



50 – HEALTH AND SAFETY POLICY
&
LOCAL ARRANGEMENTS

Agreed Autumn 2023

Signed by Chair of Trustees _____

NEXT REVIEW AUTUMN 2023
MINSTER TRUST FOR EDUCATION
RUFFORD COURT, WELLOW ROAD, EAKRING, NOTTINGHAM NG22 0DF

Associated Documents:	
<ul style="list-style-type: none"> • Health and Safety Executive (Health and Safety at Work Act 1974) • Occupier's Liability 1957/1984 • NCC Health and Safety Manual • Education Visits Policy Documents • Asbestos Log • Legionella Log • Fire Log 	<p>Please refer to the local Health and Safety policies on each school website.</p>

This policy has been adopted by the Board of Trustees of Minster Trust for Education (MITRE) and is applicable across all academies that make up the group. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Body. This policy will be monitored regularly and reviewed formally by the Board of Trustees in line with the agreed timetable for policy review or sooner as events or legislation requires such change.

MITRE schools will identify their local arrangements which will be regularly reviewed and approved by the Local Governing Board for the following areas:

- Health and Safety Co-ordinators/representatives
- Health and Safety Training responsibility and documentation
- Fire and other emergencies including Fire prevention and detection equipment arrangements
- Locations of Main Service isolation points, i.e. water, electricity, gas
- Location of Accident book – personnel in charge of Accident book
- List of First Aiders
- Location of First Aid boxes – quantity and staff ownership/Travelling First Aid box
- Address/Telephone numbers of nearest medical centre/hospital and emergency facilities
- Educational Visits and Journeys/Work Experience
- Housekeeping and Disposal of waste including hazard reporting
- Repairs and maintenance
- Premises security
- Severe weather
- Risk Assessment register
- Lone working
- Manual Handling of People
- Manual Handling of Objects
- Manual Handling equipment including equipment provided for students with SEND
- Laboratory and Department Apparatus/ Equipment/Substances
- Portable electrical appliances
- Display Screen Equipment

- Personal Protective Equipment
- Respiratory Equipment
- Welfare Bullying/Harassment/Staff welfare
- Vehicles

Health and Safety Statement For Minster Trust for Education

Statement of Intent:

The Board of Trustees of MITRE will meet its 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 to ensure that their work does not adversely affect the health and safety of other people such as students, visitors and contractors.

The board via Local Governing Bodies and Senior Leadership Teams will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted trained and competent before allocating particular health and safety functions to them.

Where necessary the board will seek specialist advice to determine the risks to health and safety in the establishments and the precautions required to deal with them. This will be through contracted services from Nottinghamshire Local Authority.

The board via Local Governing Bodies and Senior Leadership Teams will provide sufficient information and training in health and safety matters to all employees in respect of the risk to their health and safety.

The board via the Local Governing Bodies and Senior Leadership Teams requires the support of all staff to enable the maintenance of high standards of health and safety in all the groups' sites and activities.

Responsibilities of the Local Governing Bodies

- Ensuring that the school request Health and Safety advice from the Trust as required
- Complying with the Trust's Health and Safety Policy, advice and arrangements
- Formulating and ratifying the school's Health and Safety Statement and Health and Safety Plan, reviewed and documented annually
- Regular monitoring and review through a Health and Safety QA calendar and Health and Safety Committee meetings
- Reviewing Health and Safety arrangements regularly (at least once a year) and implementing new arrangements where necessary
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the Health and Safety of employees or other persons
 - Ensuring that the statement and other relevant Health and Safety documentation from the LA is drawn to the attention of all employees
- Prioritising action on Health and Safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken

- Seeking specialist advice on Health and Safety which the establishment may not feel competent to deal with
- Promoting high standards of health and safety within the establishment
- Active and reactive monitoring of Health and Safety matters within the schools including Health and Safety inspection reports and accident reports

