

## The Keele and North Staffordshire Teacher Education SCITT

### Health, Safety and Wellbeing Policy

**Approved by:** KNSTE Strategic Board

**Review interval:** Annually

**Last Review date:** January 2024

**Next Review Date:** January 2025

**Audience:** KNSTE Staff, Trainees & Visitors

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Name: (Print)** \_\_\_\_\_

**Position:** \_\_\_\_\_

### **1. Success Indicators**

KNSTE has a Health, Safety and Wellbeing policy which:

- Provides an overview of the KNSTE policy on health, safety and wellbeing.
- Outlines the arrangements that KNSTE has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in KNSTE.
- Is monitored and reviewed regularly by senior leaders.

### **2. Equality Impact Statement**

This policy has been equality impact assessed and we believe in line with the Equality Act 2010. It does not have an adverse effect on race, gender or disability equality.

### **3. Overview**

KNSTE is required to have a Health, Safety and Wellbeing Policy in place.

KNSTE's Health, Safety and Wellbeing Policy has been developed by the course director and members of the KNSTE Leadership team in conjunction with the Strategic Board.

### **4. Employer responsibilities**

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

### **5. Day to day management of Health, Safety and Wellbeing**

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (day to day management of Health & Safety) are the responsibility of the course Director and the SCITT Leadership Team (supported and monitored by the Strategic Board).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

### **6. Occupiers Liability**

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

### **7. Template for Health, Safety and Wellbeing Policy**

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

# Health, Safety and Wellbeing Policy

## Keele and North Staffordshire Teacher Education (KNSTE)

The policy has 4 parts;

**Part A** - Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Management Arrangements

**Part D** - The detailed arrangements & procedures for Health, Safety and Wellbeing within KNSTE.

**Part E** - The Key Performance Indicators.

## **A. Introduction**

This policy statement complements (and should be read in conjunction with) the Shaw Education Trust (SET) Health and Safety Policy. It records the local organisation and arrangements for implementing the SET policy. KNSTE works within the requirements of SET's Institute of Education (IOE).

## **B. Policy Statement**

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

The Strategic Board will ensure so far as is reasonably practicable that:

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

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

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

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

## **C. Management Arrangements**

The following procedures and arrangements have been established within KNSTE to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. This document should be read in conjunction with the SET Health and Safety Policy.

## **D. Responsibility for Trainee Health & Safety**

- KNSTE is responsible for the health & safety of trainees whilst in direct supervision with the SCITT. KNSTE also works within the health & safety policies and guidance of Keele University and Kidsgrove Secondary School which are the main training sites.
- Trainees are responsible for the health & safety of themselves and others whilst with KNSTE and on placement in schools. (see Appendix – Roles & Responsibilities which is shared with trainees at the start of the course).
- Placement schools are responsible for the health & safety of trainees whilst they are on placement with them. Schools are required to conduct a health & safety induction at the start of the placement and sign to say that this has been completed.

### Competent Health and Safety Advice

<b>The school obtains competent health and safety advice from</b>	Shaw Education Trust
<b>The contact details are</b>	Kidsgrove Secondary School, Gloucester Road, Kidsgrove, ST7 4DL. Tel: 01782 948259.
<b>In an emergency we contact</b>	Shaw Education Trust

### Monitoring Health and Safety

<b>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</b>	Marie Bateman
<b>Our arrangements for the monitoring of health and safety are:</b>	
<b>KNSTE carries out formal evaluations and audits on the management of health and safety as follows:</b> - We have lease arrangements with both Keele University and Kidsgrove High School and therefore fit into their schedules of evaluations and audits.	
<b>The last audit took place (full audit)</b>	<b>Date:</b> N/A <b>By:</b> N/A
<b>Name of person responsible for monitoring the implementation of health and safety policies</b>	Marie Bateman
All staff and trainees are made aware of the key performance indicators in section E of this policy and how they are monitored	
<b>Workplace inspections – type</b>	<b>Name of person who carries these out</b>
Keele Bungalow - ongoing	Keele University – as per their schedules
SET IOE buildings (office & teaching spaces)	SET – as per their schedules

### E. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) or consult with your Health and Safety Adviser / Other Specialist Adviser.

Please note that where reference is made to Shaw Education Trust (SET) policies, these can be found on Teams in the Admin folder - Policies. Trainees have access to these policies on Vantage in the Health & Safety folder within Global Documents.

