



# Health, Safety and Wellbeing Policy

**Please note that this policy should be read in conjunction with the Shaw Education Trust Health, Safety and Wellbeing Policy**

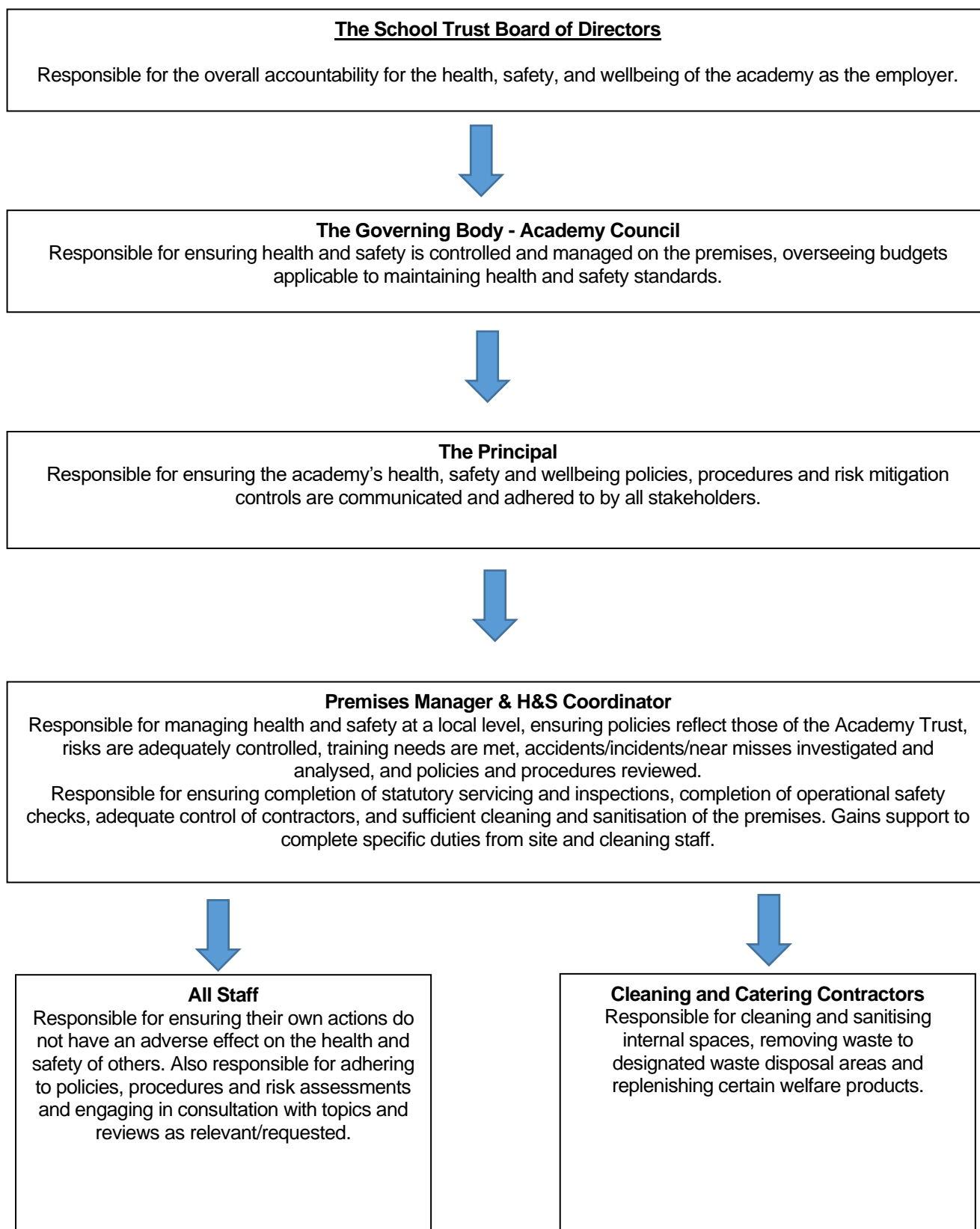
Procedure Originator:	SL
Approved By:	LN
Date Approved:	TB adopted by Council on
Review Interval:	
Last Review Date:	
Next Review Date:	
Audience:	All staff

