



ORCHARD
Community Trust



'Committed to improving the life chances of all children, wherever they may be'

Health, Safety and Wellbeing Policy

Approved by:	Board of Trustees	Date: 7 th December 2023
Last reviewed on:	9 April 2025	
Next review due by:	9 April 2026	

This policy has four parts

- A. The Health and Safety Policy Statement
- B. Management Arrangements
- C. The detailed arrangements & procedures for Health, Safety and Wellbeing within Watermill School
- D. The Key Performance Indicators

Part A: Orchard Community Trust Health, Safety and Wellbeing Policy Statement

Orchard Community Trust as a Multi Academy Trust recognises that the management of Health and Safety is regarded as being of the utmost importance for all pupils, employees and visitors to any of the Trust school sites and therefore accepts responsibility to set standards at least as high as the Health and Safety at Work Act 1974 and supporting regulations.

The Trust's commitments are:

- To prevent injury and ill health associated with Trust activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the Trust
- To satisfy applicable legal and other requirements
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare

Through an approach of continuous improvement, the Trust will:

- Provide and maintain plant equipment and systems of work that are safe and without risks to health
- Plan for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as necessary to ensure the health and safety at work of employees, pupils and visitors
- Maintain any place of work under the Trusts control in a condition that is safe and without risks to health and to provide and maintain means of access and exit that are safe
- Provide and maintain a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare
- Provide such protective equipment as is necessary for the health and safety at work of employees and pupils
- Encourage staff to set high standards of health and safety by personal example

The Trust has appointed Staffordshire County Council Health, Safety and wellbeing service as their competent person in accordance with the Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Contractors are responsible for their own health and safety protocols.

Legislation

This policy is based on advice from the Department of Education on Health and Safety in Schools and all other applicable legislation.

Part B: Responsibilities (Delegation of duties)

Orchard Community Trust will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Trust Board.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The School Operations Manager is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring and monitoring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher and Premises Manager in their roles.

They will:

- Implement and monitor health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Subject Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All **employees** will:

- Comply with the health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

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

Competent Health and Safety Advice

<i>Watermill School obtains competent health and safety advice from</i>	Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street, Stafford, ST16 2DH
<i>Advisor contact details are</i>	Duty Officer - 01785 355777 Sarah-Jane Walmsley (H&S Advisor) Mobile: 07837 832584 e-mail: sarah-jane.walmsley@staffordshire.gov.uk
<i>In an emergency we contact : Duty helpdesk 01785 355777</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Janice Bytheway</i> Supported by Site Team and Health and Safety Lead from Orchard Community Trust Central Team
<i>Emergency or immediate issues are escalated to the Chair of Governors Amy Clellow. All other Health and Safety matters are reported termly to the LGB.</i>	
Orchard Community Trust organises formal evaluations and audits on the management of health and safety	
<i>The last audit took place</i>	<i>18th July 2023</i> <i>By: Staffordshire H&S (Sarah Jane Walmsley)</i>
<i>Next audit due:</i>	<i>18th July 2025</i> <i>By: As above</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name: Jen Lomas (Head Teacher)/ Janice Bytheway (SOM)</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections – Daily and Weekly carried out by:</i>	<i>Andy Marriott</i>

