

**HEALTH AND SAFETY POLICY
2016-2017 – v3**



**Ecclesfield
SCHOOL**

Date approved:

Signed:

(Headteacher)

Signed:

(Chair of committee)

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Changes in this edition

- Update of catering provider
- Staff Survey added to Staff welfare section – Page 28
- Roles and Responsibilities of Interserve FM added - Page 3
- Manual Handling – updated to include Departmental Managers - Page 14
- DT Food Tech updated to include provisions for hot water – Page 17
- PA Testing updated to include reference to inspection contract – Page 18
- Hazardous Substances wording updated – Page 19
- Hazardous substances and special waste updated to Senior Technical Staff – Page 19
- Purchasing Supplies – text changes – Page 22
- Internal Inspections – text changes – Page 24
- Substances – changes to include Interserve FM – Page 26

Statement of Intent

The Governing Body of Ecclesfield School will meet its responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

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

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school activities.

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

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

Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from advisory bodies to the correct user(s).
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

Organisation

Responsibilities of Interserve Facilities Management

- Ensure the premises and facilities are managed and maintained in line with the PFI contract specification.
- Ensure the health and safety matters which are brought to the attention of the helpdesk are dealt with in a prompt manner.
- Ensure the health and safety management of contractors to the site.
- Ensure appropriate health and safety systems and procedures are in place to effectively manage the site.
- Ensure that any health and safety concern which may affect the operational activities of the school are promptly notified to the Headteacher/Business Manager.

Responsibilities of the Governing Body

- Ensure that adequate funding and sufficient resources are provided to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare, implement and monitor a "site-specific" health and safety policy.
- Confirm compliance with statutory policies and procedures and monitor health and safety management within school.
- Ensure that appropriate risk assessments have been carried out.
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance.
- Ensure adequate consultation takes place to allow everyone to contribute to safe working.

Responsibilities of the Headteacher will:

- Take overall responsibility for day to day management of health and safety issues.
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.

- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Ensure staff have an appropriate workload in support of a reasonable work/life balance.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working.

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

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses to enable the discharge of their duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the School's Health and Safety Procedures;
- Ensuring that Health and Safety documentation and records (e.g. fire, asbestos, legionella etc.) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits with inspection and advisory bodies.
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;

- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site in liaison with the facilities management team, inducting them in the schools site health & safety.

Responsibilities of Heads of Departments

Heads of Department are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections.
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy.

Responsibilities of all staff

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school policies and procedures and follow any guidance, policies and procedures issued by the school and/or other associated advisory bodies.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training and participate as member of the health and safety committee as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.

- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Business Manager
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Safety Representatives and Safety Committees

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

The constitution, membership and the minutes of the School Safety Committee are kept:	Business Manager
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Emergencies (Fire etc.)

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

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	MLE and central policy file (Headteacher)
Bomb Alert	Critical Emergency Plan (CEP)
Gas Leak	CEP and Interserve FM procedures
Electrical Fault	CEP and Interserve FM procedures
Water	CEP and Interserve FM procedures
Storm or Flood Damage	CEP and Interserve FM procedures
Persons Threatening Violence on Site	MLE and Central policy file
Other	Central policy file

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Headteacher	Senior Leadership Team
<ul style="list-style-type: none"> summoning of the emergency services 	Site Manager	Caretaker

• that a roll call is taken at the assembly point	Headteacher	Business Manager
• that no-one attempts to re-enter the building until the all clear is given by the emergency services	Headteacher	Senior Leadership Team

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.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Business Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy
	Business Manager
	Second Copy
	Interserve FM

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Business Manager (in consultation with H&S Advisor)
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Fire Prevention and Detection Equipment Arrangements

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

<i>System</i>	<i>Location of Test Records</i>	<i>Person Responsible</i>
Fire Alarm	Interserve FM	Site Manager
Emergency Lighting System	Interserve FM	Site Manager
Smoke Detection System	Interserve FM	Site Manager

The person responsible for carrying out a termly visual inspection of all emergency fire-fighting equipment (for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Interserve FM
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The contractor responsible for conducting the annual test of fire-fighting equipment inspection and maintenance is:	Interserve FM responsibility to appoint contractor
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Locations of Main Service Isolation Points

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

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Cowley View entrance
Electricity	Cowley View entrance
Gas	Chapelton Road entrance

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:	Interserve FM
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Accidents and Medical

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

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

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

Location of Accident Book	Person in Charge of Accident Book
First Aid Room	First Aider

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy before being forwarded to reporting body.	Deputy: Business Manager
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The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Business Manager
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

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

Display Point
General Offices
Curriculum offices
Library

The person responsible for ensuring first aid qualifications are maintained is:	Lead First Aider
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
First Aid room	First aid room
High Risk Teaching Areas – PE, Technology, Science, Art	