## 1. Accident Reporting, Recording & Investigation

<p><b><i>Our arrangements for recording and investigating:</i></b> All accidents (no matter how minor an injury may be), incidents, and near misses will be reported at both premises. KNSTE recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.</p>	
<p><b><i>Trainee, Staff and Visitor Accidents:</i></b></p> <ul style="list-style-type: none"> <li>• Keele University: Accidents and serious occurrences are reported through the Keele Intranet</li> <li>• Kidsgrove Secondary School: Accidents are recorded in the accident book located in the main office at Kidsgrove Secondary School</li> <li>• The person involved in the accident completes the accident form. If this is not possible, a member of staff completes this for them</li> </ul>	
<p><b><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i></b> This is the responsibility of Keele University and Kidsgrove Secondary School</p>	
<p><b><i>Our arrangements for reporting to the Strategic Board are:</i></b> N/A</p>	
<p><b><i>Our arrangements for reviewing accidents and identifying trends are:</i></b> All accidents in KNSTE teaching areas are checked and/or investigated and issues arising are reported to either Keele University Estates or the Health &amp; Safety Coordinator at Kidsgrove Secondary School.</p>	

## 2. Asbestos

<b><i>Name of Premises Manager responsible for Managing Asbestos.</i></b>	This is managed by Keele University and Kidsgrove Secondary School.
<b><i>Location of the Asbestos Management Log or Record System.</i></b>	This is the responsibility of Keele University and Kidsgrove Secondary School.
<p><b><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i></b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<p><b><i>Our arrangements to ensure all KNSTE staff and trainees have information about asbestos risk on the premises:</i></b></p> <ul style="list-style-type: none"> <li>• All staff and trainees, are aware that both Keele University and Kidsgrove Secondary have a register for asbestos.</li> </ul>	
<b><i>Staff must report damage to asbestos materials to:</i></b>	Kidsgrove Secondary School: Estates Keele University: Estates
Staff and trainees must not drill or affix anything to walls without first obtaining approval from	

each establishment

### 3. Communication

<b>Name of SLT member who is responsible for communicating with staff on health and safety matters:</b>	Marie Bateman
<b>Our arrangements for communicating about health and safety matters with all staff &amp; trainees are:</b>	
<ul style="list-style-type: none"> <li>• through the KNSTE email;</li> <li>• on Teams (staff) &amp; Vantage (trainees);</li> <li>• through staff appraisal;</li> <li>• through tutorials (trainees)</li> </ul>	
<b>Staff can make suggestions for health and safety improvements by:</b>	
<ul style="list-style-type: none"> <li>• speaking to any member of the SLT at any time, including tutor meetings;</li> <li>• emailing the Health &amp; Safety Coordinator;</li> <li>• discussion at appraisal meetings (staff)</li> <li>• discussion with the Lead Mentor at any time (trainees) e.g. tutorials, via email etc</li> </ul>	
<b>Trainees can make suggestions for health and safety improvements by:</b>	
<ul style="list-style-type: none"> <li>• speaking to any member of the SCITT staff at any time;</li> <li>• emailing the Health &amp; Safety Coordinator (Marie Bateman)</li> </ul>	

### 4. Construction Work \*See also Contractor Management

<b>Name of person coordinating any construction work / acting as Client for any construction project.</b>	Kidsgrove Secondary School: Estates Keele University: Estates
<b>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</b>	
<ul style="list-style-type: none"> <li>• Construction projects are completed with full liaison between the relevant building i.e. Kidsgrove Secondary School or Keele University</li> <li>• There is clear communication between KNSTE, Shaw Education Trust (SET), Kidsgrove Secondary School, Keele University and the contractors.</li> </ul>	
<b>Duty holders will be identified and named as part of any Construction project.</b>	
<b>Our arrangements for the exchange of health and safety information / risk assessments/ safe working arrangements/monitoring are:</b>	
<ul style="list-style-type: none"> <li>• KNSTE follows the procedures outlined by either Kidsgrove Secondary School or Keele University.</li> </ul>	
<b>Our arrangements for the induction of contractors are:</b>	
<ul style="list-style-type: none"> <li>• KNSTE follows the procedures outlined by either Kidsgrove Secondary School or Keele University.</li> </ul>	
<b>Staff should report concerns about contractors to:</b>	
Kidsgrove Secondary School: Estates Keele University: Estates	
<b>We will review any construction activities on the site by:</b>	
<ul style="list-style-type: none"> <li>• Regular visual checks while the construction is in progress;</li> </ul>	

- Post completion inspections are made to ensure work has been completed to meet the specifications.