Responsibilities of the Head Teacher/Head of School

- Providing a robust Health and Safety management system which addresses the following key areas of responsibility: -
 - o Local Policies and Risk Assessments
 - o Planning
 - o Measuring and Performance
 - o Audit and Review of Performance
- The day to day management of Health and Safety matters in the establishment in accordance with the policy and ensuring the Health and Safety arrangements are carried out in practice
- Ensuring that Risk Assessments are made and recorded of all the School's work activities including those off site which could constitute a significant risk to the Health and Safety of employees or other persons and also specific student and staff risk assessments for individuals working in and being educated in the School
- Ensuring that termly Health and Safety inspections are carried out and copies of the report are retained
- Completing and returning the Trust's annual Health and Safety questionnaire
- Ensuring that remedial action is taken following Health and Safety inspections
- Ensuring that information received on Health and Safety matters is passed to the appropriate people
- Identifying staff Health and Safety training needs and arranging for them to be provided;
- Attending the establishment's Health and Safety representative
- Drawing up the establishment's annual Health and Safety action plan
- Co-operating with and providing necessary facilities for trades union safety representative
- Participating in the Trust's Health and Safety auditing arrangements and ensuring audit action plans are implemented
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current Health and Safety standards
- Monitoring contractors and ensuring that only approved competent contractors are engaged to work on the School site
- Seeking specialist advice on Health and Safety matters where appropriate
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs
- Whilst using the professional H&S Services of the Local Authority, the school must ensure that all accident reporting is entered onto the Nottinghamshire County Council Well-worker system

Note: All items remain the responsibility of the Head Teacher or Head of School, but should be delegated with the appropriate authority to ensure they are fully undertaken. The people delegated must be suitably trained and competent to undertake these duties. Records of delegated roles and authority should be maintained at all times.

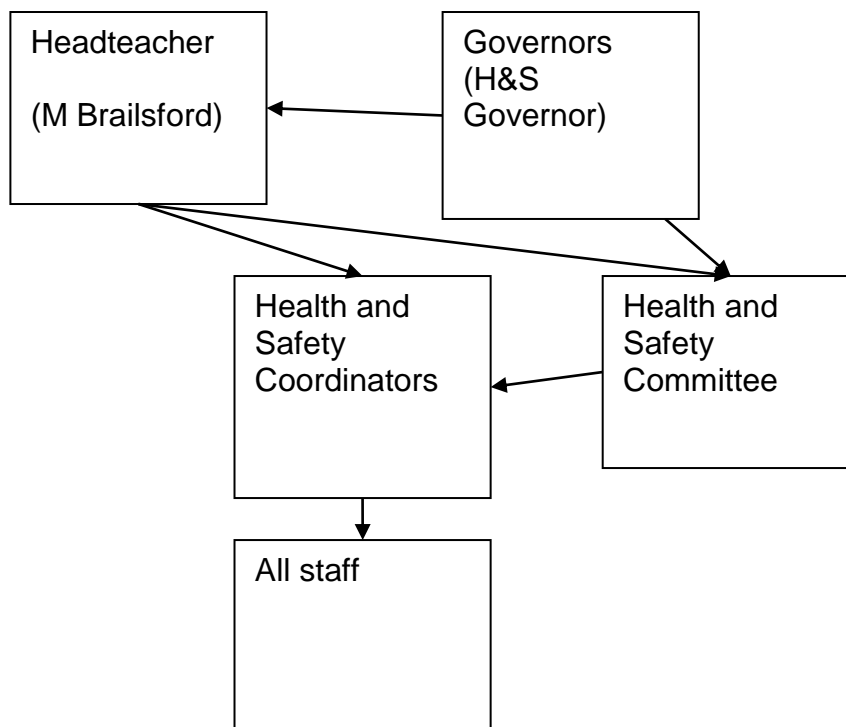
Responsibilities of all staff

- Take reasonable care for the Health and Safety of themselves and others when undertaking their work/duties
- Ensure they undertake the relevant Health and Safety training as required by the School
- Check classrooms/work areas are safe
- Check equipment is safe before use
- Co-operate on all matters relating to Health and Safety by complying with the Health and Safety policies/procedures
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of Health, Safety and welfare
- Report immediately to their Head Teacher/line manager any serious or immediate danger
- Report to their Head Teacher/line manager any shortcomings in the arrangements for Health and Safety
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use
- Participate in Health and Safety inspections and committee where appropriate
- Ensure that all accidents and serious near miss accidents are reported in the School's accident report book and that the reports contain all relevant data as required by the report

Local Arrangements for National CofE Academy



Flow chart showing the management of health and safety issues in National Church of England Academy



ARRANGEMENTS

Health and Safety Co-ordinators

<p>The members of staff in the Academy with special responsibility for health and safety matters (Health and Safety Co-ordinators) are:</p>	<p>RACHAEL RICHARDSON (Business Manager) EDDIE HEATH (Senior Site Manager)</p>
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Health and Safety Representatives

There are currently no members of the establishment who are health and safety representatives for the professional associations.

Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her association or trade union will be offered facilities in accordance with the Authority's Code of Practice. and is required to inform:	R Richardson
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Health and Safety Committee

The constitution, membership and the minutes of the Academy Safety Committee are kept:	On the Intranet in H&S Committee folder
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Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the academy Emergency Plan, hard copies located in Business Manager and Site Manager's office.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal, Vice Principal or in their absence, a member of the senior leadership team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them. The Academy's Emergency Plan should be followed according to the nature of the emergency.

The person (and deputy) responsible for ensuring and supervising (where appropriate)	Person	Deputy
<ul style="list-style-type: none"> the controlled evacuation of people from the building or on the site to a place of safety, 	D Llewellyn	S Veasey
<ul style="list-style-type: none"> summoning of the emergency services 	R Richardson	E Heath/Site team
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	D Llewellyn	M Brailsford
<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (<i>eg Principal, Vice Principal or other member of the senior leadership team</i>) 	D Llewellyn R Richardson	S Veasey

Note: The priorities are as follows:

- to ensure the safety of all persons people, 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.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	R Richardson/E Heath
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The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	M Brailsford
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	DT, Science, Canteen and site offices, cleaning cupboards, Alternative provision centre and metal containers in front of the AP centre
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	E Heath , with the support and guidance of AD Fire (Fire Risk Assessors)
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Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Site manager's office	E Heath
Emergency Lighting System	Site manager's office	E Heath
Smoke Detection System	Site manager's office	E Heath

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	E Heath/Site team
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Fire alarm CHUBB – 0844 8791666
	Equipment - Notts Fire Service

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Looking out of site it is on the right hand side of the main gate
Electricity	In between repro and main office (next to sports hall entrance)
Gas	Front of school in the gas meter shed

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete a relevant form for input on to the accident reporting system as soon as possible after the event:

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

Location of Accident Book	Person in Charge of Accident Book
Main office	R Richardson/L Heath

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	R Richardson L Heath
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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

First Aid Certificates

FA 2023 & 2024

Candidate	Course	Start date	Renewal date	
Sara Kyle	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Nick Mahy	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Mel Clare	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Kat Marshall	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Lydia Watters	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Sarah Dickin	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Kieren Mistry	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Katie Harrison	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Nicola Offiler	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Sarah Harris	TQUK Level 3 Award in First Aid at Work (QCF)	14/07/2021	13/07/2024	2024 Refresher
Kirsteen Bardell	Emergency First Aid at Work	14/06/2023	13/06/2026	
Chambers Jo	Emergency First Aid at Work	14/06/2023	13/06/2026	
Brown Tom	Emergency First Aid at Work	14/06/2023	13/06/2026	
Parker James	Emergency First Aid at Work	14/06/2023	13/06/2026	
Lee Daniel	Emergency First Aid at Work	14/06/2023	13/06/2026	
Bust Izzy	Emergency First Aid at Work	14/06/2023	13/06/2026	
Crossland Chris	Emergency First Aid at Work	14/06/2023	13/06/2026	
Jones Michael	Emergency First Aid at Work	14/06/2023	13/06/2026	
Hunt Carmen	Emergency First Aid at Work	14/06/2023	13/06/2026	
Jones Maranda	Level 3 Award in First Aid at Work	13/06/2023	12/06/2026	
Read Chris	Level 3 Award in First Aid at Work	13/06/2023	12/06/2026	Rota
Willett Lauren	Level 3 Award in First Aid at Work	13/06/2023	12/06/2026	Rota
Beaver James	Level 3 Award in First Aid at Work	13/06/2023	12/06/2026	
Heath Eddie	Level 3 Award in First Aid at Work	13/06/2023	12/06/2026	
Lee Karen	Level 3 Award in First Aid at Work	13/06/2023	12/06/2026	Rota
Carr Joanne	Level 3 Award in First Aid at Work	13/06/2023	12/06/2026	Rota
Kirk Rachel	Level 3 Award In First Aid At Work	03/02/2022	02/02/2025	Rota
Perry Denise	Level 3 Award In First Aid At Work	03/02/2022	02/02/2025	Rota
Westwood Jennifer	Level 3 Award In First Aid At Work	03/02/2022	02/02/2025	Rota

