



HEALTH, SAFETY & WELLBEING POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett & Mrs L Kiddle (Co-Principals)

Review date: September 2027

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POLICY STATEMENT

Sandon Primary Academy is committed to ensuring the health, safety, and welfare of all pupils, staff, contractors, and visitors. We acknowledge our statutory responsibilities under the Health and Safety at Work etc. Act 1974 and are dedicated to maintaining a safe and healthy working environment for all.

This policy supports our aim to reduce accidents and ill health, thereby minimising risk and liability. Health and safety is given equal priority alongside other key objectives. We strive for continuous improvement in safety performance, with all incidents investigated to identify root causes and prevent recurrence.

Effective communication and staff engagement are central to the implementation of this policy. All staff are expected to report hazards, contribute to risk assessments, and uphold control measures to reduce risks as far as reasonably practicable.

Sandon Primary Academy complies with all relevant health and safety legislation and ensures, so far as reasonably practicable, that:

- All premises and areas used for school activities are maintained in a safe condition.
- All equipment is safe to use, and substances are handled, stored, and used safely.
- Safe systems of work are established and maintained.
- Staff and pupils receive appropriate information, instruction, training, and supervision.
- A healthy working environment is maintained, including adequate welfare facilities.

This policy will be reviewed annually or sooner if required.

INTRODUCTION

Sandon Primary Academy is committed to promoting the health, safety, and welfare of all pupils, staff, contractors, and visitors. This Health and Safety Policy outlines the aims, responsibilities, and strategies for managing safety across the school environment.

The Academy Trustees and Senior Leadership Team are fully dedicated to establishing and maintaining high standards of health and safety. This commitment ensures that all individuals within the school are protected while on site and during school-related activities.

This policy is developed in accordance with the **Health and Safety at Work etc. Act 1974** and its associated regulations. It is subject to regular review and may be updated or supplemented with additional documents relevant to specific school operations.

Employee involvement is a key component of effective health and safety management. Consultation with staff and their representatives is integral to this policy. All employees are expected to take personal responsibility for working safely, ensuring the wellbeing of themselves and others who may be affected by their actions or omissions.

The success of this policy relies on the active engagement and support of all staff members in achieving its objectives.

AIMS

- To provide a safe and healthy environment for children, staff and visitors of the school.
- To ensure that all members of the school community understand their own responsibilities of maintaining a healthy and safe environment.

POLICY REVIEW

Mr I Bagnall (Chair of Trustees)	Mrs R Beckett (Co-Principal) 5 th August 2026	Mrs L Kiddle (Co-Principal) 5 th August 2026
		

RESPONSIBILITIES

The following responsibilities have been established at Sandon to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements;

Responsibilities of the School Community

All members of the school community (staff, parents, pupils and Trustees) work towards the school aims by;

- *Being fully aware of their own responsibilities for maintaining a healthy and safe environment.*
- *Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.*
- *Using common sense at all times to take responsible care for their own safety and that of others*
- *Reporting any unidentified hazards, practices, equipment or conditions to the Principal, site staff or health and safety team without delay.*
- *Leaving their area of work in a reasonably tidy and safe condition.*
- *Following safety instructions when using equipment.*
- *Following correct accident reporting procedures.*
- *Contributing to and highlighting any gaps in the school's risk assessments, policies and procedures.*

Responsibilities of the Trustees, Senior Leaders and Health & Safety Team

The Trustees, Senior Leaders and other Health and Safety staff work towards the school's aims by;

- *Ensuring that safe work practices and procedures are applied within school.*
- *Provide a good example to other staff members.*
- *Conducting regular checks and inspections to ensure a safe and healthy environment is maintained.*
- *Establishing and maintaining a system for reporting, recording and investigating of accidents and ensuring this is applied rigorously.*
- *Ensure that all members of the school community are aware of their own responsibilities.*
- *Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.*
- *Ensuring that staff are familiar with the Health and Safety Policy of the school.*
- *Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.*
- *Ensuring that there are arrangements for a speedy evacuation of the buildings in case of fire or other emergency.*

Responsibilities of the Principal

The Principal works towards the school's aims by;

- *Taking responsibility for the day-to-day operations of the Health and Safety Policy.*
- *Promote a positive, open health, safety and wellbeing culture in the school.*
- *Report key health and safety issues to the Academy Trustees.*
- *Seek advice from other organisations or professionals as required.*

Responsibilities of Teaching and Non-teaching Staff

Teaching and Non-teaching staff work towards the school's aims by;

- *Taking responsibility for the safety of pupils in their care.*
- *Exercising effective supervision of pupils.*
- *Understand the procedures regarding evacuation and how to carry them out.*

- Promoting a practice of safety consciousness amongst children in taking reasonable care for their own and others safety.
- Being good role models – vigilant and careful.
- Taking quick and firm action to ensure children are not allowed to jeopardise their own or others safety.
- Making sure risk assessments are carried out for off site visits.
- Providing opportunities for children to discuss appropriate health and safety issues in a suitable manner.