## 1.0 Statement of Intent

The Academy Council is fully committed to providing a safe and healthy environment for all staff, students and visitors. They will strive to further improve health, safety and wellbeing within the school by ensuring all personnel contribute positively towards the positive health and safety culture at Madeley School. The management system that is implemented within the Academy ensures, so far as is reasonably practicable, the compliance with current and relevant legislation, regulations and guidance (including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999). This includes providing a safe working environment, safe and maintained plant and equipment, sufficient information and training, safe access and egress, adequate welfare facilities, as well as safe use, storage and handling of hazardous substances. It also ensures the safety of all school activities that take place off site as well as ensuring that all non-employees are not adversely affected by school activities. The management system is scrutinised externally in the form of an audit by the Staffordshire County Council Health, Safety and Wellbeing Service, as well as internally with the use of self-audits and evaluation checklists. These processes generate actions to be implemented for which to make further improvements to health, safety and wellbeing within the school. The following sections of this policy outline the organisation and arrangements of health and safety of the school.

## 2.0 Organisation

### 2.01 Health and Safety Staffing Structure Overview



## 2.02 Organisational and Staff Responsibilities

### • The Academy Trust Board of Directors

The overall responsibility for health, safety and wellbeing rests with the Academy trust, The Shaw Education Trust Board of Directors. They have appointed a committee from the Governing Body who take on the responsibility of health, safety and wellbeing as premises occupants.

### •The Academy Council

The Governing Body (Academy Council) is responsible for ensuring that health, safety and wellbeing is being controlled and managed within the Academy to a sufficient level. The Academy Council (Resources) hold termly meetings and discuss health and safety performance with the aid of Key Performance Indicators (KPIs) as indicated at the back of this policy, as well as make plans for improvements, sanctioning funding where applicable and appropriate.

The Academy Council ensures that all personnel who hold a significant responsibility relating to health and safety are competent to carry out their roles, and that any training requirements are met.

Any policies relating to health and safety, including this policy, are ratified by the Academy Council prior to them being distributed to and communicated with others. The Academy Council ensures that there are sufficient arrangements in place to ensure the policies are implemented into day-to-day running of the Academy e.g. sufficient competent staff and adequate funding/budgets.

A Health and Safety Link Councillor has been appointed, who takes on the role of overseeing health, safety and wellbeing practices within the Academy, and feeding information back to the Academy Council. The Health and Safety Link Councillor meets regularly with the Health and Safety Officer at the school to discuss issues, topics and improvements so there is a consistent flow of information between Academy staff and the Academy Council.

### • The principal

The principal is responsible for ensuring the Academy's health, safety and wellbeing policies, procedures and risk mitigation controls are communicated and adhered to by all stakeholders, and gains assistance and support from members of the Senior Leadership Team as well as other key members of staff in which specific duties and responsibilities are delegated, including Premises and H&S Coordinator. The principal delegates duties to these staff members but still holds overall accountability for the management of health, safety and wellbeing within the Academy. The principal ensures arrangements are made to provide suitable training for staff members who have specific health and safety duties, and ensures any training is refreshed at relevant intervals. The principal oversees the risk assessment process and ensures that all identified hazards are suitably controlled. The principal also oversees the completion of health and safety related policies, annual self-audits and annual self-evaluation checklists as well as fully cooperating with external audits undertaken by the Staffordshire County Council Health, Safety and Wellbeing Service.

### •The Senior Leadership Team

The Senior Leadership Team comprises of the Principal, Vice Principal and Assistant Principals. Their job in relation to health and safety is to actively contribute, assess, plan, implement and evaluate risk assessments and policies to support to the day-to-day running of health, safety and wellbeing within the Academy and to take on certain responsibilities as delegated by the Principal.

