



Health and Safety Policy

Head Teacher Signature:	
Date Adopted:	March 2021
Review Date:	March 2022

Contents

Statement of Intent.....	2
Organisational Structure and Responsibilities	3
Management Structure.....	3
Responsibilities of the Governing Body / Trustees	3
Responsibilities of the Head Teacher.....	4
Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)	5
Responsibilities of all Employees	6
Arrangements	6
Co-ordination and Communication	6
Emergencies	7
Accidents and Medical Arrangements.....	7
Hazard Identification and Control	Error! Bookmark not defined.
Information, Instruction and Training	9
Premises	10
Security	11
Use of Premises Outside School Hours	11
Control of Contractors	11
Work Equipment.....	12
Substances and Personal Protective Equipment.....	14
Housekeeping and Waste	15
Manual Handling	15
Educational Visits	16
Inspections (External & Internal)	16
Management Review.....	16

Statement of Intent

The Carlton Junior Academy Local Academy Board(LAB)/The Redhill Academy Trust(TRAT) will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The LAB/TRAT 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 LAB/TRAT will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

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

The LAB/TRAT requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

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

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

Signed:

(Chair of Governors)

Date:

Signed:

(Head Teacher)

Date:

Organisational Structure and Responsibilities

Management Structure

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

Responsibilities of the Local Academy Board/The Redhill Academy Trust

The Local Academy Board/The Redhill Academy Trust are responsible for:

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

Responsibilities of the Head Teacher

The Head Teacher (Sharon Wood) is responsible for:

- The day to day management of health and safety matters in the academy in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Ensuring risk assessments are completed and recorded of all the academy's work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conducting active and reactive monitoring of health and safety matters in the academy and remedial action is taken (where necessary) to reduce risk.
- Ensuring information regarding health and safety matters will be communicated to the relevant individuals.
- Identifying staff health and safety training requirements and making arrangements for provision.
- Establishing and attending the academy's health and safety committee (where appropriate).
- Developing and/or reviewing the academy annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Trust/LA health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employing only competent contractors to work on the academy site.
- Seeking specialist advice on health and safety matters where appropriate.
- Implementing formal arrangements for managing emergency situations.
- Complying with the requirements of the Occupier's Liability Act.

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

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

The Health and Safety Co-ordinator is Mrs Anne Hall (Business Leader). She is responsible to the Head Teacher for:

- Attending appropriate health and safety training courses to enable effective discharge of duties.
- Promoting health and safety matters throughout the academy and assisting the Head Teacher in the implementation of the health and safety policy and arrangements.
- Maintaining health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implementing a health and safety notice board and ensure it is kept up to date.
- Ensuring the correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conducting routine health and safety inspections and implementing a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of academy visits.
- Participating in health and safety audits arranged by the Trust/LA.
- Providing health and safety induction training for all new employees.
- Maintaining health and safety training records including the provision of refresher training.
- Ensuring statutory inspections are completed and records kept.
- Ensuring emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conducting a formal, documented induction.
- Attending the academy's health and safety committee (where appropriate).

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

Responsibilities of all Employees

All employees at the academy have responsibility for:

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

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the academy with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Anne Hall (supported by John Smith, Site Manager)
---	---

Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	
Professional Association	Name
Teaching Unions:	
NAHT	Sharon Wood
NASUWT	Duncan Patchett
NUT	Beth Hunter
UNISON	Vicki Belshaw
GMB	Marina Beeton

Governors Responsible for Health and Safety

Name	Position
Michelle Sills	Chair of Governors
Martin Kerry	Community Governor

Emergencies

Senior member of staff in the academy with responsibility the development, maintenance and implementation of the emergency plan:	Anne Hall
A copy of the emergency plan is available at:	Safe in the office and electronically in Office 365 Richard Herrod Centre, Carlton

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Person Responsible	Deputy
Summoning of the emergency services.	Sharon Wood	Anne Hall/John Smith
That a roll call is taken at the assembly point	Sharon Wood	Anne Hall/John Smith
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Sharon Wood	Anne Hall/John Smith

Note: The priorities are as follows:

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

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Boiler House
Gas	Kitchen
Electricity	Green Room

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:	John Smith
---	------------

Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

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

Location of Accident Book	Person in Charge of Accident Book
Reception office	Anne Hall/First Aiders
Accident reports must be drawn to the attention of the Head Teacher and where necessary reported via the Wellworker online system*:	Head Teacher: Sharon Wood
	Deputy: Duncan Patchett
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Annette Satterley

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

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

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

First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Annette Satterley	Teaching Assistant	11/2020 05/2023
Marina Beeton	Teaching Assistant	06/2020 05/2021
Dan Huskinson	Teaching Assistant	05/2021
Julia Philips	Teaching Assistant	06/2020 07/2021
Vicki Belshaw	Clerical Assistant	06/2021 07/2021
Duncan Patchett	Deputy Headteacher	06/2021 07/2021
Sarah Lawson/Rebecca Hutchison/Jennine Bamford/Nicola Lancaster	Teaching Assistant	05/2021
Person responsible for ensuring first aid qualifications are maintained:		Sharon Wood/Anne Hall
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Sharon Wood/Anne Hall

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

Location of First Aid Box(es)	Location of First Aid Record Book(s)
<ul style="list-style-type: none"> • In each Classroom 	<ul style="list-style-type: none"> • Reception Office
<ul style="list-style-type: none"> • First Aid Room 	
A termly check on the location and contents of all first aid boxes is carried out by:	Annette Satterley
Use of first aid materials and deficiencies should be reported to:	Annette Satterley
Address and telephone number of the nearest medical centre / NHS GP:	Park House Medical Centre 0115 9617616
Address and telephone number of the nearest hospital with accident and emergency facilities:	QMC 0115 9249924