COMPETENT HEALTH & SAFETY ADVICE

Sandon Primary Academy obtains competent Health & Safety advice from Entrust.

Contact details:

Sarah-Jane Walmsley

Tel. No: 07837 832584 Email: sarah-jane.walmsley@staffordshire.gov.uk

In an emergency, we contact:

Duty Desk: 01785 355777 County Council's Director: 07623 910065

MONITORING HEALTH & SAFETY

Persons responsible for the overall monitoring of Health & Safety at Sandon:

- Mrs R Beckett (Co-Principal)
- Mrs L Kiddle (Co-Principal)
- Mrs L Williams (Vice Principal)
- Mrs K Burrows (Vice Principal)
- Miss R Plant (Site Manager)
- Miss S Bedson (Office Manager)
- Finance, Risk & Audit Committee (Trustees)

Our arrangements of the monitoring of Health & Safety are;

- Daily observations carried out by the Site Team. The Site Manager will seek inform Senior Leaders and seek to rectify issue.
- Health & Safety issues and updates provided in the Principal's Report to Trustees.
- Health & Safety discussed at Senior Leader meetings.
- Health & Safety discussed between committee members routinely.
- Environment walks completed by Principal or Principal and Chair of Trustees.

Sandon Primary Academy carries out evaluations and audits in relation to Health & Safety;

- Formal evaluations carried out annually.
- Less formal reviews carried out termly.
- Daily and weekly inspections of the school site are completed.
- Identified issues are dealt with promptly.

Names of the person responsible for monitoring the implementation of health & safety policies;

- Mrs R Beckett
- Mrs L Kiddle

Date of last audit;

23rd October 2025

Workplace inspections and those that carry them out;

Easy access to fire extinguishers	Daily – Site Staff (under direction of Site Manager)
Finger guards and door fittings	Weekly – Site Staff (under direction of Site Manager)
Fire alarm break glass	Weekly – Site Staff (under direction of Site Manager)
Fire doors open safely / tension of fire doors	Weekly – Site Staff (under direction of Site Manager)
Fire escape routes	Daily – Site Staff (under direction of Site Manager)
Gates	Daily – Site Staff (under direction of Site Manager)
Indoor lighting	Weekly – Site Staff (under direction of Site Manager)
Outdoor play equipment	Daily – Site Staff (under direction of Site Manager)
Perimeter fence	Daily – Site Staff (under direction of Site Manager)
Security doors	Daily – Site Staff (under direction of Site Manager)
Toilet / medical areas	Daily – Site Staff (under direction of Site Manager)
Windows / shutters	Daily – Site Staff (under direction of Site Manager)

DEFINITION OF THE SCHOOL SITE

The site includes;

- *The main building*
- *Foundation building*
- *Children's Centre building*
- *The Cube building*
- *Playgrounds / Sports Pitches*
- *Swimming Pool*
- *All external sheds, stores and play houses*

MEDICAL AND HEALTH

First Aid Provision

First aid stations are located across the site at the following locations;

- *Key Stage 1 corridor*
- *Key Stage 1 photocopier room*
- *Near KS2 toilets*
- *Kitchen office*
- *Foundation building*
- *Swimming Pool*
- *Main office (emergency kit)*

Staff also have access to portable first aid kits for trips and visits. There is also an emergency first aid kit. First aid stations and kits are regularly checked and stocks are maintained by the office manager.

Plastic, disposable gloves are available and all staff are advised to use them when dealing with bleeding or other cases of bodily fluids.

Academy First Aiders:

The names of those with in-date first aid training are displayed across the site and near stations.

Reporting of Illnesses, Injuries and Accidents

Major Injuries (including injuries to staff)

Injuries classified as 'major' which have to be reported to the Health & Safety Executive - must be reported to Staffordshire County Council (SCC) directly by telephone without delay (Tel: 01785 355777).

