

GUSFORD PRIMARY SCHOOL: HEALTH AND SAFETY POLICY

September 2022

Contents

The Active Learning Trust Statement of Intent

Sub-policies & Procedures

Gusford Primary School Health and Safety Policy

Appendix A: Template for a Department Health and Safety Policy

Appendix B: Risk Assessment Templates/Examples

Appendix C: List of Job Roles

Appendix D: List of ALT Policies & Procedures

THE ACTIVE LEARNING TRUST STATEMENT OF INTENT

The Active Learning Trust recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the headquarters and academies, for the students attending the academies and for visitors and contractors who come on to the premises.

The Active Learning Trust will take reasonable steps to fulfil these responsibilities within the framework of the *Health and Safety at Work etc. Act 1974* and the *Management of Health and Safety at Work Regulations 1999* as well as those other regulations, approved codes of practice, guidance, etc. made under this legislation. The Active Learning Trust will ensure that appropriate policies are in place and kept up to date.

To this end, The Active Learning Trust will procure the services of appropriate health and safety consultants to advise the staff at its headquarters and its academies on all related matters and to provide its headquarters and its academies with up to date information in relation to its health and safety responsibilities. Any revision of this policy will be after appropriate consultation and negotiation through Karen Jarvis.

The responsibility for the implementation of The Active Learning Trust Health and Safety Policy and sub-procedures at individual academy level rests with the Local Governing Body and the Head of School/Executive Principal.

Each and every member of staff of The Active Learning Trust and its academies must recognise that, under the *Health and Safety at Work etc. Act 1974*, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to cooperate, as far as is necessary, with their employer in fulfilling its duties under the *Health and Safety at Work etc. Act 1974* and supporting legislation as well as under The Active Learning Trust's Health and Safety Policy.

The organisation and arrangements through which The Active Learning Trust, governors and staff aim to fulfil the requirements are set out in the following policy and its appendices.

The Active Learning Trust will ensure that sufficient resources are allocated and ensure, as far as is reasonably practicable, that employees, students, visitors and contractors are kept healthy and safe.

Sub-policies & procedures

Sub-policies & procedures form the rest of the Gusford Primary School Health and Safety Policy. These are either provided by The Active Learning Trust, or documents produced locally to reflect individual schools. A list of these is attached. **It should be noted that some of the documents listed are Trust-wide and should NOT be adapted.**

It is a requirement that all members of staff read the Gusford Primary School Health and Safety Policy and procedures and sign that they have done so.

GUSFORD PRIMARY SCHOOL: HEALTH AND SAFETY POLICY

Contents

1. General
2. The Academy Statement of Intent
 - 3.1 Definition of Competent
3. Aims
4. Gusford Primary School's Objectives
5. Responsibilities
 - 5.1 The Active Learning Trust
 - 5.2 Local Governing Body
 - 5.3 Academy Health and Safety Committee
 - 5.4 Designated Member of the Local Governing Body for Health and Safety
 - 5.5 Head of School/Executive Principal

 - 5.6 Health and Safety Manager (HSM)
 - 5.7 Staff with Departmental Responsibilities
 - 5.8 Site Manager
 - 5.9 Head Cook/Catering Manager
 - 5.10 All Members of Staff
 - 5.11 Staff Safety Representative
 - 5.12 School Nurse
 - 5.13 Confirmation that the Policy has been Read and Understood
6. Consultation
 - 6.1 Staff
 - 6.2 Students and Parents
7. Organisation
 - 7.1 Structure
8. Risk Assessment
9. Security
10. Health and Safety Management Arrangements
11. Training
12. Staff Involvement in the Management of Health and Safety
13. Measuring Performance
14. Status Review
15. Equal Opportunities
16. Sub-Policies, Procedures & Documents
17. Monitoring and Review

Appendix A: Template for a Department Health and Safety Policy

Appendix B: Risk Assessment Templates

Appendix C: List of Job Roles

1. General

The Active Learning Trust is responsible for the overall Health and Safety Policy.

The Active Learning Trust) is required by paragraph 11 of the *Education (Independent School Standards) Regulations 2014* (as came into force on 5th January 2015) to draw up and implement a written Health and Safety Policy for each of its academies.

2. The Academy Statement of Intent

Gusford Primary School's Local Governing Body will ensure the following statement of intent is adhered to.

Gusford Primary School:

- Will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- Will assess risks to the health and safety of staff, students, contractors, volunteers and visitors and others affected by the academy's actions;
- Will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full cooperation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- Will set out full details of the organisation and arrangements for the management of health and safety in Gusford Primary School in writing and communicate these to all employees, volunteers and contractors.

The Local Governing Body and Head of School/Executive Principal are responsible for the local implementation of the Gusford Primary School Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students and the health, safety and security of contractors and visitors to Gusford Primary School.

The Local Governing Body will work with the Head of School/Executive Principal to develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will coordinate, manage and carry out the local procedures under:

- The overall supervision of the Head of School/Executive Principal; and

- Within the overall The Active Learning Trust statement of intent and Gusford Primary School Health and Safety Policy.

The Local Governing Body and Head of School/Executive Principal in determining the Gusford Primary School Health and Safety Policy and sub-policies and procedures will have regard to any statutory and non-statutory government guidance.

