



Health, Safety and Wellbeing Policy

Garden Village Primary Academy

The policy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Responsibilities (delegation of tasks)

Part D - The detailed arrangements and procedures to reduce risk within the school.

Part E - The Key Performance Indicators.

A. Introduction

This Policy complements and should be read in conjunction with the Staffordshire County Council and Fierte Multi-Academy Trust Health, Safety and Wellbeing Policy.

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council, Fierte Multi-Academy Trust and assist the Council Fierte Multi-Academy Trust to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council Fierte Multi-Academy Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Garden Village Primary Academy Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees and pupils are required to work and engage in school 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 plant and equipment are 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 employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as 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 safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by

ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

		<i>S. L. Burke</i>
<i>Mr Ian Scattergood, Governor</i>		<i>Mrs Sonia Burke, Headteacher</i>
<i>Summer 2026</i>		<i>Summer 2026</i>

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

C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document and the Fierte Multi-Academy Trust Health and Safety Policy. In addition to their general responsibilities:

Mrs. Burke (Headteacher/Premises Manager)

Mrs. Sonia Burke (Headteacher) is responsible for overseeing the H&S policy and procedures. As the nominated **Premises Manager**, Mrs Burke is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Mrs Sonia Burke is responsible for implementing this policy and will:

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

To ensure the effective management of Health and Safety within the academy, specific Health and Safety responsibilities have been delegated as follows:

Mr. Bill Burdett (Site Manager)

- Responsibility for the implementation of the Health and Safety Policy and liaison with outside contractors.
- Daily, weekly and monthly health and safety checks.
- Day to day safety, cleanliness and tidiness of the school premises. Identifying risks
- and repairs and resolving/escalating as appropriate.
- Responding to red-reporting forms to ensure defects or health and safety concerns are addressed in a timely manner.
- Annual Health and Safety Audit and Fire Risk Assessment in conjunction with the
- Headteacher.
- Premises risk assessments.
- Analyse accident data (in conjunction with the HT and Office Manager) to
- determine improvements.
- Manage any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.

Mrs Lisa Hand (Office Manager)

- Ensure medical and first aid arrangements are in place and reviewed regularly (in conjunction with SENDCo).
- Analyse accident data (in conjunction with the HT and Premises Manager) to
- determine improvements.
- Ensures that DSE assessments are carried out for all staff who are significant users of display screen equipment (office staff and SLT).

Mrs Sonia Burke (SENDCo) will:

- Ensure that PEEPs (Personal Emergency Evacuation Plans) are written, where required for children, in conjunction with parents.
- Ensure any risk assessments related to SEND are written and reviewed i.e.
- behaviour plan and risk assessment.
- Work with the Office Manager to ensure that medical needs of pupils (including medication) are met.

The Governing Body will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

Teachers will:

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

All employees will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.
- Complete the Health & Safety training requirements as directed by Sonia Burke (see H&S Training Audit/Action Plan).

Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from:</i>	<i>Staffordshire Health, Safety & Wellbeing Service</i> <i>In school training - Judicium</i>
<i>The contact details are:</i>	<i>Health, Safety and Wellbeing Service Strategy, Governance & Change Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH Staffordshire Health and Safety Advisor: Charlotte Evans - Mobile: 07815 826740 charlotte.evans2@staffordshire.gov.uk</i>

	shss@staffordshire.gov.uk
<i>In an emergency we contact: IF APPROPRIATE, CALL THE EMERGENCY SERVICES ON 999 (OR 112) Contact the COUNTY COUNCIL'S DIRECTOR ON CALL ON 07623 910065</i> <i>Fierte CEO – Maria Hamblin - 01827 214621 E-mail: CEO@fierte.org Fierte</i> <i>Vice CEO – Tony Hand - 01827 214623 E-mail: Viceceo@fierte.org Fierte</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	Mrs Sonia Burke Mr Bill Burdett
<i>Health and Safety issues are reported by staff to Bill Burdett as they arise on the Team Asset Management System (TAMS).</i> <i>The Premises Manager and Headteacher have regular walks around school and immediately rectify any issues, but there will be one recorded health and safety school per term to be presented to the Governing Body before each meeting.</i> <i>Completion of annual audit.</i> <i>Annual review meeting with Staffordshire Health, Safety and Wellbeing Advisor Annual review with the Fierte Trust.</i> <i>Minutes of Governor meetings are kept, and meetings are held on a termly basis</i> <i>- Health and Safety is part of the Headteacher Report presented to the Governing Body termly.</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place – TBC as Garden Village is a brand-new school which opened September 2024.</i>	<i>Date: September 2025 (planned date)</i> <i>By: Sophie Craddock</i>
<i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i>	<i>Name: Mrs Sonia Burke</i>
<i>All employees are made aware of the key performance indicators in part E and how they are</i>	