## 5. Consultation

<b>Name of SLT member who is responsible for consulting with staff on health and safety matters:</b>	Marie Bateman
<b>The name of the Trade Union Health and Safety Representative is:</b>	N/A
<b>Our arrangements for consulting with staff on health and safety matters are:</b>	
<ul style="list-style-type: none"> <li>• through the KNSTE email;</li> <li>• on Teams (staff) &amp; Vantage (trainees);</li> <li>• through staff appraisal;</li> <li>• through tutorials (trainees)</li> </ul>	
<b>Staff can raise issues of concern by:</b>	
<ul style="list-style-type: none"> <li>• speaking to any member of the SLT at any time, including tutor meetings;</li> <li>• emailing the Health &amp; Safety Coordinator;</li> <li>• discussion at appraisal meetings (staff)</li> <li>• discussion with the Lead Mentor at any time (trainees) e.g. tutorials, via email etc</li> </ul>	
<b>Trainees can make suggestions for health and safety improvements by:</b>	
<ul style="list-style-type: none"> <li>• speaking to any member of the SCITT staff at any time;</li> <li>• emailing the Health &amp; Safety Coordinator (Marie Bateman)</li> </ul>	

## 6. Contractor Management

<b>Name of person responsible for managing and monitoring contractor activity</b>	Kidsgrove Secondary School: Estates Keele University: Premises Team
<b>Our arrangements for selecting competent contractors are:</b>	
<ul style="list-style-type: none"> <li>• For smaller scale projects, quotes are obtained from three contractors;</li> <li>• Contractors are selected on the basis of local and prior knowledge of work completed.</li> </ul>	
<b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b>	
<ul style="list-style-type: none"> <li>• KNSTE follows the procedures outlined by either Kidsgrove Secondary School or Keele University.</li> </ul>	
<b>Our arrangements for the induction of contractors are:</b>	
<ul style="list-style-type: none"> <li>• KNSTE follows the procedures outlined by either Kidsgrove Secondary School or Keele University.</li> </ul>	
<b>Staff should report concerns about contractors to:</b>	
Kidsgrove Secondary School: Estates Keele University: Premises Team	

## 7. Curriculum Areas – health and safety



<p><b>Name of person who has overall responsibility for the curriculum areas as follows:</b> <i>e.g. Science, D&amp;T, PE</i></p>	<p><b>Curriculum Lead Name</b> Art: Caroline Wix (external) Computing: Jon Goulding Early Years: Samantha Summerfield English: Jon Goulding Humanities: Kerry Howle Mathematics: Marie Bateman Science: Jon Goulding D &amp; T: Peter Bateman (External) PE: Caroline Holder (External)</p>
<p><b>Risk assessments for these curriculum areas are the responsibility of:</b></p>	<p>The members of staff listed above, assisted by Marie Bateman</p>

## 8. Display Screen Equipment use (including PC's, laptops and tablets) (Refer to SET's DSE Policy)

<p><b>KNSTE 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.</b></p>	
<p><b>Our arrangements for carrying out DSE assessments are:</b></p> <ul style="list-style-type: none"> <li>All tutor staff complete a DSE Assessment every 2 years or if there is a change of working arrangements;</li> <li>All tutor staff complete Flick Learning DSE training every 3 years or if there is a change of working arrangements;</li> <li>DSE assessments are reviewed by Marie Bateman to identify actions to reduce risk;</li> <li>Actions are implemented;</li> <li>KNSTE Leadership Team ensure that all relevant training and information is provided to all employees to enable them to undertake the work involving DSE in a safe manner.</li> </ul>	
<p><b>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</b></p>	<p>Marie Bateman</p>
<p><b>DSE assessments are recorded and any control measures required to reduce risk are managed by</b></p>	<p>Marie Bateman</p>

## 9. Early Years Foundation Stage (EYFS)

<p><b>Name of person who has overall responsibility for EYFS</b></p>	<p>This section is not applicable</p>
<p><b>Our arrangements for the safe management of EYFS are:</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	

## 10. Educational visits / Off-Site Activities

<p><b>Name of person who has overall responsibility for Educational Visits</b></p>	<p>This section is not applicable</p>
<p><b>The Educational Visits Coordinator (EVC) is</b></p>	<p>N/A</p>
<p><b>Our arrangements for the safe management of educational visits (Please refer to the</b></p>	

