



## Health & Safety Policy

Produced By:	Mr P Harty Headteacher
Date reviewed by Governor Advisor:	March 2022
Date reviewed by Full Governing Body:	March 2022
Chair:	Dr J Savin
Next Review Date:	March 2023

## **Monitoring and Reviewing**

This policy will be formally reviewed every three years and/or when regulations change.

Ongoing monitoring of actions and impacts/outcomes will be as follows:

- Feedback within school via E mail and staff briefings
- Report to the governors FP&GP committee following H&S inspections and follow up.

## **STATEMENT OF INTENT**

The Governing Body of John Colet is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order and also to ensure that the County Council's health and safety advice and guidance and other documentation listed below are implemented with regard to the provision of:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities;
- an effective local organisation within the school to implement the policy;
- full and effective consultation with employees on matters affecting their health and safety;
- effective communication throughout the school on health and safety matters;
- competent specialist advice on health and safety matters when this is not available in the school;
- sufficient information, instruction and training for staff on health and safety;
- staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this;
- the effective management of contractors;
- the effective monitoring and review of the implementation of the health and safety policy and health and safety performance.

## **Responsibilities of the Governing Body**

In the discharge of its legal duty, the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practices which are relevant to the work of the academy;
- Will appoint a "Competent Person" as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Formulating and ratifying the School's Health and Safety Policy;
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that guidance and other relevant health and safety documentation is drawn to the attention of all employees;

- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;

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

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

## Sources of Health and Safety Information:-

- Education Visits procedure;
- Asbestos Log;
- Legionella Log;
- Regulations for the Use of Vehicles 2007;
- Health and Safety Executive Website – Education [www.hse.gov.uk](http://www.hse.gov.uk);
- Buckinghamshire Fire and Rescue Website [www.bucksfire.gov.uk](http://www.bucksfire.gov.uk).

## 2. ORGANISATION

### 2.1 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Being the “Responsible Person” under the Fire Safety Order within the School.
- Nominating themselves or a senior manager as Health and Safety Co-ordinator;
- Ensuring that subordinate managers meet their health and safety responsibilities;
- Ensuring that the arrangements for consultation with staff on health and safety matters are implemented;
- Ensuring effective communication on health and safety matters within the school;
- Ensuring County Council guidance as the Competent Person are implemented;
- Undertaking risk assessments in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensuring that incidents, accidents and near misses are reported to HSE as appropriate;
- Ensuring that termly health and safety inspections are carried out and that a copy of the report is given to the Chairman of Governors;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring health and safety monitoring is undertaken, including:
  - Accident, incident and near miss reporting and investigation;
  - Specific equipment which requires statutory testing;
  - Termly health and safety inspections;
  - Job risk assessments are completed and health and safety issues are included in staff appraisals and performance management;
  - Providing an annual health and safety report to the Governing Body.
- Making recommendations to the Governing Body in relation to external independent audits;
- Reporting to the School’s Governing Body any health and safety issues which cannot be resolved;

- Ensuring the requirements of the Occupier's Liability Acts 1957/1984 are complied with;
- Ensuring the day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out, where practicable with the health and safety governor;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for training to be provided as appropriate;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;

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

## **2.2 Responsibilities of the Senior Leadership Team**

The Senior Leadership Team will support the Headteacher with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

## **2.3 Responsibilities of the Health and Safety Coordinator (Head of Finance and Business)**

Responsible to the Headteacher for:

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the School's Health and Safety Guidance;
- Ensuring that Health and Safety logs (For example Fire Log, PAT testing Log, Asbestos Log and Legionella Log) are kept up to date;
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Providing health and safety induction training for all staff;
- Providing basic fire awareness training for all staff at least every year;
- 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 and that records are kept;
- Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

## **2.4 Other Managers including Heads of Subject Departments/Subject Co-ordinators and Managers of Non-Teaching Staff**

Managers are responsible for implementing this policy in the area of their control. This includes:

- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;
- Ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented;
- Ensuring safe working procedures and codes of practice and procedures are developed for activities under their control;
- Ensuring that specific areas of risk (such as working at height within classrooms, handling of specialist equipment and management of furniture) are highlighted to staff and procedures are put in place, through the risk assessment process.

