



# The Parkgate Academy



THE PARKGATE ACADEMY  

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LABOR OMNIA VINCIT

## Health and Safety Policy

Reviewed: 12<sup>th</sup> June 2021

Date of Next review: June 2022

This policy will be brought to the attention of all employees and will be subject to review and revision as necessary.

Principal: Kerry Chadburn

# HEALTH AND SAFETY STATEMENT FOR The Parkgate Academy

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## 1. STATEMENT OF INTENT

The Board of Trustees of The Parkgate Academy 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 pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Board of Trustees 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 Board of Trustees will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Board of Trustees will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Board of Trustees requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service 'wired'. Health & Safety Community.

## **2. ORGANISATION**

### **2.1 Responsibilities of the Board of Trustees**

The Board of Trustees is responsible for:

- Complying with the County Council's Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made 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 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;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- 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 health and safety matters within the school including health and safety inspection reports and accident reports;

### **2.2 Responsibilities of the Principal**

The Principal is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made 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 or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Schools Health and Safety Team;
- 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 committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA'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 competent, approved 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.

**Note:** in the absence of the Principal these responsibilities fall to his/her immediate deputy.

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

Responsible to the Principal for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Principal in the implementation of the County Council's and School's Health and Safety Procedures;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly ( at least once annually );
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all staff;

- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos log.

## **2.4 Team Leaders and Subject Co-ordinators**

Are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Carrying out regular health and safety monitoring inspections of the department and making reports to the principal where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

## **2.5 Responsibilities of all staff**

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, school governors and principal on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Principal/Line Manager any serious or immediate danger;
- reporting to their Principal/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;

- Participating in health and safety inspections and the health and safety committee where appropriate.

### 3 ARRANGEMENTS

#### Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Kerry Chadburn Martyn Hemsall
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#### Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
	NA
	NA

#### Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Yellow H&S folder in Staff Room
Fire Evacuation Procedure	Principal's Office / Admin Office / SMT Office
Bomb Alert	As above within emergency plan
Gas Leak	As above within emergency plan
Electrical Fault	As above within emergency plan
Persons Threatening Violence on Site	As above within emergency plan
Dangerous Animal(s) on Site	As above within emergency plan
Other	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal, Vice Principal/Assistant Principal or in their absence, a KS Lead 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 person ( and deputy ) responsible for person for ensuring and supervising ( where appropriate )	Person	Deputy
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the controlled evacuation of people from the building or on the site to a place of safety,	Class Teacher	Teaching Assistant
<ul style="list-style-type: none"> <li>summoning of the emergency services</li> </ul>	Kerry Chadburn / Admin Staff	Kerry Chadburn any other staff in an emergency situation
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Kerry Chadburn	Evie Scarborough /Phoebe Eyre/a senior teacher
<ul style="list-style-type: none"> <li>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/Assistant Principal or other member of the senior management team</i>)</li> </ul>	Kerry Chadburn	Kerrie Chadburn/ Evie Scarborough /Phoebe Eyre/a senior teacher Admin staff

**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:	Kerry Chadburn / Martyn Hemsall
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: ( <i>eg. in the school office</i> )	First Copy Admin Office
	Second Copy Site manager's office

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Kerry Chadburn / Martyn Hemsall
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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	Admin Office	Martyn Hemsall
Emergency Lighting System	Admin Office	Martyn Hemsall
Smoke Detection System	Admin Office	Martyn Hemsall

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:	Martyn Hemsall
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Nottinghamshire Fire and Rescue
	Telephone Number 01623 666270

### Locations of Main Service Isolation Points

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

SERVICE	<i>LOCATION OF ISOLATION POINT DETAILS</i>
Water	External –both boiler houses
Electricity	KS1 - Top of lower school corridor (old main entrance) KS2 – Electric sub-station room (key in admin office)
Gas	Top of KS1-KS2 boiler house (green boxes)

Keys to access boxes are kept in Admin office

## 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 make an entry in the accident report book/ on CPOMs 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
Admin Office	Office Staff
Staff Room	Office Staff
KS1 Accessible Toilet	Office Staff
FS Accessible Toilet	Office Staff

Accident reports should be drawn to the attention of and counter-signed by the Principal of his/her Deputy before being sent to the Health and Safety Team at County Hall.	Principal- Kerry Chadburn Assistant Principals – Phoebe Eyre/Evie Scarborough
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The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Kerry Chadburn
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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

The following employees are **first aiders** have been trained to First Aid at Work level

Name	Location/Extension	Date of Expiry of Certificate
Paediatric First Aid – Amanda Clifford, Kirsty Towle, Jane Andrews	Foundation Unit	Amanda Clifford 7/10/22 Kirsty Towle 7/10/22 07/23

Emergency First Aid at Work: Martyn Hemsall Josephine Stead Kerrie Corfield Phoebe Eyre Chloe Hoskins Diana Snowden Elizabeth Davenport Georgina Leonard Kerry Chadburn	Support Staff Admin staff KS1 AP KS2  Middays  Principal	7/9/23
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The following employees are **appointed persons** have been trained to Emergency Aid for Schools level:

Name	Location/Extension	Date of Expiry of Certificate
See above		

The names (and extension numbers if appropriate) of current first aiders and appointed persons/emergency aiders are displayed at the following points in the school.

