



St. Edward's Church of England Academy

HEALTH AND SAFETY POLICY (Wellbeing at Work)

**Approved by Trustees:
Last reviewed in: November 2023
Next review due by: November 2024
Statutory Policy**



St Edward's
Church of England
Academy

The Vision for Education at our Academy

Jesus says, "I have come that they may have life and have it in all its fullness."

John 10:10

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6



***"I no longer call you
Followers. Instead I call
you friends."***

John 15:15

"Show proper respect to everyone"

1 Peter 2:17



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HEALTH AND SAFETY

A. Introduction

This policy statement records the local organisation and arrangements for implementing the Academy Trust policy. For individual names of personnel responsible for sections covered by this policy, see appendix. 1

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the academy (St Edward's Church of England) Trustee Body/those in control of the academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Trustee 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 school/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 are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that 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 representative's forms part of this policy.

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



Signature	Signature
Mrs Cynthia Simmonds Chair of Trustees	Mrs Katie Smith Principal
Date	Date

C. Management Arrangements

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

Competent Health and Safety Advice

The academy obtains competent health and safety advice from	Health, Safety and Wellbeing Management via Staffordshire County Council
The contact details are	Steve Brown: 01782 538758 07773 791559
In an emergency we contact:	Duty Officer: 01785 355777

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in academy:	Principal (See Appendix.1)
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> • Daily operations meeting • Regular meetings of the Standards and Systems Committee • Annual cycle of Health and Safety reports and audits 	
The last audit took place	Date: 10 th June 2021 By: Steve Brown
Name of person responsible for monitoring the implementation of health and safety policies	Principal (See Appendix.1) Business Manager (See Appendix.1) Site Manager (See Appendix.1)



	Health and Safety Co-Ordinator (See Appendix.1)
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections – Walk Round	Principal (See Appendix.1) Business Manager (See Appendix.1) Site Manager (See Appendix.1) Health and Safety Co-Ordinator (See Appendix.1) Trustees

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p>Pupil accidents:</p> <ul style="list-style-type: none"> Accident forms are completed by the member of staff present when the accident took place or who the accident was reported to. All accident forms are reviewed by the Health and Safety Co-ordinator and where necessary, an investigation takes place.
Staff accidents: Accident forms are completed by the injured party (staff member), all staff accidents are logged with the Local Authority.
<p>Visitor accidents:</p> <ul style="list-style-type: none"> Accident forms are completed by the injured party or the person administering First Aid
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</p> <ul style="list-style-type: none"> Health and Safety Co-Ordinator (See Appendix.1) Completed accidents forms are sent to the Health, Safety and Wellbeing Management Team at Staffordshire County Council who report to the HSE if required.
<ul style="list-style-type: none"> Our arrangements for reporting to the trustees are via Business Manager (See Appendix.1)
<p>Our arrangements for reviewing accidents and identifying trends are: All accident forms are reviewed and where necessary, investigated by the Health</p>



and Safety Co-ordinator (See Appendix.1). Trends are reported to the trustees.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Site Manager (See Appendix.1)
Location of the Asbestos Management Log or Record System.	Site Managers Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: <ul style="list-style-type: none"> Meeting with the Site Manager and signing of the Asbestos Register which is located in the Site Managers Office. 	
Our arrangements to ensure all academy staff such as class teachers or site team have information about asbestos risk on the premises: <ul style="list-style-type: none"> All staff are made aware through their induction programme that no intrusive work must take place. 	
Staff must report damage to asbestos materials to:	Site Manager (See Appendix.1)
Staff must not drill or affix anything to walls without first obtaining approval from the Site Manager. (See Appendix.1)	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Business Manager (See Appendix.1)
Our arrangements for communicating about health and safety matters with all staff are: <ul style="list-style-type: none"> Staff and Faculty meetings 	
Staff can make suggestions for health and safety improvements by: <ul style="list-style-type: none"> Via the Health and Safety helpdesk. Talking to Line Manager, Site Manager or SLT (See Appendix.1) 	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Dependent on the project, this could include one or more of the following: Principal (See Appendix.1)
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	Site Manager (See Appendix.1) Business Manager (See Appendix.1) Architect
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Site Manager (SMSTS qualified) (See Appendix.1) Architect Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none"> • Meeting with Site Manager or for managed projects with the appointed Principal Contractor 	
Our arrangements for the induction of contractors are: <ul style="list-style-type: none"> • As Above 	
Staff should report concerns about contractors to: <ul style="list-style-type: none"> • Site Manager (See Appendix.1) 	
We will review any construction activities on the site by: <ul style="list-style-type: none"> • Site Manager (See Appendix.1) liaising with contractors on a regular basis. • Larger projects will require regular site meetings with all relevant personnel being present 	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Principal (See Appendix.1) Business Manager (See Appendix.1)
The name of the Trade Union Health and Safety Representative is:	Jayne Ibbotson
Our arrangements for consulting with staff on health and safety matters are: <ul style="list-style-type: none"> • Staff Briefing, Faculty meetings 	
Staff can raise issues of concern by:	



