

# Forest Glade Primary School



## Health and Safety Policy – School Level

<b>Head Teacher Signature:</b>	
<b>Date Adopted:</b>	March 2022
<b>Review Date:</b>	March 2023

To Be reviewed March 2023

## Contents

Statement of Intent .....	3
Organisational Structure and Responsibilities .....	4
Management Structure .....	4
Responsibilities of the Governing Body / Trustees .....	4
Responsibilities of the Head Teacher / Principal .....	5
Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff) .....	7
Responsibilities of all Employees .....	8
Arrangements .....	9
Co-ordination and Communication .....	9
Emergencies .....	10
Accidents and Medical Arrangements .....	12
Hazard Identification and Control .....	15
Information, Instruction and Training .....	15
Premises .....	16
Security .....	17
Use of Premises Outside School Hours .....	18
Control of Contractors .....	18
Work Equipment .....	18
Substances and Personal Protective Equipment .....	23
Housekeeping and Waste .....	23
Manual Handling .....	24
Educational Visits .....	25
Inspections (External & Internal) .....	25
Management Review .....	26

## Statement of Intent

The Governing Body and Head teacher of **the school** will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body and Head teacher will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body and Head teacher will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body and Head teacher will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body and Head teacher requires the support of all staff to enable the maintenance of high standards of health and safety in the school's activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

The school, supported by the Flying High Trust is absolutely committed to ensuring the required resources are made available to deliver on the intent and practice of this policy.

**Signed:**

(Chair of Governors)

**Date:**

**Signed:**

(Head Teacher)

**Date:**

# Organisational Structure and Responsibilities

## Management Structure

The structure chart outlines key roles and responsibilities within the school's health and safety management system.

## Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

# Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the school's health and safety committee (where appropriate typically through a full governing body meeting or associated committee).
- Employ only competent contractors to work on the school site led by Nick Layfield and Jeanette Oswin.
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Trust health and safety auditing arrangements and ensuring audit action plans are implemented – through both the Partnership Review process and engagement with an external Health & Safety Audit (typically via the Local Authority) every three years.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.
- Maintaining the school Business Continuity Plan.

- Ensuring staff are aware of their roles and responsibilities within Health and Safety.

**Note: In the absence of the Head Teacher these responsibilities fall to their immediate deputy.**

## **Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)**

Responsible to the Head Teacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety noticeboard and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority / Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the school's health and safety committee (where appropriate – typically through the full governing body meeting or associated committee).

**Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher.**

# **Responsibilities of all Employees**

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Trust, Governors and Head Teacher on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager, Site Manager or Head Teacher any serious or immediate danger(s).
- Reporting to their Head Teacher any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).



# Arrangements

## Co-ordination and Communication

### Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Steven Champion Headteacher Louise Armitage SBM Amanda Andrews H&S Governor
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### Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	N/A
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## Health and Safety Committee

The members of the School Health and Safety Committee are:

<b>Name</b>	<b>Job Title</b>
Steven Champion	Headteacher
Amanda Andrews	Health & Safety Governor
Louise Armitage	School Business Manager
Eileen Lawrence	Governor
Amanda Robinson	Governor
Gemma Gregory	Staff Governor

## Emergencies

Senior member of staff in the school with responsibility for the development, maintenance and implementation of the emergency plan and Business Continuity Plan:	Steven Champion, Headteacher
A copy of the emergency plan is available from:	Main school office

<b>The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.</b>	<b>Person Responsible</b>	<b>Deputy</b>
Summoning of the emergency services.	Steven Champion/SLT	Louise Armitage
That a roll call is taken at the assembly point	Class teachers/SLT	SLT
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Steven Champion/SLT	Louise Armitage

**Note: The priorities are as follows:**

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

### Locations of Main Service Isolation Points

<b>Service</b>	<b>Location of Isolation Point</b>
Water	KS1 – Next to Site Managers Office. KS2 - Outside stockroom.
Gas	KS1 - Boiler House

	KS2 - Boiler House
Electricity	KS1 – Class 1 KS2 – Class 3

## Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Steven Champion Headteacher Andy Rowlett Site Manager SLT
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## Accidents and Medical Arrangements

### Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry on the Medical Tracker system as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

Location(s) of Accident Book(s)	Person in Charge of Accident Book
Online Medical Tracker	Kelly Wilton Headteacher
	Steven Champion Headteacher
Accident reports must be drawn to the attention of the Head Teacher and where necessary reported via the Wellworker online system*:	Head Teacher: Steven Champion
	Deputy: Gemma Gregory
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Steven Champion, Headteacher Karen Swanborough/Charlotte Chaplin, Office Administrators

The following types of incident must be reported using the Wellworker online system:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Kelly Wilton (3 day)	KS1	10.07.2024

