
Health, Safety and Wellbeing Policy

Glascote Academy

2026 to 2027

1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.
- Is in line with Entrust Health and Safety Department

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

3. Employer responsibilities

Where the school/Fierté Trust/ Local Governing Committee 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.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H&S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the School Senior Leadership Team (supported and monitored by the Local Governing Committee).

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.

Occupiers Liability

Regardless of the status of the employer, all school Local Governing Committees 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.

5. 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.

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 Glascote Academy

Part E - The Key Performance Indicators.

Document Control

Policy Title	Health Safety and Wellbeing Policy
Effective Date	Summer 2026
Review Date	Summer 2027
Policy Owner	M. Powell
Policy Approver	LGC

Version Control

Version	Date	Amended by	Comments
1	Summer 2024	Michelle Powell	See below
2	Summer 2025	Michelle Powell	See below
3	Summer 2026	Michelle Powell	See below

Section	Changes Made
Multiple sections	Summer 2024: Change of employee from William Burdett to Bill Burdett (Temporary Site technician)
7: Curriculum	Summer 2025: Staff names changed for - PE from Elizabeth McElroy to Carter Bradshaw; PSHE from Kelsey McColgan to Elizabeth McElroy; Office Manager from Catherine Mortimer to Catherine Mortimer
Multiple sections	Summer 2025: Addition of Total Asset Management system (TAMs)
Multiple sections	Summer 2026 – remove ‘James Beck Site Supervisor’; replace with ‘Site Technician’

A. Introduction

This policy statement complements (and should be read in conjunction with) the Fierté Multi-Academy Trust Health and Safety Policy. It records the local organisation and arrangements for implementing the Fierté Multi-Academy Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Governing Committee (LGC) /those in control of Glascote Academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The LGC will ensure as far as it is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of people 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 staff and pupils 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, the academy will ensure that as far as it is reasonably practicable that 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.

	M. J. Powell
Peter Armitage <i>Chair of Governors</i>	Miss Michelle Powell <i>Headteacher</i>
Summer 2026	Summer 2026

C. Management Arrangements

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

Competent Health and Safety Advice

<i>The school/academy obtains competent health and safety advice from</i>	<i>Staffordshire County Council</i>
<i>The contact details are</i>	Charlotte Evans Health and Safety Advisor Health, Safety and Wellbeing Service Strategy, Governance & Change Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH 01785 355777 Mobile: 07815826740 charlotte.evans2@staffordshire.gov.uk www.staffordshire.gov.uk Email: shss@staffordshire.gov.uk
<i>In an emergency we contact Duty Officer: 01785-355777</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	Michelle Powell (HT) Site Technician
<i>Our arrangements for the monitoring of health and safety are:</i> Staff meetings – weekly agenda item Daily and Weekly site checks (logged and monitored through Total Asset Management (TAM)) Termly report to LGC (within Headteacher Report)	
<i>Glascote carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place</i>	Entrust Audit (15.03.2023 conducted by Charlotte Evans, Entrust) Evaluation checklist Nov 2025 CDC2 Survey 14.5.2025 RPA Risk Management Survey 21.1.2025
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	Michelle Powell (HT)
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
Daily/weekly	Headteacher & Site Technician
Half termly	Headteacher & Site Technician

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> Text home (bumped head); logged in Medical Book (School design)
<i>staff accidents:</i> Accident Book BI 510
<i>visitor accidents:</i> Accident Book BI 510
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is Michelle Powell</i>
<i>Our arrangements for reporting to the LGC or Trust Board are:</i> Termly report (LGC meeting); if serious and needed immediate notification – call CoG Peter Armitage and Vice-Ceo Tony Hand
<i>Our arrangements for reviewing accidents and identifying trends are</i> Accident Analysis completed termly (School design)

