

# Health and Safety Policy Statement

The Redhill Academy Trust Executive Board is firmly committed to doing all that is reasonably practicable to protect the health, safety and wellbeing of our employees, students and any other person affected by our activities through applying the high standards set out within this policy statement and in accordance with the Health and Safety at Work Act 1974.

Redhill Academy Trust will in particular take all reasonably practicable steps to:

- Provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities.
- Provide information, instruction, training and supervision to enable employees to perform their duties.
- Undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities.
- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls.
- Make available all necessary safety devices and protective equipment and supervise their use.
- Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety.
- Be prepared for emergencies such as fire and medical emergencies and investigate incidents of injury or ill health accordingly.
- Promote a positive health and safety culture within the organisation by consulting with employees on health and safety matters, directly and through media and safety representatives.

Redhill Academy Trust is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. Redhill Academy Trust utilises a combination of internal and external specialists to provide competent health and safety advice.

It is the responsibility of the Trust Executive Board to monitor the implementation of this policy statement and the Trust's overall health and safety performance by receiving regular health and safety reports from and commissioning and considering the results of a health and safety audit, conducted on an annual basis, reporting to the Trust Executive Board accordingly.

The Health and Safety Policy Statement and the Organisation and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the Trust or the nature of the Trust's activities.

Signed:

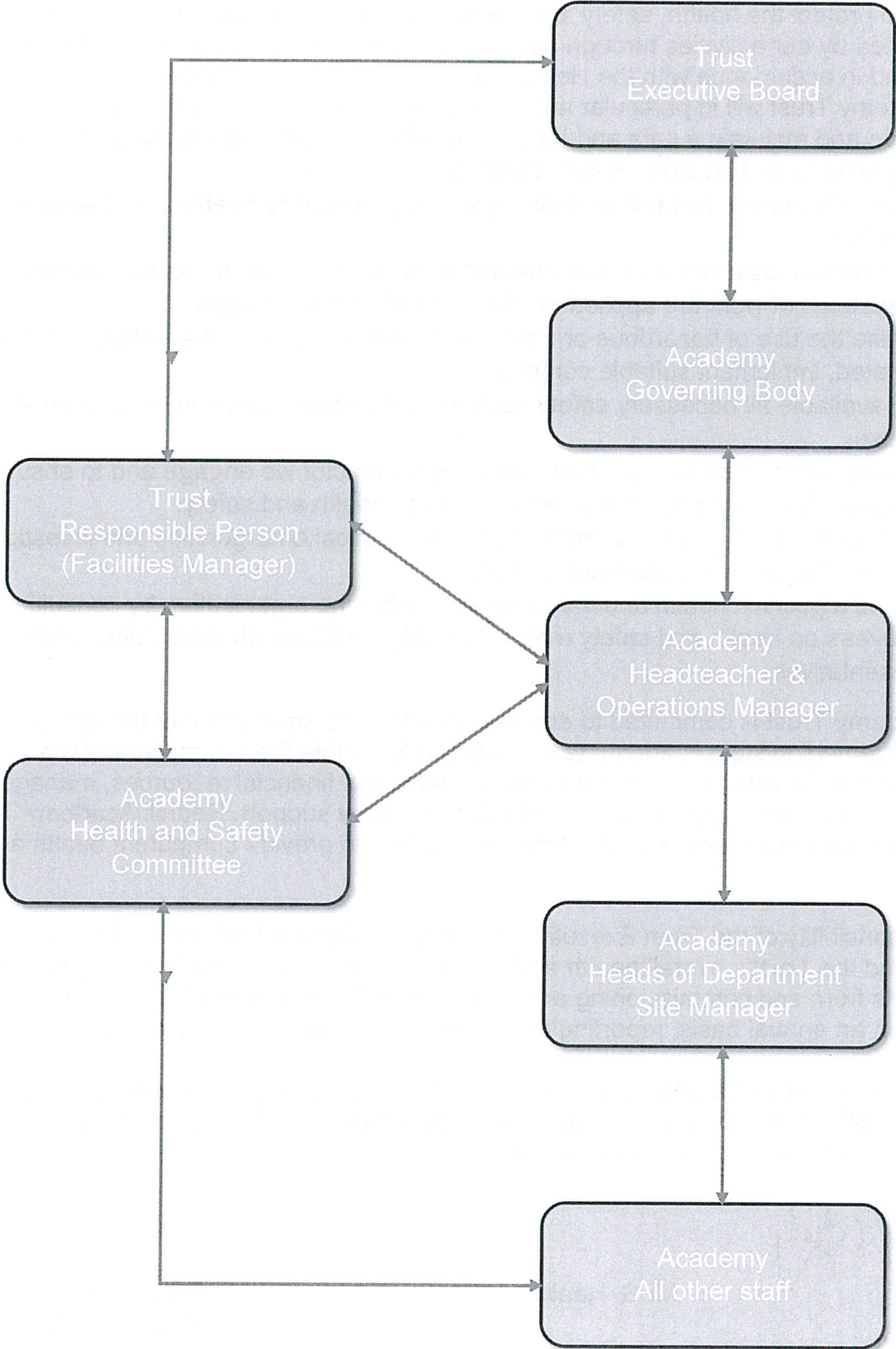


Mr S. Healy

Date: 15<sup>th</sup> July 2022.