Part C: Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<p><i>Our arrangements for recording and investigating:</i></p> <p><i>pupil accidents:</i></p> <p><i>staff accidents:</i></p> <p><i>visitor accidents:</i></p> <p><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> <i>Janice Bytheway</i></p> <p><i>Staffordshire County Council Health safety and wellbeing service review the accident report and will submit a RIDDOR report on behalf of the school if required</i></p>
<p><i>Our arrangements for reporting to the Governing Board or Academy Board are: Immediate to Amy Cleowlow (Chair of Governors), Andy Brookes (OCT Estates manager), Sean Thompson (CEO)</i></p>
<p><i>Our arrangements for reviewing accidents and identifying trends are through weekly Site meetings.</i></p>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name Andy Marriott (Site Supervisor)</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location: Currently no asbestos as new build. Information held in Site Supervisor office</i>
<i>Location of Asbestos Management Plan</i>	<i>Location: Site (Supervisor Office)</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Meeting with Site Supervisor. Relevant forms to Equans. There is currently no asbestos on the premises</i>	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name Andrew Marriott</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>Jen Lomas (Head Teacher)</i>
<i>Our arrangements for communicating about health and safety matters with all staff are:</i> <i>Weekly briefing, weekly site walks (Headteacher, Site Supervisor and Premises Manager) policy updates/ premises update list and facilities manager emails.</i>	
<i>Staff can make suggestions for health and safety improvements by Facilities manager emails and during the weekly site walk.</i>	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work/ acting as Client for any construction project.	Name Andrew Marriott
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: 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: PTA form via Staffordshire council to Equans	
Our arrangements for the induction of contractors are: Meetings	
Staff should report concerns about contractors to: Andrew Marriott	
We will review any construction activities on the site by:	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name Jen Lomas (Head Teacher)
Contact details for represented Trade Unions with regards to Health and Safety	Trade Union Contact details
Our arrangements for consulting with staff on health and safety matters are:	
Staff can raise issues of concern by:	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Andrew Marriott
Our arrangements for selecting competent contractors are: Contractors that are known to the OCT and the school and on a tender system.	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: via OCT documentation and local authority PTA form	
Our arrangements for the induction of contractors are: Meeting with A Marriott and prior consultation	
Staff should report concerns about contractors to: Site Supervisor - Andrew Marriott	

7. Curriculum Areas – health and safety

Name of subject leader who has overall responsibility for the curriculum areas	Head of Dept. or Curriculum Lead Name Science – Karen Chapman D&T L. Greenhalgh/ K Rhead PE : Paul Kirk
Risk assessments for these curriculum areas are the responsibility of:	Named staff and Jen Lomas

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Janice Bytheway and Gemma Wood</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Janice Bytheway and Gemma Wood</i>
Designated DSE users are eligible for the reimbursement of an eyesight test cost and up to £30 towards the cost of frames.	

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Jen Lomas</i>
<i>Our arrangements for the safe management of EYFS are:</i>	
<i>EYFS classroom and playground is risk assessed.</i>	
<i>Facilities are updated.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Jen Lomas</i>
<i>The Educational Visits Coordinator is :</i>	<i>Matt Coupe</i>
<i>Our arrangements for the safe management of educational visits:</i>	
<i>Use of E Visits risk assessments. EVC trained through Stoke on Trent Outdoor Learning.</i>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Equans (PFI Contractor), under the terms of the PFI contract.</i>
<i>Fixed electrical wiring test records are located:</i>	<i>With Equans</i>
<i>All staff visually inspect electrical equipment before use. Yes</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: All personal electrical equipment must be PAT tested prior to use on school premises. Personal electrical equipment should be agreed with Premises manager and usage assessed.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Equans (PFI Contractor) under the terms of the PFI contract</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Equans (PFI Contractor) under the terms of the PFI contract.</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Equans</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Andrew Marriott</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested by.....RAMS.....</i>	
The use of socket safety covers is prohibited in all OCT schools following advice and guidance from the Department of Health, the Department of Education and SCC Health, Safety and Wellbeing service.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Andrew Brookes (OCT) Also completed with Staffordshire Health and Safety.
The Fire Risk Assessment is located	In a metal box adjacent to the fire panel in main reception area
When the fire alarm is raised the person responsible for calling the fire service is The site has a fire alarm which activates a response from a monitoring service	Andrew Marriott and Christopher Redfearn The fire alarm system automatically contacts EMCS who monitor the system and notify the fire service.
Name of person responsible for arranging and recording of fire drills	Andrew Marriott
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Andrew Marriott
Our Fire Evacuation Arrangements are published ...	Location Circulated on notice boards within the school
Our Fire Marshals are listed	Fire log book and on school plan
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at	Location In the Fire log book adjacent the main fire panel in a metal wall mounted box.
Name of person responsible for training staff in fire procedures	Andrew Brookes
All staff are aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Jen Lomas/ Donna Dodd
The First Aid Assessment is located	With Donna Dodd
First Aiders are listed	In classrooms and main office
Name of person responsible for arranging and monitoring First Aid Training	Name Matt Coupe
Location of First Aid Box	Individual classrooms, school office, minibuses
Name of person responsible for checking & restocking first aid boxes	Donna Dodd
In an emergency staff are aware of how to summon an ambulance – all staff can summon an ambulance and will also make the SLT on call aware.	
Our arrangements for dealing with an injured person having to go to hospital are: Parents are contacted SLT on call notified. School staff accompany pupil if parent cannot be available.	
Pupils: Parents and emergency contact	
Staff: Next of kin and emergency contact	
Visitors: emergency contact	
Our arrangements for recording the use of First Aid are: accident reporting forms and cpoms.	

