

The Keele and North Staffordshire Teacher Education SCITT

Health, Safety and Wellbeing Policy

Date Policy Approved: April 2021

Approved by: KNSTE Strategic Board

Review interval: 1 Year

Last Review date: April 2021

Next Review Date: April 2022

Audience: KNSTE Staff and Associate Teachers

Date: _____

Signed: _____

Name: (Print) _____

Position: _____

1. Success Indicators

KNSTE has a Health, Safety and Wellbeing policy which:

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

2. Overview

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

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

3. Employer responsibilities

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

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

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/Principal/course director and the School Senior Leadership Team (supported and monitored by the Strategic Board).

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

Occupiers Liability

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

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. This is on the next page.

Health, Safety and Wellbeing Policy

Keele and North Staffordshire Teacher Education (KNSTE)

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Shaw Education Trust (SET) Health and Safety Policy. It records the local organisation and arrangements for implementing the SET policy.

B. Policy Statement

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

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

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

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

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

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

C. Management Arrangements

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

D. Responsibility for Associate Teacher (AT) Health & Safety

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

Competent Health and Safety Advice

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

Monitoring Health and Safety

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

E. Detailed Health and Safety Arrangements

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

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

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

Please note that where reference is made to Shaw Education Trust (SET) policies, these can be found on Dropbox in the Health & Safety folder in either the PT or Admin folder, depending on your role. ATs have access to these policies on Paragon in the KNSTE Health & Safety folder.

1. Accident Reporting, Recording & Investigation

<p><i>Our arrangements for recording and investigating:</i> All accidents (no matter how minor an injury may be), incidents, and near misses will be reported at both premises. KNSTE recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents.</p>	
<p><i>Associate Teacher, Staff and Visitor Accidents:</i></p> <ul style="list-style-type: none"> • Keele University: Accidents and serious occurrences are reported in a log book held in an Admin office in the Chancellor's Building, CBA0.038 • Seabridge Primary School: Accidents are recorded in the accident book located in the main office at Seabridge Primary School • The person involved in the accident completes the accident form. If this is not possible, a member of staff completes this for them 	
<p><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> This is the responsibility of Keele University and Seabridge Primary School</p>	
<p><i>Our arrangements for reporting to the Strategic Board are:</i> N/A</p>	
<p><i>Our arrangements for reviewing accidents and identifying trends are:</i> All accidents in KNSTE teaching areas are checked and/or investigated and issues arising are reported to either Keele University Estates or the Health & Safety Coordinator at Seabridge Primary School.</p>	

2. Asbestos

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

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Marie Bateman
Our arrangements for communicating about health and safety matters with all staff are:	
<ul style="list-style-type: none"> • through the KNSTE email; • on Dropbox (staff) & Paragon (ATs); • through staff appraisal. 	
Staff can make suggestions for health and safety improvements by:	
<ul style="list-style-type: none"> • speaking to any member of the SLT at any time, including tutor meetings; • emailing the Health & Safety Coordinator; • discussion at appraisal meetings. 	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Seabridge Primary School: Dave Whiteman Keele University: Estates
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:	
<ul style="list-style-type: none"> • Construction projects are completed with full liaison between the relevant building i.e. Seabridge Primary School or Keele University • There is clear communication between KNSTE, Shaw Education Trust (SET), Seabridge Primary School, Keele University and the contractors; 	
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:	
<ul style="list-style-type: none"> • KNSTE follows the procedures outlined by either Seabridge Primary School or Keele University. 	
Our arrangements for the induction of contractors are:	
<ul style="list-style-type: none"> • KNSTE follows the procedures outlined by either Seabridge Primary School or Keele University. 	
Staff should report concerns about contractors to:	
Seabridge Primary School: Dave Whiteman Keele University: Estates	
We will review any construction activities on the site by:	
<ul style="list-style-type: none"> • Regular visual checks while the construction is in progress; • Post completion inspections are made to ensure work has been completed to meet the specifications. 	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Marie Bateman
The name of the Trade Union Health and Safety Representative is:	N/A

<p>Our arrangements for consulting with staff on health and safety matters are:</p> <ul style="list-style-type: none"> • through the KNSTE email; • on Dropbox (staff) & Paragon (ATs); • through staff appraisal.
<p>Staff can raise issues of concern by:</p> <ul style="list-style-type: none"> • speaking to any member of the SLT at any time, including tutor meetings; • emailing the Health & Safety Coordinator; • discussion at appraisal meetings.

