



NEWBURY ACADEMY TRUST

Health & Safety Policy

DATE APPROVED: May 2016

DATE FOR REVIEW: May 2018

A handwritten signature in black ink that reads 'S. H. Wey'.

SIGNED:

On behalf of the Board of Directors

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Health And Safety Statement For Newbury Academy Trust (NAT); Trinity School & Fir Tree School

1. Statement of Intent

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

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

The NAT Directors 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 NAT Directors requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools' 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.

Signed

Signed

(Director of NAT)

(Executive Headteacher)

Date

Date

Other sources of Health and Safety Information:-

- Schools Health and Safety Manual
- Schools Uniservity web pages
- Schools Offsite Activities Guide
- Property Services Information Booklet
- Schools Fire Order Pack

2. Organisation

2.1 Responsibilities of the NAT Directors

The NAT Directors are responsible for:

- Complying with the Education Health and Safety policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- 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 delegated budget;
- Ensuring that the statement 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;
- Active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Executive Headteacher

The Executive Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with;
- Delegating health and safety roles and responsibilities via consultation with the Governing Bodies and Staff;
- 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 school's 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 and a copy of the report is given to the Governors;
- Ensuring that remedial action is taken following health and safety inspections;
- 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 them to be provided;

- Drawing up the establishment's annual health and safety action plan;
- Co-operating with and providing necessary facilities for trade union safety representative;
- 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;

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

2.3 Responsibilities of the staff delegated Health and Safety roles (must be responsible members of staff)

Responsible to the Executive Headteacher for:

- Attending appropriate Health and Safety Training Courses 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 Procedures;
- Ensuring that the Health and Safety Manual and Asbestos Log 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;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- 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 and ensuring they consult the asbestos log.

2.4 Heads of Departments/Subject Co-ordinators/Lead Teachers

Are responsible for:

- The day to day management of health and safety within their department/subject in accordance with the health and safety policy;
- Drawing up and reviewing departmental/subject policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of their area 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;

2.5 Responsibilities of all staff

All staff employed at the establishment have a responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Co-operating with the 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;
- Reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- Reporting to their 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;
- Participating in health and safety inspections and the health and safety committee where appropriate.

3 Arrangements

3.1 Health and Safety Representatives

The members of staff who are health and safety representatives for external or National professional associations are:

Professional Association	Name
Mr N Awbery	Nebosh level 3

3.2 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:	<i>Head teacher</i>
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3.3 Fire and Other Emergencies

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	In each classroom
Bomb Alert	Emergency file: school and site office
Gas Leak	Emergency file: school and site office
Electrical Fault	Emergency file: school and site office
Water	Emergency file: school and site office
<i>Any other relevant subject</i>	

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.

Trinity School

The persons responsible for ensuring and supervising (where appropriate)	Person (Job title)	Deputy
<ul style="list-style-type: none">The controlled evacuation of people from the school or the school grounds to a place of safety,	Headteacher	Deputy Headteacher
<ul style="list-style-type: none">Summoning of the emergency services	Site Manager	Deputy Headteacher
<ul style="list-style-type: none">That a roll call is taken at the assembly point	Headteacher	Deputy Headteacher
<ul style="list-style-type: none">That no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Headteacher, Deputy Headteacher or other member of the senior management team)	Headteacher	Deputy Headteacher

Fir Tree School

The persons responsible for ensuring and supervising (where appropriate)	Person (Job title)	Deputy
<ul style="list-style-type: none">The controlled evacuation of people from the school or the school grounds to a place of safety,	Associate Headteacher	Deputy Headteacher
<ul style="list-style-type: none">Summoning of the emergency services	Associate Headteacher	Deputy Headteacher
<ul style="list-style-type: none">That a roll call is taken at the assembly point	Associate Headteacher	Deputy Headteacher
<ul style="list-style-type: none">That no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Headteacher, Deputy Headteacher or other member of the senior management team)	Associate Headteacher	Deputy Headteacher