<i>monitored.</i>	
<i>Workplace inspections –</i> <i>Annual Health and Safety Evaluation Checklist,</i> <i>Caretaker checks Premises</i> <i>walks</i> <i>Fire Safety Inspection</i> <i>Sprinkler Inspection</i> <i>LGC Health and Safety Walk annually</i>	<i>Name of person(s) who does these:</i> <i>Mrs Sonia Burke</i> <i>Mr Bill Burdett</i>

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

D. Health and Safety Management Arrangements

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

1. Accident and Incident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents:</i> <i>When a child has an accident, a record of the accident is recorded in the accident book and a photocopy of the slip is physically handed to the parent when the child is collected.</i> <i>For accidents where treatment has been given by a medical team in hospital or via a paramedic in school, where a child is sent home and advised to visit the hospital or doctor / more serious incidents, the Headteacher will record these on My Health and Safety accident online system, which is monitored by Staffordshire Health, Safety and Wellbeing Service.</i> <i>Pupil accident information is analysed monthly by the Headteacher. All accidents/incidents will be subject to review and investigation by the Headteacher to ensure that appropriate action is taken to prevent a recurrence.</i>

<i>Employee accidents:</i> <i>Staff, volunteer, supply teacher accidents, incidents, near misses and dangerous occurrences must be reported to the Office Manager and added to the accident book. For accidents where treatment has been given by a medical team in hospital or via a paramedic in school, or where an adult is sent home and advised to visit the hospital or doctor / more serious incidents, the Headteacher will record these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.</i>
<i>Visitor accidents:</i> <i>Visitor (adult) accidents, incidents, near misses and dangerous occurrences must be reported to the Office Manager and added to the accident book. For accidents where treatment has been given by a medical team in hospital or via a paramedic in school, or where an adult is sent home and advised to visit the hospital or doctor / more serious incidents, the Headteacher will record these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs Sonia Burke</i>
<i>Our arrangements for reporting to the Local Governing Committee are via the termly Headteacher Report under the Health & Safety section. Minutes of Governor meetings are kept, and meetings are held on a termly basis.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: The Headteacher reviews the accident records, including spotting patterns. The Headteacher liaises with the Site Manager and Office Manager to ensure any issues are rectified. My Health and Safety online system is also used to record and review more serious incidents and corresponding actions.</i>

2. Asbestos – There is no asbestos at Garden Village Primary Academy.

3. Communication

<i>Name of SLT member who is responsible for communicating with employees on health and safety matters:</i>	<i>Name: Mrs Sonia Burke</i> <i>Mr Bill Burdett</i>
<i>Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are: All visitors to the site, are verbally de-briefed as they sign-in.</i>	
<i>Employees can make suggestions for health and safety improvements by speaking the</i>	

Headteacher or site-manager. Health & Safety is a weekly feature during the whole school briefings where staff can feedback or contribute prior to the meeting.

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name: Mrs Sonia Burke Mr Bill Burdett</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are recorded and reported via the TAMS system. Contractors and dates to projects are agreed by the Central Team for the Fierte Mult-Academy Trust and Service Level Agreements are established. Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are HR46 Hazard Exchange form completed by the Headteacher or Entrust Violet Way Academy.</i>	
<i>Our arrangements for the induction of contractors are Bill Burdett (Site-Manager) meets at start of project to go through induction arrangements. Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Trust Central Team.</i>	
<i>Employees should report concerns about contractors to the Headteacher (Mrs Burke) or Mr. Bill Burdett (Site-Manager).</i>	
<i>We will review any construction activities on the site by evaluating the completed job, regular meetings with the contractor assigned to the activity.</i>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	<i>Name: Mrs Sonia Burke</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name: N/A</i>
<i>Our arrangements for consulting with employees on health and safety matters are:</i>	

Health and Safety is included as an agenda item on Governing body meetings (termly).
Briefing minutes, staff meetings and group emails – Teams.