**Educational Visits Policy):**

- N/A

**11. Electrical Equipment [fixed & portable]**

<b>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</b>	Kidsgrove Secondary School & Keele University Fixed: Tested every five years KNSTE Portable: Every 2 years.
<b>Fixed electrical wiring test records are located:</b>	This is the responsibility of Keele University and Kidsgrove Secondary School
<b>Our arrangements for bringing personal electrical items onto the school site are:</b>	<ul style="list-style-type: none"> <li>• KNSTE follows the procedures of Keele University and Kidsgrove Secondary School.</li> <li>• For the testing of portable appliances at Kidsgrove Secondary School, KNSTE liaises with the school for the timing and the cost of this.</li> </ul>
<b>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</b>	Marie Bateman
<b>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</b>	Marie Bateman Testing is bi-annually
<b>Portable electrical equipment (PAT) testing records are located:</b>	Kidsgrove Secondary School Office KNSTE Office Keele University
<b>Staff must take defective electrical equipment out of use and report to:</b>	Marie Bateman or KNSTE Admin team
	<ul style="list-style-type: none"> <li>• All staff and trainees are required to visually inspect electrical equipment before use;</li> <li>• If staff/trainees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Leadership Team or Admin Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.</li> </ul>

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

<b>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</b>	Kidsgrove Secondary School: Estates Keele University: Estates
<b>The Fire Risk Assessment is located .....</b>	Kidsgrove Secondary School: In the Fire Log Book in the school office Keele: Corridor of Bungalow 78
<b>When the fire alarm is raised the person responsible for calling the fire service is:</b>	This is the responsibility of Keele University and Kidsgrove Secondary School. KNSTE will follow the procedures for Keele University and Kidsgrove Secondary School for this.
<b>Name of person responsible for arranging and recording of fire drills</b>	Kidsgrove Secondary School: Estates Keele University – whole campus

	KNSTE specific drills: Marie Bateman
<b><i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i></b>	This is the responsibility of Keele University and Kidsgrove Secondary School. KNSTE follows these procedures.
<b><i>Our Fire Evacuation Arrangements are published:</i></b>	Keele University: In each room of Bungalow 78 Kidsgrove Secondary School: In the SET offices and IOE teaching rooms
<b><i>Our Fire Marshals are listed</i></b>	Marie Bateman acts as the lead Fire Marshall whilst at Keele University. Kidsgrove Secondary School: Listed Fire Marshalls
<b><i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located:</i></b>	Keele University: In the corridor of Bungalow 78 Kidsgrove Secondary School: In the school Office
<b><i>Name of person responsible for training staff and trainees in fire procedures</i></b>	Marie Bateman
<ul style="list-style-type: none"> <li>• All staff and trainees must be aware of the Fire Procedures at both Keele University and Kidsgrove Secondary School;</li> <li>• Fire Action signage is placed in prominent positions throughout both premises to act as a reminder for all staff, trainees and visitors of the emergency evacuation procedure;</li> <li>• Fire drills are held at both premises and these are documented;</li> <li>• Keele University and Kidsgrove Secondary School are responsible for regular testing of the fire alarm and recording this in the Fire Log Book;</li> <li>• Keele University and Kidsgrove Secondary School are responsible for regular testing of the emergency lighting and ensuring fire exit doors are working correctly;</li> </ul>	

### **13. First Aid \*see also Medication (Refer to SET's First Aid Policy)**

<b><i>Name of person responsible for carrying out the First Aid Assessment</i></b>	Marie Bateman
<b><i>The First Aid Assessment is located</i></b>	KNSTE offices at Keele University and Kidsgrove Secondary School
<b><i>First Aiders are listed</i></b>	Keele University: In the corridor, Room 1 & 2 in Bungalow 78 Kidsgrove Secondary School: In the school office
<b><i>Name of person responsible for arranging and monitoring First Aid Training</i></b>	Marie Bateman
<b><i>Location of First Aid Box</i></b>	Keele University: Rooms in Chancellor's Building, Security (Tel 888) Kidsgrove Secondary School: School Office
<b><i>Name of person responsible for checking &amp; restocking first aid boxes</i></b>	This is the responsibility of Keele University and Kidsgrove Secondary School

In an emergency staff and trainees are aware of how to summon an ambulance	
<b><i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or trainees to hospital):</i></b>	
<b><i>Staff, trainees and visitors</i></b>	<ul style="list-style-type: none"> <li>• Next of kin / relatives are contacted to take them to the hospital;</li> <li>• If this is not possible, a member of staff will take / accompany them to the hospital until a relative arrives.</li> </ul>
<b><i>Our arrangements for recording the use of First Aid are:</i></b>	
<ul style="list-style-type: none"> <li>• KNSTE follows the procedures for Keele University and Kidsgrove Secondary School</li> </ul>	

#### 14. Glass & Glazing

<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b><i>A glass and glazing assessment took place in ... and the record can be found ....</i></b>	This is the responsibility of Kidsgrove Secondary School and Keele University