### • The Premises Manager & H&S Coordinator

The Premises Manager & H&S Coordinator undertakes the task of ensuring all risk assessments are reviewed by the necessary members of staff at relevant intervals, and that any new activities are suitably risk assessed with sufficient controls put in place. The initial completion and subsequent review of this policy is completed by the Premises Manager & H&S Coordinator and approved by the Principal prior to it being ratified by the Academy Council via the Finance, Risk, Audit and Resources sub-committee. The Premises Manager & H&S Coordinator takes the lead role in the completion of the annual self-audit and annual self-evaluation checklist. They request the input from other members of staff to complete these such as members of the Senior Leadership Team and the Senior Site Supervisor and creates action plans for improvements from these; these are also approved by the Principal, or a nominated member of the Senior Leadership Team, and copies emailed to the Staffordshire County Council Health, Safety and Wellbeing Service and Shaw Education Trust Estates Manager. The Premises Manager & H&S Coordinator takes the lead role of reviewing, investigating and analysing reported accidents to look for root causes and 'trends' so necessary controls can be implemented, as well as compiling termly reports which are presented to and discussed with the Academy Council (Resources) to report on any matter relating to health and safety

Premises Manager & H&S Coordinator are responsible for the management of the premises and takes on the responsibility of ensuring that all relevant statutory compliance practices and operational control processes are completed. Examples of these include water hygiene compliance, control of contractors, fire alarm system servicing and testing and fire-fighting equipment servicing. The Premises Manager & H&S Coordinator delegates routine checks to the other members of the Site Team as required, and arranges for specialist contractors to carry out services and inspections as necessary to comply with current legislation.

### • Cleaning and Catering Staff

The duties of the cleaning staff involve ensuring the school's housekeeping is kept to a sufficient level to avoid risk to health and safety. This includes emptying of rubbish and recycling bins to keep waste within the buildings to a minimum, cleaning and sanitisation of toilets and washroom facilities, keeping welfare facilities hygienic and to ensure all other areas of the school are kept as free from dirt and germs as is reasonably practicable. Daily routines and working areas, as set out by Accuro FM, ensure that all areas of the school benefit from a general clean at regular intervals and a deep clean as required. The kitchen is run by an external catering company, Caterlink, who employ their own staff whose responsibility it is to keep the kitchen clean and tidy.

### • All Staff Members

Every member of staff within the school holds a responsibility towards health, safety and wellbeing by ensuring their actions and activities they carry out do not have an adverse effect on the health, safety and wellbeing of themselves or others. It is their duty to report any issues or defects to relevant parties as they find them. The vigilance and meticulous nature of all staff members in relation to health, safety and wellbeing is a vital part of the health and safety culture within the school and requires a positive input from each member to ensure the school remains as safe and healthy as it can do for all students, staff and visitors. All staff are expected to have an input into the risk assessment process as requested and suggest control measures to reduce the level of risk within the school.

### **3.0 Arrangements**

#### **3.01 School Trips/Off-Site Activities**

All trips and off-site activities are risk assessed using the EVOLVE system. The EVOLVE coordinator, Sue Lee is responsible for approving completed EVOLVE assessments prior to any trip commencing.

#### **3.02 Accident Recording**

Any accident that occurs on site involving injury to a pupil, staff member or visitor is reported in the accident book, located in the Pupil Services office. All staff and visitor accidents are recorded online on a Staffs County Council platform. Accidents are investigated by the Premises Manager & H&S Coordinator or Senior Leadership Team as necessary with the assistance of relevant staff members and actions carried out if needed. Any accident occurring off-site involving staff members or students are also be recorded. Further details can be found within the SET Accident and Incident Management policy.

#### **3.03 Armed Intruder, Terrorist Attack or National Emergency Procedures**

If the school is caught up in an incident relating to an armed intruder, terrorist attack or national security threat, then the school will do everything in its power to ensure the safety of students, staff and visitors. The school will follow advice from the emergency services and act appropriately and dynamically as necessary. The school will endeavour to contact parents/carers of students as often as possible through the best available outlet at the time. More details can be found in the school's Lockdown Procedures Policy.

#### **3.04 Asbestos**

The asbestos manual is maintained annually by the Staffordshire County Council Asbestos Team following an inspection or by the Site Team if any changes occur in the meantime. All the asbestos is also visually checked for defects by the Premises Manager & H&S Coordinator annually. The manual is stored in the Main Reception and it's the responsibility of the Premises Manager & H&S Coordinator to ensure that all contractors consult the manual before any intrusive works commence. Any contractor works are subject to a hazard exchange form being completed, and where applicable an intrusive works assessment to be completed. Further details can be found within the SET Asbestos Management policy.