South Michael	Emergency First Aid at Work	14/06/2022	13/06/2025	
Surgey Beth	Emergency First Aid at Work	14/06/2022	13/06/2025	
Soltysik Kathryn	Emergency First Aid at Work	14/06/2022	13/06/2025	
Halfpenny Rachel	Emergency First Aid at Work	14/06/2022	13/06/2025	
Walton Ben	Emergency First Aid at Work	14/06/2022	13/06/2025	
Gregory Liam	Emergency First Aid at Work	14/06/2022	13/06/2025	

Name	Cert Title (3 x Day Certification)	Expired	Renewal	
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Defib, it is not lawful to have training on the machines, anyone can use these in the event of an emergency.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed in various locations around the Academy (staffrooms, main office)

The person responsible for ensuring first aid qualifications are maintained is:	R Richardson/J Foster
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First aid boxes and first aid accident forms are kept at the following points in the Academy.
Travelling first aid boxes are kept at the following points in the Academy.

FIRST AID BOXES 2023/24

CHECKED BY:					
	QTY	SEPT 23	DEC 23	MARCH 24	JUNE/JULY 24
UPSTAIRS					
English office	1				
Maths office	1				
Data/exams office	1				
PA's office	1				
DOWNSTAIRS – furthest first!					
Bungalow	1				
Science – prep rm	1				
Science –staff base	1				
Humanities (old office)	1				
House reception	1				
Inclusion	1				
Isolation	1				

Social Science Room 34 Store cupboard	1				
Site office	1				
PACE office room 31	1				
PE / Girls ... CWH	1				
PE / Boys ... SH	1				
DT / Office	1				
DT / room D2	1				
DT / LGR Room D4	1				
Art Room D6	1				

Location of Travelling First Aid Box
Main reception

A termly check on the location and contents of all first aid boxes will be made by.	J Foster and team
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	J Foster and team
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The address and telephone number of the nearest medical centre/NHS GP is:	Whyburn Medical Centre
	0115 8832150

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queen's Medical Centre
	0115 9249924

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Students with Medical Needs in Academy's Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Student and Main reception
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The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Students with Medical Needs in Academy's Document, 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 is:	Student reception

The person(s) responsible for undertaking and reviewing the healthcare plans of students with medical needs is:	Rachael Richardson/Medical healthcare plan academy team
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Student reception
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Risk Assessment

The person(s) responsible for carrying out a general survey of the Academy's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring all risk assessments are produced and appropriately communicated is:	E Heath
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Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, to:	E Heath
Verbal reports should be followed up in writing using the Every system	All staff have access to this software for reporting purposes
It should then be directly told to	E Heath or R Richardson

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	E Heath
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House Keeping and Disposal of Waste

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

The person who should be contacted if circulation routes are	E Heath/site team
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obstructed by rubbish is:	
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All staff are responsible for ensuring the good house-keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	E Heath/Site Team
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	E Heath/PHS
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	E Heath/PHS
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	E Heath or R Richardson
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	E Heath/site team
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The person responsible for ordering repairs which are the Academy's responsibility is:	E Heath
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	E Heath
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The name and telephone number of the Academy's property maintenance advisors are Nottinghamshire County Council Property Department	Telephone Number: (0115) 9773655
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Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First E Heath
	Deputy J Bodill/T Cumberpatch

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First E Heath
	Deputy J Bodill/T Cumberpatch

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:	E Heath/ Site Team
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	E Heath
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Information, Instruction and Training

Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	R Richardson/E Heath
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	R Richardson office

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual (yellow folder) which is kept:	E Heath's Office
The person responsible for maintaining it is:	R Richardson/E Heath
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	R Richardson, E Heath
The health and safety notice board is sited:	Inside the main staff room
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	E Heath/R Richardson
The Health and Safety Law Poster is sited:	Main reception, main staff Room
The person responsible for maintaining it is	E Heath

Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	E Heath
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- Health and Safety Policies: County Council, Departmental, and Academy.