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

Location of Travelling First Aid Box
First Aid room

A termly check on the location and contents of all first aid boxes will be made by.	Lead First Aider
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Lead First Aider
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The address and telephone number of the nearest medical centre/NHS GP is:	Chapelton Surgery 11 Ecclesfield Rd, Sheffield S35 1TD Phone: 0114 245 1880
	Ecclesfield Group Practice 96 Mill Rd, Sheffield S35 9XQ Phone: 0114 246 9030

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Northern General Hospital Herries Rd, Sheffield, South Yorkshire S5 7AU Phone: 0114 243 4343
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Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Managing the Health and Medical Needs of students in schools document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First: Lead First Aider V Barry
	Deputy: R Furness

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First: Lead First Aider V Barry
	Second: R Furness

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Lead First Aider, Pastoral Managers, SEN Business Manager (overview)
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Lead First Aider
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Hazard Control

Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Business Manager Curriculum Leaders Staff leading activities Interserve FM
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Hazard Reporting and Follow Up

All employees and governors 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, by	MLE Online helpdesk
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	MLE Online helpdesk

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Business Manager for school items Interserve FM for matters under PFI contract
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	MLE Online helpdesk
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Interserve via online helpdesk
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The person responsible for ordering repairs which are the school's responsibility is:	Business Manager
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Security

Premises Security

The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc. is:	Interserve FM
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The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Interserve FM
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Visitors

On arrival all visitors should report to where they will: <ul style="list-style-type: none"> • sign in using the electronic system • be issued with an identification badge in line with the school policy • receive relevant health and safety information (copy of emergency procedures on reverses of visitor badge) 	Main reception
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Visitor Policy
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Lone Working

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

Provision of Information

The person responsible for distributing all health and safety information received from external bodies and for the maintenance of a health and safety information reference system is:	Business Manager
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	MLE School documents
The person responsible for maintaining it is:	Business Manager

The person responsible for deciding on the appropriate circulation of each document is:	Business Manager
The health and safety notice board is sited:	Main staff room
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Business Manager
The Health and Safety Law Poster is sited:	Main reception entrance
The person responsible for maintaining it is	Business Manager

Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Business Manager Heads of Department
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- Health and Safety Policies
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Business Manager and Assistant Head for Professional Learning Curriculum Leaders
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Business Manager Curriculum /Service Leaders
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Business Manager and AH Professional Learning
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The person responsible for reviewing the effectiveness of health and safety training is:	Business Manager
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc. is	Curriculum Leader and Business Manager
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Business Manager or AH Professional Learning

Manual Handling

Manual Handling of Objects

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

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Curriculum Leader and Departmental Managers
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The load assessors for the moving and handling of people are:	Curriculum Leader and/or Departmental Managers
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Premises

Asbestos and legionella controls are under the responsibilities of Interserve Facilities Management as part of the PFI contract. All relevant documentation can be viewed at the Interserve office.

Loundside Premises – legionella controls under the responsibility of the school and testing performed as part of weekly cleaning contract.

Work Equipment

Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -
Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Business Manager
Person(s) authorised to operate and use is/are:	Arts Technician
Training in safe use received from:	Aluminium Access Ltd Unit 8 Acorn Business Centre Butts Street Leigh WN7 3DD

Ladders

The use of ladders / stepladders and working at heights is not permitted for general staff.

Manual Handling Equipment

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

The person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in a safe condition is	Curriculum Leader
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Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all wheelchairs, Standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	SENCO Manager of Additional Learning Provision
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	SENCO Manager of Additional Learning Provision

Lifts

The person responsible for ensuring that passenger lifts are inspected serviced every six months is:	Interserve FM
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Caretaking, Grounds Maintenance and Cleaning Equipment

Interserve Facilities Management as part of the PFI contract.

Laboratory Apparatus and Equipment

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

Radioactive Sources

The Radiation Protection Supervisor is:	H Bowyer – Science Teacher
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The location of the following records is:

DFE permission to purchase letter	Science, Room C110
History of the sources	Science, Room C110

Use log	Science, Room C110
Monitoring/Test records	Science, Room C110
Risk assessments for use	Science, Room C110
CLEAPSS Science Codes of Practice	Science, Room C110

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	Curriculum Leader
Person(s) authorised to operate and use is/are:	All Technology staff trained in the use of equipment
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Teacher

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Teacher Technician
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Teacher Interserve FM Inspection contractor

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Curriculum Leader
Person(s) authorised to operate and use is/are	All trained teaching and technician support staff
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Teaching and technical Support staff
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Interserve FM