#### **3.05 Business Continuity Plan**

The Academy has a Business Continuity Plan (BCP) in place which is reviewed annually or whenever any relevant changes occur within the school. The plan has the names and numbers of key personnel on the front and acts as a directory which can be used if an event occurs that jeopardises the school's ability to continue functioning, e.g. if a fire caused detrimental damage to a building. The directory includes the C.E.O. of the Shaw Education Trust, Academy Council Chair and the Principal, amongst others. The plan also has a list of key resources/procedures to be recovered in priority order, alongside a list of key stakeholders to assist in each process. Please see the BCP for further details, available via key members of staff and the Academy Council.

#### **3.06 Confined Spaces**

Madeley School staff do not access or carry out work within confined spaces. In the unlikely event that work within a confined space was required, this would be carried out by appropriate competent contractors who hold relevant training. All controls relating to confined space works would be documented on hazard exchange forms, risk assessments and method statements.

### **3.07 Contractors**

Contractors are selected either from the approved Shaw Education Trust (SET) contractor lists or by contractors recommended to the school. Disclosure and Barring Services (DBS) checks are made by the school prior to any works commencing. For pre-planned projects and jobs, the principles of best value are applied, and selection takes place from a range of quotes where possible. The Premises Manager & H&S Coordinator is responsible for managing contractors on site and will ensure that all relevant hazard exchange information is passed between the site and the contractor to maintain high safety standards and safe working practices whilst work is carried out.

### **3.08 Coping with a Crisis**

The school follows the procedures as set out in the Shaw Education Trust's policy for coping with a crisis. This policy should be used in conjunction with the school Business Continuity Plan (BCP). The Coping with a Crisis policy gives details of immediate actions to be taken, e.g. obtaining information, informing the support contacts (the directory on the front of the BCP can be used), dealing with media and contacting the families of students who were involved. It also gives details of medium-term actions such as arranging support and developing a plan for responding to feelings and reactions of the school community, as well as long term actions such as returning to school routines as soon as possible, identifying appropriate support and organising long term counselling. The full policy is available by request.

### **3.9 Curriculum Safety (including out of school learning activity/study support)**

All areas of the school including classrooms and specialist teaching rooms have been risk assessed as part of the school audit process. These assessments inform the judgements of staff involved and help to ensure the maximum welfare and safeguarding of all students in their care. Where recommended, staff attend specific training before an activity is undertaken with students if possible, or training planned at the earliest opportunity.

### **3.10 Display Screen Equipment (DSE)**

The H&S Coordinator emails all staff periodically (new staff during the health and safety induction process, and all staff annually) with information regarding DSE. This email provides the opportunity for all staff to identify themselves as a DSE user, undertake DSE training and complete a DSE self-assessment. The self-assessment highlights any issues with DSE use and allows controls to be implemented to reduce the risk to health and safety. Any issues with DSE that are highlighted during the process should be discussed and controlled by line managers. Further details can be found within the SET Display Screen Equipment policy.

### **3.11 Drugs and Medication**

The school has robust systems in place for the storage and administration of medications. All items are administered by attendance staff that have attended First Aid at Work. Medications are locked away in pupil services reception. The emergency inhalers that are situated in pupil services reception and are checked monthly by a relevant member of staff to ensure they are in-date, clean and in full working order. In the event of a staff member being made aware that a pupil has a severe allergy requiring an Autoinjector (Epipen) of Adrenalin, a care plan will be compiled detailing procedures to follow in the event of an attack, agreed and signed by the parent/carer. Necessary staff receive training on Anaphylaxis and the use of an Auto-injector if prescribed. Staff and the students must have knowledge of where the Auto-Injector is to be stored.

### **3.12 Electrical Equipment (portable and fixed)**



It is the responsibility of the Premises Manager & H&S Coordinator to ensure all portable electrical equipment within Academy is PAT tested at regular intervals. This is undertaken by an accredited and qualified contractor with results recorded and kept in the H&S office. NB: staff or students are not allowed to bring in electrical items unless authorised by a member of the Site Team or the Senior Leadership Team. Fixed electrical circuits and fixed electrical appliances are tested by a credited and qualified contractor every 5 years and actions from these are completed on a priority basis. Records for these are also held in the H&S office. Any relevant works carried out by Electrical Contractors are certificated as appropriate and these are held in H&S office. Further details can be found within the SET Electrical Safety policy.