Termly Achievement Meetings with the Fierte Multi-Academy Trust.

Employees can raise issues of concern by:

- Face-to-face or email communications with Headteacher and/or Site-Manager.
- Staff briefings and staff meetings, as appropriate.
- INSET day training

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity

Name:

- Mrs Sonia Burke
- Mr Bill Burdett

Our arrangements for selecting competent contractors are:

Contractors are arranged and agreed by the Fierte Multi-Academy Trust.

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

Advice, support and guidance is sought from Fierte Multi-Academy Trust Central Team.
HR46 Hazard Exchange forms are completed by the Headteacher or Site-manager.

Our arrangements for the induction of contractors are:

Advice, support and guidance is sought from Fierte Multi-Academy Trust Central Team.
HR46 Hazard Exchange forms are completed by the Headteacher or Site-manager.

Employees should report concerns about contractors to:

- Face-to-face or email communications with Headteacher and/or Site-Manager.
- Staff briefings and staff meetings, as appropriate.
- INSET day training

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, Design & Technology, PE.</i>	Mrs. Sonia Burke
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	Mrs. Sonia Burke

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

<i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.</i>	
The Office Manager Lisa Hand) will provide identified staff with the relevant forms to complete. These are analysed by the Headteacher who ensures any concerns identified are appropriately actioned.	
<i>Our arrangements for carrying out DSE assessments are:</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	Mr. Ryan Byrne Mr. Ryan Gardner Mrs. Sonia Burke
<i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i>	Mrs. Sonia Burke

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS:</i>	Mrs. Sonia Burke
<i>Our arrangements for the safe management of EYFS are:</i>	
General Health and Safety procedures are the same in Reception as the whole school. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. In the Reception classroom, staff complete daily risk assessments for indoors and outdoors, removing any broken equipment, for example.	

There are more than adequate numbers of Paediatric first aid staff in school and Reception. The school operates within the EYFS Framework and guidance.

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Mrs. Sonia Burke</i>
<i>The Educational Visits Coordinator is</i>	<i>Mrs. Lisa Hand</i>
<i>Our arrangements for the safe management of educational visits are:</i> <i>At the start of each academic year, permission to take children on trips is sought and recorded on the school MIS system – Arbor.</i> <i>School uses an on-line portal called EVOLVE – to record all external trips. Pupils, staff, Risk Assessments, itineraries and medical information are recorded on the Evolve.</i>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Calbarrie</i>
<i>Fixed electrical wiring test records are located:</i>	<i>The main office and TAMS.</i>
<i>All employees are required to visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> <i>Staff are not permitted to bring electrical equipment in from home. Where staff need electrical equipment, these can be purchased if required in agreement with the Headteacher.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Mr. Bill Burdett</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Mr. Bill Burdett</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>TAMS</i>

<i>Employees must take defective electrical equipment out of use and report to:</i>	Mr. Bill Burdett
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	

12. Emergency Preparedness

<i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).</i>	Mrs Sonia Burke
<i>Our arrangements for communicating emergency arrangements to all employees are:</i> Staff meeting (GVPA Staff) Staff briefing (GVPA and OPOJ staff)	

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

<i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i>	Mrs Sonia Burke Mr Bill Burdett
<i>The Fire Risk Assessment is in the main school office.</i>	
<i>The Fire Risk Assessment is shared with other employers who share the site.</i>	Miss Millie Matthews (Fire Marshall) Mrs Lisa Hand (Fire Marshall)
<i>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</i> OR <i>The site has a fire alarm which activates a response from (a 3rd party / listening service).</i>	Mrs Sonia Burke during the school day. Protec Ltd outside of school hours.
<i>Name of person responsible for arranging and</i>	Mrs Sonia Burke