2.1 Definition of Competent

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The definition of a '**competent person**' is the person who has responsibility for advising the Head of School/Executive Principal and other senior managers in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other health and safety legislation and for liaising with The Active Learning Trust and local health and safety officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

3. Aims

Gusford Primary School aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of students and the health, safety and security of visitors to the academy, including parents, contractors and their employees and members of the public affected by the work of the academy;
- Arrangements are in place in the academy to ensure that no work is carried out by the academy or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the academy site affected by their work;
- Members of the Headship team in the academy are suitably trained;
- Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the academy site or outside the academy if engaged in academy business; and
- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

4. Gusford Primary School's Objectives

- Have regard to the Active Learning Trust statement of intent and the provisions of the Gusford Primary School Health and Safety Policy;
- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students, contractors, volunteers and visitors in their departments;
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students, contractors, volunteers and visitors where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the academy develop, produce and maintain up to date fire safety procedures and documentation and that all employees and students (and as far as is practicable, visitors) are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels;
- Appoint a competent person as the academy's Health and Safety Manager (or Managers) (HSM) to oversee the implementation of the academy's health and safety policies and procedures;
- Ensure that the academy has either a Health and Safety Committee, which has a clear brief in line with this policy and meets regularly or has a format that allows staff and other stakeholders to report regularly to the Head of School/Executive Principal and Local Governing Body;
- Appoint a member of the Local Governing Body to be its health and safety representative;
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and

The *Active Learning* Trust

- Make reports as directed by The Active Learning Trust on the implementation of its Health and Safety Policies and procedures.

5. Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in Gusford Primary School. The Active Learning Trust expects all employees to cooperate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

5.1 THE ACTIVE LEARNING TRUST

The Active Learning Trust will:

- Take into account The Active Learning Trust statement of intent;
- Make and review regularly the overall health, safety, welfare and security policies and their implementation in the academies;
- Satisfy itself that each academy has in place a policy and procedures that are fit for purpose and that each academy reviews this annually;
- Ensure that each academy Local Governing Body knows and understands its responsibilities;
- Require each academy to set up and maintain a Health and Safety Committee under the *Safety Representatives and Safety Committee Regulations 1977* or ensure a suitable format is in place for staff to report to senior leaders;
- Expect each academy to appoint competent persons (or bodies) to advise on the implementation of the Health and Safety Policy and procedures in each academy and to ensure that the training of relevant academy staff is kept up to date;
- Ensure that an appropriate management system (Handsam) is used by each academy to prompt and record the carrying out of necessary health, safety and security tasks in line with Gusford Primary School policies;
- Receive and consider an annual status review from each academy and determine any necessary response;
- Provide training, advice and guidance as necessary for the academies; and
- Provide sufficient funds for the implementation of its policies.

5.2 Local Governing Body

Each academy Local Governing Body will:

- Ensure that local health and safety procedures are in line with the Gusford Primary School Health and Safety Policy and The Active Learning Trust statement of intent;
- Ensure that the academy Head of School takes into account the views and recommendations of the Academy Health and Safety Committee (if in place);
- Appoint a member of the Local Governing Body to be responsible for liaison on health and safety issues with the Executive Principal and staff, who will also sit on the Academy Health and Safety Committee (if in place);
- Appoint a competent person (or persons) as the academy Health and Safety Manager (or 'managers') (HSM) and ensure that he/she is appropriately trained;

- Ensure that there is a system across the academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Gusford Primary School's Health and Safety Policy and The Active Learning Trust statement of intent;
- Ensure that appropriate standards of welfare are established and maintained for staff, students, contractors, volunteers and visitors;
- Ensure that staff are trained in health and safety as appropriate;
- Provide adequate resources to enable the Health and Safety Policy to be carried out;
- Agree and maintain any necessary health, safety and security contracts with contractors;
- Ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of and to conform to, the academy policy and procedures;
- Monitor the implementation of health and safety procedures through the academy's health and safety management system and ensure that it is used effectively in the academy;
- Receive a termly report on the progress of health and safety within Gusford Primary School, and an annual status review from the Head of School (or representative); and
- Report as directed to The Active Learning Trust.

5.3 Designated Member of the Local Governing Body for Health and Safety

This member of the Local Governing Body is responsible for:

- Liaising with the Head of School/Executive Principal and the HSM between meetings of the Local Governing Body to ensure that the Active Learning Trust statement of intent and Gusford Primary School's Health and Safety Policies are carried out;
- Ensuring that proper oversight of any contract with contractors is maintained;
- Participating in a site inspection at least once a year;
- Participating in the working of the Health and Safety Committee (if in place);
- Overseeing the use of the health and safety management system in the academy;
- Inspecting the accident/incidents books at least once a term; and
- Reporting as appropriate to the Local Governing Body.

5.4 Head of School

The Head of School (or, when absent, a nominated HSM) will be responsible for the overall implementation of the Health and Safety Policy.