- Health and Safety Helpdesk, Staff Briefings, Faculty meetings and talking to either the SLT or Health and Safety Co-Ordinator (See Appendix.1)

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Site Manager (See Appendix.1) or Appointed Principal Contractor
Our arrangements for selecting competent contractors are through the following recommendations: <ul style="list-style-type: none"> • Site Manager (See Appendix.1) • Entrust Approved Contractors List • Appointed Principal Contractor Recommendations • Department for Education 	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none"> • Meeting with the Site Manager or appointed principal contractor 	
Our arrangements for the induction of contractors are: <ul style="list-style-type: none"> • As Above 	
Staff should report concerns about contractors to: <ul style="list-style-type: none"> • Site Manager or SLT (See Appendix.1) 	

7. Curriculum Areas – Health and Safety

Name of persons who have overall responsibility for the curriculum areas as follows: e.g. Science Creative Studies PE	Faculty Leaders (See Appendix.1)
Risk assessments for these curriculum areas are the responsibility of:	Health and Safety Co-Ordinator and Faculty Leaders (See Appendix.1)



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

The 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:

- Staff who use computers on a regular basis are required to undertake a self-assessment at least every three years.
- Staff to report any changes in their medical conditions to the Business Manager

Name of person who has responsibility for carrying out Display Screen Equipment Assessments

Site Manager (See Appendix.1)

9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits

Principal (See Appendix.1)

The Educational Visits Coordinator is

Wider Curriculum Co-ordinator

Our arrangements for the safe management of educational visits:

- Following Health and Safety Policies, Procedures and Guidance
- Pre-visit to determine risks
- General Risk Assessment
- Personal Risk Assessments
- Insurance
- Approved Transportation
- Adherence to pupil/staff ratios

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:

Site Manager (Arranging) (See Appendix.1)
Site Manager (Remedial action) (See Appendix.1)

Fixed electrical wiring test records are located:

Site Managers Office (See Appendix.1)

All staff visually inspect electrical equipment before use.

Our arrangements for bringing personal electrical items onto the school site are:



<ul style="list-style-type: none"> Staff are encouraged not to bring personal electrical equipment, but if they do they must inform the Site Manager who will conduct a PAT test before use. 	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Site Manager (See Appendix.1)
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	As Above
Portable electrical equipment (PAT) testing records are located:	Site Managers Office
Staff must take defective electrical equipment out of use and report to:	Site Manager (See Appendix.1)
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.	

11. 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	Site Manager (See Appendix.1)
The Fire Risk Assessment is located	Site Managers Office LP365
When the fire alarm is raised the person responsible for calling the fire service is	SLT / Site Manager (See Appendix.1)
Name of person responsible for arranging and recording of fire drills	SLT / Site Manager (See Appendix.1)
Name of person responsible for creating and reviewing Fire Evacuation arrangements	SLT / Site Manager (See Appendix.1)
Our Fire Evacuation Arrangements are published	Fire Procedures can be found on LP 365 All staff receive an electronic and hard copy of the Fire Evacuation Arrangements