- LA Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Premises Asbestos Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	R Richardson/E Heath
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	R Richardson / E Heath
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The person responsible for compiling and implementing the Academy's annual health and safety training plan is:	R Richardson
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The person responsible for reviewing the effectiveness of health and safety training is:	R Richardson
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Head of Faculty
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	R Richardson or line manager
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Manual Handling of Loads

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	E Heath
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The person responsible for monitoring the safety of manual handling activities is:	E Heath
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Manual Handling Involving People

The person responsible for identifying hazardous manual handling activities involving people and arranging for the hazard to be eliminated or risk assessment undertaken is:	R Richardson/E Heath
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The load assessors for the moving and handling involving people are:	R Richardson/E Heath

PREMISES

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the Local Asbestos Management Plan and premises asbestos log is consulted by visiting contractors and other relevant persons is:	E Heath
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Site Managers Office
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	E Heath

Legionella

The person with overall responsibility for managing Legionella is:	E Heath
The schools Legionella risk assessment is kept at:	Site Managers Office
The person with responsibility for ensuring that remedial actions from the report are followed through is:	E Heath
The water temperatures are taken (monthly) by:	AGG
The flushing of little used outlets is carried out by:	E Heath and Site Team
The log book is kept in:	Site Managers office

Work Equipment

Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety

and its use, inspection and repair is therefore restricted to: -

Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	E Heath
Person(s) authorised to operate and use is/are:	Training to be arranged for Academy site staff. Only Qualified contractors to be used for this work
Training in safe use received from: including dates	

Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	E Heath
Person(s) authorised to use is (are):	Site Team PE Staff

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	E Heath
Person(s) authorised to use is/are:	Site Team and other staff who have been given guidance by site staff on correct usage

Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	E Heath
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Equipment Provided for Students with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	E Heath
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A

The person responsible for ensuring that all wheelchairs, standing	N/A
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frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	N/A

Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	E Heath
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Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	E Heath
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Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Impact Food (Innovate)
Person(s) authorised to operate and use is/are:	Impact (Innovate) staff

Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	LA Grounds Maintenance Service and E Heath / Grounds staff
Person(s) authorised to operate and use is/are:	LA Grounds Maintenance Staff and E Heath / Grounds staff

Grounds Maintenance Equipment (Machinery and Tools)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	LA Grounds Maintenance Service and E Heath / Grounds staff (M Horner)
Person(s) authorised to operate and use is/are	LA Grounds Maintenance Staff and E Heath / Grounds staff (M Horner)

Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	HOF Science/Senior Sci Technician
Person(s) authorised to operate and use is/are:	Science Department staff Students under the direction and supervision of fully trained staff
Organisation responsible for safe use of Laboratory materials and processes	CLEAPSS

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	J Parker
Person(s) authorised to operate and use D&T (Resistant and Compliant) Equipment are:	D&T staff and students under the direction and supervision of fully trained staff
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	<u>Trained staff on D&T Equipment are:</u> Jim Parker A Cockerill L Gregory E Heath (Circular Saw Only) H Theaker D Perry

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	D&T Teaching staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	J Parker

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	J Parker
Person(s) authorised to operate and use is/are	Food/Textiles staff and students under the direct supervision of fully trained staff

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	J Parker/D Perry
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	J Parker
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Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	J Parker/ L Watters
Person(s) authorised to operate and use is/are:	Art department and students under the direction of fully trained staff

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	J Parker/L Watters
Persons authorised to operate and use is/are:	Art department and students under the direction of fully trained staff

PE Equipment

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Maranda Jones
Person(s) responsible for regular (daily) visual inspection is/are:	All PE Staff
Contractor responsible for annual full inspection and report is:	Sportsafe

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	N/A
Person(s) responsible for regular (daily) visual inspection is/are:	N/A
Contractor responsible for annual full inspection and report is:	N/A

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Maranda Jones with company assigned to providing equipment
Person(s) authorised to operate and use is/are:	Music and Performing Arts Staff. Students under the direct supervision of fully trained staff

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	E Heath
Person(s) authorised to operate and use is /are:	Site staff. Music and Performing Arts Staff. Students under

	the direct supervision of fully trained staff
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Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Maranda Jones
Person(s) authorised to operate and use is/are:	Music and Performing Arts Staff. Students and other staff under the direct supervision of fully trained staff.