The Head of School is responsible for:

- The health, safety and welfare of staff, students, contractors, visitors and any other person using the premises;
- Ensuring safe working conditions for all of the above (staff, students, contractors, volunteers and visitors);
- Ensuring safe working practices and procedures throughout the academy, including those relating to the provision and use of machinery and other apparatus;
- Ensuring that staff are consulted appropriately on issues that affect them;
- Implementing a Student Behaviour Policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in academy activities off-site;
- Appointing members of the Gusford Primary School's management team to the Health and Safety Committee (if in place);
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout Gusford Primary School;
- Ensure that there is a suitable system in place for reporting accidents, near misses and concerns about staff or student welfare;
- Ensuring that liaison with contractors is maintained and that regular reports are obtained;
- Arranging for appropriate supervision of students;
- Carrying out periodic safety reviews and audits;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Determining in consultation with the HSM which risk assessments should be considered exceptional and be written, taking into account the government's advice (see 'Risk Assessment' section below);
- Ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- Encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks;
- Delegating to the HSM appropriate tasks for the day-to-day implementation of the policy;
- Ensuring that the health and safety management system is used effectively by relevant users;
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- Making termly progress reports and an annual health, safety and security status review and presenting it to the academy Local Governing Body; and otherwise

- Keeping the academy Local Governing Body informed of the progress of the implementation of the policy and informed about changes to the law and guidance.

5.5 Health and Safety Manager (HSM)

The HSM will be a suitably qualified and 'competent person' (as defined above) responsible to the Executive Principal for:

- Managing, coordinating and monitoring health and safety matters within the academy, including the provision of training;
- Ensuring that the academy's Health and Safety Policy and systems are implemented;
- Reporting regularly to the Head of School on health and safety issues;
- Participating in the work of the Academy Health and Safety Committee (if in place);
- Assisting the Head of School in compiling the annual status review;
- Liaising as appropriate with the member of the Local Governing Body with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Advising the Head of School on which risk assessments should be written having taken into account the government's advice (see section 9);
- Liaising with any contractors and making reports to the Head of School on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff health and safety representatives;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the academy);
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the Active Learning Trust statement of intent and the Gusford Primary School's Health and Safety Policy and sub-policies;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Gusford Primary School's Health and Safety Policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place and that appropriate

training is given to relevant staff in accordance with Gusford Primary School's Fire Safety Policy;

- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

5.6 Staff with Departmental Responsibilities

Heads of departments/areas of Gusford Primary School will be appropriately trained and are responsible to the Head of School through the HSM for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- Familiarise themselves with Gusford Primary School's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the Academy Health and Safety Committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy (see the template for a departmental policy in Appendix A);
- Set up and implement safe methods of work;
- Ensure that the academy's Student Behaviour Policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- Provide appropriate health and safety information to relevant persons;

- Report any health and safety concerns to the HSM; and
- Assist the HSM in compiling an annual status review.

5.7 Site Manager

The Site Manager is responsible to the HSM for:

- Implementing the appropriate academy policies and procedures;
- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the academy.

5.8 Head Cook/Catering Manager (if an academy employee)

Where the academy manages its own catering facilities, the Head Cook/Catering Manager, in addition to the above, will also be responsible for:

- Implementing the relevant The Active Learning Trust statement of intent and Gusford Primary School's Health and Safety Policies;
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Supervising and training staff appropriately;
- Training and instructing all catering staff in the emergency procedures;
- Carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- Recording results of the monitoring and review of procedures;
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues; and
- Assisting with the making of the annual status review.

Where the academy contracts out the catering arrangements the HSM will ensure that the above responsibilities are fulfilled as part of the contract: the contract will set out the Head Cook/Catering Manager's responsibilities and the contactor's responsibilities.

5.9 All Members of Staff

All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the academy reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the academy's and any departmental health and safety policies;
- Observe all health and safety rules and procedures set out by Gusford Primary School and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the HSM or heads of areas/departments as appropriate to any potential hazard noticed;
- Report (through the academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the academy's Student Behaviour Policy;
- Report any unsafe working practices to the Site Manager;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the academy's Safeguarding and Missing Students Policy;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies agreed by the academy and sign and date the return form to indicate that he/she has done so. The following statement should be used:

'I have read the academy's Health and Safety Policy and all sub-policies and understand my responsibilities'.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Executive Principal as appropriate.

The Active Learning Trust and Gusford Primary School recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

The Active Learning Trust and Gusford Primary School will follow the government's advice that all academy staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

5.10 Staff Safety Representative

Trade union representatives have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace;
- Investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- Make representations to the Head of School/Executive Principal and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- Participate as an elected union representative in the work of the Academy Health and Safety Committee (if in place);
- Carry out workplace health, safety and welfare inspections; and
- Have paid time off to carry out their functions and to receive health and safety training.

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

5.11 School Nurse (responsibilities may be devolved to First Aiders)

A School Nurse/Medical TA is responsible for:

- Notifying the staff when a child has been identified as having a medical condition who will require support in the academy;
- Collating information provided by parents and professionals;
- Drawing up any student healthcare plans;
- Ensuring that students with medical conditions are properly supported in the academy, including supporting staff on implementing a child's health plan;

- Liaising with lead clinicians on appropriate support for the child and associated staff training needs;
- Liaising with staff, parents and professionals to provide suitable healthcare plans;
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the Local Governing Body policy;
- Working with the Head of School to determine the training needs of academy staff and agreeing with the Head of School who would be best placed to provide the training;
- Confirming to the Head of School that academy staff are proficient to undertake healthcare procedures and administer medicines;
- Ensuring that appropriate records are kept and are accessible; and
- Reporting as required to the Head of School (or Head of School's representative).