#### 15. Hazardous Substances (COSHH) (Refer to SET's COSHH Policy)

<b><i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i></b>	Marie Bateman
<b><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i></b>	
<ul style="list-style-type: none"> <li>• KNSTE has a register of substances used within the SCITT and each substance has a COSHH risk assessment attached to it and the corresponding data sheet. This information is shared with all staff who will, in turn, share this with trainees if appropriate.</li> <li>• No substances are purchased or used until an assessment has been completed.</li> <li>• COSHH assessments are kept on Teams (LM/Health &amp; Safety) and as hard copies in the KNSTE offices at Kidsgrove Secondary School and Keele University.</li> </ul>	

#### 16. Health and Safety Law Poster

<b><i>The Health and Safety at Work poster is located:</i></b>	This is the responsibility of Keele University and Kidsgrove Secondary School
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#### 17. Housekeeping, cleaning & waste disposal

All staff and trainees share the responsibility for keeping KNSTE teaching and learning spaces clean, tidy and free from hazards	
<b><i>Our waste management arrangements are:</i></b>	
<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b><i>Our site housekeeping arrangements are:</i></b>	
<ul style="list-style-type: none"> <li>• Kidsgrove Secondary: A book for recording jobs for the Site Supervisor is located in the school office. Staff add any jobs that need addressing to the book and these are actioned in a timely way by the Site Supervisor. Trainees should inform a member of the SCITT Admin Team of any jobs that need addressing so that they can be logged and</li> </ul>	

<p>actioned in a timely way;</p> <ul style="list-style-type: none"> <li>• Keele University: Issues are reported to Estates for actioning.</li> <li>• All other issues e.g. cleaning, are the responsibility of Kidsgrove Secondary School and Keele University.</li> </ul>	
<p><b>Site cleaning is provided by an external cleaning company</b></p>	<p>See documents for Kidsgrove Secondary School and Keele University</p>
<p><b>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</b></p> <ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<p>Waste skips and bins are located away from the KNSTE buildings at both sites.</p>	
<p>All staff and trainees are aware of the arrangements for disposing of waste and the location of waste bins, skips and the paper recycling bins.</p>	

## 18. Infection Control

<p><b>Name of person responsible for managing infection control:</b></p>	<p>Marie Bateman</p>
<p><b>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</b></p> <ul style="list-style-type: none"> <li>• Hand Gel is available in the teaching spaces at Keele University and Kidsgrove Secondary School. A COSHH assessment has been completed for this.</li> <li>• Disinfectant wipes are available in all rooms of Bungalow 78 at Keele University and in the cookery room and KNSTE office at Kidsgrove Secondary School.</li> <li>• Face masks are available in Bungalow 78 and in the KNSTE office at Kidsgrove Secondary School</li> <li>• KNSTE follows the procedures laid out by Kidsgrove Secondary School and Keele University.</li> </ul>	

## 19. Lettings

<p><b>Name of Premises Manager or member of Leadership team responsible for Lettings</b></p>	<p>N/A</p>
<p><b>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</b></p> <ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<p><i>The health and safety considerations for Lettings are considered and reviewed on an ongoing basis.</i></p>	

## 20. Lone Working (Refer to SET Lone Working Policy and Guidance Document)

<p><b>Our arrangements for managing lone working are:</b></p> <ul style="list-style-type: none"> <li>• Lone working is to be avoided wherever possible. However, KNSTE is aware that employees may be required to work alone at the either the school premises or Keele University Bungalow 78;</li> <li>• Employees must carry their mobile telephone which will enable communications between them and members of the KNSTE Leadership Team;</li> <li>• All employees must ensure that they have read and understood any specific risk assessments that have been compiled for the activity they are working on;</li> </ul>
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1. All employees must adhere to any systems developed for their protection while working alone;
2. All employees must take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return);
3. All employees who work alone at Keele University should have the Safezone app downloaded and should check in when they arrive on site. They should check out when they leave.
4. Restrictions are in place for staff working at height when lone working; All employees must report any incidents concerning lone working to enable systems to be reviewed and revised.
5. Trainees should not be left to work alone at either Bungalow 78 (Keele) or Kidsgrove Secondary School.

