



# Astrea Academy Trust

INSPIRING BEYOND MEASURE

## DENABY MAIN PRIMARY ACADEMY



### Primary School Health and Safety Policy

Principal Signature:	Mrs A Mason (Exec Principal)
Date Adopted:	<del>September</del> 2021, <u>updated April 23</u>
Review Date:	September <del>2022</del> <u>2023</u>



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## Statement of Intent


Within Astrea Academy Trust the Board of Trustees, via the Astrea Executive and the Principal of Denaby Main Primary Academy, are responsible for:

- Ensuring the Trust meets 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 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 policy.
- Providing sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.
- Ensuring 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 seeking specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Board of Trustees, Astrea Executive, and Principal of Denaby Main Primary Academy require the support of all staff to enable the maintenance of high standards of health and safety in the school's activities.

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

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

CEO	
Date	11/03/21



## Organisational Structure and Responsibilities

### Responsibilities of the Astrea Board of Trustees:

- Ensuring all Astrea schools comply with the Trust's Health and Safety Policy and arrangements.
- Ensuring all schools have formulated and ratified the school health and safety statement and health and safety plan.
- All Astrea Schools have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- All school sites and premises are maintained in a safe condition and that appropriate funding is allocated to this area from school budgets
- Schools prioritise action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to Astrea's Estates Team.
- Health and safety arrangements are regularly reviewed (minimum annually) and new arrangements are implemented where necessary.
- Promoting high standards and developing a positive culture of health and safety within all Astrea schools.
- Employees have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools' work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- All schools conduct active and reactive monitoring of health and safety matters in their school.

### Responsibilities of the Principal

The Principal is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Trust health and safety auditing arrangements and ensuring audit action plans are implemented.



- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

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

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

Responsible to the Principal for:

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

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

#### **Responsibilities of all Employees**

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Astrea Trustees, Executive, Estates Team and Principal 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 Principal any serious or immediate danger.
- Reporting to their Principal any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.

## Arrangements

### Co-ordination and Communication

#### Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	<del>Andrea Robinson</del> <u>Joanne Whittington</u> <del>School Business Manager</del> <u>Office Manager</u>
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#### Safety Representatives and Safety Committees

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

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	<del>Andrea Robinson</del> <u>Joanne Whittington</u> , <del>School Business Manager</del> <u>Office Manager</u> Ann-Marie Mason, Exec Principal
A copy of the emergency plan is available at:	Main Office / Staff Room SLT

	PERSON RESPONSIBLE	DEPUTY
<b>The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.</b>	Ann-Marie Mason, Exec Principal	Jen Baldwin, Vice Principal
Summoning of the emergency services.	<del>Andrea Robinson</del> <u>Joanne Whittington</u> , <del>School Business Manager</del> <u>Office Manager</u>	Julie Hand, Admin Officer
That a roll call is taken at the assembly point	Ann-Marie Mason, Exec Principal	Jen Baldwin, Vice Principal



	PERSON RESPONSIBLE	DEPUTY
That no-one attempts to re-enter the building until the all clear is given by the emergency services	<del>Andrea Robinson</del> <u>Joanne Whittington, School Business Manager</u> <u>Office Manager</u>	Julie Hand, Admin Officer

**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	Pavement at front of school
	Stop cocks – Front of school in boiler house
	Rear school in electric cupboard near library
Gas	Gas cupboard in carpark – opposite kitchen doors
Electricity	Electric Cupboards – kitchen and library

*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:	Ann-Marie Mason, Exec Principal
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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/REPORT FORMS	PERSON IN CHARGE OF ACCIDENT BOOK
First Aid Cupboard (KS2 Corridor)	Teaching Assistants
Lunchtime/Playtime First Aid Box for each playground	Val McClean
Office	<del>Andrea Robinson</del> <u>Joanne Whittington</u>
	Ann-Marie Mason, Exec Principal



Accident reports must be drawn to the attention of the Principal and where necessary reported via the Athena Incidents online system*:	Jen Baldwin, Vice Principal
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	<del>Andrea Robinson</del> <del>Joanne Whittington,</del> <del>School Business Manager</del> <del>Office Manager</del>

The following types of incident must be reported using the Athena 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
See attached list		

Commented [SC1]: Where is the attached list of first aiders?

Person responsible for ensuring first aid qualifications are maintained:	<del>Andrea Robinson</del> <del>Joanne Whittington,</del> <del>School Business Manager</del> <del>Office Manager</del>
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	<del>Andrea Robinson</del> <del>Joanne Whittington,</del> <del>School Business Manager</del> <del>Office Manager</del>

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

LOCATION OF FIRST AID BOX(ES)	LOCATION OF FIRST AID RECORD BOOK(S)
First Aid Cupboard (KS2 Corridor)	Blank forms in each first aid box
Lunchtime/Playtime First Aid Box for each playground	Completed forms filed in office
Office	