<i>recording of fire drills:</i>	
<i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>	Mrs Sonia Burke Mr Bill Burdett
<i>Our Fire Evacuation Arrangements are displayed next to every break-glass point around the school.</i>	
<i>Our Fire Marshals are:</i>	Mrs Sonia Burke (Headteacher) Mrs Lisa Hand (Office Manager) Miss Millie Matthews (Reception Teacher) Miss Nicola Roe (OPOJ Before School Club) Miss Kirsty Collins (OPOJ Leader)
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located in the main office.</i>	School Office
<i>Name of person responsible for training employees in fire procedures:</i>	Sonia Burke
<i>Employees awareness of the Fire Procedures in school is repeated termly.</i>	

14. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	Mrs Sonia Burke
<i>The First Aid Assessment is located:</i>	The Medical Room
<i>First Aiders are:</i> Mrs Sonia Burke Mrs Lisa Hand Miss Mille Matthews	Mrs Sonia Burke – HT Office Mrs Lisa Hand – Main Office Miss Mille Matthews -YR Classroom Mrs Hannah Guild – YR Classroom

<i>Mrs Hannah Guild</i> <i>Miss Kristi Rogers</i>	<i>Miss Kristi Rogers – Y1 Classroom</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Mrs Sonia Burke
<i>Location of First Aid Box(es):</i>	The Medical Room The main office The kitchen The Reception Classroom The Special Practical Room The Staffroom
<i>Name of person responsible for checking and restocking first aid box(es):</i>	Mrs Lisa Hand
<i>Arrangements on how to summon an ambulance in an emergency are:</i> Call an ambulance from the office 999 or 112	
<i>Our arrangements for dealing with an injured person who must go to hospital are:</i>	
<i>Pupils</i>	School office and Headteacher is to be informed, then parents.
<i>Employees</i>	School office calls ambulance in an emergency. Headteacher to be consulted. Headteacher to inform next of kin. Where an ambulance is not required, HT will contact next of kin to collect.
<i>Visitors</i>	School office staff and Headteacher to be informed. Visitors' employers and family members are to be informed.
Our arrangements for recording First Aid provided are: • The ratio of pupil to trained first aiders working at GVPA is above adequate. All EYFS staff are paediatric first aid trained.	

- List of first aiders displayed in the staffroom and around school.
- First aid kits located in the classrooms, dining hall. Medical bags to be taken on the playground at lunchtime and during PE lessons.
- Lunchtimes are managed by Mrs Burke.
- During learning time, the children can be seen by any trained first aider. NB: All staff have a duty of care and can support first aid issues as appropriate. First aider should always be consulted with regards to head or face injuries or suspected broken bones.
- First aid slips will be sent home with children who have received treatment for bumped heads, cuts and bruises. These incidents are then logged in the class medical folder. Office manager collects and analyses the records each term. These are then archived.
- Inhalers are kept in the classroom in a plastic box.
- Adrenaline pens are kept in red medical bum bags in proximity of the child.
- All other medications are handed to the office.
- Parental consent forms must be completed for all medication that is to be administered by staff. Staff record on the sheet when medicine has been administered.

15. Forest School

<i>Name of person in school who leads on Forest School activity:</i>	Mrs Sonia Burke
<i>Our arrangements for developing, organising and running Forest School activity.</i> GVPA have a Forest School Risk assessment.	

16. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
A glass and glazing assessment took place when the school opening in August 2024. The record can be found in the main school office.	August 2024 Record of inspection held in the main school office. Daily monitoring of all glazing in the site is conducted by Mrs. Sonia Burke.

	This is recorded on the TAMS system.
--	--------------------------------------

17. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i>	Mr. Bill Burdett
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> All chemicals/cleaning products are securely always stored in locked cleaning cupboards. Risk assessments for all cleaning products can be found in the Main Office in the COSHH folder.	