The person responsible for ensuring that hot water supply is sufficient to allow equipment within Food Technology to be cleaned thoroughly, eliminating risk of bacteria.	Interserve FM
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Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Curriculum Leader
Person(s) authorised to operate and use is/are:	All trained teaching and support staff

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Curriculum Leader
Persons authorised to operate and use is/are:	All trained teaching and Support staff

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Curriculum Leader
Person(s) responsible for regular (daily) visual inspection is/are:	All PE teaching and support Staff
Contractor responsible for annual full inspection and report is:	Continental (via PFI contract Provision) DR Climbing Walls Ltd (via PFI Contract provision)

Stage Lighting Equipment

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

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Curriculum leader for mobile staging Seating: Business Manager
Person(s) authorised to operate and use is /are:	Departmental staff for mobile Staging only belonging to school

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Curriculum Leader
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Person(s) authorised to operate and use is/are:	Departmental staff Students (supervised) Other persons authorised by department
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Portable Electrical Appliances and Hard Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Business Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Appointed Contractor (Safety Testing Solutions)
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested as part of the school's inspection contract. This may include such items as mobile phones, chargers, laptops or other tablets and associated chargers. The person responsible for authorising their use on the premises is:	Business Manager
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Interserve FM

Display Screen Equipment

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

Employee Name	Job Title
L Denton	Accountant
S Nicholson	Admin Assistant
A Hall	Senior Admin Assistant
S Beer	Admin Assistant
A Madigan	Admin Assistant
J Woodhouse	Admin Assistant
N Fear	Attendance Officer
J Holliday	Admin Manager
S Hollingworth	Business & Community Engagement Manager
A France	Business Manager
J Munden	Careers Admin Assistant
A Claxton	Cover Manager
A Jones	Q&A Manager
L Gillott	Q&A Officer
A Jacobs	Q&A Officer
R Furness	Finance Officer
K Scarfe	Finance Officer
V Barry	First Aider
M Rodgers	IT Support Officer
M Vernezze	IT Support Officer
R Moutrey	Receptionist
D Orridge	Strategic ICT Manager

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

Vehicles

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: He/she will ensure that the driver has a valid licence and appropriate insurance (B1) and that the vehicle is roadworthy (current MOT test) and fitted with a suitable seat belt for each passenger.	Headteacher or Business Manager
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the City Council is:	Business Manager
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The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test and that drivers have passed the MIDAS test is:	Business Manager
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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:

Science	Senior Technician – Prep Room
Design and Technology (Materials)	Senior Technician – Prep Room
Design and technology (Food and Textiles)	Senior Technician – Prep Room
Art and Design (Fine Arts)	Curriculum Leader
Art and Design (Ceramics)	Curriculum Leader
Caretaking and Cleaning	Interserve FM
Catering	Eden Food Services
Grounds Maintenance	Interserve FM
Copies of all the hazardous substances inventories are held centrally in:	Fire Risk Assessment Appendix

The person responsible for undertaking and updating the COSHH risk assessments is:	Department Technician Interserve FM
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.) is operating satisfactorily.	Interserve FM
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Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and Replacing personal protective equipment when it is worn out are as follows	
1. Science	Senior Technician
2. Design and Technology	Senior Technician
3. Art and Design	Curriculum Leader
4. Caretaking and Cleaning	Interserve FM
5. Catering	Eden Food Services
6. Grounds Maintenance	Interserve FM

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc.) in 1-3 is:	Departmental technician
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Respiratory Protective Equipment

The person responsible for the risk assessment, provision, Storage maintenance, inspection, repair and replacement of respiratory protective equipment is:	Business Manager (RA and Provision) Curriculum Leader (ensure use, Report repair and replacement) Technician support (store, Maintain, inspect, notify repair)
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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 the Caretaker who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from the Health and Safety Team.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Interserve FM via the MLE Helpdesk
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Waste Management and Disposal

Waste will be collected daily by:	Interserve FM
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Interserve FM
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Interserve FM via MLE helpdesk
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Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

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

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Interserve via MLE helpdesk
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Senior Support Technicians
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Interserve FM
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Pupils Outside School

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom (this includes all routine visits, overnight stay and Residential visits) is:	Headteacher (authoriser) Business Manager (EVC) Admin Supervisor (pre-checks) Governor approval pre-visit
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	Assistant Head and Careers Adviser
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure is:	Interserve FM (Active 8)
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Interserve FM (Active 8)
The person responsible for checking that the letting organisation Has Risk assessments and appropriate insurance.	Interserve FM (Active 8)
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Interserve FM (Active 8)

Premises Alterations, Contractor and Deliveries

Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals and ensuring that the relevant Asbestos protocols are completed	Interserve FM
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Contractors

The person responsible for selecting contractors and vetting contractor health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is:	Business Manager for contractors employed directly by the school Interserve FM for PFI related contractors
The person in control of contractors is:	Business Manager Interserve FM
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Business Manager Site Manager

Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards (e.g. PUWER and COSHH regulations). Staff responsible for procurement will work with subject staff and technical support in the school to establish requirements and appropriate suppliers of such equipment and materials. In doing so, reassurances that suppliers can provide any relevant supporting documentation in relation to hazardous substances and materials, must be obtained.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Role
A France	Business Manager
L Denton	Accountant
R Furness	Finance Officer
K Scarfe	Finance Officer

Deliveries of goods will be reported to finance office who will arrange for them to be taken to the appropriate location.