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	Michelle Powell (HT) Site Technician
<i>Location of the Asbestos Management Log or Record System.</i>	In the main office – red file
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> Through face-to-face meeting (with site manager) and them receiving the asbestos file and signing. Note: All asbestos removed from school by BES (Burton Environmental Services) August 2016	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> Red File available in main office	
<i>Staff must report damage to asbestos materials to:</i>	Michelle Powell or Site Technician
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Names of SLT members who are responsible for communicating with staff on health and safety matters:</i>	Michelle Powell (HT) Eva Bowers (AHT) Catherine Garey (AHT) Rebecca Nicholson (SLT) Claire Cooper (SLT)
<i>Our arrangements for communicating about health and safety matters with all staff are</i> Staff induction, Staff handbook, Teams communication, briefings and staff meetings. TAM system to log H&S issues with Site Technician – all staff have access.	
<i>Staff can make suggestions for health and safety improvements by:</i> Emails, Teams communication, speaking with leaders and/or Site Manager, contributing towards risk assessments and policies' TAM system	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work/acting as Client for any construction project.	Site Technician
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HSF46 Hazard Exchange form completed by the Site Manager or Entrust Project Manager.	
Our arrangements for the induction of contractors are Site Manager or Entrust Project Manager meets at start of project to go through induction arrangements.	
Staff should report concerns about contractors to: Site Manager, SLT, Office Manager	
We will review any construction activities on the site by: Meeting regularly with the company carrying out the work and the Entrust Representative.	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Michelle Powell (HT) Eva Bowers (AHT) Catherine Garey (AHT) Rebecca Nicholson (SLT) Claire Cooper (SLT)
The name of the Trade Union Health and Safety Representative is:	N/A
Our arrangements for consulting with staff on health and safety matters are: Briefing minutes, staff meetings, group emails, Teams Communication	
Staff can raise issues of concern by: TAM system, emails to office/SLT, verbal with office/SLT/Site Manager; Teams Communication	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Site Technician
Our arrangements for selecting competent contractors are: Guided by Entrust Property Management or Framework for recognised SCC contractors.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HSF46 Hazard Exchange form completed by the Premises Manager or Entrust Project Manager	
Our arrangements for the induction of contractors are Site Manager meets at start of project to go through induction arrangements.	
Staff should report concerns about contractors to: Site Manager, SLT, Office Manager	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> English Maths Science D&T Computing PE	Catherine Garey Adele Martin Shannon McCallion Charlotte Hathaway-Bell Claire Cooper Kelsey McColgan (Sept 2026 onwards)
<i>Risk assessments for these curriculum areas are the responsibility of:</i> English Maths Science D&T Computing PE	Catherine Garey Adele Martin Shannon McCallion Charlotte Hathaway-Bell Claire Cooper Kelsey McColgan (Sept 2026 onwards)

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 staff using this type of equipment continuously and regularly for over an hour. All office workers and members of the SLT do an annual DSE check.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> <i>Anyone can access the assessment via the Office Manager, guidance will be given by the office manager on the suitability.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	Name: Catherine Mortimer (office Manager)
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	Name: Catherine Mortimer (office Manager)

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	Name: Eva Bowers (AHT/EYFS/KS1)
<i>Our arrangements for the safe management of EYFS are:</i> <i>Classroom risk assessment – staff and children (annual)</i> <i>Risk assessment for toaster</i> <i>Daily outdoor area check</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	Name: Michelle Powell
<i>The Educational Visits Coordinator is</i>	Name: Shaun Madeley
<i>Our arrangements for the safe management of educational visits: Use the system EVOLVE – getting permission, risk assessments, detailing all aspects of the trip & evaluation.</i>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Name: Entrust Property Management (5 yearly Speed Electric Services completed 16.6.2023)
<i>Fixed electrical wiring test records are located:</i>	TAMS (previous records - Main Office - Grey Folder: Servicing & Testing Information; new blue folder Servicing & Testing)
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: If equipment less than 12 months old a receipt of purchase should be shown to Site Manager; If older, and wish to use in school, must be part of the portable electrical equipment (PAT) test</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Name: Entrust Property Management (Carried out every 12 months by Calbarrie; organised for September 2026)
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Name: Michelle Powell and Entrust Property Management
<i>Portable electrical equipment (PAT) testing records are located:</i>	Main Office (Blue Folder: Servicing & Testing Information)
<i>Staff must take defective electrical equipment out of use and report to:</i>	Name: Michelle Powell (HT)
<i>The portable electrical equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested to Office Manager, Premises Manager or Bill Burdett (Temporary Site technician).</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	Name: Michelle Powell & Site Technician NB: External RA
<i>The Fire Risk Assessment is located</i>	In Health & Safety File (HT Office); TAMs

<i>When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	Name: Catherine Mortimer/Rebecca Statham (Office staff)
<i>Name of person responsible for arranging and recording of fire drills</i>	Name: Site Technician
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	Name: Michelle Powell; Site Technician; staff
<i>Our Fire Evacuation Arrangements are published</i>	Location: In every classroom, offices, corridors
<i>Our Fire Marshals are listed</i>	Location: In every classroom, offices, corridors
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at</i>	Main Office (Red folder)
<i>Name of person responsible for training staff in fire procedures</i>	Name: Michelle Powell
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication [24]