## **21. Maintenance / Inspection of Equipment (including selection of equipment)**

<b>Ladders and steps</b>	
<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> <li>• Ladders must be checked before use to ensure they are safe to use;</li> </ul>	
<b>PE Equipment</b>	
<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b>Fixed Playground Equipment</b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Cookery Room</b>	
<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b>Fire Alarm</b>	
<ul style="list-style-type: none"> <li>• Kidsgrove Secondary: Weekly test on Monday morning at 9am which is recorded in the Fire Log by the school.</li> <li>• Keele University: Weekly test on Wednesdays which is recorded in the Fire Log by the University.</li> </ul>	
<b>Fire Call Points and Emergency Lighting</b>	
<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b>Fire Extinguishers</b>	
<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b>Security Alarm</b>	
<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b>Kitchen Equipment</b>	
<ul style="list-style-type: none"> <li>• This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i></b>	This is the responsibility of Kidsgrove Secondary School and Keele University
<b><i>Records of maintenance and inspection of equipment are retained and are located:</i></b>	This is the responsibility of Kidsgrove Secondary School and Keele University
<b><i>Staff report any broken or defective equipment to:</i></b>	Kidsgrove Secondary: Estates Keele University: Estates
<b><i>Trainees report any broken or defective</i></b>	A member of the KNSTE staff who, in

<b>equipment to:</b>	turn, report this as indicated above.
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## 22. Manual Handling

<b>Name of competent person responsible for carrying out manual handling risk assessments</b>	Marie Bateman
<b>Our arrangements for managing manual handling activities are:</b>	
<ul style="list-style-type: none"> <li>• Staff &amp; trainees must be aware of the requirement to avoid hazardous manual handling and carry out a risk assessment where the task cannot be avoided;</li> <li>• Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task;</li> <li>• Staff carrying out manual handling activities receive appropriate training.</li> </ul>	

## 23. Medication

<b>Name of person responsible for the management of and supervision of administration of medication to pupils in the academy</b>	This is not applicable because trainees are adults and administer their own medication
<b>Our arrangements for the administration of medicines to ATs are:</b>	
<ul style="list-style-type: none"> <li>• Trainees administer their own medication;</li> <li>• A safe space is provided for this if needed</li> </ul>	
<b>The names members of staff who are authorised to support pupils with medication are:</b>	N/A
<b>Medication is stored:</b>	Trainees are responsible for keeping their own medication safe.
<b>A record of the administration of medication is located:</b>	N/A
<b>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epipen) are:</b>	
<ul style="list-style-type: none"> <li>• Trainees are responsible for their own medication and must keep this personal medication in a secure area;</li> <li>• Trainees share medical information with KNSTE and Care Plans are written if the trainee wishes for both KNSTE sessions and the schools where trainees are on placement;</li> <li>• Staff who are taking medication must keep this personal medication in a secure area in a staff only location;</li> <li>• Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work;</li> <li>• Staff who require Epipens or more complex medication may have a Care Plan if they wish.</li> </ul>	

## 24. 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.	
<b>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.</b>	Marie Bateman

<b>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</b>	Marie Bateman
<b>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for trainees.</b>	Marie Bateman Subject leaders for specific subjects
<ul style="list-style-type: none"> <li>All PPE provided for use in the classroom environment is kept clean, free from defects and replaced as necessary;</li> <li>KNSTE ensures that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use;</li> <li>All PPE issued is be stored as per the manufacturer's specification;</li> <li>It is the employee's and trainee's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.</li> </ul>	
<b>Name(s) of person responsible for cleaning and checking pupil PPE.</b>	N/A

## 25. Reporting Hazards or Defects

All staff and trainees must report any hazards, defects or dangerous situations they see at Kidsgrove Secondary School or Keele University.
<p><b>Our arrangements for the reporting of hazards and defects:</b></p> <ul style="list-style-type: none"> <li>Kidsgrove Secondary School: All hazards and /or defects should be reported at the earliest opportunity. Staff should do this by using the site supervisor's jobs book which is located in the school office. Trainees should do this by reporting the hazard/defect to a member of the KNSTE Admin Team who will log the action in the site supervisor's book.</li> <li>Keele University: All hazards and /or defects should be reported at the earliest opportunity. Staff do this by contacting Estates. Trainees do this by reporting to a member of KNSTE staff who ensure that this is then reported to Estates.</li> </ul>

## 26. Risk Assessments (Refer to SET's Risk Assessment Policy)

KNSTE 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, trainees and other who may be exposed to the risk.	
<p><b>Risk assessments are in place for the following areas:</b></p> <p>COVID-19, General use of bungalow 78 at Keele University, DSE, Hazardous Substances, Manual handling activities, Working at Height, Risks related to individuals where appropriate e.g. health issues</p>	
<b>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</b>	Marie Bateman
<p><b>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</b></p> <ul style="list-style-type: none"> <li>Risk assessments are created or reviewed when something new is introduced or a change has occurred;</li> <li>Risk assessments are written by an appropriate member of staff supported by Marie</li> </ul>	



Bateman;

- All risk assessments are shared with staff by email and through Teams (KNSTE LM/Health & Safety) and staff sign to show that they have read them;
- Relevant risk assessments are shared with the trainees through the Health & Safety folder on Vantage;
- A pack of key risk assessments is held in the KNSTE offices at Kidsgrove Secondary School and Bungalow 78 at Keele University;
- Risk assessments are reviewed at least annually;
- Risk assessments are stored for a period of 5 years.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

## 27. Smoking (Refer to SET Smoking at Work Policy)

- Kidsgrove Secondary School: No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy. Staff or trainees wishing to smoke should leave the premises to do so.
- Keele University: Smoking is permitted only in the designated areas on the campus.