Display Point
Staffroom (next to safeguarding board)
Corridors

The person responsible for ensuring first aid qualifications are maintained is:	Kerry Chadburn
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Kerry Chadburn
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First aid boxes are kept at the following points in the school.

Location of First Aid Box(es)
FS1 Accessible Toilet
Staffroom
KS1 Accessible toilet
Nursery Accessible toilet
Kitchen

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Staffroom	KS1 Accessible Toilet
Nursery Accessible Toilet	KS2 Accessible Toilet

A termly check on the location and contents of all first aid boxes will be made by.	Evie Scarborough/Diana Snowden
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Evie Scarborough/Diana Snowden
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The address and telephone number of the nearest medical centre/NHS GP is:	Middleton Lodge
	0844 576993

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Bassetlaw Hospital 01909 500990,
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### **Administration of Medicines**

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools 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:	First SENCO
	Second Kerry Chadburn

The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical Needs in Schools 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:	First Kerry Chadburn
	Second SENCO / Office Manager

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Natasha Brown
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### **Asthma Inhalers**

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class Teachers Midday supervisors
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### **Risk Assessment**

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Principal, Site Manager, Class Teachers
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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, by telephone to:	Admin Staff / Martyn Hempsall
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Admin office Staff room
It should then be placed/given to	Kerry Chadburn

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Kerry Chadburn
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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 obstructed by rubbish is:	Martyn Hempsall
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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).	Martyn Hempsall
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The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is:	Martyn Hempsall
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The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is:	Martyn Hempsall
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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	Martyn Hempsall
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Martyn Hemsall
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The person responsible for ordering repairs which are the school's responsibility is:	Martyn Hemsall
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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:	Kerry Chadburn / Martyn Hemsall
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The name and telephone number of the school's attached maintenance surveyor is:	Name: NCC Property Services
	Telephone Number: 0115 9773322

### **Premises Security**

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	DSO / Cleaner in charge
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The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Controlled Guarding Solutions
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### **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:	Martyn Hemsall
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### **Health and Safety Training**

The person responsible for drawing to the attention of relevant employees to the following health and safety matters as part of their induction training is:	Kerry Chadburn/Martyn Hemsall
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- Health and Safety Policies: County Council, Departmental, and School.
- NCC 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
- Procures 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:	Martyn Hemsall
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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:	Martyn Hemsall
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Martyn Hemsall
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The person responsible for reviewing the effectiveness of health and safety training is:	Kerry Chadburn
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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	Martyn Hemsall
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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:	Martyn Hemsall / Kerry Chadburn
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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	Martyn Hemsall
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elimination or risk assessment is:	
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The person responsible for monitoring the safety of manual handling activities is:	Martyn Hemsall
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### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	SENCO / Kerry Chadburn
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The load assessors for the moving and handling of people are:	SENCO/ Kerry Chadburn
	Kerry Chadburn

## **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**

#### Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Martyn Hemsall
Person(s) authorised to use is/are:	Martyn Hemsall

#### Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Martyn Hemsall
Person(s) authorised to use is/are:	All staff except those with a physical disability Or expectant mothers

## **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	Martyn Hempsall
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### **Equipment Provided for Pupils with Special Educational Needs**

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	SENCO
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The person responsible for ensuring that all wheelchairs, standing 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:	SENCO
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	SENCO

### **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:	Martyn Hempsall
Person(s) authorised to operate and use is/are:	Martyn Hempsall and Cleaning staff

### **Catering Equipment (Dough mixers, Slicing machines, Potato peelers)**

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Lisa Clarke
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Person(s) authorised to operate and use is/are:	Catering Staff
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### **Grounds Maintenance Equipment (Machinery and Tools)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Martyn Hemsall
Person(s) authorised to operate and use is/are	Martyn Hemsall

### **Design and Technology Equipment (Resistant and Compliant Materials)**

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Martyn Hemsall
Person(s) authorised to operate and use is/are:	Staff / pupils
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Class Teachers

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:	Class Teachers
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Class Teachers

### **Design and Technology Equipment (Food Technology and Textiles)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Martyn Hemsall
Person(s) authorised to operate and use is/are	Class Teachers / pupils

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Martyn Hemsall
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	DSO / Cleaner in charge
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### **Art and Design Equipment (Fine Arts)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art coordinator
Person(s) authorised to operate and use is/are:	Class Teachers / pupils

### **Art and Design Equipment (Ceramics)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art coordinator
Persons authorised to operate and use is/are:	Class Teachers / pupils

### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE coordinator
Person(s) responsible for regular (daily) visual inspection is/are:	All staff
Contractor responsible for annual full inspection and report is:	Sport Safe UK

### **Outdoor Play Equipment**

Person responsible for, inspection, maintenance, training, supervision, safe use and risk assessment is:	Martyn Hemsall
Person(s) responsible for regular (daily) visual inspection is/are:	All staff
Contractor responsible for annual full inspection and report is:	Sport Safe UK