<i>Name of person responsible for carrying out the First Aid Assessment</i>	Name: Office Manager
<i>The First Aid Assessment is located</i>	Location: Teams (electronic – risk assessment)
<i>First Aiders are...</i>	Eva Bowers (AHT) Louise Vernon (TA – EYFS) Charlotte Cope (Outdoor Leader) Megan Thomas (LS) Note: All staff (teachers, TAs, Lunchtime, Kitchen have completed First Aid Awareness course 1.6.2026) delivered by Staffordshire College
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Name: Catherine Mortimer (Office Manager)
<i>Location of First Aid Box</i>	Every Class has their own Medical Bag; small emergency First Aid bags also located in main medical room. Kitchen (First Aid including blue plasters)
<i>Name of person responsible for checking & restocking first aid boxes</i>	Name: Catherine Mortimer (Office Manager)
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	School office and Headteacher is to be

	informed, then parents.
<i>staff</i>	Headteacher & Office Manager to be contacted. Office Manager to inform next of kin
<i>visitors</i>	School office staff and Headteacher are to be informed. Visitors' employer contacted to inform family members
<i>Our arrangements for recording the use of First Aid are:</i> Own Class Medical Bags and Recording sheets Lesson time – Year group TA's are to source help and support when needed. Playtimes – Teachers & TA's are on a rota and first aid is given on the playground. Lunchtimes – Lunchtime supervisors are available on the playground. Any serious injuries including head bumps are taken into school to be checked and parents called if deemed necessary.	

14. Forest School/School Farm

<i>Name of person in school who leads on Forest School activity</i>	Charlotte (Charlie) Cope
<i>There are relevant outdoor learning risk assessment, which have been shared with staff. All staff have use of Walkie Talkies within school site; Outdoor Leader also has Mobile Telephone</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	Date: September 2020 Location: Main Office (Grey Folder: Servicing & Testing Information) Note: High level replacement windows in hall (end of May 2026)

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Trust Catering Lead Michelle Powell Glen group (cleaner contractors)
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> <i>Appropriate risk assessments in place; sharps box (if needed); yellow bin bags for disposal of bloodstained items</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	Location: Staffroom; Kitchen; Nursery
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Willshee's Waste & Recycling Ltd, 22 Granary Wharf, Wetmore Road, Burton-on-Trent, DE14 1DU</i>	
<i>Our site housekeeping arrangements are Site Manager is responsible for removal of rubbish into the outdoor waste bins (located in locked fenced area) each evening; Wet floor signs are used as needed</i>	
<i>Site cleaning is provided by: Glen Group (Entrust Services)</i>	<i>Cleaning Team: Sheena Smith Karina Short Teigan Stewart</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school/academy building.</i>	
<i>All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name: Tamworth Pest Control and Wildlife Management (SLA)</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<i>Cleaners follow their cleaning routines to ensure proper sanitation</i>	
<i>Children and staff are encouraged to wash their hands frequently using soap and water</i>	

20. Lettings

<i>Lettings arranged by...</i>	<i>Name: Michelle Powell; Catherine Mortimer</i>
<i>Hirers are responsible for sharing any health and safety concerns regarding the premises so that these can be rectified.</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

21. Lone Working

<i>Our arrangements for managing lone working are to have informed the Headteacher that they are alone, carry a mobile phone and do not attempt working at height; lone working policy</i>
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22. Maintenance / Inspection of Equipment (including selection of equipment)

PE and Outdoor Equipment	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	Name: Mercury Sports Equipment Ltd
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Location: HT Office (Blue Folder: Servicing & Testing Information)
<i>Staff report any broken or defective equipment to:</i>	Name: Michelle Powell; Site Technician; Catherine Mortimer
<i>The equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested to James Beck</i>	

Kitchen Appliances & Extraction Systems	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	Laura Carr (Trust Catering Lead)
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Location: Kitchen
<i>Staff report any broken or defective equipment to:</i>	Trust Catering Lead; Michelle Powell; Site Technician
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested to James Beck</i>	

School Gas Appliances & Boilers	
<i>Name of person responsible for the selection, maintenance/inspection and testing of equipment</i>	Entrust Property Management
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Location: HT Office (Blue Folder: Servicing & Testing Information); 5 yearly by British Gas (Soundness check) last completed December 2022 Uploaded documents to new TAM system
<i>Staff report any broken or defective equipment to:</i>	Name: Michelle Powell; Site Technician Use of TAM system
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested to Office Manager or Site Technician</i>	

Air Conditioning – IT SUITE	
<i>Name of person responsible for the selection, maintenance/inspection and testing of equipment</i>	Entrust Property Management