Our Fire Marshals are listed	See Fire Procedures Policy
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Site Managers Office and Main Academy Office
Name of person responsible for training staff in fire procedures	Site Manager (See Appendix.1) External training bodies
All staff must be aware of the Fire Procedures in school	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	SLT (See Appendix.1)
First Aiders are listed	School Office Personnel – see H&S Board for list of Emergency First Aiders
Name of person responsible for arranging and monitoring First Aid Training	Admin Officer
Location of First Aid Box	Main Office and Practical Teaching Areas (See Appendix.2)
Name of person responsible for checking & restocking first aid boxes	Admin Assistant
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	First Aid Assessment and Administration Ambulance called if required Parent/Guardian contacted
Staff	First Aid Assessment and Administration Ambulance called if required



	Next of Kin contacted
Visitors	First Aid Assessment and Administration Ambulance called if required Available contacts called
Our arrangements for recording the use of First Aid are: Recorded by the person administering first aid and held in reception. Accident forms completed in line with policy.	

13. 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 (year) and the record can be found	More than 10 years ago. Windows have been replaced with UPVC

14. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Departmental Technician's (See Appendix.1) Site Manager (See Appendix.1) Business Manager (See Appendix.1) Contractors
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: <ul style="list-style-type: none"> • Lockable storage cupboard in high risk areas • The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information. 	

15. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staffroom
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16. 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: <ul style="list-style-type: none"> • Browns Recycling Limited 	
Our site housekeeping arrangements are:	



Site cleaning is provided by:	Glen Group
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located 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 (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

17. Infection Control

Name of person responsible for managing infection control:	Qualified First Aiders (See Appendix.1) Health and Safety Co-Ordinator (See Appendix.1)
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	
<ul style="list-style-type: none"> Follow guidelines set out by Health, Safety and Wellbeing Service via Staffordshire County Council 	

18. Lettings

Name of Premises Manager and member of Leadership team responsible for Lettings	Site Manager (See Appendix.1) Business Manager (See Appendix.1)
Our arrangements for managing Lettings of the academy /rooms or external premises are:	
<ul style="list-style-type: none"> All hirers meet with the Site Manager prior to the letting taking place to discuss all Health and Safety requirements. A Lettings Agreement is signed by both parties confirming adherence to Health and Safety arrangements 	
The health and safety considerations for lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	



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

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

19. Lone Working

Our arrangements for managing lone working are: all staff are encouraged to avoid working alone, if this is not possible, staff are advised to inform an appropriate adult of their whereabouts and estimated departure time.

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

NOTE: Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, Design and Technology machines, lifts and lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

This section **must include** the arrangements for academy kitchens, science laboratories or Design and Technology rooms

Name of persons responsible for the selection, maintenance / inspection and testing of equipment	Site Manager (See Appendix.1) Site Team (See Appendix.1) Service Level Agreements in place for the maintenance of Design and Technology Equipment, Lifts, Fire Alarm, Emergency Lighting and Fire extinguishers
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Records of maintenance and inspection of equipment are retained and are located:	Site Managers Office
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Staff report any broken or defective equipment to:	Site Manager via Help Desk
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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.

21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Site Manager (See Appendix.1)
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Our arrangements for managing manual handling activities are:

- To avoid all manual handling where possible



<ul style="list-style-type: none"> If manual handling is required, a full risk assessment is completed before work starts
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.
Staff are trained appropriately to carry out manual handling activities.
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff)

22. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Qualified First Aiders (See Appendix.1)
Our arrangements for the administration of medicines to pupils are: Parental Consent including dosage, duration and specific instructions	
The names members of staff who are authorised to give / support pupils with medication are:	Qualified First Aiders (See Appendix.1)
Medication is stored:	Main Academy Office
A record of the administration of medication is located:	As Above
Pupils who administer and/or manage their own medication in school are authorised to do so by the completion of a parental medical form and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service as and when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: <ul style="list-style-type: none"> Pupils carry their own inhalers and Epi pens and use as and when required First aiders are informed of any emergency incidents that require 	