### **Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Martyn Hemsall
Person(s) authorised to operate and use is/are:	Teaching Staff

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### Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Martyn Hemsall
Person(s) authorised to operate and use is /are:	All staff

### Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Tom Thorpe
Person(s) authorised to operate and use is/are:	All staff / pupils

### Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Martyn Hemsall
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Douglas Jarman
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:	Kerry Chadburn/Martyn Hemsall

### 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
Julie Smith	Office Manager
Josephine Stead	Finance Assistant
Elaine Leivers	Admin Assistant

Eloise Witham	Apprentice Admin Assistant

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Julie Smith
The person responsible for implementing the requirements of the risk assessment is:	Julie Smith

### 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	Kelly Mallinson
Design and Technology	Kerrie Corfield
Art and Design	Julie Willoughby K Corfield
Caretaking and Cleaning including swimming pools	Martyn Hemsall
Catering	Lisa Clarke
Grounds Maintenance	Martyn Hemsall
Intimate Care	Amanda Clifford/EYFS Staff

### Hazardous Substances

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

Caretaking and Cleaning	Martyn Hemsall
Catering	Lisa Clarke

Copies of all the hazardous substances inventories are held centrally in:	Admin office
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The person responsible for undertaking and updating the COSHH risk assessments is:	Martyn Hemsall
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## 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:	Martyn Hempsall
The premises asbestos log is kept:	Admin Office
The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Martyn Hempsall

## Noise

<b>Any employee</b> 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	Kerry Chadburn
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## Waste Management

Waste will be collected daily by: cleaning staff	Cleaning staff
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:	Martyn Hempsall
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Martyn Hempsall

## 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 Caretaker 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 informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	Martyn Hemsall
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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:	Martyn Hemsall /Kerry Chadburn
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### **Health and Safety Inspections**

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Kerry Chadburn/ Martyn Hemsall
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Board of Trustees will participate with safety inspections where practicable.

A copy will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Kerry Chadburn
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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:	Kerry Chadburn/ Martyn Hemsall
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Admin office
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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:	Admin Office
The person responsible for maintaining it is:	Martyn Hemsall /Kerry Chadburn

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.	Kerry Chadburn
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The health and safety notice board is sited:	Staffroom
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Martyn Hemsall

The Health and Safety Law Poster is sited:	Staffroom
The person responsible for maintaining it is	Kerry Chadburn/ Martyn Hemsall

### **Educational Visits and Journeys**

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including and overnight stay is:	Tom Thorpe/ Kerry Chadburn
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	Tom Thorpe/ Kerry Chadburn
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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:	Principal / Assistant Principal/ Class Teachers/ / Chloe Hoskins
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### **Outdoor Play Equipment**

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

The person responsible for the selection and siting of outdoor	Kerry Chadburn/Martyn
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play equipment and ensuring that this process goes through the County Council self help scheme is:	Hempsall
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The person responsible for following up the annual play equipment inspection report is:	Kerry Chadburn
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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 necessary is:	Martyn Hemsall
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	All staff
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### **Use of Premises Outside School Hours**

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Kerry Chadburn / Martyn Hemsall
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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:	Martyn Hemsall
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Martyn Hemsall
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### **Visitors**

On arrival all visitors should report to: 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>• and will sign the visitors book</li> </ul>	Admin Office
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	In the Forge Trust Policy "Guidance on visitors to academies within the Forge Trust."
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### **Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes**

The person responsible for submitting proposals to the LA for approval through the self help scheme procedure is:	Jamie Macintyre
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## Contractors

**Note: The School will normally use contractors on the LA's approved list.**

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on the LA's approved lists is,	Kerry Chadburn / Martyn Hemsall / Jamie Macintyre
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The person in control of contractors is:	Martyn Hemsall
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Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Martyn Hemsall
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## Supplies (Purchasing/Procurement and Deliveries)

The Board of Trustees will ensure that all equipment and material purchased or procured for use in the school 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 school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

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

Name	Types of Order
Subject Co-ordinators	Curriculum resource orders
Evie Scarborough	First Aid resources

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Admin office
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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 Board of Trustees or LA is:	Kerry Chadburn
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## Smoking

The Board of Trustees has prohibited smoking in the school and in vehicles under its control.

### **Notes:**

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

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

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

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

The Board of Trustees 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:	Martyn Hemsall
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## Vehicles

School 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.	Kerry Chadburn/ Admin
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	Kerry Chadburn
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The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	Kerry Chadburn
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:	Kerry Chadburn
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### **Stress**

The persons responsible for monitoring absence owing to stress related illness is:	Kerry Chadburn
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### **Lone Working**

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Martyn Hemsall
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### **Bullying/Harassment**

The school's policy on behaviour (including bullying) is kept:	School Website / Admin office
Records of bullying incidents and action taken are kept:	CPOMS

### **Audit, Review, Performance Measurement and Action Plan**

The person responsible for sending a copy of the school's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	Kerry Chadburn/ Martyn Hemsall
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Kerry Chadburn/ Martyn Hemsall
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The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Kerry Chadburn / Martyn Hemsall
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Julie Smith
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***Note: The Schools Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.***