Louise Armitage (3 day)	Office	17.03.2025
Emma Flowers (Paed)	Nursery/KS1	14.06.2022
Helen Wint (Paed)	Nursery/KS1	11.03.2025
Gemma Gregory	KS2	03.01.2024
Simon Downie	KS2	01.09.2022
Chris Taylor	KS2	01.09.2022
Christine Chadburn	KS2	01.09.2022
Elaine Greaves	KS2	01.09.2022
Charlotte Hemsley	KS2	01.09.2022
Joanne Lomax	KS2	01.09.2022
Sharon Searson	KS2	01.09.2022
Jess Tabor	KS1	01.09.2022
Sylvia Musson	Midday	21.06.2024
Kerry Shrives	Midday	21.06.2024
Jeanette Wain	Midday	21.06.2024
Emma Mason	Midday	20.03.2025
Julie Ashmore	Midday	21.06.2024
Lark Bullimore	Midday	20.03.2025
Person responsible for ensuring first aid qualifications are maintained:		Louise Armitage / Steven Champion
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Steven Champion

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
First Aid portable pouches x2 in KS2 and x1 in KS1 and x1 in FS and x1 in nursery. Located on hook next to First Aid sign near exits. Nursery next to fridge.	Online Medical Tracker
Trip Kits and supplies in staffroom-See K Wilton	With pouches
First Aid portable pouches x2 in KS2 and x1 in KS1 and x1 in FS and x1 in nursery. Located on hook next to First Aid sign near exits.	Online Medical Tracker
A termly check on the location and contents of all first aid boxes is carried out by:	Kelly Wilton First Aid Lead
Use of first aid materials and deficiencies should be reported to:	Kelly Wilton First Aid Lead
Address and telephone number of the nearest medical centre / NHS GP:	Kings Medical Centre, King St, Sutton In Ashfield 01623 551015
Address and telephone number of the nearest hospital with accident and emergency facilities:	Kingsmill Hospital 01623 622515

## Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Steven Champion Headteacher
A copy of the medicines policy is available:	Online – school website under policies
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: Louise Armitage
	Deputy: Karen Swanborough/Charlotte Chaplin
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Louise Armitage
	Deputy: Karen Swanborough/Charlotte Chaplin
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Lindsay Roberts

# Hazard Identification and Control

## Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Steven Champion Headteacher
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## Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Louise Armitage Business Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Steven Champion Headteacher

## Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Steven Champion Headteacher Andy Rowlett Site Manager
Defective furniture must be taken out of use immediately and reported to:	Louise Armitage Business Manager
Person responsible for ordering repairs and maintenance:	Andy Rowlett Site Manager

# Information, Instruction and Training

## Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Louise Armitage Business Manager Steven Champion Headteacher
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Office – Health & Safety File
The health and safety notice board is sited:	Staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Louise Armitage Business Manager

The HSE Health and Safety Law Poster is displayed:	Staffroom
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## Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Steven Champion Headteacher
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- Health and Safety Policy
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements including lockdown procedures
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Louise Armitage Business Manager Steven Champion Headteacher
Person responsible for compiling and implementing the school's annual health and safety training plan:	Louise Armitage Business Manager Steven Champion Headteacher
Person responsible for reviewing the effectiveness of health and safety training:	Louise Armitage Business Manager Steven Champion Headteacher H&S Governors
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Louise Armitage Business Manager

## Premises

### Asbestos

Person with overall responsibility for managing asbestos:	Steven Champion Headteacher
The asbestos register is kept at:	Office/electronically
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Steven Champion Headteacher Andy Rowlett Site Manager



The disturbance procedure is displayed in a (staff only) area, at:	Staffroom
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Andy Rowlett Site Manager
The Academies Local Asbestos Management Plan (ALAMP) is kept in:	Office/electronically

## Legionella

Person with overall responsibility for managing Legionella:	Steven Champion Headteacher
The Legionella risk assessment is kept at:	Office Health & Safety File
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Louise Armitage Business Manager Andy Rowlett Site Manager
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	MDB Plumbing
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Andy Rowlett Site Manager
The log book is kept in:	Office Health & Safety File

## Fire

Person with overall responsibility for managing fire safety:	Steven Champion Headteacher
The fire risk assessment is kept at:	Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Louise Armitage Business Manager Andy Rowlett Site Manager
Person responsible for routine maintenance and servicing of fire safety equipment:	Andy Rowlett Site Manager
The log book is kept in:	Office

## Security

### Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Andy Rowlett Site Manager
	Deputy: Steven Champion Headteacher

## Visitors

On arrival all visitors must report to:	Reception
Where they will be issued with; <ul style="list-style-type: none"><li>• An identification badge</li><li>• Relevant health and safety information</li><li>• Sign in using the electronic system</li></ul>	

## Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Steven Champion Headteacher
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## Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	N/A
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## Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Nick Layfield Dave Morris
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Steven Champion Headteacher Louise Armitage Business Manager
Person responsible for selecting contractors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Site Manager supported by Nick Layfield and Dave Morris
Responsibility for liaison and monitoring of contractors:	Andy Rowlett Site Manager