Implementing health and safety monitoring arrangements within their area of responsibility, such as:

- Incident reporting and investigation;
- Statutory inspection of equipment as appropriate;
- Termly health and safety inspections;
- The schools annual monitoring checklist;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Reporting any health and safety issues which cannot be resolved to the Headteacher or Health and Safety Co-ordinator to the Governing Body.

**Heads of Subject Departments have the following specific Health and Safety Responsibilities:**

- 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 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 school hierarchy.

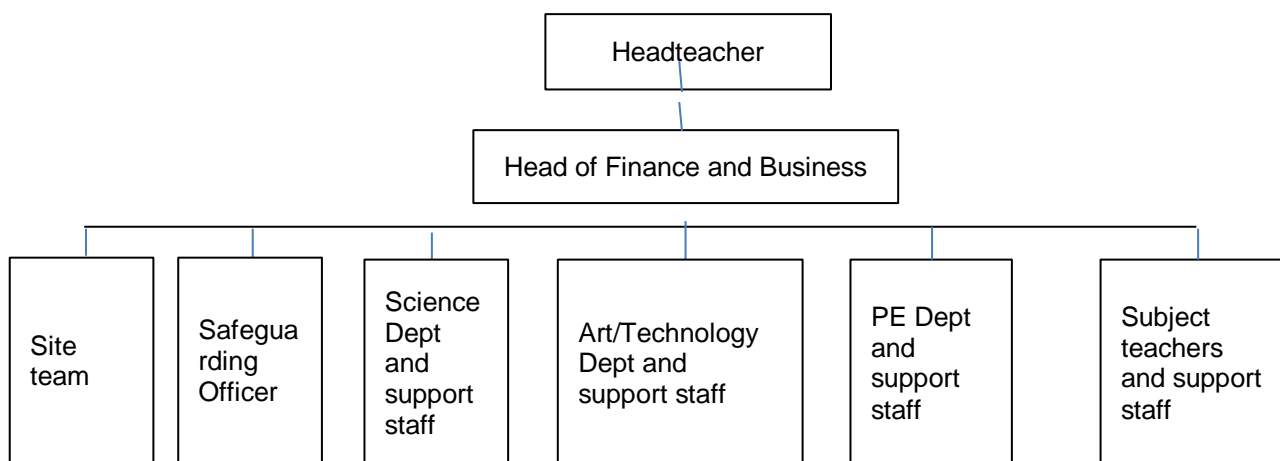
## **2.5 Responsibilities of all staff**

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work, for example;
  - check classrooms/work areas are safe;
  - check equipment is safe before use;
  - ensure safe working procedures are followed;
- co-operate with School Governors and Headteacher on all matters relating to health and safety by complying with the Health and Safety Policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to the Headteacher/Line Manager any serious or immediate danger;
- report to the Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and governor committee where appropriate.



## Management structure for Health and Safety



### 3 ARRANGEMENTS

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

Following an accident, incident, dangerous occurrence or near miss the employee or person who witnesses an accident or a nominated person will report the accident/ incident to the Headteacher or a nominated person.

The nominated person(s) are:

Nominated Person (Reporter)	Matron
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Nominated Person (Verifier)	Head of Finance and Business
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The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Head of Finance and Business
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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.

### Administration of Medicines

The person responsible for dealing with the Administration of medicines in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 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: Matron
	Deputy: Cover Supervisors, Attendance Improvement Officer
The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 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: Matron
	Deputy: Cover Supervisors, Attendance Improvement Officer
The person(s) responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs is:	Matron SENCO

### Asthma Inhalers/Epipens

The person responsible for the supervision and storage where appropriate of asthma inhalers/epipens is:	Matron
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### Display Screen Equipment

All employers classified as users of display screen equipment will have an assessment made of their workstations. They will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use. Staff should contact their line manager or the Head of Finance and Business on any matters relating to this.

The competent (trained) person responsible for administering Workstation Safety Plus Assessments (if there are five or more users) and offering basic advice to users is:	Paper assessment Head of Finance and Business
The person responsible for ensuring that the requirements of the risk assessment is implemented is:	Head of Finance and Business

### Fire and Other Emergency Arrangements

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	Staff Handbook
Bomb Alert	Staff Handbook
Gas Leak	Staff Handbook
Electrical Fault	Staff Handbook
Water	Staff Handbook
Storm or Flood Damage	Staff Handbook
Persons Threatening Violence on Site	Staff Handbook
Dangerous Animal(s) on Site	Staff Handbook

The person who discovers the emergency will raise the alarm immediately by the most appropriate

means and ensure that the 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.