SCC will take the necessary steps to inform the Health & Safety Executive. This action will be confirmed by completion and forwarding of the appropriate SCC accident form online.

All 'major injury accidents' will be investigated fully by a nominated team to ascertain the cause and recommend solutions. Such investigations are to include witness statements, photographs of location, conditions etc. and detailed information on the conditions and injuries sustained.

SLN Login:

<https://www.staffordshire.gov.uk/account/Login.aspx?ReturnURL=https%3a%2f%2fwww.staffordshire.gov.uk%2fsecure%2fSchools%2fSLN-Homepage.aspx>

The procedures outlined above will also be followed when any person is taken directly from the academy to hospital, whether or not a specified major injury has been sustained. A severe head injury will be treated by one of the academy's Nominated First Aiders.

The Principals are responsible for reporting accidents to the HSE (under RIDDOR) and reporting updates to the Trustees through reports.

Minor Injuries

The academy maintains adequate numbers of trained first aiders.

Such injuries are to be recorded in on a school accident form. Time, date, name of injured, nature of injury and action taken to be recorded. The form will be presented to a Senior Leader who will sign it, following which a copy will be taken to give to parent / carer.

Any first aid trained member of staff may complete an accident form.

Work-related injuries resulting in an employee being unable to perform their normal duties for more than seven consecutive days must be reported in accordance with RIDDOR requirements.

Contacting Parents or Carers

Senior Leaders will be contacted immediately if;

- *A child is unwell or upset and unable to continue with the normal activities of the school day.*
- *Requires further medical attention beyond simple first aid administered within the school.*

Administration of Medicine

Pupils

Sandon Primary Academy will administer prescribed medication (if in original container, clearly labelled with name and dosage) to children upon the request of parents, however, they are advised to, whenever possible make arrangements for children to take medication at home rather than in school.

Parents must provide any medication to the school offices (not the class teacher) and complete an [administration of medicine form](#) (each time there is a variation in the pattern or dosage a new form must be completed).

It is common practice that medicine will only be administered if prescribed to be taken at least 4 times per day; however, it is at the Principals discretion to administer medicine that is prescribed for less than the above.

All medicines administered on site are recorded, detailing; the member of staff administering, the date, time and dosage on both an individual pupil log and a general log for all pupils by date.

When necessary, a parent can come into school to administer medicine.

Sandon Primary Academy may administer Calpol or similar products to an unwell child during the school day if supplied by the parent/carer (or the school has its own) and verbal consent is obtained first.

Pupils who administer and/or manage their own medication in school are authorised to do so by Senior Leaders and provided with a suitable private location to administer medication/store medication and equipment.

Relevant staff are trained to administer complex medication by the school nursing service when required.

Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are included in individual health care plans and in the medical policy.

Staff

Staff who are taking medication must keep this personal medication in a secure area in a staff only location.

Staff must advise Senior Leaders if they are taking any medication which might impair their ability to carry out their normal work.

Storage of Medication

Medication is stored in the school office or Foundation office in a suitable container/fridge (with access strictly controlled) - with the exception of emergency medication such as asthma inhalers and EpiPens which may be kept in the child's classroom or other appropriate locations.

Special Medical Conditions

Medical Care Plans are stored for all children with a medical condition that requires monitoring and / or instruction in school (e.g. diabetes, epilepsy etc.).

It is the responsibility of parents to inform the school of any changes to these care plans or of any new medical conditions.

The school office is responsible for liaising with School Nurses to ensure care plans are accurate and for the distribution of this information to relevant staff members.

Staff undergo specific training in relation to certain medical conditions by a health professional as appropriate.

Allergies

Parents are responsible for informing the school upon start date of any known allergies or any thereafter. The school office updates and maintains pupil lists for each year group that detail any allergies to ensure all staff have a reference.

Medical Emergency

Pupils

Each classroom at Sandon has an 'emergency triangle' enabling any pupil (either under the instruction of staff or if staff member incapacitated) to raise the alarm by taking the triangle to another member of the team. The triangle alerts to the location of the situation. Teaching staff are responsible for keeping these visible at all times in their classroom and requesting replacements if necessary.

In a medical emergency Senior Leaders should be contacted immediately to call for emergency services and remain with the patient.