14. Forest School

<i>Name of person in school who leads on Forest School a</i>	<i>Paul Ackroyd/ Laurence Greenhalgh</i>
<i>Our arrangements for developing, organising and running Forest School activity. Risk assessment in place. High supervision levels. SLT informed of forest school activities.</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>
<i>All replacement glass is of safety standard – Identified by British/European safety marking etching in the corner of the panel.</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Andrew Marriott</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Site Staff office / Cleaners rooms. If the school uses CLEAPPS as a resource, all staff are aware of how to access this information.</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location Main reception</i>
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Stoke on Trent City Council</i>	
<i>Our site housekeeping arrangements are: to dispose of waste in hopper bins provided and carboard and other recyclables to be placed in a skip provided.</i>	
<i>Site cleaning is provided by: External cleaning company</i>	<i>Churchill</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent</i>	
<i>Work equipment Provided</i>	
<i>Hazardous substances COSHH in place and stored in locked cleaning cupboard and PPE worn when handling</i>	
<i>Waste skips and bins are located away from the school building</i>	
<i>All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Departments who generate waste (catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.</i>	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	Jen Lomas
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<i>On receiving information we consult the Government information on communicable disease. Also contact school nursing hub for advice. Put controls in place based on advice.</i>	
<i>Hand cleaning facilities in place around school.</i>	

20. Lettings

<i>Member of Senior Leadership Team responsible for lettings:</i>	Jen Lomas
<i>Our arrangements for managing Lettings of the school/academy/rooms or external premises are:</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>	
<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.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

21. Lone Working

<i>Our arrangements for managing lone working are:</i>
<i>Any staff working alone must have a 'buddy' in place. Contact arrangements and timescales for contact. As far as possible 2 staff will be available.</i>
<i>Risk assessment on home visiting.</i>

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

<p>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</p> <p>This section includes the arrangements for school kitchens, science laboratories or Design and Technology rooms</p>	
<i>Name of person responsible for the selection, maintenance/inspection and testing of equipment</i>	EQUANS
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	EQUANS
<i>Staff report any broken or defective equipment to:</i>	Andrew Marriott
<p>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</p>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Trained staff in manual handling</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<i>Trained Manual handlers in place carrying out risk assessments and providing advice.</i>	
<i>Staff are aware of the requirement to avoid hazardous manual handling and carry out a risk assessment for that particular task if it cannot be avoided</i>	
<i>Staff who carry out manual handling are aware of the manual handling risk assessment and the control measures in place for the task</i>	
<i>Staff are trained appropriately to carry out manual handling activities</i>	
<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). These lifting operations should only be carried out by appropriately trained staff</i>	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Jen Lomas and Donna Dodd</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<i>All pupils have medication care plan when medication is required. The care plan must be signed by the parent and Head Teacher.</i>	
<i>All medication must be in a named prescription box with dosage in place.</i>	
<i>Two people must sign each dose.</i>	
<i>The names of members of staff who are authorised to give/support pupils with medication are:</i>	<i>All relevant staff receive administration of medication training.</i> <i>Relevant staff receive rescue medication training.</i> <i>Training logs are held in school.</i>
<i>Medication is stored:</i>	<i>Locked first aid cabinets either in medical room or classroom.</i>
<i>A record of the administration of medication is located:</i>	<i>In medical room or individual classrooms.</i>
<i>Pupils will not administer and/or manage their own medication in school</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:</i>	
<i>Care plan in place and emergency / rescue individual signed plan in place.</i>	
<i>Staff are trained.</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 school/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)