The staff in charge of particular activities (whether on or off the academy premises) are responsible for liaising with the School Nurse/Medical TA and ensuring that appropriate arrangements are made for students with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

5.12 Confirmation that the Policy has been Read and Understood

Under arrangements made by the HSM, all employees will sign the return form to indicate that they have read and understood this policy and the sub-policies and their responsibilities.

6. Consultation

6.1 Staff

The Head of School/Executive Principal will consult safety representatives of staff unions recognised by The Active Learning Trust) and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on Gusford Primary School Health and Safety Committee (if in place).

Health and safety will be a standing item on the agendas of all departments, pastoral groups and any formal management meetings in the academy. Any points raised will be duly minuted and reported promptly to the HSM.

6.2 Students and Parents

Students also play a part in overall health and safety and welfare of Gusford Primary School and will be encouraged to discuss health and safety issues at student council and raise any concerns, which will be reported to the HSM.

The Head of School may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). Each academy may determine the amount and manner of the consultation.

7. Organisation

7.1 Structure

- The Active Learning Trust has overall responsibility for the policies and procedures in Gusford Primary School;
- Any Health and Safety Committee will consider and make recommendations on overall health and safety issues affecting the academy and will report to the Head of School;
- The **Local Governing Body** reports to The Active Learning Trust and will use a designated governor for health and safety for regular liaison with the HSM and Head of School and to participate in the work of the Academy Health and Safety Committee (if in place);
- The **Head of School** has overall responsibility for the internal management of the academy policies and procedures and reporting to the Local Governing Body;
- **HSM** has the responsibility for the day to day management, coordination and implementation of the policy and for liaising with contractors and reporting to the Executive Principal;
- **Heads of areas/departments** have responsibility for health and safety within their areas and for reporting to the HSM;
- Regular (at least termly) **department and team meetings** will be held with reports going to the HSM as appropriate;
- **Union safety representatives** have the right to participate in any Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Head of School;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and Head of School; and
- If agreed by the Local Governing Body, the **student council** may have an advisory role, reporting to the Health and Safety Committee and HSM.

8. Risk Assessment

All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Gusford Primary School will determine its own risk assessment proforma, which must be used by all staff or other designated persons. Completed assessments should be sent to the HSM and retained on the health and safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately and any improvements needed will be made.

The HSM will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at academy level and which by any other outside contractors. The HSM has the discretion to seek advice from The Active Learning Trust on appropriate delegation and will report the reasons and response to the Head of School.

The government's current advice is that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances, however The Active Learning Trust devolved the decision for whether written Risk Assessments are necessary to the Head of School. Where the Head of School (through the HSM) determines that a risk assessment must be carried out, the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of: 'Risk assessed. No significant finding is acceptable.

The government advises that some activities, especially those happening away from the academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Head of School should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Head of School must ensure that the significant findings of the assessment are recorded. See DfE guidance [Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies](#).

9. Security

Gusford Primary School will take note of The Active Learning Trust Security and Safety of Premises Policy and adapt it to suit the particular situation of the academy.

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors and contractors to the academy;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and student property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the academy in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

10. Health and Safety Management Arrangements

Gusford Primary School will use the academy's health and safety management system (Handsam) for recording health and safety management. All relevant staff will be trained in its use.

The HSM will be responsible for the health and safety management system and will make regular reports to the Head of School on the progress of the annual cycle of health and safety management.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the academy.

The academy will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

The Active Learning Trust will make arrangements to review the implementation of the management system from time to time to ensure that the system is used to ensure that Gusford Primary School complies with law and regulations.

The academy Local Governing Body will receive termly reports on the implementation of its health and safety policies and procedures and an annual status review.

11. Training

Gusford Primary School will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo **induction training** which will include the following health and safety matters:

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;
- Codes of safe practice and guidance;
- Health and safety handbook and academy arrangements;
- Specific hazards/responsibilities associated with work activity; and
- Special needs of students including students with disabilities.

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students.

The HSM will identify with relevant heads of department and staff the appropriate health and safety training needs.

The academy undertakes to provide extra training for staff where a need is identified.

Staff who feel that they have a need for health and safety training of any kind should notify the HSM in writing.

The HSM will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), heads of department are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the HSM informed.

Responsibility for facilitating attendance and funding of training will be allocated by the Head of School.

12. Staff Involvement in the Management of Health and Safety

All staff will have access to a copy of The Active Learning Trust statement of intent and the Gusford Primary School Health and Safety Policy and sub-policies and will sign the returns form to indicate that they have read and understood this policy and the sub-policies and their responsibilities. Gusford Primary School recognises that time must be provided for this to be undertaken.

All relevant staff will be trained to use the academy's health and safety management system (Handsam).

The academy management undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

All staff will have the opportunity for direct involvement in managing health and safety through departmental arrangements and through representatives on the Health and Safety Committee (if in place).

13. Measuring Performance

Gusford Primary School will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The HSM will ensure that the following are carried out as appropriate, using the academy's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee (if in place);
- Attendance at health and safety meetings;
- Information coming out of department meetings and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the academy.

14. Status Review

Gusford Primary School will, at the end of each academic year (or appropriate period), draw up a status report on each safety management area covered by the academy's review.

The review will draw off the information on the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by The Active Learning Trust.
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.

The Head of School will ensure that copies of the status review will go to the Local Governing Body, The Active Learning Trust and appropriate staff and union representatives.