<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Location: HT Office (Blue Folder)
<i>Staff report any broken or defective equipment to:</i>	Name: Michelle Powell; Claire Cooper (Computing lead/SLT); Ryan Gardner and Ryan Byrne (Trust IT team – use of Portal)
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested to James Beck</i>	

Fire Alarm & Smoke Detection	
<i>Name of person responsible for the selection, maintenance/inspection and testing of equipment</i>	Lantern Fire & Security
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Location: HT Office (Blue Folder: Servicing & Testing Information)
<i>Staff report any broken or defective equipment to:</i>	Name: Michelle Powell; Site Technician;
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested to Office Manager or Site Technician</i>	

Emergency Lighting	
<i>Name of person responsible for the selection, maintenance/inspection and testing of equipment</i>	Lantern Fire & Security
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Location: HT Office (Blue Folder: Servicing & Testing Information)
<i>Staff report any broken or defective equipment to:</i>	Name: Michelle Powell; Site Technician
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested to Office Manager or Site Technician</i>	

Fire Extinguishers	
<i>Name of person responsible for the selection, maintenance/inspection and testing of equipment</i>	Chubb Fire & Security annually Daily visual checks by Site Technician
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Location: HT Office (Blue Folder: Servicing & Testing Information)
<i>Staff report any broken or defective equipment to:</i>	Name: Michelle Powell; Site Technician
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested to Office Manager or Site Technician</i>	

Intruder Alarm	
<i>Name of person responsible for the selection, maintenance/inspection and testing of equipment</i>	Taybar Security

<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location: Site Technician's Office; TAMs system</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name: Michelle Powell; Site Technician</i>
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested to Office Manager or Site Technician</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name: Michelle Powell</i>
<i>Our arrangements for managing manual handling activities are: Lifting and putting away of tables and chairs in Hall. Staff are reminded about manual handling (bent knees; weights etc) leaflet in staffroom Children are always supervised when moving any equipment or furniture.</i>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff 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>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

24. Medication *See also First Aid [13]

<i>Name of person responsible for the management of and administration of medication to pupils in the academy</i>	<i>Name: Michelle Powell</i>
<i>Our arrangements for the administration of medicines to pupils are: Parents must give written request for the administration of medication Medication must be in the original packaging with child's name, date, dose Each administration is recorded and kept in Main Office Medication (i.e. pills; calpol; antibiotics) which is administered at timed intervals across the day, is kept in the medical room and administered by Office Staff Medication for use as needed (i.e. Asthma Inhalers; are kept in class Medical Bags; staff trained in the use of Inhalers and EpiPens; Children with EpiPens wear a blue bum bag (with parental permission)</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>See List of First Aiders (above) Office Staff</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff may agree to administer complex medication when required with support from the school nursing service</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. If staff have allergies, or conditions such as type 1 diabetes, they are advised to</i>	

<i>notify Senior Leaders. A personal risk assessment may be needed.</i>
<i>Staff must advise the Academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

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

<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 Academy staff.</i>	<i>Name: Catherine Mortimer (Office Manager)</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Name: Catherine Mortimer (Office Manager)</i>
<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.</i>	<i>Name: Catherine Mortimer (Office Manager)</i>
<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>	<i>Name: Class teachers</i>

26. Radiation – N/A

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy.</i>
<i>Our arrangements for the reporting of hazards and defects: Staff are required to add any defects to the Maintenance Log (for Site Technician) via TAMs.</i>

28. Risk Assessments

<i>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>	
<i>Risk assessments are in place and are categorised under the following sections and saved electronically (Glascote Academy Team>Health and Safety>Risk Assessments):</i> General Caretaking and cleaning Office Administration & IT Sites & Building Classroom	
<i>Name of person who has overall responsibility for</i>	<i>Name: Michelle Powell</i>

<i>the Academy risk assessment process and any associated action planning</i>	
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are Risk assessments are conducted and shared with staff in the areas affected/covered. Any amendments are made before agreeing and signing. Copies can be found on the Teams shared areas.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by Glascote Academy. Signage is visible.</i>
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30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	Name: Michelle Powell
<i>The Academy premises are shared by other leaders within the organisation</i>	Name: Executive Leadership Team are Maria Hamblin (CEO) Tony Hand (Vice-CEO) Andy Jones (CFO)
<i>Our arrangements for managing health and safety in a shared workplace are: All visitors on site adhere to H&S procedures including fire and emergency evacuation procedures</i>	