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>Person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	<i>Classroom leaders</i>
<i>Person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Classroom leaders</i>
<i>Person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Classroom leaders</i>
All PPE provided is kept clean, free from defects and replaced as necessary.	
<i>Person responsible for cleaning and checking PPE.</i>	<i>Classroom leaders</i>

26. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects: Urgent email to Facilities manager and verbal escalation to SLT on call.</i>

27. Risk Assessments

<i>The school/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.</i>	
<i>Risk assessments are in place for the following areas:</i>	
<i>Premises and grounds</i>	
<i>Curriculum / classrooms</i>	
<i>Hazardous activities or events</i>	
<i>Lettings or contract work which may affect staff or pupils in the school/academy</i>	
<i>Fire Risk Assessment</i>	
<i>Hazardous Substances</i>	
<i>Work Equipment</i>	
<i>Manual handling activities</i>	
<i>Risks related to individuals e.g. health issues/ behaviour issues</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Jen Lomas</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i>	
<i>Risk assessment completed by most appropriate person:</i>	
<i>Premises : A Marriott/ Jen Lomas</i>	
<i>Visits: M Coupe</i>	
<i>Hydrotherapy pool and PE equipment: P Kirk</i>	
<i>Science: K Chapman</i>	
<i>DT: K Rhead</i>	
<i>Pupil: Individual teachers and Matt Coupe (safety intervention)</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.</i>	

28. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

29. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Jen Lomas/ Daisy Davies (Wellbeing Champion)</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: SAS service (counselling/ physiotherapy/ weight management etc. Training on manual handling and Safety Intervention</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 risk assessment has been completed involving all staff and this is reviewed regularly.</i>	
<i>Date Completed: October 2024 - reviewed October 2025</i>	

30. Swimming Pool Operating Procedures

<i>Name of person who has overall responsibility for managing the swimming pool and its environment.</i>	<i>Andrew Marriott</i>
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i>	
<i>Normal pool operating procedures, staff pupil ratios in place, trained site staff, pool checks daily. Procedures for cleaning.</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming is planned, supervised and managed by staff who include this in their lesson planning.</i>	

31. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Matt Coupe</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: Using the Staffordshire training matrix.</i>	
<i>The school/academy 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 teams folder.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Andrew Brookes/ Jen Lomas</i>

32. Vehicles owned or operated by the school – (Also refer to Trust Driving for Work policy)

<i>Name of person who has overall responsibility for the school vehicles</i>	Andrew Marriott
<i>The school operates</i>	<i>2 x Ride on Mowers 1 x Car 4 x mini buses</i>
<i>Name of person who manages the driver medical examinations</i>	<i>Undertaken by Staffordshire as part of minibus test.</i>
<i>Name of person who manages the vehicle license requirements</i>	Janice Bytheway
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>The driver and Site Staff</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	Site Staff
<i>Our arrangements for the safe use of school/academy vehicles are: When transporting pupils, all drivers must complete LA driving examination and have the required authority on driving licence</i>	

33. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Andrew Marriott
<i>Our arrangements for the safe access and movement of vehicles on site are: restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries</i>	

34. Violence and Aggression and School 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>Matt Coupe – using Cpoms or immediate escalation to SLT on call.</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Matt Coupe</i>
<i>Name of person who has responsibility for site security:</i>	Andrew Marriott
<i>Our arrangements for site security are: Regular site checks, all gates ,doors and windows to be secured when not in use ,Alarm system procedures in place in relation to both fire and intruders.</i>	

35. Water System Safety

Name of Duty holder for Water quality in School	<i>Jen Lomas</i>
Name of person responsible for managing water system safety	Andrew Swain, Water Quality Manager, Equans
Name of contractors who have undertaken a risk assessment of the water system	Andrew Swain, Water Quality Manager, Equans
Name of contractors who carry out regular testing of the water system:	Equans – PFI Contractor
<i>Location of the water system safety manual/testing log</i>	<i>Site staff office</i>
Information about water systems within our school is in the water hygiene log book and is available for contractors to refer to.	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</i> <i>Staff conducting these checks must have legionella training</i>	

36. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Andrew Marriott</i>
Work at height is avoided where possible.	
<i>Our arrangements for managing work at height are:</i> <i>All persons should be suitably trained and in company with a second person.</i> <i>All equipment IE ladders should be checked prior to use</i> <i>School ladders must not be loaned to contractors (they must bring their own)</i>	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
<i>Work at height equipment is regularly inspected, maintained and records are kept</i>	

37. Work Experience and Trainee Staff

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Helen Clayton</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i> <i>Pre visit to school.</i> <i>Induction</i> <i>DBS checks where necessary</i> <i>Visits from tutors</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school:</i>	<i>Helen Clayton</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are:</i> <i>Risk assess the classroom environment</i> <i>Induction training</i>	

38. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Helen Clayton</i>
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training will apply	

Part D: 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	Measure	Actions	Timescale
All schools have external H&S audits scores of level 3 or above	External audits produce a result of a level 3 or above at each School's next external audit to ensure compliance to statutory regulations and applicable legislation.	<ul style="list-style-type: none"> • Annual visit to review H&S practice • Obtain support if required to prepare for external audits from SCC Health and Safety Advisor or Trust Estates Manager. • Access guidance and H&S templates and information on the SCC SLN • Review school version of OCT H&S policy when required. 	At each Schools next audit
All schools have a live Team Stress Risk Assessment.	<p>The Team Stress risk assessment is reviewed by each School regularly and risk assessment reviews shall not exceed 12 calendar months.</p> <p>There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.</p> <p>There is evidence of staff consultation regarding the control measures.</p>	<ul style="list-style-type: none"> • Access team stress risk assessment template and guidance on the SLN regarding its completion. • Access available survey templates and information. • Access to the HSE stress indicator tool and guidance. 	March 2025
All Schools evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions	Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident	<p>Review the Health and Safety Policy template annually.</p> <p>Review risk assessments and procedures annually. Shared with staff and evidence of reading and receipt</p>	March 2025

<p>taken as a result of practice reviews.</p>	<p>occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1st September and shared with staff. There is written evidence of staff receiving and reading the policy.</p>	<p>Example risk assessments accessible via the SLN.</p> <p>Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities.</p> <p>COSHH assessments are in place for all hazardous substances.</p> <ul style="list-style-type: none"> • Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews. • Internal reviews. • External audit. 	
<p>There are robust business continuity plans in place.</p>	<p>Each school has a Business Continuity Plan which is updated bi-annually.</p> <p>Plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Scenario testing takes place to test procedures.</p>	<p>The business continuity plan is reviewed bi-annually.</p> <p>Update plans if there are changes to roles/responsibilities/procedures.</p> <p>Test plans in place.</p> <p>Procedures are tested where e.g. fire evacuation, bomb threat evacuation, invacuation.</p>	<p>March 2025</p>

APPENDIX 1**Version Control**

Version	Date Approved/reviewed	Changes	Reason
1	7 th December 2023	New OCT policy template to replace local H&S policies	Moved to single OCT Health and Safety Policy Template
2	6 th December 2024	<p>Change of title in Part A. addition of the word Wellbeing into section title</p> <p>Addition in Section 11 regarding prohibiting the use of socket safety covers.</p> <p>Changed SBM to SOM in Monitoring Health and safety section.</p> <p>Removed table of responsibilities in Part B and replaced with updated text version from SCC template.</p> <p>Addition to section 8, DSE. Identified DSE users eligible for the reimbursement of eye test and up to £30 of the cost of frames.</p> <p>Section 35 – Water system safety: Name of Contractors carrying out regular testing on water</p>	<p>Not on previous version</p> <p>Following advice from the Department of Health, The DfE and OCT H&S Advisors</p> <p>Following re-structure, SBM role no longer exists.</p> <p>OCT strategic H&S Committee no longer meets.</p> <p>Arrangements not on previous version</p> <p>Incorrect entry on previous version.</p>

	<p>system. Changed to Equans – PFI Contractor</p> <p>Addition of “Temporary pop up” pools to Swimming pool section</p> <p>Operating Procedures</p> <p>Addition of Asbestos</p> <p><i>“Management Plan located</i> – “in Section 2 - Asbestos</p>	<p>Addition to current arrangements</p> <p>Addition to current arrangements</p>
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