15. Equal Opportunities

In making, reviewing and implementing this policy the academy's Equal Opportunities Policies must be taken into account.

In particular the academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the academy's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

16. Sub-policies, documents & procedures

The attached sub-policies, documents and procedures make up the overall Gusford Primary School's Health and Safety Policy to which each academy must have regard.

Each academy may decide to add additional procedures that are relevant to its situation and needs. If additional procedures are added, the academy Local Governing Body must ensure that draft copies are submitted to The Active Learning Trust for consultation and approval.

Gusford Primary School's Local Governing Body will take into account any guidance from The Active Learning Trust and will incorporate any requirements set out by The Active Learning Trust before implementing additional policies or procedures.

17. Monitoring and Review

The HSM is responsible for:

- Monitoring the implementation of the policy;
- The proper use of the academy's management system;
- The making of risk assessments;
- The state of training, and
- Reporting to the Head of School.

The HSM will assist the Head of School in compiling the annual status review.

The Head of School is expected to show leadership in health and safety management.

The Head of School will:

- Monitor the implementation of the policy;
- Ensure that the academy's procedures are fit for purpose;
- Ensure that the management system is being used to ensure compliance;
- Advise the Local Governing Body of changes in health and safety law, regulations and guidance;
- Keep the Local Governing Body up to date with any changes in the academy organisation that may require a fresh look at health and safety; and
- Present an annual status review to the Local Governing Body.

The Local Governing Body will:

- Receive termly reports on health and safety and security in the academy from the Executive Principal and an annual status review;
- Report as directed to The Active Learning Trust on the working of the policy and procedures;
- Ensure that the academy maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements; and

The Health and Safety Manager of Gusford Primary School will ensure that procedures are in place and are regularly monitored and will report to the Head of School.

The Head of School will report as required to the Local Governing Body and The Active Learning Trust on how well the arrangements are succeeding and will review the policy annually.

APPENDIX A: TEMPLATE FOR A DEPARTMENT HEALTH AND SAFETY POLICY

Contents

1. Introduction
2. Managing Risks Specific to the Department
3. Responsibilities
 - 3.1 Staff with Departmental Responsibilities
 - 3.2 All Members of Staff
4. Monitoring and Review

Name of department:

Head of Department/person with overall health and safety responsibilities:

1. Introduction

The Head of Department and all staff members of the department must read, understand and adhere to the Active Learning Trust statement of intent and the Gusford Primary School Health and Safety Policy and all sub-policies.

In addition to the Active Learning Trust statement of intent and the Gusford Primary School Health and Safety Policy and all sub-policies, the Head of Department and all staff members of the department must read, understand and adhere to the additional departmental policy and procedures below.

2. Managing Risks Specific to the Department

All members of staff must wear appropriate protective clothing where relevant in accordance with current regulations on personal protective equipment.

3. Responsibilities

3.1 Staff with Departmental Responsibilities

Heads of departments/areas of Gusford Primary School will be appropriately trained and are responsible to the Head of School/Executive Principal through the HSM for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- Familiarise themselves with Gusford Primary School's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of a Academy Health and Safety Committee (should one be in place);
- Use the health and safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety Policy;
- Set up and implement safe methods of work;
- Ensure that the academy's Student Behaviour Policy is implemented within the department as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the HSM; and
- Assist the HSM in compiling an annual status review.

3.2 All Members of Staff

All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;

- Understand and use the academy reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the academy's and any departmental health and safety policies;
- Observe all health and safety rules and procedures set out by Gusford Primary School and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the HSM or heads of areas/departments as appropriate to any potential hazard noticed;
- Report (through the academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that students' behaviour is regulated in accordance with the academy's Student Behaviour Policy;
- Report any unsafe working practices to the Site Manager;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the academy's Safeguarding and Missing Students Policy;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies agreed by the academy and sign and date the Training Records to indicate that he/she has done so.

4. Monitoring and Review

The Head of Department will monitor the progress of the policy. The Head of Department will liaise with the Health and Safety Manager (HSM) to ensure that it remains in line with academy policies. The Academy HSM will ensure that procedures are in place and are regularly monitored and will report to the Head of School/Executive Principal.

The Head of Department will assist the HSM in compiling the annual status review. The implementation of health and safety procedures will be reviewed annually at a department meeting. The review will be recorded on the health and safety management system and will be available for the HSM to note.

This sub-policy will be reviewed annually. The relevant people must sign the signature boxes below to confirm that they have read this sub-policy. Additionally, each member of the department must sign below.

Signatures of members of the department:

Signed: _____

Date: _____

Print: _____

Signed: _____

Date: _____

Print: _____

Signed: _____

Date: _____

Print: _____

APPENDIX B: TEMPLATE SCHOOL RISK ASSESSMENT

SCHOOL RISK ASSESSMENT

| Project Title: | | | | Risk Assess. No.: | | | | | | | | | | | |
|----------------------------------|--|-------------------|--|-------------------------------|--|--------------------|--------------------------------------|--------------------------------------|----------------------------|--|--------------------------------------|---------------------------------|--------------------------------------|--|-----------------------|
| Task/Activity: | | | | Name | | | | | | | | | | | |
| | | | | Date Prepared: | | | | | | | | | | | |
| HAZARDS | | | | Likelihood | | | Severity | | | | | Risk Score | | | |
| Ref. | Key hazards associated with the above task/activity. | | | Risk associated with activity | | | P r o b a b l e | P o s s i b l e | R e m o t e | C a t a s t r o p h i c | C r i t i c a l | S e r i o u s | M a r g i n a l | N e g l i g i b l e | Likelihood x Severity |
| | | | | | | | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 | |
| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | |
| Risk Assessment Scores: | | | | 10+ High Risk | | | 5-9 Med Risk | | | 1-4 Low Risk | | | | | |
| PERSONS AFFECTED | | | | | | PPE REQUIREMENTS | | | | | | | | | |
| Operatives | | Members of Public | | Site Visitors | | Harness & Lanyard | | Hi-Viz Clothing | | Respiratory Protection | | | | | |
| Other Workers | | Managers | | Young Persons | | Hearing Protection | | Eye Protection | | Head Protection | | | | | |
| Others | | Teacher | | Student | | Gloves | | Buoyancy aid | | Seatbelts | | | | | |
| ADDITIONAL CONTROL MEASURES | | | | | | | | | | | | | | | |
| Information/Instruction/Training | | | | | | | | Managerial Controls | | | | | | | |
| ➤ | | | | | | | | ➤ | | | | | | | |
| Physical Controls | | | | | | | | Procedural Controls | | | | | | | |
| ➤ | | | | | | | | ➤ | | | | | | | |
| HSE & Other Guidance | | | | | | | | Comments | | | | | | | |

- Health and Safety at Work Act 1974
- HSE Managing safety in schools 2011

Residual Risk Rating

Considering the above control measures

MEDIUM

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

APPENDIX B: RISK ASSESSMENT TEMPLATE

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

| ACTIVITIES: (What will you be doing and with whom?) | | | | TO BE COMPLETED | | | | |
|---|---|--|---|--|---|---|---|---------------------------------|
| DATE OF RISK ASSESSMENT: | | | | Date completed: | TO BE COMPLETED | Date to be reviewed: (Max timeframe 1 year) | TO BE COMPLETED | |
| STAFFING: (Staff deployment, responsibilities, expertise, etc.) | | | | TO BE COMPLETED | | | | |
| Aspects to Consider (List only actual hazards/issues related to planned activities) | Who is Affected/What Might Happen? (Staff, students, visitors etc.) | Inherent Likelihood & Severity (See table at end of doc) | Inherent Risk Score (Likelihood X Severity) | Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves) | Are Control Measures in Place? If Not Who Will Implement? (Staff member names or job roles) | Remaining Likelihood & Severity (See table below) | Residual Risk Score (Likelihood X Severity) | When Done & By Whom? |
| Hazard 1: | | ?? : ?? | | | | ?? : ?? | | |
| Hazard 2: | | ?? : ?? | | | | ?? : ?? | | |

| | | | | | | | | | |
|---------------------------------|--|---------|--|-------------------|--|---------|--|--------------|--|
| Hazard 3: | | ?? : ?? | | | | ?? : ?? | | | |
| Hazard 4: | | ?? : ? | | | | ?? : ?? | | | |
| Hazard 5: | | ?? : ?? | | | | ?? : ?? | | | |
| Hazard 6: | | ?? : ?? | | | | ?? : ?? | | | |
| Hazard 7: | | ?? : ?? | | | | ?? : ?? | | | |
| Hazard 8: | | ?? : ?? | | | | ?? : ?? | | | |
| Hazard 9: | | ?? : ?? | | | | ?? : ?? | | | |
| Hazard 10: | | ?? : ?? | | | | ?? : ?? | | | |
| Responsible person name: | | | | Signature: | | | | Date: | |
| SMT/SLT name: | | | | Signature: | | | | Date: | |

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

| | Risk Likelihood | | | | | |
|--|------------------------------|--------------------|-------------|-------------------|-----------|-------------------|
| R i s k S e v e r i t y | Total Risk calculation table | 1: Near impossible | 2: Unlikely | 3: Notable chance | 4: Likely | 5: Almost certain |
| | 1: Insignificant | 1 | 2 | 3 | 4 | 5 |
| | 2: Minor injuries | 2 | 4 | 6 | 8 | 10 |
| | 3: Notable injuries | 3 | 6 | 9 | 12 | 15 |
| | 4: Major injuries | 4 | 8 | 12 | 16 | 20 |
| | 5: Fatal | 5 | 10 | 15 | 20 | 25 |

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school/academy's policy.

Also report near misses – not just accidents or incidents.

| |
|--------------------------------------|
| APPENDIX C: LIST OF JOB ROLES |
|--------------------------------------|

| Job Role | Name/Position |
|--|------------------------------------|
| Executive Principal | Heather Madsen |
| Head of School | Pippa Wake |
| Chair of Governors | Jenny Milsom |
| Health and Safety Manager | Business Manager |
| Academy's Health and Safety Competent Person | Karen Jarvis |
| Nominated Governor for Health and Safety | Jenny Milsom |
| Health and Safety Committee Members | N/A |
| Business Manager | Business Manager |
| Site/Facilities Manager | Carmen Hopkins |
| Designated Safeguarding Lead | Pippa Wake, Kim Wright, Tanya Mann |
| Deputy Designated Safeguarding Lead | Carmen Hopkins |
| Appointed Person for Pastoral Care | FET Team |
| Nominated Governor for Anti-Bullying | Jonathan Eddy |
| Nominated Teacher Lead for Anti-Bullying | Carmen Hopkins |
| Head of E-Safety | Carmen Hopkins |
| Educational Visits Coordinator (EVC) | Pippa Wake |
| Person to whom Mini-Bus incidents must be reported | n/a |
| Responsible Person for Science Department | n/a |
| Head Science Technician | n/a |
| Radiation Protection Supervisor | n/a |
| Radiation Protection Officer | n/a |