Upon calling for an ambulance, a parent/carer should be contacted to escort their child to the hospital. If this is not possible, the child should be accompanied by two members of staff.

In a non-emergency situation, staff can transport a child but should ensure that they have the correct insurance cover or a taxi should be used.

Staff / Visitor

Next of kin will be contacted where possible and a member of staff will accompany them to hospital if they have not arrived.

Emergency Contact Information

Emergency contact information is kept for each pupil in the school office and on the SIMS MIS. School office staff strive to maintain up to date information to ensure contact can be made.

All staff should make it their responsibility to familiarise themselves with the location of the paper contact details file should it be required.

SMOKING & VAPING

Sandon Primary Academy has a strict no smoking or vaping policy. Signage is displayed and staff help to enforce this if necessary.

SLIPS TRIPS AND FALLS

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes regular hazard spotting inspections.

Staff are encouraged to be aware of potential hazards at all times and to report them immediately. Staff are also encouraged to suggest improvements – they can do this at weekly staff briefings or in person to Senior Leaders.

HYGIENE

It is the responsibility of the Principals and any delegated staff to monitor the cleanliness of the buildings.

All staff are responsible for encouraging good hygiene habits in the children - with particular emphasis being placed on hand washing and good respiratory hygiene - with hand sanitiser also used regularly. Frequently touched surfaces are wiped routinely.

FOOD TECHNOLOGY

Staff must be satisfied that any tasks undertaken in the cooking room are appropriate for the pupils concerned. Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

Risk assessments are in place for the use of the cooking room including its contents. Fire extinguishers and a fire blanket are accessible.

BOILER ROOMS

The Site Manager will ensure the boiler rooms are kept clean and tidy – free from hazardous substances. Only recognised engineers will ensure the system is functioning correctly.

SEVERE WEATHER

The Principals will make the decision to close the academy on the grounds of health and safety. If closure takes place, the Chair of the Academy Trustees will be notified. Parents will be notified by Class Dojo.

Related documents: Gritting Policy and associated risk assessment.

STRESS & STAFF WELLBEING

The Principal has overall responsibility for the health and wellbeing of staff.

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;

- 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. There is also an anonymous reporting form that is accessible by all staff members, should they not feel confident discussing something openly. Staff are also encouraged to speak to Senior Leaders where the upmost confidentiality will be maintained.
- Individual stress risk assessments take place when a member of staff requires additional individual support.

CLASSROOM SAFETY

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider;

- *The proper supervision of the children in their care.*
- *Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses etc.*
- *Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible.*
- *When discussing the behaviour of pupils', considerations of personal safety and the safety of others should be paramount.*

FIRE SAFETY AND PRECAUTIONS

For more information, see the Evacuation Policy.

Sandon Primary Academy maintains active monitoring to ensure evacuation routes and exits are kept clear at all times. Competent persons carry out regular checks to ensure the maintenance of emergency lighting and alarms.

Fire alarm call points and extinguishers are located throughout the building at or near the entrance/exit of each area. All staff should note the position of alarm points and fire equipment in the areas in which they normally work. Staff complete online training and understand that on discovery of a fire they must raise the alarm upon leaving.

Each room has a fire notice detailing the nearest evacuation route. All staff should note the instructions given in regard to the areas of the school in which they work.

All staff must ensure that doors and corridors are not obstructed and that fire doors are kept closed when not in use.

A log book of incidents relating to the Fire Alarm system is kept near the alarm panel. The Site Manager is responsible for ensuring that entries are kept up to date.

Any pupil with special needs must be given consideration as to whether they require a Personal Emergency Evacuation Plan (PEEP). This will need to be devised with the teacher, Principal, SENCO and Health and Safety team if required.

A fire risk assessment has been produced by an external company.

All visitors & contractors to the school are advised to familiarise themselves with the fire evacuation information provided to them.

SECURITY (SAFEGUARDING)

The Site Manager is responsible for day to day site security.

General Security

- *All staff and children are encouraged to be aware of strangers on the premises.*
- *Visitors and contractors must sign in before visit can commence and receive a visitors' badge.*

- Ideally visitors must book appointments in advance.
- All relevant external gates are closed during the school day and entrance into the main building from the school office requires access to be granted via electronic switch or ID badge.
- CCTV is in use around the school as a deterrent and as a means of evidence in breaches of security.
- The main car park for parents and visitors is closed between 08:45 and 09:15 and 14:45 and 15:15. Harrowby Road is also part of the School Streets Scheme making start and end of the school day safer by restricted vehicle access.
- After school clubs typically require exit via the school office.
- Blinds are installed in windows for security and are closed each night.
- Money on site is kept to a minimum with an electronic payment system being the main method of payment.
- Money is counted in a locked office and is not left unattended.
- Records are kept of any acts of vandalism or theft.
- Damages are quickly repaired and areas secured until safe.
- Incidents are reported to the police and local authority as necessary.
- Computer backups are stored off site.