6. Contractor Management

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

7. Curriculum Areas – health and safety

<p>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, D&T, PE</p>	<p>Curriculum Lead Name Early Years – Samantha Summerfield Science: Grace Marson D & T: Peter Bateman (External) PE: Caroline Holder (External) Forest School: Amy McKinnon (External)</p>
<p>Risk assessments for these curriculum areas are the responsibility of:</p>	<p>The members of staff listed above, assisted by Marie Bateman</p>

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

<p>KNSTE assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</p>
<p>Our arrangements for carrying out DSE assessments are:</p> <ul style="list-style-type: none"> • All tutor staff complete a DSE Assessment every 2 years or if there is a change of working arrangements; • All tutor staff complete Flick Learning DSE training every 2 years or if there is a change of working arrangements;

<ul style="list-style-type: none"> DSE assessments are reviewed by Marie Bateman to identify actions to reduce risk; Actions are implemented; KNSTE Leadership Team ensure that all relevant training and information is provided to all employees to enable them to undertake the work involving DSE in a safe manner. 	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Marie Bateman
DSE assessments are recorded and any control measures required to reduce risk are managed by	Marie Bateman

9. Early Years Foundation Stage (EYFS)

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

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	This section is not applicable
The Educational Visits Coordinator (EVC) is	N/A
Our arrangements for the safe management of educational visits (Please refer to the Educational Visits Policy):	
<ul style="list-style-type: none"> N/A 	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Trish Locker and Marie Bateman Fixed: Tested every five years and is the responsibility of Keele University and Seabridge Primary School Portable: Every 2 years
Fixed electrical wiring test records are located:	This is the responsibility of Keele University and Seabridge Primary School
Our arrangements for bringing personal electrical items onto the school site are:	
<ul style="list-style-type: none"> KNSTE follows the procedures of Keele University and Seabridge Primary School. 	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Marie Bateman and/or Trish Locker
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Marie Bateman Testing is bi-annually
Portable electrical equipment (PAT) testing records are located:	KNSTE Office
Staff must take defective electrical equipment out of use and report to:	Marie Bateman or Trish Locker
<ul style="list-style-type: none"> All staff and ATs are required to visually inspect electrical equipment before use; 	

- If staff/ATs are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to the a member of the Leadership Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

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>	Seabridge Primary School: Dean Willetts Keele University: Estates
<i>The Fire Risk Assessment is located</i>	Seabridge: In the Fire Log Book in the Bursar's office Keele: Corridor of Bungalow 78
<i>When the fire alarm is raised the person responsible for calling the fire service is:</i>	This is the responsibility of Keele University and Seabridge Primary School. KNSTE will follow the procedures for Keele University and Seabridge Primary School for this.
<i>Name of person responsible for arranging and recording of fire drills</i>	Seabridge: Katie Fisher Keele University – whole campus KNSTE specific drills: Marie Bateman
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	This is the responsibility of Keele University and Seabridge Primary School. KNSTE follows these procedures.
<i>Our Fire Evacuation Arrangements are published:</i>	Keele University: In each room of Bungalow 78 Seabridge Primary School: In the cookery room and KNSTE office;
<i>Our Fire Marshals are listed</i>	Marie Bateman acts as the lead Fire Marshall whilst at Keele University.
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located:</i>	Keele University: In the corridor of Bungalow 78 Seabridge Primary School: In the Bursar's Office
<i>Name of person responsible for training staff in fire procedures</i>	Marie Bateman
<ul style="list-style-type: none"> • All staff and ATs must be aware of the Fire Procedures at both Keele University and Seabridge Primary School; • Fire Action signage is placed in prominent positions throughout both premises to act as a reminder for all staff, ATs and visitors of the emergency evacuation procedure; • Fire drills are held at both premises and these are documented; • Keele University and Seabridge Primary School are responsible for regular testing of the fire alarm and recording this in the Fire Log Book; • Keele University and Seabridge Primary School are responsible for regular testing of the emergency lighting and ensuring fire exit doors are working correctly; 	