A termly check on the location and contents of all first aid boxes is carried out by:	Val McClean, Midday supervisor
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Use of first aid materials and deficiencies should be reported to:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , School Business Manager <a href="#">Office Manager</a>
Address and telephone number of the nearest medical centre / NHS GP:	Denaby Medical Practice, Springwell Centre, Church Road, Denaby Main, DN12 4AB 01709 514443
Address and telephone number of the nearest hospital with accident and emergency facilities:  Doncaster Royal Infirmary – 01302 366666	Mexborough Montague – Minor Injuries Unit, Adwick Road, Mexborough, S64 0AZ 01709 585171

#### *Administration of Medicines*

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Ann-Marie Mason, Exec Principal
A copy of the medicines policy is available at:	Website & 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: Office Staff / Teaching Assistant (always 2 members of staff)
	Deputy:
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: Office Staff / Teaching Assistant (always 2 members of staff)
	Deputy:
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Kimberley Davies (Safeguarding & Families Officer) - (SENCO)

#### **Hazard Identification and Control**

##### *Risk Assessment*

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards	Ann-Marie Mason, Exec Principal <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> – School Business Manager <a href="#">Office Manager</a>
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and ensuring risk assessments and procedures are appropriately communicated:	<p><b>School Visits</b> – Jen Baldwin (EVC) and Class Teachers</p> <p>Curriculum/Classroom Risk Assessments – relevant Key Stage Leader</p>
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*Hazard Reporting and Follow Up*

All employees, LECC/TMB 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:	<p>Complete Repair/Damage Form</p> <p>Report to Dave Jerrison, Site Supervisor / <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a>, <a href="#">School Business Manager</a> <a href="#">Office Manager</a></p>
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	<p><a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a>, <a href="#">School Business Manager</a> <a href="#">Office Manager</a></p>

*Repairs and Maintenance*

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Complete Repair/Damage Form
Defective furniture must be taken out of use immediately and reported to:	Report to Dave Jerrison, Site Supervisor / <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , <a href="#">School Business Manager</a> <a href="#">Office Manager</a>
Person responsible for ordering repairs and maintenance:	Dave Jerrison, Site Supervisor / <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , <a href="#">School Business Manager</a> <a href="#">Office Manager</a>

**Information, Instruction and Training**

*Provision of Information*

Person responsible for distributing all health and safety information received from the Trust:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , <a href="#">School Business Manager</a> <a href="#">Office Manager</a>
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	SBM Office
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:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , <a href="#">School Business Manager</a> <a href="#">Office Manager</a>



The HSE Health and Safety Law Poster is displayed:	Main Office & Staff Room
The Astrea Academy Trust Health and Safety Policy Statement is displayed:	Staff Room

### *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:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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- Health and Safety Policy (Trust and Departmental)
- 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:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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Person responsible for compiling and implementing the school's annual health and safety training plan:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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Person responsible for reviewing the effectiveness of health and safety training:	Ann-Marie Mason, Exec Principal
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Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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### **Premises**

#### *Asbestos*

Person with overall responsibility for managing asbestos:	Dave Jerrison, Site Supervisor / <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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The asbestos register is kept at:	Main Office
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Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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The disturbance procedure is displayed in a (staff only) area, at:	In Local Asbestos Management Plan in School Office
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	ASTREA contract
The LAMP is kept in:	Main Office

### *Legionella*

Person with overall responsibility for managing Legionella:	Dave Jerrison, Site Supervisor / <del>Andrea Robinson</del> <a href="#">Joanne Whittington, School Business Manager</a> / <del>Office Manager</del>
The Legionella risk assessment is kept at:	Main Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Dave Jerrison, Site Supervisor / <del>Andrea Robinson</del> <a href="#">Joanne Whittington, School Business Manager</a> / <del>Office Manager</del>
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Dave Jerrison, Site Supervisor
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Dave Jerrison, Site Supervisor
The log book is kept in:	Main School Office

### *Fire*

Person with overall responsibility for managing fire safety:	<del>Andrea Robinson</del> <a href="#">Joanne Whittington, School Business Manager</a> / <del>Office Manager</del>
The fire risk assessment is kept at:	SBM Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	<del>Andrea Robinson</del> <a href="#">Joanne Whittington, School Business Manager</a> / <del>Office Manager</del>
Person responsible for routine maintenance and servicing of fire safety equipment:	<del>Andrea Robinson</del> <a href="#">Joanne Whittington, School Business Manager</a> / <del>Office Manager</del>
The log book is kept in:	Main Office

### **Security**

#### *Premises*

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Dave Jerrison, Site Supervisor
	Deputy: Ann-Marie Mason, Exec Principal



	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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*Visitors*

On arrival all visitors must report to:	Main Reception
Where they will be issued with; ★ An identification badge ★ Relevant health and safety information ★ Sign in on Entry Sign System	

*Lone Working*

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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**Use of Premises Outside School Hours**

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	N/A currently no lettings
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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 (Note: this may differ dependant on individual requirements of a project)	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a> Ann-Marie Mason, Exec Principal
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Responsibility for liaison and monitoring of contractors:	Dave Jerrison, Site Supervisor / <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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## 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:	Dave Jerrison, Site Supervisor
Person(s) authorised and competent to operate and use:	