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	E Heath
Person(s) responsible for carrying out formal visual inspection and testing is/are:	All staff to ensure they carry out a visual inspection of all electric equipment before use
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	E Heath, Site team or ICT Technicians

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
Hannah Arrowsmith	Attendance Officer
Liz Baker	Cover Supervisor
Joanne Carr	FSA
Maggie Cort-Mcken	Reprographics Assistant
Kirstine Black	House Receptionist
Sue Stringer	Clerk to the Governors
Tom Brown	Cover Supervisor
Paula Cook	Student Administrator
Fiona Daft	Data Officer
Jayne Foster	Senior Cover Supervisor
Lauren Willett	Student Administrator
Melissa Dennis	Exams Officer
Louise Heath	Admissions Officer
Eddie Heath	Senior Site Manager
Lesley England	Cover Supervisor
Rebecca Hooper	Receptionist

Rita Kells	Senior Finance Officer
Rachel Kirk	Deputy Business Manager
Karen Lee	FSA
Amanda McDowell	FSA
Kate Booth	PA
Julie Partridge	Senior Finance Officer
Rachael Richardson	Business Manager
Sandhya Vaishampayan	Education Welfare Officer
Jennifer Westwood	FSA
Monika Kmieckowiak	Counsellor

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Online assessments
The person responsible for implementing the requirements of the risk assessment is:	E Heath R Richardson

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 manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	HOF Science/Science Tech
Design and Technology	J Parker
Art and Design	L Watters
Caretaking and Cleaning including swimming pools	E Heath
Catering	Impact Food
Grounds Maintenance	LA Grounds Maintenance Service & E Heath & groundsman

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Departments as highlighted above
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Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	E Heath J Parker
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Hazardous Substances

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

Science	Senior Science Technician
Design and Technology (Materials)	J Parker
Design and technology (Food and Textiles)	J Parker

Art and Design (Fine Arts)	L Watters
Art and Design (Ceramics)	L Watters
Caretaking and Cleaning	E Heath
Swimming Pool Maintenance	n/a
Catering	Impact Food
Grounds Maintenance	LA Grounds Maintenance Service & E Heath / Groundsman (M Horner)
Cleaning	NCC

Copies of all the hazardous substances inventories are held centrally in:	Science – Prep room D&T, Food, Art and Textiles – D&T Office Site – Site office
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The person responsible for undertaking and updating the COSHH risk assessments is:	Science – Senior Technician Site – LA and site team D&T – J Parker
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The persons responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by approved contractor are:	E Heath J Parker
The reports will be kept available for inspection by:	E Heath/J Parker

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	E Heath
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The premises asbestos log is kept:	Site Office
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	E Heath
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Radioactive Sources

The Radiation Protection Supervisor is:	K Harrison
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The location of the following records is:

DFE permission to purchase letter	With Senior Science technician
History of the sources	With Senior Science technician

Use log	With Senior Science technician
Monitoring/Test records	With Senior Science technician
Risk assessments for use	With Senior Science technician
CLEAPSS Science Codes of Practice	With Senior Science technician

Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	E Heath or R Richardson
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Waste Management

Waste will be collected daily by:	Cleaning and site staff
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	E Heath
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	E Heath/site team
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The person responsible for checking that the oil tank bund wall is effective is:	E Heath
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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 team who will arrange for them 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 sheet.

Advice may be sought from the Health and Safety Team at County Hall.

The person responsible for the collection and management of soiled laundry is: (Residential establishments only)	n/a
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The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not	E Heath
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covered by the general waste agreement with the LA is:	
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	E Heath/ R Richardson
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Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	R Richardson/E Heath
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Where possible, Health and Safety Inspections will be carried out with the academy's health and safety representative(s). Members of the governing body will participate with safety inspections where practicable.

A copy will be provided to the governing body for consideration at their next meeting.