31. Mental health and Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of Academy staff</i>	Name: Michelle Powell and Rebecca Nicholson (Inclusion Leader)
<i>At Glascote Academy, we aim to promote positive mental health and wellbeing for our whole school community (children, staff, parents and carers) and recognise how important mental health and emotional wellbeing is to our lives in just the same way as physical health. We recognise that children's mental health is a crucial factor in their overall wellbeing and can affect their learning and achievement. Everyone goes through ups and downs during life and some face significant life-changing events including bereavement.</i>	
<i>Our role in school is to ensure that children are able to manage times of change and stress, and that they are supported to reach their potential or access help when they need it. We also aim to ensure that children learn about what they can do to maintain positive mental health, what affects their mental health, how they can help reduce the stigma surrounding mental health</i>	

issues, and where they can go if they need help and support. In some cases, a pupil's mental health needs require support from a specialist service. These might include anxiety, depression, self-harm, eating disorders, bereavement. School referrals to a specialist service will be made by the HT, AHT, or Inclusion Leader, following the assessment process and in consultation with the pupil and his/her parents and carers. Referrals will only go ahead with the consent of the pupil and parent/carer and when it is the most appropriate support for the pupil's specific needs.

All staff have responsibility to take care of their own health and wellbeing, and the Academy supports staff to do this by implementing the following arrangements:

Health and Safety induction, Wellbeing service, displaying/promoting health and safety and well-being posters/services in the staff room.

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.

A Staff Stress Risk Assessment has been completed and is reviewed annually.

32. Swimming Pool Operating Procedures – N/A

33. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name: Michelle Powell; Catherine Mortimer
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: In the induction pack and staff handbook.	
The Academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained by the Office Manager and are located in the main office	
Training and competency as a result of training is monitored and measured by:	Name: Michelle Powell; Catherine Mortimer

34. Vehicles owned or operated by the Academy or Trust

Name of person who has overall responsibility for the Academy vehicle	N/A
The Academy no longer accommodates any of the Trust minibus	
Fierté Trust Minibuses: Name of person who manages the driver medical examinations	Bill Burdett (Site supervisor at Anker Valley Primary Academy and Garden Village Primary Academy) and Heidi Elliott (Office Manager at Anker Valley Primary Academy)
Name of person who manages the vehicle license	Central Team

<i>requirements/insurance/MOT Services</i>	
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	Bill Burdett (weekly checks);
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	Bill Burdett with Fleetcare Trading Services, Stafford
<i>Our arrangements for the safe use of the Academy vehicle are:</i> Drivers' log – miles to begin/mark the end of the journey (kept in Minibus for mileage; also electronic through Site Manager's records) Only persons who hold correct license may drive the vehicle Annual MOT (Autumn 2026); Servicing/Inspection every 6 months	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Name: Michelle Powell; Site Technician
<i>Our arrangements for the safe access and movement of vehicles on site are:</i> <i>Only School staff, Nursery staff, delivery vehicles, waste control vehicles and official visitors are to use the car park. Vehicles are to be in the carpark ideally 10 minutes before the school day starts/ends or wait until the main driveway is clear of children, parents, staff</i> <i>Drivers are reminded to drive slowly and enter and leave with caution.</i>	

36. Violence and Aggression and Academy Security

<i>The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	Name: Michelle Powell
<i>Incidents of verbal & physical violence are investigated by:</i>	Name: Senior Leadership Team: Michelle Powell (HT) Catherine Garey (AHT) Eva Bowers (AHT) Rebecca Nicholson (Inclusion Lead)
<i>Name of person who has responsibility for site security:</i>	Name: Site Technician
<i>Our arrangements for site security are:</i> Chubb Intruder Alarms; Taybar Security; Lantern Fire Alarms	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	Name: Site Technician; Entrust Property Management
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	Name: IWS (Integrated Water Services)
<i>Name of contractors who carry out regular testing of the water system:</i>	Name: HSL (Hertel)

<i>Location of the water system safety manual/testing log</i>	Location: HT Office (Blue Folder – Servicing & Testing Information)
<i>Our arrangements to ensure contractors have information about water systems are Engineers have access to the Water Check manual, kept in the Main Office Area.</i>	

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Name: Michelle Powell
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Members of staff are not permitted to use ladders unless supervised by another member of staff A small step leader is available in each wet area</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and replaced as necessary by Site Technician</i>	

39. Work Experience & Volunteers

<i>Name of person who has overall responsibility for managing work experience and work placements</i>	Name: Michelle Powell With other members of staff: If outdoors area – Charlotte (Charlie) Cope If Trainees (Teacher/Childcare) – Eva Bowers and Catherine Garey Supported by Catherine Mortimer (Office Manager) for organisation
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: School decides if placement is suitable or manageable. All work experience students are made aware of potential hazards and who to report to (initially – staff member working with) DBS checks are made before placement begins</i>	

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.

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.