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

Name of person responsible for carrying out the First Aid Assessment	Marie Bateman
The First Aid Assessment is located	KNSTE offices at Keele University and Seabridge Primary School in the H & S folder
First Aiders are listed	Keele University: In the corridor, Room 1 & 2 in Bungalow 78 Seabridge Primary School: In the cookery room
Name of person responsible for arranging and monitoring First Aid Training	Marie Bateman
Location of First Aid Box	Keele University: Rooms in Chancellor's Building, Security (Tel 888) & KNSTE Office Seabridge Primary School: Cookery Room & KNSTE office
Name of person responsible for checking & restocking first aid boxes	This is the responsibility of Keele University and Seabridge Primary School
In an emergency staff and ATs are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or ATs to hospital):	
Staff, ATs and Visitors	<ul style="list-style-type: none"> • Next of kin / relatives are contacted to take them to the hospital; • If this is not possible, a member of staff will take / accompany them to the hospital until a relative arrives.
Our arrangements for recording the use of First Aid are:	
<ul style="list-style-type: none"> • KNSTE follows the procedures for Keele University and Seabridge Primary School 	

14. Forest School

Name of person in school who leads on Forest School training	Amy McKinnon – external provider
Our arrangements for developing, organising and running Forest School training. Include here any details with regard to risk assessment, communication and supervision etc.	
<ul style="list-style-type: none"> • Forest School lead is a qualified Forest School leader; • Forest School lead has a Risk Assessment in place for all Forest School activities. This is shared with KNSTE and held in the Health & Safety Folder in Dropbox. • ATs wear suitable clothing and footwear to be able to complete Forest School activities safely 	

15. Glass & Glazing

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

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

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Marie Bateman
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:	
<ul style="list-style-type: none"> • KNSTE has a register of substances used within the SCITT and each substance has a COSHH risk assessment attached to it. This information is shared with all staff. • No substances are purchased or used until an assessment has been completed. • COSHH assessments are kept on Dropbox (PT/Health & Safety) and as hard copies in the KNSTE offices at Seabridge Primary School and Keele University. 	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	This is the responsibility of Keele University and Seabridge Primary School
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18. Housekeeping, cleaning & waste disposal

All staff and ATs share the responsibility for keeping KNSTE teaching and learning spaces clean, tidy and free from hazards	
Our waste management arrangements are:	
<ul style="list-style-type: none"> • This is the responsibility of Seabridge Primary School and Keele University 	
Our site housekeeping arrangements are:	
<ul style="list-style-type: none"> • Seabridge Primary: A book for recording jobs for the Site Supervisor is located in the bursar's office. Staff write in any jobs that need addressing and these are actioned in a timely way by the Site Supervisor; • Keele University: Issues are reported to Estates for actioning. • All other issues e.g. cleaning, are the responsibility of Seabridge Primary School and Keele University. 	
Site cleaning is provided by an external cleaning company	See documents for Seabridge Primary School and Keele University
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
<ul style="list-style-type: none"> • This is the responsibility of Seabridge Primary School and Keele University 	
Waste skips and bins are located away from the KNSTE buildings at both sites.	
All staff and ATs are aware of the arrangements for disposing of waste and the location of waste bins, skips and the paper recycling bin.	

19. Infection Control

Name of person responsible for managing infection control:	Marie Bateman
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	
<ul style="list-style-type: none"> • Hand Gel is available in the teaching spaces at Keele University and Seabridge Primary School. A COSHH assessment has been completed for this. 	