### **3.13 Fire Safety Precautions and Procedures**

The school fire risk assessment is carried out by the Staffordshire County Council Health, Safety and Wellbeing policy. All teaching areas are risk assessed annually and any health and safety issues are acted upon within specified timeframes. The assessment is reviewed in between full reviews by site staff if any changes occur that affect fire safety. Maintenance of all fire precaution and fire-fighting equipment is the responsibility of the Site & H&S Coordinator, however this is contracted out to external contractors. Routine testing of our fire alarm systems is carried out weekly by a member of the Site Team and any faults noted are reported to an external contractor to rectify. Fire evacuation procedures are reviewed regularly by the Site Team and Senior Leadership Team (SLT) and Personal Emergency Evacuation Plans (PEEPs) are completed and reviewed for students who require additional support. All PEEPs are tested frequently with regular (termly as a minimum) fire drills and practices. Key staff have received suitable training for their roles, and all staff have received basic fire training; it is the responsibility of SLT to ensure this training is refreshed at relevant intervals. Fire risks posed by external contractors visiting site are assessed and controlled as part of the hazard exchange process as carried out by the Premises Manager & H&S Coordinator prior to works commencing. Further details can be found within the SET Fire Safety policy.

### **3.14 First Aid**

A first aid provision risk assessment has been completed to ensure adequate arrangements are in place. The school has trained first aiders on site, and all other staff members have the opportunity to complete an emergency first aid course. NB: these staff members work in various locations of the school so there is sufficient coverage across site at all times of the day. The Principal is responsible for making arrangements for the checking and ordering of first aid supplies and equipment used in all first aid boxes/bags including those in minibuses and ensuring all first aid boxes/bags are replenished as necessary. All students with a medical risk have care plans situated within their medical file. Personal items such as asthma inhalers should be freely available within the setting. Responsibility for the provision of first aid training resides with the Senior Leadership Team. Details regarding Auto-injectors (Epipens) are detailed within the Drugs and Medication section of this policy. The school has one defibrillator on site, which is stored in the staffroom of its location. Some members of staff have received training of how to use this, however the machine gives verbal instructions of how to use it so training is not essential. The machine automatically detects when a shock is needed and therefore cannot be used unless it is necessary. The machine is also self-testing so it does not need maintenance or servicing, and the best-before-date of the chest pads are checked and renewed as necessary. Further details can be found within the SET First Aid policy.

### **3.15 Glass and Glazing**

All glazing on site has been assessed to check for compliance with current glazing regulations. Any repair and replacement of any glazing on site is the responsibility of the Premises Manager. The risk assessment also ensures that any issues with glazing, doors and windows are highlighted. Further details can be found within the SET Glass and Glazing policy.

### **3.16 Adverse weather**



In wintery weather conditions and other adverse weather conditions the site team will monitor weather conditions, and assess each morning whether or not to implement the gritting policy. The site team will use a common-sense approach to gritting, e.g. by only gritting areas that need it. The site team will grit key areas as necessary before 8:30. These areas include the main route(s) into each building, the main routes between buildings, car parks and pupil drop off points. The playgrounds/areas will only be grit if SLT request it, if not then students will be kept indoors during break times if it's deemed unsafe to use the play areas. All other areas of the school i.e., drives and lesser-used walkways will remain un-gritted unless otherwise requested by a member of staff. In the event of snow, the above procedures will be followed but snow will be cleared prior to gritting. The school will use a risk assessment process during hot weather (premises internal risk assessments) to highlight any potential risks that may occur during these times and identify controls to alleviate certain risks such as ensuring suitable ventilation, additional fans, cool drinks are readily available and planning lessons and activities outside where appropriate. More details can be found in the SET Adverse Weather policy.