### *Stepladders*

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

### *Manual Handling Equipment*

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Dave Jerrison, Site Supervisor
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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:	ASTREA Contract – Changing Table (Simply Moving)

### *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:	Awaiting advice from Astrea Estates Team
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*Caretaking and Cleaning Equipment*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	<del>Andrea Robinson</del> Joanne Whittington, School Business Manager <del>Office Manager</del> METROCLEAN
Person(s) authorised and competent to operate and use:	Dave Jerrison, Site Supervisor

*PE Equipment*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	<del>Andrea Robinson</del> Joanne Whittington, School Business Manager <del>Office Manager</del>
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Teaching Staff – using for PE lessons PE Coordinator – <del>Claire Lawrence</del> Michael McCormick
Contractor responsible for annual full inspection and report:	GEMS

*Outdoor Play Equipment*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	<del>Andrea Robinson</del> Joanne Whittington, School Business Manager <del>Office Manager</del> Dave Jerrison, Site Supervisor
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	All staff
Contractor responsible for annual full inspection and report:	GEMS

*Stage Lighting Equipment*

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

*Mobile Staging and Seating*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Dave Jerrison, Site Supervisor / <del>Andrea Robinson</del> Joanne
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	<a href="#">Whittington, School Business Manager</a> <a href="#">Office Manager</a>
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):	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>
Person(s) responsible for carrying out formal visual inspection and testing:	Dave Jerrison (Site Supervisor)
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:	Ann-Marie Mason, Exec Principal

*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
Ann-Marie Mason	Exec Principal
<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a>	<a href="#">School Business Manager</a> <a href="#">Office Manager</a>
Julie Hand	Admin Officer
Kimberley Davies	Pastoral Support Officer
Person responsible for implementing the requirements of the DSE risk assessment:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington, School Business Manager</a> <a href="#">Office Manager</a>

*Swimming Pools*

Person responsible for ensuring the swimming pool is:	N/A
<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>	





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
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*Vehicles*

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	N/A
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	Relevant Teacher	
Art	Relevant Teacher	
Caretaking	Dave Jerrison, Site Supervisor	
Cleaning	Dave Jerrison, Site Supervisor	
Catering	Chartwells Catering	
Grounds Maintenance	Willow Land Management	
Other (please state):		

Copies of all the hazardous substances inventories are held centrally in:	Main Office – COSHH file
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	Dave Jerrison, Site Supervisor
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will	Astrea Contract



receive a thorough examination by an appointed contractor:

*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:	Dave Jerrison, Site Supervisor
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	<del>Andrea Robinson</del> <del>Joanne Whittington, School Business Manager</del> <del>Office Manager</del>

**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 Site Supervisor 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:	Dave Jerrison, Site Supervisor / <del>Andrea Robinson</del> <del>Joanne Whittington, School Business Manager</del> <del>Office Manager</del>
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Dave Jerrison, Site Supervisor / <del>Andrea Robinson</del> <del>Joanne Whittington, School Business Manager</del> <del>Office Manager</del>

*Waste Management and Disposal*

Waste will be collected daily by:	Site Supervisor or Cleaner
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Dave Jerrison, Site Supervisor
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Dave Jerrison, Site Supervisor / <del>Andrea Robinson</del> <del>Joanne Whittington, School Business Manager</del> <del>Office Manager</del>



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)	Dave Jerrison, Site Supervisor / <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , School Business Manager/Office Manager
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	Dave Jerrison, Site Supervisor / <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , School Business Manager/Office Manager
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Dave Jerrison, Site Supervisor / <a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , School Business Manager/Office Manager

### Manual Handling

#### *Manual handling of Objects*

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Dave Jerrison, Site Supervisor
Person responsible for monitoring the safety of manual handling activities:	Dave Jerrison, Site Supervisor

#### *Manual Handling of People*

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Ann-Marie Mason, Exec Principal
Person responsible for monitoring the safety of manual handling activities:	<a href="#">Andrea Robinson</a> <a href="#">Joanne Whittington</a> , School Business Manager/Office Manager

### Educational Visits

The Educational Visits Co-ordinator at the school is:	Jen Baldwin (Vice Principal)
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	RA completed on Evolve by Class Teacher. Approved by Principal
The Educational Visits Policy is located at:	Main 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:	Astrea Contract
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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 L Trust	<del>Andrea Robinson</del> <del>Joanne Whittington, School Business Manager</del> <del>Office Manager</del> Ann-Marie Mason, Exec Principal
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### Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Steven Harrison – Astrea Central Team <del>Andrea Robinson</del> <del>Joanne Whittington, School Business Manager</del> <del>Office Manager</del>
Person responsible for ensuring follow up action on the report is completed:	<del>Andrea Robinson</del> <del>Joanne Whittington, School Business Manager</del> <del>Office Manager</del> / Dave Jerrison, Site Supervisor

### Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Ann-Marie Mason, Exec Principal
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	<del>Andrea Robinson</del> <del>Joanne Whittington, School Business Manager</del> <del>Office Manager</del>