Welfare

Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	MLE
Records of bullying incidents and action taken are kept:	Pupil record and log

Stress

The persons responsible for monitoring absence owing to stress related illness is:	Business Manager
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Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Business Manager
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Smoking

Smoking in public buildings is prohibited since the implementation of the Health Act 2005. All staff will be made aware of the law as part of their induction. The school also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

Notes:

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

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

No Smoking signs will be displayed on the premises at access and egress points.

Inspections (External and Internal)

Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Business Manager
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Internal Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Business Manager
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

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

The person responsible for ensuring follow up action on the report is completed is:	Business Manager Interserve FM
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Management Review

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	Business Manager
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Business Manager
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Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	Cover Manager Business Manager
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Note: The school is responsible for external health and safety audit of the management of health and safety in the establishment and undertakes its duty under consultancy services of Nottinghamshire H&S advisory team.

Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Document	Location
Inventory of Portable appliances	Main school office
PAT testing Certificate	Business Manager
Fixed installation test certificate	Interserve FM

The following people have responsibilities for:

Name	Responsible for:
All staff before use	Visually checking portable electrical appliances
Business Manager	Arranging the testing of portable appliances
Interserve FM	Ensuring the five yearly checks are carried out on the fixed installation
Business Manager/Interserve FM	Arranging repairs / remedial work
Interserve FM	Showing key members of staff how to isolate the electrical supply in an emergency situation

Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Interserve FM

The following people have responsibilities for:

Name	Responsible for:
Business Manager - cookers Interserve FM	Arranging the testing and maintenance of gas appliances
Business Manager - cookers Interserve FM	Arranging repairs / remedial work
Business Manager – cookers	Ensuring any work to gas appliances is carried out by a

Interserve FM	competent contractor (Gas Safe)
Interserve FM	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc.	Science prep room Technology prep room Interserve FM
Hazard Data Sheets	As above
Documented risk assessments	As above

The following people have responsibilities for:

Name	Responsible for:
Curriculum Leaders, delegated to senior technician	Keeping the inventory up to date
Senior technician	Ensuring hazard data sheets are available
Curriculum Leader	Making sure that risk assessments are documented
Curriculum Leader	Making sure Personal Protective Equipment (where necessary) is provided and worn
Curriculum Leader	Training staff in the safe use and handling of substances
Curriculum Leader, may delegate to senior technician	Disposing of surplus substances safely

Interserve FM are responsibility in relation to all items listed above for the purposes of Interserve operations and management of contractors on the site.

Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE online approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- ~ Supporting the Headteacher when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit

- ~ Ensuring that all members of staff receive induction training in the school process for educational visits
- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Evolve
Educational Visits Generic Risk Assessments	Evolve

The following people have responsibilities for:

Name	Responsible for:
Business Manager	Educational Visits Co-ordinator
Admin Assistant	Reporting Educational Visits to Governors
Professional Learning Assistant Head Business Manager	Ensuring staff receive induction training in educational visits

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Joel Wirth	EVC/Evolve
Adele France	EVC/Evolve

Medical Needs

This school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Managing Health Needs and Medicines Policy	Central Policy folder MLE
Pupils individual care plans	First Aid room
Consent Forms	First Aid room
Asthma Forms	First Aid room

The following people can administer medicines and have received relevant training

Name	Date of Training	Type of training i.e. use of epi-pen
Viviana Barry	30 th November 2016	Managing Medicines
Rebecca Furness	30 th November 2016	Managing Medicines

Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	Science/Technology Prep rooms
AfPE	PE
DATA	Technology – Curriculum Leader

The following people have responsibilities for:

Name	Responsible for:
Business Manager Curriculum Leaders Support Service Leaders	Ensuring risk assessments are in place for all tasks / activities

Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the school risk assessment process. All members of staff have the opportunity to contribute to the school stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	Staff survey conducted June 2016
Information relating to Employee healthcare plan (Westfield Mosaic)	Business Manager

Monitor and Review

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

Useful Websites

www.hse.gov.uk

www.cleapps.org.uk