### **3.17 Hazardous Substances (COSHH)**

The principal is responsible for ensuring that all staff receive information regarding the school's COSHH (Control of Substances Hazardous to Health) procedures. The Premises Manager & H&S Coordinator is responsible for ensuring all materials purchased conform to COSHH regulations. Material Safety Data Sheets for chemicals on site are stored within the department and these are used by the Premises Manager & H&S Coordinator to aid the risk assessment process of hazardous substances and are a reference for first aiders. The risk assessments document all controls used to minimise the risk to health and safety whilst storing and using hazardous substances. More details can be found within the SET Control of Substances Hazardous to Health policy.

### **3.18 Health and Safety Advice**

Initial referrals should be made to a member of the Health and Safety Team within the school (Premises Manager & H&S Coordinator or Senior Leadership Team) or by directly phoning the Staffordshire County Council Health, Safety and Wellbeing Service on 01785 355777.

### **3.19 Housekeeping, Cleaning and Waste Disposal**

All staff and students share a responsibility for ensuring that teaching areas are kept clean and free from litter. Accuro FM are responsible for ensuring all cleaning staff have the correct equipment and instructions to enable them to keep the cleanliness of the school to the required standard. Any concerns should be made initially to the Site & Premises Supervisor. All body spills should be handled using the correct materials, sealed in a bin bag and placed in the external general waste bins. If in any doubt about correct disposal, ask advice immediately from a member of the Site Team.

### **3.20 Handling and Lifting of equipment and goods.**

The school has a responsibility for providing basic training in correct lifting techniques for all staff. Staff should be currently trained in manual handling or back awareness. The Senior Leadership Team have the responsibility to make training arrangements for any newly appointed staff. Where possible staff should use appropriate lifting equipment such as sack trucks or chair trolleys. Appropriate training or instructions must be given to key staff prior to the use of this equipment. Manual handling risk assessments have been carried out and are reviewed regularly by the Site & Premises Supervisor.

### **3.21 Jewellery**

No jewellery should be worn that presents itself as a hazard to self or others. The Senior Leadership Team will make the final decision over the suitability of specific or contentious items. Common sense should be applied over removing items prior to physical activity.

### **3.22 Lettings**

All lettings should be agreed the principal (and made via the business administration officer) and to ensure that the appropriate parameters are put in place over areas to be used and what equipment will be made available etc. Appropriate information will be discussed between those letting the premises and the Premises Manager &

H&S Coordinator prior to the letting. The final decision over the suitability of user groups remains at the discretion of the principal (or a nominated member of the Senior Leadership Team in the Principal's absence). Further details can be found within the SET Health and Safety for Lettings policy.

### **3.23 Lone Working**

Please see risk assessment for further details of how lone working is controlled within the school, including the procedures for out-of-hours working, working in remote areas, home visits and emergency callouts.

### **3.24 Maintenance/Inspection of Equipment**

There are systems in place to ensure the equipment on site is maintained and inspected. These systems include pre-use checks by the user, routine inspections by site staff and routine service and inspections by specialist contractors to ensure compliance with current regulations e.g. Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). It is the responsibility of the Premises Manager & H&S Coordinator to ensure that arrangements are made for all regulatory inspections and services to be completed. Risk assessments are also carried out for work related equipment and controls adhered to by all staff.

### **3.25 Minibuses**

The Academy minibuses are serviced, inspected and MOT certified by professional mechanics (by Marshalls Motors) and are checked prior to each journey by the driver, and checks recorded within each bus. The Academy ensures that all staff who drive students in minibuses have taken the relevant driving test with Staffordshire County Council or MiDAS and are fully insured to drive them. A risk assessment is in place for the use of the minibuses, and all trips are assessed using the EVOLVE risk assessment system as stated in the 'Academy Trips/Off-Site Activities' section of this policy.

### **3.26 Monitoring the Policy and Results**

This policy is reviewed annually by the H&S Coordinator, approved by the principal and ratified by the Academy Council. The Key Performance Indicators (KPIs), as stated in section 4.0 of this policy, are monitored by the Academy Council (Resources) to ensure that the policy is being adhered to and is acting effectively to reduce the risk to health and safety within the Academy. Any shortfalls will be addressed and the policy amended to reflect any changes in practices.

### **3.27 Noise within the Academy**

Noise is produced through various mediums within the Academy, for example, through performing arts and music lessons, through maintenance tasks using power tools and through contractors working on site. All substantial noise levels are controlled in a variety of ways, and each activity that could potentially damage a person's hearing is risk assessed prior to the activity taking place. Ear defenders, timed noise sessions and taking 'ear breaks' are some examples of how this is controlled to minimise the risk of damaging the hearing of anyone on site. Please see individual risk assessments for controls.