- Disinfectant wipes are available in all rooms of Bungalow 78 at Keele University and in the cookery room and KNSTE office at Seabridge Primary School

20. Lettings

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

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

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

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

Ladders and steps
<ul style="list-style-type: none"> This is the responsibility of Seabridge Primary School and Keele University All staff must check ladders before use to ensure they are safe to use;
PE Equipment
<ul style="list-style-type: none"> This is the responsibility of Seabridge Primary School and Keele University
Fixed Playground Equipment
<ul style="list-style-type: none"> N/A
Cookery Room
<ul style="list-style-type: none"> This is the responsibility of Seabridge Primary School and Keele University
Fire Alarm
<ul style="list-style-type: none"> Seabridge Primary: Weekly test on Monday morning at 9am which is recorded in the Fire Log by the school.

<ul style="list-style-type: none"> • Keele University: Weekly test on Wednesdays which is recorded in the Fire Log by the University. <p>Fire Call Points and Emergency Lighting</p> <ul style="list-style-type: none"> • This is the responsibility of Seabridge Primary School and Keele University <p>Fire Extinguishers</p> <ul style="list-style-type: none"> • This is the responsibility of Seabridge Primary School and Keele University <p>Security Alarm</p> <ul style="list-style-type: none"> • This is the responsibility of Seabridge Primary School and Keele University <p>Kitchen Equipment</p> <ul style="list-style-type: none"> • This is the responsibility of Seabridge Primary School and Keele University 	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	This is the responsibility of Seabridge Primary School and Keele University
Records of maintenance and inspection of equipment are retained and are located:	This is the responsibility of Seabridge Primary School and Keele University
Staff report any broken or defective equipment to:	Seabridge Primary: Jim Shufflebotham and Dave Whiteman Keele University: Estates
ATs report any broken or defective equipment to:	A member of the KNSTE staff who, in turn, report this as indicated above.

23. Manual Handling

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

24. Medication

Name of person responsible for the management of and supervision of administration of medication to pupils in the academy	This is not applicable because ATs are adults and administer their own medication
Our arrangements for the administration of medicines to ATs are:	
<ul style="list-style-type: none"> • ATs administer their own medication; • A safe space is provided for this if needed 	
The names members of staff who are authorised to support pupils with medication are:	N/A
Medication is stored:	ATs are responsible for keeping their own medication safe.
A record of the administration of medication is located:	N/A
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epipen)	

are:

- ATs are responsible for their own medication and must keep this personal medication in a secure area;
- ATs share medical information with KNSTE and Care Plans are written if the AT wishes for both KNSTE sessions and the schools where ATs are on placement;
- Staff who are taking medication must keep this personal medication in a secure area in a staff only location;
- Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work;
- Staff who require Epipens or more complex medication may have a Care Plan if they wish.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.

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

26. Reporting Hazards or Defects

All staff and ATs must report any hazards, defects or dangerous situations they see at Seabridge Primary School or Keele University.

Our arrangements for the reporting of hazards and defects:

- Seabridge Primary School: All hazards and /or defects should be reported at the earliest opportunity by using the site supervisor’s jobs book which is located in the Bursar’s office;
- Keele University: All hazards and /or defects should be reported at the earliest opportunity. Staff do this by contacting Estates. ATs do this by reporting to a member of KNSTE staff who ensure that this is then reported to Estates.

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

KNSTE has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, ATs and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: COVID-19, General use of bungalow 78 at Keele University, DSE, Hazardous Substances, Manual handling activities, Working at Height, Risks related to individuals where appropriate e.g. health issues	
Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning	Marie Bateman
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:	
<ul style="list-style-type: none"> • Risk assessments are created or reviewed when something new is introduced or a change has occurred; • Risk assessments are written by an appropriate member of staff supported by Marie Bateman; • All risk assessments are shared with staff by email and through Dropbox (KNSTE PT/Health & Safety) and staff sign to show that they have read them; • A pack of key risk assessments is held in the KNSTE offices at Seabridge Primary School and Bungalow 78 at Keele University; • Risk assessments are reviewed at least annually; • Risk assessments are stored for a period of 5 years. 	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	

28. Smoking (Refer to SET Smoking at Work Policy)

<ul style="list-style-type: none"> • Seabridge Primary School: No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy. Staff or ATs wishing to smoke should leave the premises to do so. • Keele University: Smoking is permitted only in the designated areas on the campus.