Key holders

The school maintains an up to date list of key holders who will be contacted in the event of an alarm sounding. The list is as follows;

1. Site Manager
2. Site Supervisor
3. Principal

The Academy has a call out response SLA with a reputable company providing out of hours assistance and liaising with the Site Manager / Principal.

Access to the swimming pool outside of school hours is by Water Stars Swimming School who have access to the external site gates at the front the property and to the pool building / office.

Security Outside of School Hours

Parents are actively encouraged to report any suspicious activity to the police.

Staff key holders addressing an alarm outside of school hours should;

- Always assume an alarm is genuine.
- If possible, speak to anyone who has drawn your attention to the alarm or incident in order to find out any information.
- Ensure they take a torch and personal attack alarm.
- Take a mobile phone.
- Look outside your own home before leaving in case somebody is observing you.
- Tell someone where you are going and how long you are likely to be. If police are attending the incident, then wait for them to arrive before entering.

If police are not attending, staff key holders should;

- Never confront an intruder or approach or enter a building if you think an intruder may be inside – call the police and wait.
- Do not enter or approach the building on your own if you are concerned for your own safety.
- Check from outside of the school and at a distance for any signs of intrusion.
- Check whether there are any unexpected vehicles in the area.

Lone Working and Personal Security

Lone working at Sandon Primary should be restricted to site staff only.

Our arrangements for managing lone working are;

- *Staff are discouraged from lone working wherever possible.*
- *When working alone in the building is unavoidable, staff are advised to ensure the perimeter of the grounds are secure and maintain regular contact with a family member by mobile phone or school extension lines.*
- *See Lone Working Policy.*

End of Day Procedures

Site staff are responsible for securing the building each night before vacating the premises.

Responsibilities include; checking all windows and doors are locked, alarm is set and blinds are closed.

Site staff responsibilities for securing the building can be found in the site checks folders in the site office.

Violence at Work

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.

All staff must report to Senior Leaders any incident of aggression or violence (or near misses) directed to themselves from any source. Senior Leaders will then investigate.

VISITORS

All visitors, contractors and volunteers to the school/swimming pool will be required to;

- *Report to the school office on arrival to show identification.*
- *Sign in on the iPad.*
- *Wear an appropriate badge and return it upon leaving.*
- *Be made aware of emergency evacuation and health and safety regulations (on sign in process).*

Visitors are requested to only enter via the school office unless exceptional circumstances (decided by the Principal) require them to use another entrance.

CONTRACTORS

All contractors are expected to report to the school office and wait whilst a member of site staff is contacted. It is the responsibility of the Site Manager to inform the Principal/Senior Leaders of any contractors on site.

Approved contractors provided through the schools PFI contract, via Equans are used where applicable or other reputable contractors are sought.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are;

- *The majority of work carried out currently in the academy falls under the Private Funding Initiative (PFI) and as such work is undertaken by Equans. From time-to-time, Equans may*

instruct an alternative company to undertake the work; however, all vetting is undertaken by Equans.

- *Where services such as cleaning and grounds maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk.*
- *The Principal & Site Manager liaises with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.*
- *Occasionally, the academy may wish to appoint their own contractor for work which falls outside of the PFI scope. These contractors are only appointed based on experience, guidance and recommendation.*
- *Prior to any work commencing, a pre-site meeting will be arranged to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods.*
- *Any staff concerns about the work being carried out and/or the contractors should be reported to the Principal or the Site Manager who will liaise with the relevant persons. Any permanent member of staff may request a contractor to stop work until they have reported to the Principal or senior member of staff.*
- *All contractors are expected to report to either of the main offices immediately upon arriving on site. The site asbestos register shall be available and should be signed by contractors prior to commencement of any intrusive works.*

ACTIVE MONITORING

Active monitoring is carried out by staff at Sandon Primary Academy. Site staff carry out daily, weekly, monthly, termly, 6 monthly and annual checks to ensure standards are maintained.