<b>The person (and deputy ) responsible for ensuring and supervising ( where appropriate ):</b>	<b>Person</b>	<b>Deputy</b>
<ul style="list-style-type: none"> <li>the controlled evacuation of people from the building or on the site to a place of safety,</li> </ul>	Headteacher	On-duty Deputy/Assistant Head
<ul style="list-style-type: none"> <li>the controlled evacuation of people with mobility problems from the site to a place of safety using appropriate equipment such as evacuation chairs,</li> </ul>	Headteacher	Year Tutors
<ul style="list-style-type: none"> <li>the summoning of the emergency services</li> </ul>	Headteacher	On duty Deputy/Assistant Head
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Tutors/Office Manager	Tutors
<ul style="list-style-type: none"> <li>that no-one attempts to re-enter the building until the all clear is given by the emergency services is (e.g. <i>Headteacher, Deputy Headteacher or other member of the senior management team</i>)</li> </ul>	Headteacher	On duty Deputy/Assistant Head

**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 training at least annually, for example, Fire Warden Training and Fire Risk Assessor Training is:	Head of Finance and Business
The person responsible for arranging, recording and monitoring fire drills at the start of the academic year including recording that time taken to evacuate the building is recorded in the fire log is:	Headteacher/ Facilities Manager
The Operations Manager, School Improvement will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Headteacher
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: ( e.g. in the school office )	First Copy: Facilities Manager
	Second Copy: School Office

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Head of Finance and Business
The person responsible for undertaking Personal Emergency Evacuation Plans (PEEPs) for staff and pupils with mobility problems is:	Head of Finance and Business

### 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:

System	Location of Test Records	Person Responsible
Fire Alarm	Site Office	Facilities Manager
Emergency Lighting System	Site Office	Facilities Manager
Heat detection Systems	Site Office	Facilities Manager

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment ( for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Westronics Ltd
The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Chubbs Ltd
	0844 879 1666

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

Display Point	
Science	Prep. rooms
Technology	Tech. office
PE	P.E. office
School Office	

The person responsible for ensuring first aid qualifications are maintained is:	Matron
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Headteacher

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 Incidence Forms
See Site Plan	Medical Room

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

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Medical Room	

A termly check on the location and contents of all first aid boxes will be made by.	Matron
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment?	Matron
The address and telephone number of the nearest medical centre/NHS GP is:	Wendover Health Centre
	Aylesbury Road Wendover Phone:01296 623452
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Stoke Mandeville Hospital Aylesbury
	Phone: 01296 315000

### 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:	Head of Finance and Business
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### Health and Safety Professional Association Representatives

All staff can raise any health and safety concerns through their normal professional association representatives.

### House Keeping and Disposal of Waste

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

All staff are responsible for ensuring the good housekeeping 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).	Caretakers
The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Caretakers, Senior Science Technician
The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	Matron

### 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	Under manhole at the front of school
Electricity	Clearly marked on door to supply in central 'street'
Gas	Clearly marked on door to supply in central 'street'

	Gas meter building next to car park
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### Maintenance of Site, Premises, Housekeeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, for example, damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Caretakers
Verbal reports should be followed up in writing by e-mail	site-team@johncolet.co.uk
It should then be placed/given to:	Facilities Manager

### Manual Handling of Loads

#### Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	Facilities Manager
The person responsible for arranging training in safe manual handling of objects is:	Facilities Manager
The person responsible for monitoring the safety of manual handling activities is:	Facilities Manager

#### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Facilities Manager
The Load Risk Assessors for the moving and handling of people are:	n/a
The people trained in Paediatric Moving and Handling are:	n/a
The person responsible for arranging training and annual refresher training in the safe moving and handling of people is:	n/a

### Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First: Facilities Manager
	Deputy: Caretakers
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are:	First: Facilities Manager
	Deputy: Caretakers

### 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 relating to jobs, locations, work equipment and chemicals and activities are produced by appropriate persons and appropriately communicated is:	Head of Finance and Business
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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	Facilities Manager
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to;by means of the hazard reporting procedure	
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Facilities Manager
The person responsible for ordering repairs which are the school's responsibility is:	Facilities Manager

