> <p><i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i></p> <p><i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i></p>	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in academy</i>	<i>Shirley Anne Magill (SENDSCO)</i> <i>Marie Dawson (Inclusion Manager)</i> <i>Carly Holford (Office Manager)</i>
<p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <ul style="list-style-type: none"> <i>• Medication is only administered in school where it is absolutely necessary. If a child has antibiotics to take three times per day, this can be taken at home in the morning, when they are collected and before bedtime.</i> <i>• When a child has to take prescribed medicine, the parents complete a permission slip allowing the medicine to be administered in school. The dosage and length of administration is noted on the form. When the medicine is administered the member of staff signs the administered medicines log.</i> <i>• In addition, some children will have an individual health care plan where a chronic condition requires specific procedures to take place. These are written in conjunction with parents and a copy is kept with the class teacher and with the SENDSCO and/or Inclusion Manager. They are reviewed at least annually. Parents of children with asthma must complete an asthma form. Inhalers are kept in the classroom box with the relevant spacers and log book.</i> <i>• Inhalers are kept in the classroom in a plastic box</i> <i>• All other medication is handed to the office</i> <i>• A parental consent form is to be completed for all medication that is to be administered by staff.</i> 	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>First Aiders – listed in First Aid Policy. Named on medicine administration form.</i>
<i>Medication is stored:</i>	<i>Inhalers are kept in the classroom in a plastic box All other medication is handed to the office – kept in fridge where required</i>

<i>A record of the administration of medication is located:</i>	<i>Kept with inhalers in class Kept with the medication – First aider assigned to administering medication is responsible for completion of the form</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and provided with a suitable private location to administer medication/store medication and equipment. This would be written into their health care plan where appropriate.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Medication is kept close to child (box / labelled bag in classroom) and taken around school when attending PE and trips etc. Staff are trained and responsible for administering the medication. There is an emergency inhaler and emergency epi pen in the school office. Further information is provided within our Medication policy.</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

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

26. Radiation – N/A

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at academy.</i>
<i>Our arrangements for the reporting of hazards and defects: All staff have a health and safety responsibility to carry out visual risk assessments and report any defects or health and safety concerns using the red reporting system or immediately to the office manager / caretaker / headteacher if urgent. Red reporting forms are available in the staff room, front office and dining hall. Once completed, they should be put in the labelled pigeon hole located in the staff room.</i>

28. Risk Assessments

<i>The academy has in place risk assessments for any identified significant risk. Control measures which</i>
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<i>are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>	
<i>Risk assessments are in place for the following areas:</i> Premises and grounds Contractors and In-house Building Work Grounds maintenance Gritting plan Minibus Safe car driving Manual handling Lone working Office and reprographics Slips and trips First Aid Lunch and breaktimes Curriculum / classrooms Hazardous activities or events Fire Risk Assessment Violence and Aggression Young person at work Pregnant worker Trips and events Intimate care and toileting Risks related to individuals e.g. health issues	
<i>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning</i>	<i>Michelle Kee</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Relevant staff complete risk assessments and share these staff in the areas affected/covered. These are then sent out to the school staff and amendments are made. The risk assessments and relevant copies are given to staff or volunteers (as required). Risk assessments are stored on the One Drive and can be shared electronically with staff as well as being printed. Trip risk assessments are added to Evolve.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred. Risk assessments are periodically reviewed at least annually and there is a risk assessment tracker in place.</i>	

29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</i>

30. Shared use of premises/shared workplace

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

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of academy staff</i>	<i>Michelle Kee</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: Health and Safety induction Mental Health and Wellbeing Approach document shared with all staff Employee Assistance Programme provided by Education Support Displaying/promoting health and safety and well-being posters/ services in the staff room and on the Wellbeing Portal Fierte Wellbeing Forum and Fierte Wellbeing Portal Access to Staffordshire Well Me on the SLN Senior Mental Health Lead in school – Michelle Kee Stress and Wellbeing survey provided for all staff to complete and contribute to the creation of the Team Stress Risk assessment. Free annual NHS Health Check arranged for all eligible staff in school</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A Team Stress and Wellbeing Risk assessment has been completed with input from staff following completion of the Staffordshire Stress and Wellbeing survey. Date completed: August 2023. Review date: August 2024.</i>	

32. Swimming Pool Operating Procedures – N/A

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Michelle Kee</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. Health and Safety online training package – Judicium (General health and safety, fire safety, working at heights, lone working). Staffordshire Health, Safety and Wellbeing Service – provides support and suggested training Fierte MAT – organises appropriate and relevant health and safety, in-person training e.g. Fire Marshal, Premises Manager.</i>	
<i>The Trust has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	

<i>Training records are retained and are located on the One Drive / Teams.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Michelle Kee</i>