| | |
|--|----------------------------|
| Radiation Protection Advisor | n/a |
| Responsible Person for Design and Technology Department | n/a |
| Responsible Person for Physical Education Department | Luke Bland |
| Responsible Person for Dance/Drama Department | n/a |
| Responsible Person for Display Screen Equipment | Richard Lowery |
| Responsible Person for Electrical Equipment | Site Manager |
| Responsible Person for Asset Register | Business Manager |
| Nominated Responsible Person for Fire Safety | Business Manager |
| Fire Service Liaison Officer (FSLO) | Business Manager |
| Responsible Person for Inspecting Fire Safety Signage | Site Manager |
| Responsible Person for Inspecting Walkways and Escape Routes | Site Manager |
| Responsible Person for Inspecting Fire Resisting Doors | Site Manager |
| Responsible Person for Checking Fire Service Has been Called | Business Manager |
| Responsible Person for Fire Training | Business Manager |
| Responsible Person for Legionella | Site Manager |
| Competent Person for Working at Height | Site Manager |
| Permit Issuer for Working at Height | n/a |
| Permit Issuer for Confined Spaces | n/a |
| Permit Issuer for Hot Works | n/a |
| Permit Issuer for Electrical Work | n/a |
| Permit Issuer for Asbestos | n/a |
| Crisis Management Team Members | Pippa Wake, Heather Madsen |
| Head of Crisis Management Team | Pippa Wake |

| | |
|--|-----------------------------------|
| Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPS) | Julie Sayer |
| Responsible Person for First Aid | Julie Sayer |
| Name of School Nurse(s)/Service | Suffolk County Council |
| Responsible Person for Managing Medicines | Julie Sayer |
| Responsible Person for Managing Pregnant Staff | Business Manager |
| Responsible Person for Investigating Accidents | Business Manager |
| Responsible Governor for Investigating Accidents | Jenny Milsom |
| Appointed Competent Person for Managing Contractors | Business Manager |
| Responsible Person for Hiring and Letting | Business Manager |
| Responsible Person for Onstage Safety | Site Manager |
| Responsible Person for Backstage Safety | Site Manager |
| Responsible Person for Waste Management | Site Manager |
| Delegated Person for Arranging Home Visit Arrangements | FET Team |
| Responsible Person as Data Controller for CCTV | n/a |
| Responsible Person for Early Years | Isobel Garner |
| Responsible Person for Key Stage 1 | Isobel Garner |
| Responsible Person for Key Stage 2 | Esme Richardson |
| Responsible Person for Equal Opportunities | Business Manager |
| Responsible Person(s) for Special Educational Needs and Disability | Pippa Coleman |
| Responsible Person for Coordinating the Day to Day Provision of Education for pupils with Special Educational Needs at the Academy | Pippa Coleman |
| Special Educational Needs Coordinator (SENCO) | Pippa Coleman |
| Special Educational Needs Team Members | Lorraine Hales, Caroline Chilvers |

The *Active Learning* Trust

| | |
|------------------------|---|
| | Bev Watts, Sheila Crocker Sophie Annis |
| Animal Welfare Officer | n/a |
| Appointed Veterinarian | n/a |

POLICIES, PROCEDURES & DOCUMENTS LIST

| | | |
|-------|--|-----------------------------|
| ALT1 | Accident/Incident Investigation & Reporting | ALT - school to personalise |
| ALT2 | Accessibility Plan | School Based |
| ALT3 | Admissions Arrangements | Active Learning Trust |
| SCH2 | Anti-Bullying | School Based |
| ALT4 | Anti-Fraud, Corruption & Bribery | ALT - school to personalise |
| ALT5 | Anti-Slavery & Human Trafficking | Active Learning Trust |
| ALT6 | Backstage & Stage | ALT - school to personalise |
| SCH3 | Behaviour | School Based |
| ALT7 | Caretaking & Cleaning | ALT - school to personalise |
| ALT8 | Catering & Nutrition | ALT - school to personalise |
| ALT9 | Charging & Remission | ALT - school to personalise |
| ALT11 | Complaints | Active Learning Trust |
| ALT12 | Confined Spaces | ALT - school to personalise |
| ALT13 | Control of Substances Hazardous to Health (COSHH) | ALT - school to personalise |
| ALT14 | Crisis Management Plan | ALT - school to personalise |
| ALT15 | Curriculum | ALT - school to personalise |
| ALT16 | Data Protection & Confidentiality for Staff | ALT - school to personalise |
| ALT16 | Data Protection for Pupils | ALT - school to personalise |
| ALT17 | Dealing with Parental Bad Behaviour | ALT - school to personalise |
| ALT18 | Dealing with Trespassers | ALT - school to personalise |
| ALT19 | Design & Technology Department | ALT - school to personalise |
| ALT20 | Display Screen Equipment (DSE) | ALT - school to personalise |
| ALT21 | Drugs, Alcohol & Smoking | ALT - school to personalise |
| ALT22 | Educational Visits /Learning Outside the Classroom | ALT - school to personalise |
| ALT23 | Electrical Equipment | ALT - school to personalise |
| ALT24 | Email Protocol | ALT - school to personalise |
| ALT25 | Equality & Diversity | ALT - school to personalise |
| ALT26 | Exclusions | Active Learning Trust |
| ALT27 | Fire Safety | ALT - school to personalise |
| ALT28 | First Aid | ALT - school to personalise |
| ALT29 | Freedom of Information | ALT - school to personalise |
| ALT30 | Gifts & Hospitality | ALT - school to personalise |
| ALT31 | Governor Allowances | ALT - school to personalise |
| ALT32 | Governor Visits | ALT - school to personalise |
| ALT33 | Health & Safety Policy Statement | Active Learning Trust |
| ALT34 | Hiring & Lettings | ALT - school to personalise |