Active monitoring involves site staff, senior leaders, members of the health and safety team and the Academy Trustees.

Reporting Hazards

An electronic reporting of hazards form is an easy and accessible method of reporting any hazards / jobs to the Site Manager – Senior Leaders are also automatically alerted via email too.

The Site Manager keeps a log of incidents reported and the response to them.

Snow and Ice

A gritting policy is in place that highlights the paths and routes that site staff will endeavour to clear in the event of snowy or icy conditions.

If it becomes impossible to keep these routes clear the Principals - based on this information - may take the decision to close the school.

See Gritting Policy for more information.

Vehicle Movement

Our arrangements for the safe access and movement of vehicles on site are;

- *The car park at the front of school is locked between the following times to aid safety of pupils arriving and leaving school;*
 - *08:30 and 09:00.*

- 14:50 and 15:20.
- The front car park can be used by staff, parents and visitors but movement is restricted at the above times. Harrowby Road is part of the Council's School Streets Scheme meaning that access is restricted at the start and end of the day to unregistered vehicles.
- Delivery and contractors' vehicles allowed on the rear of the site are closely monitored by a member of site staff when manoeuvring to ensure pupil safety.
- Vehicle movement at the front and rear of the site is actively monitored. The location of the pool, putting green, sports pitches and village mean access is required to areas where vehicles may be present.

Adequate supervision should be in place when taking part in activities that involve areas where vehicles may be present. Children should be made aware of the dangers of not following rules and a strict behaviour policy should be in place.

SWIMMING POOL

The swimming pool is used on a weekly basis by children of Sandon Primary Academy and other schools and for outside of school hours swimming lessons (run by Water Stars Swimming School).

All relevant swimming pool information can be found in the *Normal Operating Procedures and Emergency Action Plan* document.

WATER SYSTEM SAFETY

- The Site Manager is responsible for managing water system safety.
- Equans conduct risk assessments of the water safety system.
- Files relating to the water system are located in the Site Office.

Our arrangements to ensure contractors have information about water systems are;

- Water hygiene samples and checks take place as required by the Premises Water Hygiene Manual, by Equans who update the manual accordingly.
- The Site Manager carries out weekly flushing of all outlets.
- The Site Manager carries out the flushing of all outlets during the holidays, if closed for more than 1 week.
- Checks are recorded in the manual, located in the Site Office.
- It is the responsibility of all staff to immediately notify the Site Manager and/or Principal should they consider the quality of the water to have changed e.g. colour, smell or taste.

Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system;

- The Site Manager is responsible for flushing the systems weekly.
- Checks are recorded in the manual located in the Site Office.

ASBESTOS

- The Site Manager is responsible for managing asbestos.
- Staff are encouraged to access to the asbestos register (a copy in the main office) and are encouraged to be aware of the possible locations of asbestos in the school and to avoid disturbing these locations.
- If staff suspect damage to asbestos materials, they should ensure the area is evacuated as quickly and as safely as possible – and if possible closing the door behind them.

- Staff must report damage to asbestos materials to Senior Leaders and the Site Manager urgently.
- Staff must not drill or affix anything to walls without first obtaining approval from the Site Manager.
- All contractors must sign to say they have seen the register before starting work on site.
- Suspected damage must be reported immediately to the Principal or Site Manager who will contact the Premises Officer at Stoke on Trent City Council (Tel. No: 01782 234688), Equans (01782 233030) AND Health & Safety Team at Staffordshire County Council (Tel. No: 01785 355777 - duty officer) for further advice.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are;

- Hazardous substances should only be purchased and used if there is not safer alternative.
- Those items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils.
- Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects.
- Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained in the COSHH file in the Site Office.

The cleaning cupboard remains locked during the school day and the key stored in the site office.

The site office contains suitable COSHH storage cupboards. The Site Manager (with support from site staff) is responsible for completing COSHH assessments for all hazardous substances used on site. The associated procedures and control measures will be enforced and funded.

GLASS & GLAZING

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

HAZARDOUS SPILLAGE AND/OR BREAKAGE

Include; chemicals, bodily fluids, glass, crockery etc.

Incidents causing such a hazard must be reported to the Site Manager / Principal to ensure incident can be dealt with immediately.

Staff must ensure that pupils and others are kept away from the area. Staff must take due care when dealing with the spillage/breakage and not put themselves at risk.