## 28. Shared use of premises/shared workplace

<b><i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i></b>	This section is not applicable as we are the tenants of Kidsgrove Secondary School and Keele University.
<b><i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i></b>	N/A
<b><i>Our arrangements for managing health and safety in a shared workplace are:</i></b>	
<ul style="list-style-type: none"> <li>• KNSTE follows the Health &amp; Safety procedures of Kidsgrove Secondary School and Keele University.</li> </ul>	

## 29. Stress and Staff/Trainee Well-being

<b><i>Name of person who has overall responsibility for the health and wellbeing of KNSTE staff and trainees</i></b>	Ruth Argyle
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**All staff have responsibility to take care of their own health and wellbeing and KNSTE supports staff to do this by implementing the following arrangements:**

- Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated;
- All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work;
- Individual stress risk assessments take place when a member of staff requires additional individual support;
- Staff are encouraged to make use of online referral services for counselling where appropriate.
- At least one member of staff has completed on Mental Health First Aid training.

**All trainees have responsibility to take care of their own health and wellbeing and KNSTE supports them to do this by implementing the following arrangements:**

- Trainees have the opportunity to declare issues with mental health at the start of the course and at any other time;
- Trainees are referred to Keele University’s mental health support services when a trainee requires additional support and trainees are given the opportunity to have an individual risk assessment if they wish;
- Trainees are allocated a Lead Mentor to whom they can refer any concerns around mental health and well-being;
- The course has a mental health and well-being strand to help trainees look after their own mental health;
- Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated;
- All trainees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at on the course;
- Trainees are encouraged to make use of online referral services for counselling where appropriate.

### 30. Training and Development

<b>Name of person who has overall responsibility for the training and development of staff.</b>	Ruth Argyle and Marie Bateman
<b>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</b>	
<ul style="list-style-type: none"> <li>• All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures;</li> <li>• All staff receive a refresher induction in September of each year which includes health &amp; Safety, fire procedures, first aid and emergencies;</li> <li>• Staff identified as needing training e.g. for First Aid, Fire Marshalls, manual handling etc, receive appropriate training.</li> <li>• KNSTE uses Flick Learning – courses identified by SET, as well as other training providers</li> </ul>	
Training records are retained and are located on Teams in the Admin folder	
<b>Training and competency as a result of training is monitored and measured by:</b>	Ruth Argyle and Marie Bateman

### 31. Vehicle movement

#### on site

<b>Name of Premises Manager responsible for the management of vehicles on site</b>	This is the responsibility of Kidsgrove Secondary School and Keele University
<b>Our arrangements for the safe access and movement of vehicles on site are:</b>	
<ul style="list-style-type: none"> <li>KNSTE staff and trainees follow the policies of Kidsgrove Secondary School, Keele University and any schools used on placements or for visits.</li> </ul>	

### 32. Violence and Aggression and School/Academy Security (Refer to SET's Violence and Aggression Policy)

KNSTE provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, trainees and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
<b>Staff and trainees must report all incidents of verbal &amp; physical violence to:</b>	Ruth Argyle or Marie Bateman
<b>Incidents of verbal &amp; physical violence are investigated by:</b>	Ruth Argyle or Marie Bateman
<b>Name of person who has responsibility for site security:</b>	This is the responsibility of Kidsgrove Secondary School and Keele University
<b>Our arrangements for site security are:</b>	
<ul style="list-style-type: none"> <li>This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	

### 33. Water System Safety

<b>Name of Premises Manager responsible for managing water system safety.</b>	This is the responsibility of Kidsgrove Secondary School and Keele University
<b>Name of contractors who have undertaken a risk assessment of the water system</b>	This is the responsibility of Kidsgrove Secondary School and Keele University
<b>Name of contractors who carry out regular testing of the water system:</b>	This is the responsibility of Kidsgrove Secondary School and Keele University
<b>Location of the water system safety manual/testing log</b>	This is the responsibility of Kidsgrove Secondary School and Keele University
<b>Our arrangements to ensure contractors have information about water systems are:</b>	
<ul style="list-style-type: none"> <li>This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	
<b>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:</b>	
<ul style="list-style-type: none"> <li>This is the responsibility of Kidsgrove Secondary School and Keele University</li> </ul>	