Reviewed: 12<sup>th</sup> July 2023.

# Health and Safety Organisation Chart



## **Trust Executive Board**

The Trust Executive Board has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates responsibility for implementation to the individual Academy Governing Body and the Trust Facilities Manager acting as the responsible person.

The Trust Executive Board will ensure that:

- The Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Adequate insurance cover is provided through the RPA and renewed accordingly.
- Those with designated health and safety responsibilities are provided with support to enable health and safety objectives to be met.
- A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of communication and consultation with employees is established.
- Effective training programmes have been put into place.
- An annual report on safety performance and compliance is presented to the Board.

## **Academy Governing Body and Responsible Person**

The Academy Governing Body in conjunction with the Responsible Person are the designated persons with overall responsibility for ensuring compliance with Health and Safety legislation in each Academy. They will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and progress monitored.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- Statutory examinations are planned, completed and recorded.
- There is regular communication and consultation with staff on health and safety issues.
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Safety issues raised are thoroughly investigated and when necessary, further effective controls implemented and communicated to staff.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Health and safety objectives are set and their achievement is measured and reported in the annual report.

## **Academy Headteacher and Operations Manager**

The individual Headteacher and Operations Manager will ensure that in their areas of control:

- They actively lead the implementation of their Health and Safety Policy.
- They monitor their staff to ensure that they work safely.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- They communicate and consult with staff on health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary, further effective controls implemented.
- Premises, plant and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed and recorded.
- Personal Protective Equipment (PPE) is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for fire and first aid are established.
- Any safety issues that cannot be dealt with are referred to the Health and Safety Committee for action.
- Welfare facilities provided are maintained in a satisfactory state.
- Health surveillance (if required) is carried out and records are kept.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Health and safety notices are displayed.
- Agreed safety standards are maintained particularly those relating to housekeeping.
- Health and safety rules are followed by all.

## **Heads of Department and Site Manager**

The Heads of Department and Site Manager will ensure that in their areas of control:

- They implement their Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- They communicate and consult with staff on health and safety issues.
- Health and safety rules are followed by all.
- They encourage staff to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and when necessary, further effective controls implemented and communicated to staff.
- Any safety issues that cannot be dealt with are referred to the Health and Safety committee for action.
- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Personal Protective Equipment (PPE) is readily available and maintained and relevant staff are aware of the correct use and the procedures for replacement.

- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Risk assessments are completed, recorded and regularly reviewed, with any changes being brought to the attention of staff who may be affected.
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of local health and safety rules and procedures.
- Health and safety notices are displayed.
- Agreed safety standards are maintained particularly those relating housekeeping.

## **Health and Safety Committee**

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the Academy. They are responsible for ensuring that:

- Management are advised of relevant changes in health and safety legislation, codes of practice and industry standards.
- Risk assessment requirements are co-ordinated and the implementation of any actions required is monitored.
- Risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected.
- Regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided.
- Provide advice on health and safety training requirements.
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities.
- Assist in investigating and recording accident investigations.
- Contact with external organisations such as the emergency services is co-ordinated.
- Health assessment requirements are identified and advised to management.
- The schedule of statutory examinations of plant and equipment is maintained and managers are made aware of impending examinations.
- There is regular communication and consultation with staff on health and safety issues.
- Health and safety issues raised by employees are discussed and considered for action.
- Health and safety performance and standards are monitored.
- Trends in accident statistics across the Academy are identified and making recommendations for action.
- Health and safety is promoted and new initiatives are considered to progressively improve standards in all areas.
- Employees are aware of significant changes to our health and safety policy documentation.

## **All Employees**

All employees must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by their actions.
- Observe the safety rules.
- Comply with the Health and Safety Policy.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.

- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as directed.
- Avoid any improvisation of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to their line manager.
- Report any safety hazard or malfunction of any item of plant or equipment to their line manager.
- Report all accidents to their line manager whether an injury is sustained or not.
- Attend as requested any health and safety training course.
- Observe all laid down procedures for processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

**The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.**



# Health and Safety Policy

<b>Head Teacher Signature:</b>	<i>S. L. V. V. V.</i>
<b>Date Adopted:</b>	September 2023
<b>Review Date:</b>	September 2024

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## 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:**

26.9.23

**Signed:**

(Head Teacher)

**Date:**

  
26.9.23



# Organisational Structure and Responsibilities

## Management Structure

The Redhill Academy Trust 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 competent health and safety 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 is 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)
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### Safety Representatives and Health & Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	
Professional Association	Name
Unions:	
<b>NAHT</b>	Sharon Wood
<b>NASUWT</b>	TBC
<b>NUT</b>	Beth Hunter
<b>UNISON</b>	Vicki Belshaw
<b>GMB</b>	Marina Beeton
<b>H&amp;S Committee</b>	Anne Hall, John Smith, Angela Cooke, Annabel Simmons, Annette Satterley, Martin Kerry – advice & guidance from Marcus Robinson (Trust Facilities Manager)

## 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:	Electronically in Office 365

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 (47)
Gas	Kitchen (Building 50, (1))
Electricity	Green Room (24)

### 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
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## Accidents and Medical Arrangements

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

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry 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	First Aiders/Anne Hall
	Head Teacher: Sharon Wood

Accident reports must be drawn to the attention of the Head Teacher and where necessary reported to the Trust via the accident tracker	Academy Business Leader: Anne Hall
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Annette Satterley

The following types of incident must be reported via the Trust accident tracker:

- 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	Type	Expiry Date of Certificate
Annette Satterley	Teaching Assistant	First Aid at work/Paediatric	06/2026
Marina Beeton	TA/Senior MDSA	First Aid at work/Paediatric	04/2024
Dan Huskinson	Teaching Assistant	First Aid at work/Paediatric	04/2024
Julia Philips	Teaching Assistant	First Aid at work/Paediatric	04/2024
Rebecca Hutchison	TA/MDSA	Paediatric	06/2026
Jennine Bamford	Teaching Assistant	Paediatric	06/2026
Magda Aleksanderek	Teaching Assistant	Paediatric	05/2025
Caroline Ashley	MDSA/TA	Paediatric	05/2025
Debbie Brown	TA/MDSA	Paediatric	05/2025
Jo Evans	TA/MDSA	Paediatric	05/2025
Chantel McGarry	MDSA	Paediatric	05/2025
Katy Seymour	MDSA/TA	Paediatric	05/2025
Jo Tolley	TA/	Paediatric	05/2025
Person responsible for ensuring first aid qualifications are maintained:		Sharon Wood/Angela Cooke	
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:

**Defibrillator located in main entrance. Defib checks and charging undertaken by John Smith/Angela Cooke**

Location of First Aid Box(es)	Location of First Aid Record Book(s)
<ul style="list-style-type: none"> <li>• In each Classroom</li> <li>• First Aid Room (17a)</li> </ul>	<ul style="list-style-type: none"> <li>• Reception Office (5)</li> </ul>
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: Jennine Bamford
	Deputy: Dan Huskinson/Julia Phillips
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: Jennine Bamford
	Deputy: Dan Huskinson/Julia Phillips
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Rachel Clarke (SENCO), supported by Sharon Wood

### 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
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### Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	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/Sharon Wood/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 (37)
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 (1)
The Trust Health and Safety Policy Statement is displayed	Website & Staffroom

## 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
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- 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 (3)
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## Legionella

Person with overall responsibility for managing Legionella:	John Smith
The Legionella risk assessment is kept at:	Premises Manager's Office (47)
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 (47)

## Fire

Person with overall responsibility for managing fire safety:	Sharon Wood
The fire risk assessment is kept at:	Main School Office (3)
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(1)

## Security

### Premises

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

### Visitors

On arrival all visitors must report to:	Main Reception (1)
Where they will be issued with; <ul style="list-style-type: none"> <li>• A Visitor's Lanyard</li> <li>• Relevant health and safety information</li> <li>• Safeguarding Leaflet</li> <li>• Sign in using the iPad at reception</li> </ul>	

### Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Sharon Wood/Anne Hall
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## Use of Premises Outside School Hours

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

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	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
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### Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	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
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### Pressure Vessels

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

### PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	PE Leader
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	Office Manager

Person responsible for implementing the requirements of the DSE risk assessment:	Anne Hall
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## Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> <li>• Correctly and safely maintained</li> <li>• Regular inspections are carried out</li> <li>• Remedial action is taken or if necessary the pool is taken out of use where necessary</li> <li>• Appropriate records are kept</li> </ul>	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	Science Leader	N/A
DT	DT Leader	N/A
Caretaking	John Smith	Site Manager's Office (47)
Cleaning	John Smith	Site Manager's Office (47)
Catering	Cook Supervisor	Kitchen (B50,1)
Grounds Maintenance	Contractor (GBC)	
Other (please state):		

Copies of all the hazardous substances inventories are held centrally in:	Site Managers Office (47)
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 Angela Cooke
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 / Cleaner
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 <b>hazardous substances</b> or <b>special waste</b> :	John Smith

Person responsible for ensuring the safe and appropriate disposal of any clinical waste:	John Smith
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## 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:	Deputy Head
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Deputy Head
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
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### Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

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