Glass should not be handled directly and staff should use disposable gloves when clearing up bodily fluids.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

The Site Manager and Principal are responsible for selecting suitable PPE and the Site Manager is responsible for checking and maintaining PPE.

PERSONAL ITEMS

So as to aid security, all staff should as far as possible, take special care of personal items for which there is no academy insurance, and as far as possible, put portable items of value out of sight.

Pupils should be discouraged from bringing items of value into the academy.

ELECTRICAL SAFETY

The school has all fixed appliances inspected and tested by a competent person at least every two years – currently Equans under the PFI contract.

Fixed electrical wiring test records are located in the Site Office.

Personal items of electrical equipment should not be bought into school for use by staff or pupils unless prior agreement is made with the Principal.

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment should be labelled as **'FAULT: DO NOT USE'** and will be taken out of use immediately and will be replaced/repaired as necessary. This should be reported to the Site Manager.

Risk assessments are carried out and updated annually or when necessary and highlight safety measures, such as; use of extension leads and the need to avoid trailing wires.

Equans are also responsible for PAT testing. The test records are located in the Site Office also.

RISK ASSESSMENTS

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) are coordinated by the Office Manager in conjunction with the Site Manager and are reviewed and approved by the Principals. Senior Leaders are responsible for undertaking special risk assessments such as for staff who are pregnant or who have health problems.

These risk assessments are available for all staff to view and are held electronically on the Staff Common drive.

Risk assessments will be reviewed on an annual basis or after accidents, near misses, significant incidents, legislative changes or introduction of new equipment/processes.

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.

As well as the general risk assessments for the safety of all school users, there will be activities created by teachers and support staff that will also require risk assessing. Teachers have access to the risk assessment template and should evaluate their own activities if necessary.

Educational Trips and Visits

Any external visit is carefully considered and researched and where possible, preliminary visits are made. Appropriate risk assessments are carried out and E-VISIT is used to inform the LA of planned visits.

- *The EVC is Mrs R Rowley.*
- *The Principal has overall responsibility for Educational Visits.*

Our arrangements for the safe management of educational visits;

- *All school trips must be approved through the E-VISIT system 14 days before trip date.*
- *All teaching staff have received EVC training.*
- *First Aid packs and pupils' asthma, Epi-pens, diabetes equipment are taken on every outing or trip together with any care plans in place.*
- *An enhanced DBS check has been obtained for all volunteer helpers that may be left alone with children.*
- *It is the duty of the lead member of staff to ensure all helpers are fully aware of what the visit entails and the school always seeks permission from parents beforehand (if the trip is local and permission is already on file parents are still made aware of the planned visit).*

HOUSEKEEPING

Sandon Primary has adopted a number of practices and policies that lead to a safe working environment and good housekeeping is practiced at all times.

- *Staff should ensure all spillages are cleaned up immediately in the correct manner.*
- *All rubbish and waste paper are disposed of every day as to reduce the amount of combustible material.*
- *All storage areas will be kept orderly, safe and provided with easy access.*
- *The school premises will be cleaned to an acceptable standard daily by the cleaning staff.*
- *Hygiene standards are of utmost importance.*
- *Senior Leaders often undertake environment walks to highlight areas of concern / improvement.*

MOVING AND HANDLING

Sandon Primary Academy recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries.

- *Pupils and staff must only lift equipment and furniture within their own individual capability. Manual handling training will be provided for appropriate members of staff.*
- *Staff are actively encouraged to seek assistance from site staff for anything of a heavy or awkward nature.*
- *Correct lifting procedure posters are displayed in prominent areas.*

WORKING AT HEIGHT

Work at height is avoided where possible.

Our arrangements for managing work at height are;

- *No member of staff is permitted to work at height unless suitably trained.*
- *Advice on using steps/step stool is freely available and staff are expected to read before using it. Staff should undertake a visual inspection before using any such equipment.*
- *Contractors working at height must inform the Site Manager to ensure the area is cordoned off and restricted to pupils and staff.*

- Contractors must use their own access equipment.
- The academy's own ladders and steps are inspected monthly by the Site Manager.
- All academy access equipment complies with British and European Safety Standards.
- See Working at Height Policy.
- Appropriate equipment is provided for work at height where required.
- Staff who carry out work at height are trained to use the equipment provided.
- Relevant staff complete the National College Working at Height training.
- Work at height equipment is regularly inspected, maintained and records are kept in the Health and Safety files in the site office.