### 34. Working at Heights (Refer to SET's Working at Heights Policy)

<b>Name(s) of person responsible managing the risk of work at height on the premises:</b>	Marie Bateman
Work at height is avoided where possible.	
<b>Our arrangements for managing work at height are:</b>	

<ul style="list-style-type: none"> <li>• A working at height risk assessment is in place which is reviewed annually.</li> <li>• Staff are required to use step ladders when working at height.</li> <li>• Trainees should avoid working at height</li> <li>• A step ladder leaflet is given to staff at induction.</li> <li>• Step ladders should be checked before use.</li> </ul>
Appropriate equipment is provided for work at height where required.
Work at height equipment is regularly inspected, maintained and records are kept.

### 35. Work Experience

<b><i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i></b>	This section is not applicable
<b><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i></b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b><i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i></b>	N/A
<b><i>Our arrangements for managing the health and safety of work experience students in the school/academy are:</i></b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

### 36. Volunteers

<b><i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i></b>	This section is not applicable
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

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

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

Our KPIs are:

- Reports to Strategic Board (start and end of the year)
- Annual review of H&S Policy
- Annual review of key risk assessments
- Annual review of the Business Continuity Plan
- Annual review of the Critical Incident Policy
- Annual review of COSHH assessments
- Termly Fire Drills with actions identified and addressed

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

is below. KNSTE staff should refer to the Shaw Education Trust Health & Safety Policy for specific Health & Safety roles and responsibilities.

## **Appendix: Health & Safety Roles and Responsibilities**

### **1. KNSTE Staff**

All KNSTE staff and external tutors have an important role to play in achieving a healthy and safe environment and maintaining and improving Health and Safety standards.

All employees will:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work;
- be familiar with and follow instructions (verbal and written), safe working practices and systems, control measures (including the use of PPE) and guidance given to ensure personal safety and the safety of others including fire evacuation procedures;
- only use machinery, equipment, substances and materials for the purpose intended and in accordance with guidance, training and instruction provided;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety;
- report unsafe conditions, methods of work, practices, tools, plant, premises or equipment immediately;
- be suitably dressed for the particular work conditions and activities and conduct themselves in an appropriate manner in the workplace, refraining from any horseplay;
- co-operate fully in the reporting and investigation of any accident/near misses, dangerous occurrences or incidents of violence, including reporting them to the line manager as soon as possible and entering the details in the accident book;
- co-operate in occupational health screening and the completion of any occupational health surveillance activities;

- participate in events and attend training

courses designed to further the needs of health and safety as required including fire evacuation practices;

- when operating in a work environment outside the direct control of their immediate supervisor, identify and report to the person controlling the site so as to be informed of site safety rules or special requirements e.g. protective clothing;
- suggest areas for improvement to their manager and support improvement measures that are

introduced;

- seek advice on health and safety responsibilities and best practice where necessary.

**All employees always have a duty to co-operate in the furtherance of the policy objectives. The Trust insists on safe working methods and employees disregarding safety rules and procedures drawn up for their and others' benefit will be liable to disciplinary action not excluding dismissal.**

## **Appendix: Health & Safety Roles and Responsibilities**

### **2. Trainees**

Trainee Teachers have an important role to play in achieving a healthy and safe environment and maintaining and improving Health and Safety standards.

All trainees will:-

- take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work;
- be familiar with and follow instructions (verbal and written), safe working practices and systems, control measures (including the use of PPE) and guidance given to ensure personal safety and the safety of others including fire evacuation procedures;
- only use machinery, equipment, substances and materials for the purpose intended and in accordance with guidance, training and instruction provided;

- not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety;
- report unsafe conditions, methods of work, practices, tools, plant, premises or equipment immediately.
- be suitably dressed for the particular work conditions and activities and conduct themselves in an appropriate manner in the workplace, refraining from any horseplay;
- cooperate fully in the reporting and investigation of any accident/near misses, dangerous occurrences or incidents of violence, including reporting them to a member of the KNSTE staff as soon as possible;
- participate in events and attend training courses designed to further the needs of health and safety as required including fire evacuation practices;
- follow the health & safety policies and procedures of placement schools whilst on teaching practice;
- suggest areas for improvement to KNSTE where appropriate and support improvement measures that are introduced;
- seek advice on health and safety responsibilities and best practice where necessary.

**All trainees have a duty to co-operate at all times in the furtherance of the policy objectives. The Trust and KNSTE insist on safe working methods and trainees disregarding safety rules and procedures drawn up for their and others' benefit will be liable to disciplinary action.**