## Work Equipment

### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	N/A

## **Ladders**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Steven Champion Headteacher Andy Rowlett Site Manager
Person(s) authorised and competent to operate and use:	Andy Rowlett Site Manager

## **Stepladders**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Steven Champion Headteacher Andy Rowlett Site Manager
Person(s) authorised and competent to operate and use:	Andy Rowlett Site Manager

## **Manual Handling Equipment**

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Andy Rowlett Site Manager
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## **Equipment Provided for Pupils with Special Educational Needs**

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	The school does not have a hoist
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Slings are bought as one time use only
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	The school does not have wheelchairs or standframes they are responsible for.
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	SENCO Co-ordinator

## **Lifts**

Person responsible for ensuring lifts receive a thorough examination and service every six months:	The school does not have a lift
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## **Pressure Vessels**

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Steven Champion Headteacher Andy Rowlett Site Manager
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### **Caretaking and Cleaning Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Steven Champion Headteacher Andy Rowlett Site Manager
Person(s) authorised and competent to operate and use:	Andy Rowlett Site Manager

### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Steven Champion Headteacher Andy Rowlett Site Manager
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Andy Rowlett Site Manager
Contractor responsible for annual full inspection and report:	Sportsafe

### **Outdoor Play Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Steven Champion Headteacher Andy Rowlett Site Manager
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Andy Rowlett Site Manager
Contractor responsible for annual full inspection and report:	Sportsafe

### **Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	N/A

### **Mobile Staging and Seating**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Steven Champion Headteacher Andy Rowlett Site Manager
Person(s) authorised and competent to operate and use:	Andy Rowlett Site Manager

### **Portable Electrical Appliances and Hard Wiring Circuits**

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Louise Armitage Business Manager Andy Rowlett Site Manager
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Andy Rowlett Site Manager
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Andy Rowlett Site Manager
Person(s) responsible for carrying out formal visual inspection and testing:	Andy Rowlett Site Manager
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Andy Rowlett Site Manager

### Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations (use HSE DSE checklist - <http://www.hse.gov.uk/pubns/ck1.htm> ).

Employee Name	Job Title
L Armitage	Business Manager
S Champion	Headteacher
C Chaplin	Office Administrator
S Downie	Teacher
R Edwards	Teacher
B Elvin	Teacher
E Flowers	Teacher
G Gregory	Deputy Head
J Key	Teacher
K Swanborough	Office Administrator
C Taylor	Teacher
I Watkins	Teacher

Person responsible for implementing the requirements of the DSE risk assessment:	Louise Armitage Business Manager
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### Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Steven Champion Headteacher
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	Insurance – Flying High central team. Recommended staff also have private business insurance though not compulsory
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	N/A
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	N/A

# Substances and Personal Protective Equipment

## Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Science	N/A	N/A
Art	N/A	N/A
Caretaking	Andy Rowlett	Site Managers Office
Cleaning	Andy Rowlett	Site Managers Office
Catering	Andrea Long	Kitchen
Grounds Maintenance	Andy Rowlett	Site Managers Office
Other (please state):	N/A	N/A
Copies of all the hazardous substances inventories are held centrally in:		Site Managers Office
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:		Steven Champion Headteacher Andy Rowlett Site Manager
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Andy Rowlett Site Manager

## Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Steven Champion Headteacher Andy Rowlett Site Manager
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Andy Rowlett Site Manager

# Housekeeping and Waste

## Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Manager/caretaker to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Andy Rowlett Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Louise Armitage Business Manager

## Waste Management and Disposal

Waste will be collected daily by:	Cleaning Staff
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Andy Rowlett Site Manager
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Louise Armitage Business Manager

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Andy Rowlett Site Manager
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	Andy Rowlett Site Manager
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Andy Rowlett Site Manager

## Manual Handling

### Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Steven Champion Headteacher Andy Rowlett Site Manager
Person responsible for monitoring the safety of manual handling activities:	Steven Champion Headteacher



## Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Steven Champion Headteacher
Person responsible for monitoring the safety of manual handling activities:	Steven Champion Headteacher

## Educational Visits

The Educational Visits Co-ordinator at the school is:	Chris Taylor
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Steven Champion Headteacher Chris Taylor EVC
The Educational Visits Policy is located at:	Electronic copy on I-Drive

## Inspections (External & Internal)

### Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	NCC Catering
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### Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Governing Body / Trust	Steven Champion Headteacher
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### Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Steven Champion Headteacher Louise Armitage Business Manager Andy Rowlett Site Manager H&S Governor
Person responsible for ensuring follow up action on the report is completed:	Steven Champion Headteacher Louise Armitage Business Manager

	Andy Rowlett Site Manager
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## Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Steven Champion Headteacher Louise Armitage Business Manager
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Steven Champion Headteacher Louise Armitage Business Manager