### **3.28 Poster on Health and Safety Law**

The Health and Safety Law poster is displayed in Main Reception, the Staff Room within the Academy. It is the responsibility of the Premises Manager & H&S Coordinator to ensure these remain in place and are updated as necessary.

### **3.29 Personal Protective Equipment (PPE)**

PPE is available for any member of staff or pupil when carrying out certain tasks. It remains the responsibility of the staff carrying out a task or supervising a pupil to ensure PPE is worn correctly, and any defective equipment taken out of use and replaced. Line managers are responsible for ensuring any task that requires PPE is suitably risk assessed by relevant staff and that the person is competent to carry out the task; the Premises Manager & H&S Coordinator assists with this process as required.

### **3.30 Reporting Defects**

It is the responsibility of every staff member to report any defects with work equipment, premises, property etc... they notify an appropriate person to ensure the defect will be rectified suitably. Any defect that cannot be rectified will be suitably controlled so as not to cause a health and safety risk. Staff can report site related defects via the ticketing system by emailing [madeley-site@madeley.set.org](mailto:madeley-site@madeley.set.org) or by calling reception in an emergency.

### **3.31 Risk Assessments**

Risk assessments are completed and reviewed for activities across the Academy and are stored on TEAMS in the Health and Safety folder so all staff can access them. They are updated often by relevant staff members. The Premises Manager & H&S Coordinator keeps a tracker updated that highlights dates when assessments are due for review and ensures that the appropriate staff members review them sufficiently. Risk assessments are also completed or reviewed as necessary following accidents/near misses or when a pupil or member of staff comes to the Academy after obtaining an injury to ensure they are safeguarded during their recovery period. Any new activity is risk assessed prior to commencement. The Premises Manager & H&S Coordinator takes the lead role on ensuring all activities are suitably risk assessed, and the principal oversees the risk assessment process and approves as required.

### **3.32 Site Security**

The site is surrounded with a perimeter fence and has locked gates in various places. The pedestrian gate that visitors access on Newcastle Rd. The drive gates for vehicles to access the site are locked in the evening by site staff on duty. There are pupil entrance gates by the sports barn and kitchen that are locked at 08:50 every morning and unlocked at the end of the school day. Key areas of the Academy (main doors, gates, corridors and some remote areas) are monitored by CCTV which can be viewed by the H&S Coordinator and main office staff. Site Staff take on the role of locking and alarming buildings where necessary at the end of each day, including ensuring windows are secure and internal doors locked where identified. The Academy is supported by City Mobile Security for out of hours security breaches.

### **3.33 Smoking / Vaping**

Madeley School is a no smoking / vaping site.

### **3.34 Staff Consultation and Communication**

Health and safety is a standing agenda item on all appropriate staff meetings. Issues are also brought up during morning briefings, discussed at Senior Leadership Team meetings, Academy Council (Resource) meetings and school health and safety committee meetings. SLT, particularly the principal, promotes health and safety via regular meetings, discussion and consultation with the Premises Manager & H&S Coordinator and communicates changes, plans etc... to all staff via emails and briefings often. In addition, monitoring visits of all areas, including residential settings, provide the opportunity for discussing health and safety issues directly with members of the Senior Leadership Team. The Health and Safety Link Councillor provides a consistent communication avenue between the school and the Academy council via regular meetings with the principal. Termly reports are written by the H&S Coordinator providing updates on accidents, near misses, risk assessments, training, site issues, amongst other topics, and allows consultation during meetings in which to discuss and make decisions as required.

### **3.35 Stress and Wellbeing (Staff and Students)**

Team stress risk assessments are in development for different staff teams, each individualised with hazards and suitable controls appropriate to job roles e.g. The Senior Leadership Team, Site Team, Administration Team, Teachers etc... Results from a recent staff wellbeing survey assisted in creating these individualised risk assessments. Staff wellbeing is promoted, as detailed in the risk assessments, with the view of easing work stresses, providing opportunities to create healthy working relationships and personal professional development opportunities. Staff can discuss issues relating to workload or professional discharge of duty to their line manager or directly with a member of the Senior Leadership Team. Any member of staff can gain support, including medical and counselling support, via Education Mutual. The contact details and support on offer has been communicated with all staff. Individual support and risk assessments are also provided to staff for any stress or wellbeing related concern they have. Students are also offered support via risk assessments, individual learning plans, positive support plans, so they can gain support on top of that that is already offered by members of staff at Madeley School.

