



Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	March 2020	Review date:	As required
Policy Owner:	Operations Manager	Page: 1 of 5			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

## Health and Safety & Wellbeing Policy (Academy Closure Addendum)

This addendum is to be utilised in conjunction with the academy Health, Safety and Wellbeing policy and provides the temporary arrangements for the management of health and safety pertaining to temporary closures.

Academy name \_\_\_\_\_

Area of Health and Safety	Management Arrangements
<b>Communication and Guidance</b>	
Health and safety arrangements will be communicated by: (Include how arrangements will be communicated to staff, parents, pupils, contractors / visitors to site, lettings)	
Staff report health and safety issues to: (Please include the format for reporting e.g. email addresses).	
Hazards / defects on the premises are reportable to: (Please include the format for reporting e.g. email addresses).	
The academy obtains health and safety advice from: (Please include their contact details).	
COVID-19 risk management guidance and resources are available from:	E.g. <ul style="list-style-type: none"> <li>- Public Health England</li> <li>- DFE Coronavirus Helpline</li> <li>- NHS</li> <li>- World Health Organisation</li> <li>- SUAT and Academy Websites</li> <li>- Staffordshire Learning Net</li> </ul>
Lone working is managed by:	E.g. <ul style="list-style-type: none"> <li>- Academy lone working procedure which is .....</li> <li>- Lone working risk assessment</li> <li>- Individual risk assessment</li> <li>- Methods of communication which are .....</li> </ul>

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<b>Home Working</b>	
Our arrangements for risk managing home working are:	<p>E.g.</p> <ul style="list-style-type: none"> <li>- Risk assessment, including display screen assessments</li> <li>- Maintained lines of communication</li> <li>- Individual risk assessments</li> <li>- Staff report concerns and encouraged to request support when needed</li> <li>- Taking breaks as required</li> <li>- Access to IT support, which can be requested by .....</li> <li>- Assessment of workspace and suitability</li> </ul>
Communication with home workers will be made and maintained by: (Include how homeworkers can report concerns / request support)	
<b>Accidents, Incidents, First Aid</b>	
The process for reporting, recording and investigating accidents and incidents is:	
First aid arrangements are:	Consider the provision of first aid trained staff on site, processes for reporting, calling an ambulance and accompaniment to hospital
Our process for checking and restocking first aid boxes are:	
Our arrangements for the administration of medicines to pupils are:	
The names members of staff who are authorised to give / support pupils with medication are:	
<b>Premises</b>	
Asbestos risks are managed by:	<p>E.g.</p> <ul style="list-style-type: none"> <li>- Asbestos register on site denoting the location of asbestos containing materials</li> <li>- Staff informed not to undertake any intrusive works</li> <li>- Contractors are managed and made aware of the locations of asbestos and how this affects their work on site. They are not permitted to undertake intrusive works as standard</li> <li>- Visitors and volunteers in the academy are inducted to academy arrangements with regards to the management of asbestos by .....</li> </ul>
Concerns relating to asbestos on the premises	

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should be reported to: (Include means of contact).	
Our arrangements for managing contractors on site are: (Including the exchange of health and safety information / risk assessments/safe working arrangements/monitoring)	<p>E.g.</p> <ul style="list-style-type: none"> <li>- Hazard exchange form completed and shared with the contractor in advance of work commencement. This includes risk management measures in consideration of COVID-19</li> <li>- The contractor provides risk assessments and method statements as necessary to the work</li> <li>- Contractor is inducted to site (PHE guidance is followed in relation to hygiene e.g. social distancing, handwashing, cleaning regimes)</li> <li>- Staff are informed of contractor attendance to site and the purpose for the visit</li> <li>- Contractors are monitored by a designated member of staff during their visit</li> </ul>
Our waste management arrangements are:	<p>E.g.</p> <ul style="list-style-type: none"> <li>- Follow infection control policy, infection control risk assessments and COVID-19 risk assessments</li> <li>- Follow PHE and NHS guidance</li> <li>- Disposal routes for waste are:</li> </ul> <p>Cleaning materials Suspected COVID-19 waste Combustible waste Hazardous waste</p>
Our site housekeeping arrangements are:	<p>E.g.</p> <ul style="list-style-type: none"> <li>- Methods and frequency of cleaning</li> <li>- Storage of combustible materials</li> <li>- Storage of cleaning items</li> <li>- Waste removal methods and frequencies</li> <li>- Management of deliveries</li> <li>- Management of electrical devices</li> </ul>
Site security arrangements are:	<p>E.g.</p> <ul style="list-style-type: none"> <li>- Intruder alarm checks</li> <li>- Site security inspections</li> <li>- Security risk assessment</li> <li>- Signing in and out procedures</li> <li>- Visitor and volunteer management</li> </ul>
<b>Fire Safety</b>	
Our fire evacuation arrangements are published:	
When the fire alarm is raised the person responsible for calling the fire service is	

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OR The site has a fire alarm which activates a response from (a 3rd party / listening service):	
The fire risk assessment is located:	
<b>Risk Assessments</b>	
New risk assessments relating to COVID-19 are: These can be found (location):	
Amended risk assessments relating to COVID-19 are: These can be found (location):	
<b>Wellbeing</b>	
Staff and pupil wellbeing is supported by:	
Resources for mental health and wellbeing can be found:	

### Statutory Compliance Maintenance and Inspections

Internal Academy Inspections	
Workplace inspections - type	Name of person who carries these out
Fire alarm	
Emergency lighting	
Intruder alarm	
Water temperature	
Water flushing	
Fire doors	
Fire extinguisher	
Ladder logs	
Playground equipment	
External equipment	
Site security inspections	
Full premises inspection	
Asbestos	

Location of records: \_\_\_\_\_

Contracted Inspections – Statutory Compliance	
Type of Inspection	Maintenance Regime Details
Fire alarm	



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Intruder alarm	
Water hygiene	
Legionella risk assessment	
Boilers and plant equipment	
Gas lines	
Fixed electrical	
Air conditioning	
Emergency lights	
Sewage treatment	
Asbestos	

Location of records: \_\_\_\_\_