18. Health and Safety Law Poster

<i>The Health and Safety at Work poster is displayed:</i>	In the main staffroom.
---	------------------------

19. Housekeeping, cleaning and waste disposal

<i>All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are:</i> • Lichfield County Council (weekly collections) – certificates held in Service and Testing book in main office. • Sanitary waste collection (monthly).	
<i>Our site housekeeping arrangements are:</i> Daily cleaning provided by Entrust.	
<i>Site cleaning is provided by:</i>	Mrs. Sheena Smith
Contractor	Entrust
<i>Cleaning employees have received appropriate information, instruction and</i>	

<i>training about the following and are competent: Safeguarding, work equipment and hazardous substances.</i>
<i>Work equipment: N/A</i>
<i>Hazardous substances:</i> All chemicals/cleaning products are securely always stored in locked cleaning cupboards. Risk assessments for all cleaning products can be found in the Main Office in the COSHH folder.
<i>Waste skips and bins are located away from the school building.</i>
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils through staff meetings and weekly briefings.</i>
<i>Employees in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i>

20. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Mr. Sonia Burke</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> • Cleaners follow directions from Entrust and the Headteacher. Explicit cleaning routines in place to ensure proper sanitation. • Children and staff reminded about the important of regular hand washing. • PPE available and worn where required. • Deep clean during Easter holiday and summer holiday. • Tissues available in every classroom. Tissues disposed in the covered bin; bins emptied daily.	

21. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	Mrs Sonia Burke
<i>Our arrangements for managing Lettings of the school/rooms or external premises are:</i> • Our Pride, Our Joy let lease at GVPA. • After School Clubs – Vision Football Academy & Foodie Club Prior to letting, pertinent academy policies are shared with the company letting but the company leasing the venue is responsible for writing and implementing their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers must have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

22. Lone Working

<i>Our arrangements for managing lone working are the responsibility of Mrs. Sonia Burke. Mrs Burke must:</i> • Ensure staff who lone work/open the building/lock up the building have been • assessed in relation to health conditions prior to being given the role. • High risk work will not be permitted to be undertaken during lone working. Such as roof works or works on electrical systems. These areas will be managed by using permits to work. • Where applicable, health care plans for staff are to be introduced. • Safe contact procedures for confirming staff have left the building safely and • are either travelling home or at home. Where a member of staff does not phone in, attempts should be made to contact this member of staff in the first 5 minutes of the expected call time. During this time the line manager will need to contact a member of SLT to arrange the attending site together. If no response is obtained from the member of staff the emergency services should be contacted by the two members of staff meeting them on site.

- Where an aggressive member of the public is on site, premises staff are to retreat to safe area behind reception with non-premises staff while the police are called.
- Opening/locking up the building remains the responsibility of Sheena Smith (morning unlocking) and Bill Burdett (evening unlocking). Sonia Burke and Tony Hand (Vice-CEO) can also lock and unlock the site when required.
- Any member of staff will have to notify the Headteacher of non-school hours times if they wish to enter the premises. Staff will be expected to sign in during these times.

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

Maintenance / Inspection of Equipment checks are recorded and monitored on the TAMS system. Where needed, paper copies for some weekly texting e.g. Fire alarm checks, are recorded and stored safely in the main school office in a clearly labelled folder.

Checks on equipment that are conducted are:

- Fire alarm system – Checked weekly by site manager. Checked by external contractors every 6 months (Protec).
- Sprinkler system – Checked weekly by site manager. Checked by external contractors every 6 months (Lantern Fire).
- Emergency lighting - – Checked monthly by site manager. Checked by external contractors every 6 months (Logic).
- Fire extinguishers – Checked weekly / monthly by site manager. Checked by external contractors annually (Chubb).
- Lift – Visually inspected by site manager weekly. Checked by external contractors six-monthly (Classic Lifts).
- Ladders and steps – Checked monthly by site manager. External ladders checked annually.
- School kitchen – Serviced and inspected yearly by external contractor. Daily visual check by Philippa Malbut (GVPA catering lead) and any defects reported to Trust Catering Lead and Site Manager.
- Specialist Practical Room (Cooker and taps) – Visually inspected monthly and taps checked monthly.
- PE Equipment – will be checked annually by external contractors (Mercury Sports). Visual checks carried out by staff before equipment is used and any defects reported to site manager.