<p>administration of medication</p> <ul style="list-style-type: none"> • All staff receive annual Asthma and Epi pen training • Spare inhalers are held in the academy reception office
<p>Staff who are taking medication must keep this personal medication in a secure area in a staff only location – Main Office</p>
<p>Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</p>

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

<p>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.</p>	
<p>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.</p>	<p>Faculty Leaders (See Appendix.1) Site Manager (See Appendix.1) Business Manager (See Appendix.1)</p>
<p>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</p>	<p>All PPE Wearers Faculty Leaders (See Appendix.1) Site Manager (See Appendix.1) Business Manager (See Appendix.1)</p>
<p>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</p>	
<p>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</p>	<p>Faculty Leaders (See Appendix.1) Teachers</p>
<p>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</p>	
<p>Name(s) of person responsible for cleaning and checking pupil PPE.</p>	<p>Departmental Technicians (See Appendix.1)</p>

24. Reporting Hazards or Defects

<p>All staff and pupils must report any hazards; defects or dangerous situations they see at academy.</p>
<p>Our arrangements for the reporting of hazards and defects:</p> <ul style="list-style-type: none"> • Site Manager (See Appendix.1) • SLT (See Appendix.1) • Faculty Leaders (See Appendix.1)



- Teachers

25. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas:

- Cleaning activities carried out by school
- Contractors and In-House Building Work
- General Classroom
- Outside Lettings during School Day
- Lunchtime Duties
- Mini Bus
- Health
- Premises – External
- Premises – Internal
- Pupil Wellbeing
- School Office and reprographics areas
- Site Team
- Creative Studies
- PE
- Science
- Forest School

Risks related to individuals e.g. health issues

Name of person who has overall responsibility for the academy risk assessment process and any associated action planning

Site Manager (See Appendix.1)
Faculty Leaders (See Appendix.1)

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

- Risk Assessments are carried out when a hazard has been identified
- Risk assessments to be recorded on LP365 and staff shared area



<ul style="list-style-type: none"> • Risk assessments communicated to staff via staff briefings and departmental meetings, LP365 and staff shared areas • All risk assessments reviewed annually or after an accident/incident occurs
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.
Risk assessments are created or reviewed when something new is introduced or a change has occurred.

26. Smoking

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

Name of Premises Manager or member of Leadership team responsible for Premises Management	Site Manager (See Appendix.1) SLT (See Appendix.1)
The academy premises are shared with another organisation	Aspens Catering Kid Space (Before and After School Club) Chartwells Cleaning PDSS
Our arrangements for managing health and safety in a shared workplace are: <ul style="list-style-type: none"> • Tender compliance • Regular meetings with the Site Manager (See Appendix.1) 	

28. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of academy staff	Principal and Business Manager (See Appendix.1)
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is	



reviewed regularly. Date Completed Summer Term 2016

29. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Business Manager (See Appendix. 1) Associated Assistant Principal (See Appendix. 1)
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: <ul style="list-style-type: none"> • Induction Meeting • Regular updates via staff briefings and training sessions 	
The academy has a health and safety training matrix to help in the planning of essential and development training for staff – currently outstanding	
Training records are retained and are located <ul style="list-style-type: none"> • Finance Office 	
Training and competency as a result of training is monitored and measured by:	Business Manager (See Appendix.1)

30. Vehicles owned or operated by the academy

Name of person who has overall responsibility for the academy vehicles	Site Manager (See Appendix.1)
The academy operates (one minibus)	Peugeot Boxer 15-Seater Minibus Reg: DK68 BZF
Name of person who manages the driver medical examinations	Staffordshire County Council
Name of person who manages the vehicle license requirements	Site Manager (See Appendix.1)
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	All Drivers (See Appendix.1) Site Team (See Appendix.1)
Name of person who arranges servicing and maintenance of the academy vehicles	Site Manager (See Appendix.1)
Our arrangements for the safe use of academy vehicles are: <ul style="list-style-type: none"> • All staff undertake Staffordshire County Council Driver Training and medical assessment before being allowed to take the minibus out with pupils 	



31. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Site Manager (See Appendix.1)
<p>Our arrangements for the safe access and movement of vehicles on site are</p> <ul style="list-style-type: none"> • Restriction on vehicle movement at certain times • Speed limits • Segregation vehicles from pedestrian areas • Special arrangements for deliveries etc. 	