### **3.36 Supervision (including out of school learning activity/study support)**

Levels of supervision form an integral part of the risk assessment process and is included on EVOLVE forms completed before school visits. Staff numbers, staffing structures, individual pupil needs, activities etc... all form part of the decision making when SLT organise staffing.

### **3.37 Training and Development**

All school-based training initiatives are tracked with a training tracker spreadsheet. This identifies when key elements are due for renewal and when the school needs organise refresher courses. Key personnel must attend appropriate training as part of their roles and responsibilities. Additional training and career development opportunities can be requested by staff to their line manager during performance management, or at any other given time, and the Senior Leadership Team can decide if the request is feasible and possible.

### **3.38 Vehicles on Site and Pedestrian Segregation**

A 5-mph speed limit is implemented on site to control vehicle speeds, with assistance from appropriate speed bumps on the main drive. Key locations are monitored via CCTV to observe security issues and validity of visitors. The school has a pathway for pedestrian access away from the main drive.

### **3.39 Waste Management**

Waste management within the school is the responsibility of the principal. Waste is disposed of in accordance with waste disposal and recycling regulations, and waste transfer/consignment notes being obtained to prove compliance. Contracts are in place for, sanitary products, IT products and for general waste and recycling. The Premises Manager & H&S Coordinator is responsible for ensuring that contractors, staff, and services the Academy purchases comply to waste disposal regulations whilst carrying out work on site; this includes electricians, building contractors, IT technicians, sanitary and washroom services and asbestos removal companies amongst others. Examples of relevant regulations of which compliance is mandatory include Hazardous Waste Regulations 2005, Waste Electrical and Electronic Equipment Regulations 2013, The Water Industries Act 1991 and The Environmental Act 1990.

### **3.40 Water Hygiene**

Water system safety checks are completed on a regular basis by an external contractor every six months in accordance with ACOP L8 water hygiene code of practice. The Premises Manager & H&S Coordinator is responsible for ensuring weekly, monthly and annual checks are carried out and records are completed and kept up to date as per a water hygiene risk assessment; these are also carried out by an external contractor and include temperature checks and sanitisation of shower heads. The routine weekly flushing of infrequently used

outlets are carried out by the Site Team. Thermostatic mixing valves on all outlets accessed by students ensure water is limited to 43 degrees to avoid scalding.

### **3.41 Work Experience**

School paperwork to support work experience placements will be completed with Staffordshire County Council and Shaw Education Trust guidance and regulations; this will be completed before these work experiences are put into place. The school is supported by Changing Education to source and risk assess potential places of work experience for pupils in Key Stage 4.

### **3.42 Working at Heights**

A working at height risk assessment has been completed and is reviewed annually if not before by the Site & Premises Supervisor. On the risk assessment it states that staff (other than site staff) will not climb ladders above waist height, and that site staff will carry out the relevant precautions when climbing above waist height. All ladders, step ladders and step stools are inspected by site staff for safety every 6 months and records kept, as well as being checked by Allianz Insurance every 6 months.

**3.43 Key Performance Indicators (KPIs)** The local KPIs that are monitored by the Governing Body via Academy Council (Resources) to assess the effectiveness of the health and safety management system within the Academy include scrutinising the health and safety audit that is carried out by the Staffordshire County Council Health, Safety and Wellbeing Service, the annual self-audit carried out by Academy staff members, the annual self-evaluation checklist which is carried out by Academy staff members as well as the termly health and safety report presented by the Health and Safety Co-ordinator. This termly report is a dashboard that contains accident analysis, near-miss analysis, updates on risk assessments produced and reviewed as well as other pieces of information regarding health and safety within the Academy; the content can change dependent of what the Academy Council (resources) request to have included. Future actions and planning can be determined following the scrutiny of these KPIs.