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

<i>Name of person who has overall responsibility for the academy vehicles</i>	<i>Amanda Prosser Davies – Trust COO Kacey Gretton – Fierte MAT Central Team</i>
<i>The academy operates 1 minibus</i>	<i>The academy operates the following vehicle: Peugeot Boxer ELWB 17 seater Minibus, Registration No WA17 CUK The minibus is leased by the academy from Staffordshire County Council and serviced annually by Fleetcare Trading Services, Stafford. It is also subject to annual MOT checks. The following driver at Violet Way Academy has been authorised to drive the vehicle and are PVA trained: Bill Willingham</i>
<i>Name of person who manages the driver medical examinations</i>	<i>Fierte MAT Central Team – Kacey Gretton</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Fierte MAT Central Team – Kacey Gretton</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>The minibus is leased by the academy from Staffordshire County Council and serviced annually by Fleetcare Trading Services, Stafford. It is also subject to annual MOT checks. The minibus will be subject to a weekly check by Bill Willingham. The vehicle will be subject to a visual inspection prior to use by Bill Willingham.</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Fierte MAT Central Team - Kacey Gretton</i>
<i>Our arrangements for the safe use of academy vehicles are: Recorded in our Minibus Risk Assessment available n the Health and Safety folder on OneDrive/Teams.</i>	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Bill Willingham</i>
<i>Our arrangements for the safe access and movement of vehicles on site are Only staff to use carpark. Staff vehicles are to be in the carpark no later than 20 minutes before the school day starts. End of day – vehicles are not to leave the school carpark 5 minutes before the end of the day for children and 10 minutes after the end of day for children. Staff are reminded to drive slowly and</i>	

enter and leave with caution.
 There is a barrier restricting entrance to the top car park.
 Parking is not permitted on double yellow lines.
 Staff should park considerately – not blocking others.
 Kitchen deliveries and waste management services do not attend school site during school hours.

36. Violence and Aggression and School/Academy Security

<i>The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Michelle Kee</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Michelle Kee / Natalie Nicholson</i>
<i>Name of person who has responsibility for site security:</i>	<i>Bill Willingham</i>
<p><i>Our arrangements for site security are:</i> <i>The academy has a security alarm, which is monitored by Force One. They will come out in case of break in or contact one of the key holders, where necessary.</i> <i>All doors have a manual lock with a key.</i> <i>The site is secured with fencing all around.</i> <i>Code-operated barrier.</i> <i>Code operated main gate entrance (visitors access by buzzing through to the main office).</i> <i>Main entrance door is code / office operated.</i> <i>Key holders are: Bill Willingham (Premises Manager)</i> <i>Michelle Kee (HT)</i> <i>Natalie Nicholson (DHT)</i> <i>Lynn Nicholson and Michelle Oakey (Cleaning Supervisors)</i> <i>OPOJ (request key where required on rare occasions)</i> <i>Robert Adcock (Drama club – Lettings)</i> <i>Steve Noble (Karate Teacher - Lettings)</i></p> <p><i>Signing-in is at the main reception and DBS checks are done there. Anyone without a DBS will be escorted around the building.</i> <i>Monitored intruder alarm system, regularly maintained</i></p>	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Bill Willingham</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>HSL Compliance</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL Compliance</i>
<i>Location of the water system safety manual/testing log</i>	<i>Entrust Property Portal Login</i>

<i>Our arrangements to ensure contractors have information about water systems are: Engineers have access to the Water Checks on the Property Portal and in the health and safety cupboard in the hall by the main office.</i>
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Bill Willingham is the only member of staff that would carry out maintenance or checks and he has access to the Property Portal.</i>

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Michelle Kee / Bill Willingham</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Working at Height – roof access Risk Assessment. Working at Height Risk Assessment. Ladder briefing – awareness of safe practices - for staff at least annually. Ladders inspected regularly by Bill Willingham. Ladders meet safety standards.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept – health and safety cupboard located in the hall by the main office.</i>	

39. Work Experience

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

40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Michelle Kee Carly Holford
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training apply.	

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

KPI 1 – Employee participation in risk assessments (All staff)

Evaluated by:

- *Record of the number of risk assessments completed and/reviewed by school staff*
- *Teachers' completion of risk assessments and trip evaluations for all trips*
- *Staff access to all risk assessments through OneDrive/Teams and understand how to effectively implement them – Staff Risk Assessment Survey questions*
- *Pupil voice - Staff understanding of curriculum and lunchtime/breaktime risk assessments and using this knowledge to support pupils' understanding of managing risk (e.g. in class, on the playground at break / lunchtime)*
- *Monitoring of EYFS daily checks and risk assessments*
- *Michelle Kee and Bill Willingham – effective maintenance of Risk Assessment Register*
- *All staff using consistent risk assessment proforma*
- *Support for staff with understanding and undertaking risk assessments*

KPI 2 – Completion of key premises checks, record keeping and follow up actions (All staff and Caretaker)

Evaluated by:

- *All staff using red reporting system as required*
- *Records kept for all key premises checks – internal using our newly implemented recording systems (paper copies or online)*
- *Use of paper and online records as required for external premises checks (ensure dates and signatures are recorded as required)*
- *Action plans maintained and evidence of follow up actions being completed*