| | | |
|-------|---|-----------------------------|
| ALT35 | Home Visiting | ALT - school to personalise |
| ALT36 | Hot Working | ALT - school to personalise |
| ALT37 | Justifiable Restraint Guidance | ALT - school to personalise |
| ALT38 | Lock Down | ALT - school to personalise |
| ALT39 | Lone Workers | ALT - school to personalise |
| ALT40 | Management of Legionella | ALT - school to personalise |
| ALT41 | Managing Asbestos | ALT - school to personalise |
| ALT42 | Managing Contractors (Premises) | ALT - school to personalise |
| ALT43 | Manual Handling | ALT - school to personalise |
| ALT44 | Mini Bus & Private Transport | ALT - school to personalise |
| ALT45 | Noise | ALT - school to personalise |
| ALT46 | PE & Games | ALT - school to personalise |
| ALT47 | Permit to Work | ALT - school to personalise |
| ALT48 | Personal Emergency Evacuation Plans (PEEP) | ALT - school to personalise |
| ALT49 | Personal Protective Equipment (PPE) | ALT - school to personalise |
| ALT50 | Personnel Files in School | Active Learning Trust |
| ALT51 | Reasonable Adjustments for Pupils | ALT - school to personalise |
| ALT52 | Risk & Risk Management | ALT - school to personalise |
| ALT53 | Safeguarding & Missing Students | Active Learning Trust |
| ALT54 | School Uniform | ALT - school to personalise |
| ALT55 | Science Department | ALT - school to personalise |
| ALT56 | Screening & Searching & Confiscating Pupil Property | ALT - school to personalise |
| ALT57 | Security & Safety of Premises | ALT - school to personalise |
| ALT58 | Sex & Relationship Education | ALT - school to personalise |
| ALT59 | Social Media | ALT - school to personalise |
| ALT60 | Special Educational Needs & Disability (SEND) | ALT - school to personalise |
| ALT61 | Stairs, Landing & Lifts | ALT - school to personalise |
| ALT62 | Sun Protection | ALT - school to personalise |
| ALT63 | Supporting Pupils with Medical Conditions | ALT - school to personalise |
| ALT64 | Supporting Staff with Medical Conditions | ALT - school to personalise |
| ALT65 | Use of Cameras & Images | ALT - school to personalise |
| ALT66 | Visitors | ALT - school to personalise |
| ALT67 | Voice Care | ALT - school to personalise |
| ALT68 | Waste Management | ALT - school to personalise |
| ALT69 | Work Equipment | ALT - school to personalise |
| ALT70 | Working at Height | ALT - school to personalise |

The Active Learning Trust

| | | |
|------|-------------------------------------|----------------------------|
| HR1 | Adoption | Active Learning Trust - HR |
| HR2 | Access to Personnel Information | Active Learning Trust - HR |
| HR3 | Allegations of Abuse against Adults | Active Learning Trust - HR |
| HR4 | Appraisal & Capability | Active Learning Trust - HR |
| HR5 | Bullying & Harassment | Active Learning Trust - HR |
| HR6 | Code of Conduct for Adults | Active Learning Trust - HR |
| HR7 | DBS Ex-Offenders Statement | Active Learning Trust - HR |
| HR8 | Disciplinary Policy | Active Learning Trust - HR |
| HR9 | Disciplinary Rules | Active Learning Trust - HR |
| HR10 | Discretionary Leave of Absence | Active Learning Trust - HR |
| HR11 | Equality & Diversity | Active Learning Trust - HR |
| HR12 | Flexible Working | Active Learning Trust - HR |
| HR13 | Grievance | Active Learning Trust - HR |
| HR14 | Induction | Active Learning Trust - HR |
| HR15 | Parental Leave – Adoption | Active Learning Trust - HR |
| HR16 | Parental Leave – Births | Active Learning Trust - HR |
| HR17 | Pay Policy | Active Learning Trust - HR |
| HR18 | Performance Management | Active Learning Trust - HR |
| HR19 | Probation - Support Staff | Active Learning Trust - HR |
| HR20 | Recruitment & Selection | Active Learning Trust - HR |
| HR21 | Redundancy | Active Learning Trust - HR |
| HR22 | Safer Employment | Active Learning Trust - HR |
| HR23 | Sickness Absence | Active Learning Trust - HR |
| HR24 | Time off for Work/Study | Active Learning Trust - HR |
| HR25 | Whistleblowing | Active Learning Trust - HR |