32. Violence and Aggression and School/Academy Security

The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	School Support Manager (See Appendix.1)
Incidents of verbal & physical violence are investigated by:	Line Managers
Name of person who has responsibility for site security:	Principal and Site Manager (See Appendix.1)
<p>Our arrangements for site security are:</p> <ul style="list-style-type: none"> • Perimeter fencing • School gates kept locked during school hours • Key register • Public access only via main reception entrance 	

33. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Site Manager (See Appendix.1)
Name of contractors who have undertaken a risk assessment of the water system	IWS
Name of contractors who carry out regular	HSL



testing of the water system:	
Location of the water system safety manual/testing log	Site Managers Office
Our arrangements to ensure contractors have information about water systems are:	
<ul style="list-style-type: none"> Meeting with Site Manager or appointed principal contractor 	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:	
<ul style="list-style-type: none"> Training via in-house or external bodies 	

34. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Site Manager (See Appendix.1)
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	
<ul style="list-style-type: none"> All working at height to be accessed and risk assessment put in place before work takes place 	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept	
<ul style="list-style-type: none"> Site Managers Office 	

35. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Wider Curriculum Coordinator
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:	
No children under the age of 16	
School/College/University Risk Assessment	
Code of Conduct	
The name of the person responsible for	Wider Curriculum Co-ordinator (See



the health and safety of people on work experience in the academy premises:	Appendix.1)
Our arrangements for managing the health and safety of work experience students in the school/academy are: Induction meeting and copies of the following policies, Safeguarding, Health and Safety, Code of Conduct	

36. Volunteers

Name of person who has overall responsibility for managing/co-ordinating volunteers working within the academy:	Business Manager (See Appendix.1) Faculty Leaders (See Appendix.1)
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

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

It is important that academy leaders, trustees 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.

- Daily operations meeting
- Review and investigation of all accidents
- Regular Standards and Systems Committee meeting



Appendix 1

Leadership Team

Katie Smith	Principal
Aileen Simpson	Vice Principal
Nathan Ball	Vice Principal
James Simm	Assistant Principal
Janine Skelding	Assistant Principal
Sue Casey	Business Manager

Site Team

Gary Dunn	Site Manager / Health and Safety Co-ordinator
Ed Millgate	Senior Site Technician
Norman Vernon	Janitor

Administration

Sharon Morris-Fear	School Support Manager
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Faculty Leaders

Janine Skelding	Languages
Aileen Simpson	English
Charlotte Torr	Science and Computing
Nicky Whitehouse	Arts and Sport
Stuart Tunstall	Mathematics
Jennifer Arnott	RE and SIAMs
Sarah Stubbs	Additional Needs

Departmental Technicians

Roberta Zacco	Science Technician
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First Aiders

Helen Boughey	Office
Lisa Beresford	Office
Bridget Lacey	Finance
Clare Mulroy	House Leader
Heather Matthews	House Leader
Lucy Mountford	House Leader
Jason Emmerson	IT Technician



St Edward's
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Academy

Rebecca Rose	Wider Curriculum
Nicky Whitehouse	Faculty Leader
Charlotte Torr	Faculty Leader
Margaret Collier	Cover Supervisor
Stuart Allanson	Geography Leader
Mark Massey	PE Department
Emma Rathbone	PE Department
Calum Whetnall	PE Department
Lynne Batigan	PE Department

Educational Visits Co-Ordinator

Rebecca Rose

Mini Bus Drivers

Lynne Batigan

Mark Massey

Stuart Allanson

Emma Rathbone

Tracey Pickford

Calum Whetnall

Jack Clews

Cath Hall

Sarah Turner Bradbury



St Edward's
Church of England
Academy

Appendix 2

Rooms with First Aid Kits

Main Office

Finance Office

Room 109

Room 110

Room 114

Room 115

Room 118

Room 119

Room 120

Prep Room

Gym Office