### **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:	Head of Finance and Business
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### **Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises, for example, clearing snow and ice, will be determined by:	Facilities Manager
The person responsible for gritting appropriate pedestrian and vehicle routes on the site is:	Caretakers
During periods of very hot weather, arrangements for minimising the risks from exposure to excessive amounts of sunlight or excessive heat will be determined by:	Facilities Manager

### **Training for Health and Safety**

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Head of Finance and Business
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- Health and Safety Policy: School
- Codes of Safe Practice and Guidance
- Education Visits Policy Document
- Premises Asbestos Log
- Premises Legionella Log
- 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)
- Policy on School Swimming

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:	Head of Finance and Business
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:	Head of Finance and Business
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Head of Finance and Business
The person responsible for reviewing the effectiveness of	Head of Finance and

health and safety training is:	Business
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	STL Technology
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Head of Finance and Business

### Work Equipment

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: -

### Working at Height - Access Equipment

#### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Facilities Manager
Person(s) authorised to operate and use is/are:	Facilities Manager
Training in safe use received from: including dates	various

#### Non-Powered Access Equipment Ladders, Stepladders, Podium Steps, Platform Steps etc

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Facilities Manager
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### 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 manual handling equipment such as sack barrows, flat-bed trolleys, evac. chairs etc are maintained in a safe condition is:	Facilities Manager
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### Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all slings hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	n/a
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	n/a
The person responsible for ensuring that all wheelchairs, Standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is:	n/a
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	n/a



**Lifts**

The person responsible for ensuring that passenger lifts including stair lifts are inspected and serviced every six months is:	Facilities Manager
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The person responsible for ensuring that the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place is:	Facilities Manager
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**Caretaking and Cleaning Equipment**

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Facilities Manager
Person(s) authorised to operate and use is/are:	Caretaking and Cleaning Team

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

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

**Laboratory Apparatus and Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	STL Science Senior Lab Technician
Person(s) authorised to operate and use is/are:	Science staff

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	STL Technology Technology Technician
Person(s) authorised to operate and use is/are:	Technology staff
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:	Technology staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	STL Technology Technology Technician

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	STL Technology
Person(s) authorised to operate and use is/are:	Technology staff
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	STL Technology Food Technology staff
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Facilities Manager STL Technology

**Art and Design Equipment (Fine Arts)**

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

**Art and Design Equipment (Ceramics)**

Person responsible for selection, inspection, maintenance,	STL Art
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training, supervision, safe use and risk assessment is:	
Persons authorised to operate and use is/are:	Art staff

### PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	STL PE
Person(s) responsible for regular (daily) visual inspection is/are:	PE staff
Person responsible for ensuring the PE equipment is inspected annually by a competent contractor is:	STL PE

### Stage Lighting Equipment

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

### Mobile Staging and Seating

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

### Pianos, Organs and Other Musical Instruments

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

### Portable Electrical Appliances

The person/contractor responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Facilities Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Caretakers
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Facilities Manager

### Personal Protective Equipment (PPE)

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary in a risk assessment.

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

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	Senior Science Technician
Design and Technology	STL Technology
Art and Design	STL Art
Caretaking and Cleaning including swimming pools	Facilities Manager
Catering	Harrisons
Grounds Maintenance	Bucklands

The person responsible for making arrangements for	Support staff in areas
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laundering soiled PPE (e.g. overalls, aprons etc ) is:	using equipment
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### Respiratory Protective Equipment

The person responsible for the risk assessment, provision, training in use, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	Technology Technician (Tech)
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### Hazardous Substances

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

Science	Senior Science Technician
Design and Technology (Materials )	STL Technology
Design and technology (Food and Textiles )	STL Technology
Art and Design (Fine Arts )	STL Art
Art and Design (Ceramics )	STL Art
Caretaking and Cleaning	Facilities Manager, Haywards
Catering	Chartwells
Grounds Maintenance	Manor Estates

Copies of all the hazardous substances inventories are held centrally in:	Departments and Facilities Manager
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The person responsible for undertaking and updating the hazardous substance risk assessments is:	SLT (Science) Facilities Manager (non-science)
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The person responsible for ensuring that local exhaust ventilation cupboards, dust extraction equipment on woodworking machines etc) is examined annually and tested by an approved contractor is:	STL Science (Science) STL Technology (Technology)
The reports are kept available for inspection by:	Facilities Manager

### Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with statutory policy, and ensuring that the premises Asbestos Log is consulted by visiting contractors and other relevant persons is:	Facilities Manager
The premises Asbestos Log is kept at the following location in the building:	Main School Office
The person responsible for ensuring that the Asbestos Log is updated, annually and as appropriate following work on the fabric of the building is:	Facilities Manager

### Legionella

The premises Legionella Log is kept:	Site Office
The Premises Responsible Person who has been trained to be responsible for the management of legionella in the school is:	Facilities Manager Head of Finance and Business
The Nominated Legionella Controller person who has been trained to be responsible for checking water temperatures as part of the legionella programme is:	Facilities Manager

## Radioactive Sources

The Radiation Protection Supervisor is:	Senior Science Technician
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The location of the following records is:

History of the sources	SC1
Use log	SC1
Monitoring/Test records	SC1
Risk assessments for use	SC1
Cleaps document L93	SC1

## Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.	Head of Finance and Business
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## Waste Management

Waste will be collected daily by:	Caretakers
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:	Facilities Manager
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Facilities Manager
The company responsible for collecting the schools general waste is:	Shanks
The company responsible for collecting the schools special waste for example, clinical waste, sharps is:	PHS
The company responsible for collecting the schools waste electronic equipment is:	Shanks

## 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.

The person responsible for informing the Waste Authority of any general waste to be collected by it but not covered by the general agreement with the Local Authority is:	Facilities Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Facilities Manager
Spill kits can be found at the following locations:	Site Office

## Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Head of Finance and Business
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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 also 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:	Head of Finance and Business
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### Provision of Information

The person responsible for distributing all health and safety information received from the Health and Safety Team and elsewhere for the maintenance of a health and safety information reference system is:	Head of Finance and Business
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Head of Finance and Business

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:	Head of Finance and Business
The person responsible for maintaining it is:	Head of Finance and Business
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Head of Finance and Business

### Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is:	Head of Finance and Business
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom <b>including</b> an overnight stay is:	Head of Finance and Business
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	Head of Finance and Business

### Work Experience

The person responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited is:	Work Experience Co- Ordinator
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### Swimming

The teacher responsible for school swimming is:	STL PE
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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:	Finance Manager
The person responsible for informing other users of the building	Facilities Manager

of the presence of any hazards which have not been rectified is:	
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Caretakers

### Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> <li>● an identification badge</li> <li>● relevant health and safety information</li> <li>● and will sign the visitors book</li> </ul>	Reception
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Staff Handbook

### 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.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

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

Name	Types of Order
Head of Finance and Business	All departmental orders
Head of Finance and Business	Gifts and donations

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Facilities Manager
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### Catering (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Chartwells
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Catering Manager, Harrisons
The person responsible for ensuring an adequate schedule of deep cleaning is carried out is:	Catering Manager, Harrisons

### Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Catering Manager, Harrisons
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Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Health and Safety (HSE), County Council, Health and Safety Advisers, Environmental Health Officer, Buckinghamshire Fire and Rescue Officers

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LEA is:	Head of Finance and Business
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## Smoking

Smoking in the school and in vehicles under its control is prohibited by law.

### Notes:

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

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

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

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

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Head of Finance and Business
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## Vehicles

**The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the school policy contained

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and child seats where necessary.	Headteacher
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The person responsible for informing the insurers of the acquisition of a vehicle in order that registration, taxing and testing can be arranged is:	Head of Finance and Business
The person responsible for arranging taxing, testing and maintenance of vehicles to the legal is:	Facilities Manager

The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	Head of Finance and Business and Facilities Manager
The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the independent test is:	Head of Finance and Business

## Stress and Well Being

The person responsible for monitoring absence owing to stress related illness and promoting well being is:	Headteacher
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### Lone Working

The persons responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Facilities Manager Head of Finance and Business
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### Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Staff Handbook
Records of bullying incidents and action taken are kept:	Student Support Officers

### Insurance

As an Academy, the school is responsible for organising its own insurance cover as follows:

Insurance Company	Details
Zurich Insurance	Full cover including vehicles

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

The person(s) responsible for carrying out an annual review of the School's Health and Safety Policy and ensuring its dissemination and implementation in the school is/are:	Head of Finance and Business
The person responsible for ensuring the implementation of the recommendations of any audit reports carried out by an independent audit is:	Head of Finance and Business
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Head of Finance and Business



Appendix 1

**First Aid**

Please see the First Aid Policy for a list of current trained staff.