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	Mrs Sonia Burke Mr Bill Burdett
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	TAMS on-line portal Paper files in main school office
<i>Employees report any broken or defective equipment to:</i>	Mrs Sonia Burke Mr Bill Burdett Mrs Lisa Hand
<i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i>	

24. Manual Handling

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	Mrs Sonia Burke Mr Bill Burdett
<i>Our arrangements for managing manual handling activities are:</i> The Manual Handling risk assessment shared with all staff. Included as part of health and safety briefings. Lifting and putting away of tables in hall – Dining hall staff are trained appropriately to perform task. Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task. Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Where people handling takes place, an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	
<i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	

<i>Employees are trained appropriately to carry out manual handling activities.</i>
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support employees).</i>

25. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	Mrs. Sonia Burke
<i>Our arrangements for the administration of medicines to pupils are – see Fierte Multi-Academy Trust Administering Medicine Protocol.</i>	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i> Mrs Sonia Burke Mrs Lisa Hand	
<i>Medication is stored in the fridge in the Medical Room.</i>	GVPA Medical Room
<i>A record of the administration of medication is located the main office.</i>	GVPA Main Office
<i>Pupils are currently not permitted to administer and/or manage their own medication in school.</i>	
Employees are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Emergency medication is always kept close to a child in a red medical bag and transported around school at lunchtime, during PE lessons and when generally moving to learn in different areas of the school. This process is applicable to external	

school trips too. For specific children e.g. nut allergy, all staff are trained and responsible for administering the medication. An emergency inhaler and emergency EpiPen is stored in the medical room. This will only be administered by a trained member of staff when advised to do so by the emergency services. (Please refer to allergen policy).
Employees who are taking medication must keep their personal medication in a secure area in a employee only location.
Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

26. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:</i>	Mrs Sonia Burke
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i>	Mr Bill Burdett Mrs Lisa Hand
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils: Mrs Sonia Burke.</i>	Mrs Sonia Burke
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	Mrs Lisa Hand

27. Radiation – N/A

28. Reporting Hazards or Defects

All employees and pupils must report any hazards, defects, or dangerous situations they see at school.

Our arrangements for the reporting of hazards and defects:

All staff have a responsibility to carry out visual risk assessments and report any defects or health and safety concerns to the office manager, site manager, headteacher or class teacher. The person reported to must record the concern on the TAMS system to be addressed by the relevant person.

29. Risk Assessments

The school 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 employees, pupils and other who may be exposed to the risk.

- *Risk assessments are in place for the following areas:*
 - Premises and grounds
- Reception Classroom
- Hazardous activities or events
- Lettings or contract work which may affect employees or pupils in the school/academy
- Fire Risk Assessment
- Gritting
- Educational Visits
- Hazardous Substances
- Work Equipment
- Manual handling activities
- Risks related to individuals e.g. health issues (personal or work related)

Name of person who has overall responsibility for the school risk assessment process and any associated action planning:

Name: Mrs Sonia Burke

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

Risk assessments are written using the support of specialist staff and/or contractors. Once approved, Risk Assessments are shared with all staff in school. For visitors to the school and/or volunteers, Risk Assessments are shared as required. Trip assessments are uploaded to the Evolve portal. Medical risk assessments (if needed) are shared and signed by parents.
<i>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.</i>
<i>When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.</i>
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>

30. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.</i>

31. Shared use of premises/shared workplace – N/A

32. Stress and Employees Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i>	Mrs Sonia Burke
<i>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:</i> • Health and Safety induction • Mental Health and Wellbeing Approach document shared with all staff • Employee Assistance Programme provided by Education Support • Displaying/promoting health and safety and well-being posters/ services in the staff room and on the Wellbeing Portal Fierte • Free annual NHS Health Check arranged for all eligible staff in school	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All employees 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 employees requires additional individual support.
A team stress risk assessment will be completed in Summer Term 1.

33. Swimming Pool Operating Procedures (Not applicable)

34. Training and Development

<i>Name of person who has overall responsibility for the training and development of employees:</i>	Mrs Sonia Burke
<i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:</i> • New staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. • Staffordshire Health, Safety and Wellbeing Service – provides support and suggested training Fierte MAT – organises appropriate and relevant health and safety, in-person training e.g. Fire Marshal, Premises Manager.	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</i>	
<i>Training records are retained and are located on Arbor.</i>	
<i>Training and use of new competency training/skills is monitored and measured by Mrs Sonia Burke.</i>	Mrs Sonia Burke

35. Vehicles owned or operated by the school – N/A

36. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Mrs. Sonia Burke
--	------------------

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

- Gated carpark for staff and school visitors only. Children are not permitted to access the carpark at any time.
- *There is an electric gate restricting entrance to the car park.*
- Deliveries to the school site at planned during the school day once all children are safely in school.
- *Staff are reminded to drive slowly and enter and leave with caution.*
- *Parking is not permitted on double yellow lines.*
- *Staff should park considerately – not blocking others.*
- *Kitchen deliveries and waste management services attend the rear of the building through the electric gates.*

37. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.