DISPLAY SCREEN EQUIPMENT (DSE)

Staff who use computers including laptops must ascertain whether they are classed as users (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user (typically the office staff and IT Manager) must undertake a workstation risk assessment.

Our arrangements for carrying out DSE assessments are;

- Information and guidance is given to all DSE users by the Office Manager.
- All DSE users should complete an annual DSEU self-assessment check.
- The Principal should review and take necessary actions.
- DSE users are made aware of the arrangements for eyesight testing.

PLAYGROUND SAFETY

Our arrangements for safe play are as follows;

- Playground equipment and its use is supervised during all breaks throughout the school day and any lessons which involve its use.
- Weather conditions are assessed daily by site staff and by teaching and support staff prior to breaks to ensure equipment is safe to use.
- Staff supervising children at break times must ensure that they can observe all the children in the area. In the event of a staff member being fully engaged in a particular activity he/she must inform other supervisors.
- All staff must take responsibility and be observant of potential threats, including open gates and unknown persons. Any suspicious activity should be reported immediately to the Principal.
- Appropriate levels of supervision are maintained.
- CCTV has been utilised to identify areas of deployment for staff supervision.

COMMUNICATION & CONSULTATION WITH STAFF

Our arrangements for communicating about health and safety matters with all staff are;

- A copy of this document is available to all members of staff. Staff will be required to sign to signal they have read, understood and accept the Health and Safety Policy at Sandon Primary Academy.
- Any alterations made to the document will be notified via email to all staff.
- Major changes to procedures affecting the work of individual or a specific group of staff will be discussed prior to implementation – via email or in person.
- All staff are encouraged to be involved in the reviewing of risk assessments either annually or if there has been an incident.
- All staff should identify and control hazards in their own areas and defects should be reported to the Site Manager or Principals as soon as possible.

- Controls are put in place to restrict access to areas surrounding the defect.
- The Site Manager will assess the situation and make safe any defect or take steps to inform the Principal if specialist contractors are needed.
- Approved contractors are called to make safe any dangerous defect if it requires specialist knowledge or training.
- The correct procedure must be followed in relation to asbestos, hot work and the relevant documentation completed.
- New staff undergo a Health & Safety induction.
- The Health & Safety Policy is on the school website.

Staff can make suggestions for health and safety improvements by;

- Speaking directly to the Site Manager or Principals.
- Staff are able to raise any concerns or improvements at weekly staff briefings.

WORK EXPERIENCE

Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are;

- All work experience placements undergo a full induction and provided with relevant information about the school, staff, procedures etc.
- All work experience placements are supervised at all times.
- The Academy liaises with the placement provider to share details regarding health and safety, risk assessments, public and employers liability insurance.
- The Principal has overall responsibility for managing work experience and work placements.
- Further information: A Brief Guide to Young People and Work Experience – HSE.

KEY PERFORMANCE INDICATORS

It is important that school leaders 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	Measured	Improvements
Do you encourage employees to take part in health and wellbeing surveys?	Sandon regularly anonymously surveys its staff to take part in health & wellbeing surveys. As part of this, staff are also encouraged to make suggestions for improvements. The results of these are discussed at Senior Leader meetings and reported to Trustees.	Share these findings with staff.
Are health and safety tours undertaken by the leadership/management team?	Environment walks are completed by the Principals and Senior Leaders to ensure robust approach to cleanliness and tidiness. The findings of such walks are communicated to staff – either in person at weekly meetings or via email / Teams.	

Are health & safety matters regularly discussed with staff?	Health & Safety matters are shared with staff at meetings and via email when relevant.	Share reminders about safe working practices, advice etc. via email routinely to keep good practices foremost in staff's mind.

REGULATIONS

This policy is written in line with the below regulations;

- *Health and Safety at Work etc. Act 1974*
- *Management of Health and Safety at Work Regulations 1999*
- *Manual Handling Operations Regulations 1992*
- *Personal Protective Equipment (PPE) at Work Regulations 1992*
- *Health and Safety (Display Screen Equipment) Regulations 1992*
- *Workplace (Health, Safety and Welfare) Regulations 1992*
- *Electricity at Work Regulations 1989*
- *Control of Substances Hazardous to Health (COSHH) Regulations 2002*
- *Fire Safety Order 2005*
- *Control of Asbestos Regulations 2012*