Administration of Medicines

Member of staff in the academy with responsibility the development, maintenance and implementation of the medicines policy:	Sharon Wood
A copy of the medicines policy is available at:	Office 365/Main Office

Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: Marina Beeton
	Deputy: Dan Huskinson
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Marina Beeton
	Deputy: Dan Huskinson
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Rachel Clarke (SENCO), supported by Sharon Wood

Dan Huskinson Risk Assessment

Person responsible for carrying out an assessment of the academy's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Sharon Wood/ Anne Hall
---	---------------------------

Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Anne Hall/ John Smith
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Sharon Wood/ Anne Hall

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	John Smith/Vicki Belshaw/ Anne Hall Every System
Defective furniture must be taken out of use immediately and reported to:	John Smith
Person responsible for ordering repairs and maintenance:	John Smith

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Trust or Local Authority:	Anne Hall
Records of employees signatures indicating that they have received and understood health and safety information is kept:	John Smith/ Anne Hall
The health and safety notice board is sited:	Staff Room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Anne Hall
The HSE Health and Safety Law Poster is displayed:	Entrance Hall
The Trust Health and Safety Policy Statement Poster is displayed	TBC

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Anne Hall/ John Smith
---	--------------------------

- Health and Safety Policy (Local Authority / Trust)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Anne Hall/ John Smith
Person responsible for compiling and implementing the school's annual health and safety training plan:	Anne Hall/ John Smith
Person responsible for reviewing the effectiveness of health and safety training:	Sharon Wood
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Anne Hall

Premises

Asbestos

Person with overall responsibility for managing asbestos:	John Smith
The asbestos register is kept at:	John Smith
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	John Smith
The disturbance procedure is displayed in a (staff only) area, at:	John Smith
The condition of asbestos is monitored (periodically, in accordance with register/LAMPA) by:	John Smith
The LAMPA is kept in:	Main School Office

Legionella

Person with overall responsibility for managing Legionella:	John Smith
The Legionella risk assessment is kept at:	Premises Manager's Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	John Smith
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	John Smith
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	John Smith
The log book is kept in:	Premises Manager's Office

Fire

Person with overall responsibility for managing fire safety:	Sharon Wood
The fire risk assessment is kept at:	Main School Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Anne Hall / John Smith
Person responsible for routine maintenance and servicing of fire safety equipment:	John Smith
The log book is kept in:	Main Entrance

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: John Smith
	Deputy: Nicola Parkes/Anne Hall

Visitors

On arrival all visitors must report to:	Main Reception
Where they will be issued with; <ul style="list-style-type: none">• A Visitor's Lanyard• Relevant health and safety information• Sign in using the iPad at reception	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Sharon Wood/Anne Hall
--	-----------------------

Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	John Smith
--	------------

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	John Smith/Anne Hall
Person responsible for the completion of the Notification of Building Works form and sending to H&S team/Trust in timely manner:	John Smith/Anne Hall
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	John Smith/Anne Hall
Responsibility for liaison and monitoring of contractors:	John Smith/Anne Hall

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	John Smith
Person(s) authorised and competent to operate and use:	All Staff

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	John Smith
Person(s) authorised and competent to operate and use:	All Staff

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	John Smith
---	------------

Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	N/A
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	N/A
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	N/A

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A
--	-----

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	John Smith
--	------------

Caretaking and Cleaning Equipment

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

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Duncan Patchett
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	All Staff
Contractor responsible for annual full inspection and report:	Sports Safe

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Sharon Wood
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	All Staff
Contractor responsible for annual full inspection and report:	Sports Safe

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	John Smith
Person(s) authorised and competent to operate and use:	All Staff

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	John Smith
Person(s) authorised and competent to operate and use:	All Staff

Portable Electrical Appliances and Hard Wiring Circuits

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

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title
Sharon Wood	Head Teacher
Anne Hall	Academy Business Leader
Vicki Belshaw	Clerical Assistant
Angela Cooke	Clerical Assistant

Person responsible for implementing the requirements of the DSE risk assessment:	Anne Hall
--	-----------

Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> • 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 	N/A
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	N/A

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Sharon Wood/ Anne Hall
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	N/A
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	N/A
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	N/A

Substances and Personal Protective Equipment

Hazardous Substances

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

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

Personal Protective Equipment (PPE)

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

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	John Smith
--	------------

Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	N/A
--	-----

Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to John Smith (Site Manager) to be dealt with. **All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	John Smith
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	John Smith/ Anne Hall

Waste Management and Disposal

Waste will be collected daily by:	John Smith / Nicola Parkes
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	John Smith
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	John Smith

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

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

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	John Smith
Person responsible for the safe disposal of any hazardous substances or special waste :	John Smith
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	John Smith

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	John Smith
Person responsible for monitoring the safety of manual handling activities:	John Smith

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Rachel Clarke (SENCO)
---	-----------------------------

Person responsible for monitoring the safety of manual handling activities:	Sharon Wood
---	-------------

Educational Visits

The Educational Visits Co-ordinator at the school is:	Duncan Patchett
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Duncan Patchett
The Educational Visits Policy is located at:	Academy Office

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Cook Supervisor
--	-----------------

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority	Sharon Wood
--	-------------

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Anne Hall / John Smith
Person responsible for ensuring follow up action on the report is completed:	Anne Hall / John Smith

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Sharon Wood / Anne Hall
Person responsible for compiling and implementing the academy annual health and safety action plan, including action for improvements in the appropriate development plan:	Sharon Wood / Anne Hall