The persons responsible for ensuring follow up action on the report is completed are:	R Richardson and E Heath
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Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	R Richardson/E Heath
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept by:	R Richardson
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	Site Manager's Office
The person responsible for maintaining it is:	E Heath

The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	E Heath/R Richardson
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The health and safety notice board is sited:	In the main staffroom
The person responsible for ensuring documents are	E Heath/R Richardson

displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	
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The Health and Safety Law Poster is sited:	Staffroom
The person responsible for maintaining it is:	E Heath/R Richardson

Students Outside School Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	A McDowell L Willett J Westwood
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	A McDowell L Willett J Westwood
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	A McDowell L Willett J Westwood
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	O Hyde
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Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the Academy under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme is:	n/a
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The person responsible for following up the annual play equipment inspection report is:	E Heath
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The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if	E Heath
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necessary is:	
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	SLT/Midday team
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Swimming Pools

The person responsible for ensuring that the pool is • correctly and safely maintained • regular inspections are carried out • remedial action is taken or if necessary the pool is taken out of use where necessary • appropriate records are kept is:	n/a
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The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:	n/a
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Use of Premises Outside Academy Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Lettings Officer/Site team Alongside Kajima
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	E Heath
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Lettings Officer/site team
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Visitors

On arrival all visitors should report to: where they will be issued with: • an identification badge • relevant health and safety information • and will sign in using the electronic Inventory sign in system	Main reception
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Main office and staff intranet
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Premises Alterations, Contractor and Deliveries

Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals and ensuring that the Asbestos Forms AF1 – 5 are completed and sent to the LA Property Services for approval is:	E Heath
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The person responsible for submitting proposals to the LA for approval through the self help scheme procedure is:	R Richardson / E Heath
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Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	E Heath/R Richardson
The person in control of contractors is:	E Heath
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	E Heath

Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	E Heath
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Supplies (purchasing/procurement and deliveries)

The Board of Directors will ensure that all equipment and material purchased or procured for use in the Academy complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the Academy. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, students and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Types of Order
R Richardson	Oversight of ordering administrator (R Kells)
Budget holders	Order requisitions for curriculum purchases
R Kells	Ordering administrator for academy financial operations
E Heath	Ordering for site maintenance, capital projects and health and safety budgets
M Brailsford/K Boothroyd/R Richardson	Authorisation and monitoring of all orders

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Reception to finance team and records kept for deliveries to assist financial requirements. The site team
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	will deliver to the appropriate locations
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Welfare

Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Intranet/academy website
Records of bullying incidents and action taken are kept:	HR/D Llewellyn

Stress

The persons responsible for monitoring absence owing to stress related illness is:	S Veasey/R Richardson
The person responsible for organising the stress survey is:	HR/S Veasey
The persons responsible for monitoring and producing an action plan to the survey are:	S Veasey

Staff Welfare

The persons responsible for ensuring the working environment is suitable for activities (e.g. ventilation, heating, safety of room, provision of resources) is:	E Heath and Faculty Heads
The persons responsible for organising appropriate occupational health referrals are:	S Veasey/R Richardson/HR

Catering (For completion only by academies with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Impact Food
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In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Impact Food
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Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Directors or LA is:	A McDowell L Willett J Westwood
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Smoking

The governing body has prohibited smoking in the Academy and in vehicles under its control.

The only exceptions will be in or during:

- certain areas outside work;
- car parks and areas outside the Academy buildings
- any other area designated by the Principal where, due to special circumstances, a ban would be unreasonable

Notes:

Employees are not permitted to smoke when teaching or supervising students or when they may otherwise come into contact with students.

The policy applies equally to all people who have business in the premises including County Councillors, employees, students, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the Academy wherever appropriate, as determined by the fire risk assessment.

The governing body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	R Richardson S veasey
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Vehicles

Academy owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	M Brailsford
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	R Richardson/E Heath
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The person responsible for authorising the use of the Academy minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	R Richardson/R Kells
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The person responsible for maintaining a list of authorised drivers of Academy vehicles who have passed the County test is:	R Kells
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Insurance

The governing body arranges the following insurance cover.

Class of Insurance
Trio Commercial Combined
Excess Employers Liability & Excess Public Liability
Motor
Engineering Inspection
Personal Accident
Offsite Travel
Professional Indemnity / Governors & Officers Liability / Employee Crime

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the Academy's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	R Richardson
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the Academy is/are	R Richardson/J Eastwood/M Brailsford
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The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is:	n/a
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The person responsible for compiling and implementing the Academy's annual health and safety action plan, including action for improvements in the appropriate development plan is:	E Heath/R Richardson
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	HR
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Signed: Headteacher

Date: November 2023

Signed: Chair of Governors

Date: November 2023