29. Shared use of premises/shared workplace

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

30. Stress and Staff/AT Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of KNSTE staff and ATs</i>	Ruth Argyle
<p><i>All staff have responsibility to take care of their own health and wellbeing and KNSTE supports staff to do this by implementing the following arrangements:</i></p> <ul style="list-style-type: none"> • Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated; • All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work; • Individual stress risk assessments take place when a member of staff requires additional individual support; • Staff are encouraged to make use of online referral services for counselling where appropriate. 	
<p><i>All ATs have responsibility to take care of their own health and wellbeing and KNSTE supports them to do this by implementing the following arrangements:</i></p> <ul style="list-style-type: none"> • ATs have the opportunity to declare issues with mental health at the start of the course and at any other time; • ATs are referred to Keele University's mental health support services when an AT requires additional support and ATs are given the opportunity to have an individual risk assessment if they wish; • ATs are allocated a Personal Tutor to whom they can refer any concerns around mental health and well-being; • The course has a mental health and well-being strand to help ATs look after their own mental health; • Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated; • All ATs have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work; • ATs are encouraged to make use of online referral services for counselling where appropriate. 	

31. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	Diane Swift, Ruth Argyle and Marie Bateman
<p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i></p> <ul style="list-style-type: none"> • All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures; • All staff receive a refresher induction in September of each year which includes health & Safety, fire procedures, first aid and emergencies; • Staff identified as needing training e.g. for First Aid, Fire Marshalls, manual handling etc, receive appropriate training. • KNSTE uses Flick Learning as well as other training providers 	

Training records are retained and are located on Dropbox in the Secure Admin folder	
Training and competency as a result of training is monitored and measured by:	Diane Swift, Ruth Argyle and Marie Bateman

32. Vehicle movement on site

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

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

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

34. Water System Safety

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

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

Name(s) of person responsible managing the risk of work at height on the premises:	Marie Bateman
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	
<ul style="list-style-type: none"> • A working at height risk assessment is in place which is reviewed annually. • Staff are required to use step ladders when working at height. • A step ladder leaflet is given to staff at induction. • Step ladders should be checked before use. 	
Appropriate equipment is provided for work at height where required.	
Work at height equipment is regularly inspected, maintained and records are kept.	

36. Work Experience

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

37. Volunteers

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

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

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

Our KPIs are:

- Annual H&S Report to Strategic Board
- Annual review of H&S Policy
- Annual review of key risk assessments
- Annual review of the Business Continuity Plan
- Termly Fire Drills with actions identified and addressed

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

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

Appendix: Health & Safety Roles and Responsibilities

Associate Teachers (ATs)

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

All ATs will:-

- take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work;
- be familiar with and follow instructions (verbal and written), safe working practices and systems, control measures (including the use of PPE) and guidance given to ensure personal safety and the safety of others including fire evacuation procedures;
- only use machinery, equipment, substances and materials for the purpose intended and in accordance with guidance, training and instruction provided;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety;
- report unsafe conditions, methods of work, practices, tools, plant, premises or equipment immediately.
- be suitably dressed for the particular work conditions and activities and conduct themselves in an appropriate manner in the workplace, refraining from any horseplay;
- cooperate fully in the reporting and investigation of any accident/near misses, dangerous occurrences or incidents of violence, including reporting them to a member of the KNSTE staff as soon as possible;
- participate in events and attend training courses designed to further the needs of health and safety as required including fire evacuation practices;
- follow the health & safety policies and procedures of placement schools whilst on teaching practice;
- suggest areas for improvement to KNSTE where appropriate and support improvement measures that are introduced;
- seek advice on health and safety responsibilities and best practice where necessary.

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