A risk assessment is carried out where employees are at increased risk of injury due to their work.

Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.

<i>Employees and pupils must report all incidents of verbal & physical violence to:</i>	Mrs Sonia Burke
---	-----------------

<i>Incidents of verbal & physical violence are investigated by:</i>	Mrs Sonia Burke
---	-----------------

<i>Name of person who has responsibility for site security:</i>	Mrs Sonia Burke
---	-----------------

Our arrangements for site security are:

- Garden Village Primary Academy has a security alarm, which is monitored by Titan Facilities 24-hour control room.
- All doors have a magnetic lock opened with a swipe card. The site is secured with locked perimeter fencing.
- Code-operated/ key card barrier.
- Code operated/ key card main gate entrance and carpark pedestrian gate (visitors access by buzzing through to the main office).

- Main entrance door access requires a swipe card or office operated opening for entry.
- All visitors are required to sign-in is at the main reception; DBS checks are completed by the office manager. All visitors wear a visitor lanyard with a photograph. Anyone without a DBS will be escorted around the building.
- The intruder alarm system is monitored regularly.
- The passcode for the front pedestrian gate is changed weekly.

38. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	Mr Bill Burdett
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	Concept Environmental Solutions
<i>Name of contractors who carry out regular testing of the water system:</i>	Monthly testing by Bill Burdett. 6-month check by external contractors (HSL).
<i>Location of the water system safety manual/testing log</i>	TAMS on-line portal Paper copies in the main office.
<i>Our arrangements to ensure contractors have information about water systems are:</i>	
<i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i> • Bill Burdett weekly runs the taps for 5 minutes in the unused classrooms to prevent legionellae. • Bill Burdett tests the temperature of the water every month. • Bill Burdett will liaise with the approved SCC/Entrust contractor when working on the water management system. • Bill Burdett records all testing on the TAMS portal.	

39. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Mr Bill Burdett
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i> • Ladder briefing – awareness of safe practices - for all staff at least annually. Two step ladders are inspected monthly by Bill Burdett to ensure they meet the required safety standards. • Contractors are made aware of the 'Working at Height roof access Risk Assessment. • All staff have read the Working at Height Risk Assessment.	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Employees who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are recorded on the TAMS portal.</i>	

40. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	Mrs Sonia Burke
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:</i> • DBS checks are sought prior to the placement. • All visitors are required to wear a visitor lanyard. • Sonia Burke meets with the staff member for a staff induction regarding health and safety and safeguarding. • Risk assessments are created as required. • Sonia Burke meets daily to check-in with the student/staff member.	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	Mrs Sonia Burke
<i>Our arrangements for managing the health and safety of work experience students in the school are:</i>	

Sonia Burke meets daily to check-in with the student/staff member.

The nominated class teacher also monitors and is expected to update the head teacher.

41. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	Mrs Sonia Burke
<i>Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.</i>	

E. Performance Indicators

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

KPI 1 – Employee participation in risk assessments (All staff)

Evaluated by:

- Teachers' completion of risk assessments and trip evaluations for all trips.
- Record of the number of risk assessments completed and/reviewed by school staff.
- Staff to know that all Risk Assessments are stored on Teams.
- Pupil voice - Staff understanding of curriculum and lunchtime/breaktime risk assessments and using this knowledge to support pupils' understanding of managing risk (e.g. in class, on the playground at break / lunchtime).
- Monitoring of EYFS daily checks and risk assessments.
- Sonia Burke and Bill Burdett – effective maintenance of Risk Assessment Register.
- All staff use the GVPA risk assessment proforma.
- Support for staff with understanding and undertaking risk assessments.

KPI 2 – Completion of key premises checks, record keeping and follow up actions (All staff and Caretaker) Evaluated by:

- All staff reporting checks are recorded on the TAMS system as required.
- Records kept for all key premises checks are recorded on the TAMS.
- Action plans are maintained and evidence of follow up actions are completed.