Note: The priorities are as follows:

- to ensure the safety of all persons people, 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:	Site Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: In emergency packs	First Copy Reception
	Second Copy Trinity School Site office Fir Tree Headteacher's office

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Site Manager
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3.5 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:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Site Office	Site Manager
Emergency Lighting System	Site Office	Site Manager
Smoke Detection System	Site Office	Site Manager

The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Site Manager
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The approved contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:	Name Churches Fire
	Telephone Number 0870 608 4350

3.6 Locations of Main Service Isolation Points

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

Trinity School

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	<ul style="list-style-type: none"> On Love Lane by the entrance to the Stable Yard On Love Lane opposite the A block
Electricity	<ul style="list-style-type: none"> In the student entrance office (attendance office) In the boiler room below the main kitchen
Gas	<ul style="list-style-type: none"> In the boiler house adjacent to the school kitchen

Fir Tree School

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	<ul style="list-style-type: none"> Main boiler cupboard
Electricity	<ul style="list-style-type: none"> Main electric cupboard
Gas	<ul style="list-style-type: none"> Gas meter housing

3.7 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:

Trinity School

Location of Accident Book	Person in Charge of Accident Book
Electronic version	School nurse

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy.	Headteacher: Mrs C Wilson - Executive Headteacher Mr N Awbery - Deputy Headteacher
	Copy held by:- School nurse

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Deputy Headteacher
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Fir Tree School

Location of Accident Book	Person in Charge of Accident Book
In the main school Office	Named support staff

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy.	Associate Headteacher Deputy Headteacher
	Copy held by:- Reception staff

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	The Associate Headteacher
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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.

3.8 First Aid

The following employees are trained

NAME	DEPARTMENT	DATE	COURSE	EXP
GARY BROWN	SITE	14/11/2013	Emergency first aid at work – 1 day course. Valid for 3 years	13/11/2016
ROBERT ELLIOTT	PE	04/05/2016	Emergency first aid at work – 1 day course. Valid for 3 years	03/11/2019
JON BASTABLE	PE	14/11/2013	Emergency first aid at work – 1 day course. Valid for 3 years	13/11/2016
MARK HERMITAGE	PE	14/11/2014	Emergency first aid at work – 1 day course. Valid for 3 years	13/11/2017
JO PASSEY	PE	17/12/2015	Emergency first aid at work – 1 day course. Valid for 3 years	16/12/2018
RUTH CROSSLEY	PE	30/04/2015	Emergency first aid at work – 1 day course. Valid for 3 years	29/04/2018
JERRY COOKSON	PE	26/11/2012	Emergency first aid at work – 1 day course. Valid for 3 years	16/12/2018
CATHY SEARLE	PE	18/03/2015	Emergency first aid at work – 1 day course. Valid for 3 years	17/03/2018
KATY WYSOCKI-JONES	PE	06/05/2015	Emergency first aid at work – 1 day course. Valid for 3 years	05/05/2018
ALI HIRST	PE		Date to be confirmed	
JUDITH Mc EWAN	SCIENCE	24/01/2014	Emergency first aid at work – 1 day course. Valid for 3 years	23/01/2017
YVONNE WILKINS	SCIENCE	29/01/2014	Emergency first aid at work – 1 day course. Valid for 3 years	28/01/2017

EMMA JERVIS	D & T	26/03/2014	Emergency first aid at work – 1 day course. Valid for 3 years	25/03/2017
ALI RABI	DANCE	01/05/2015	Schools first aid – 1 day course. Valid for 3 years	30/04/2018
DANNI SEWARD	FOOD TECH TECHNICIAN	06/05/2015	Schools first aid – 1 day course. Valid for 3 years	05/05/2018
NIKKI JOHNSON	D & T TEACHER (FOOD)	06/05/2015	Schools first aid – 1 day course. Valid for 3 years	05/05/2018
CAROLINE SLADE	ADMIN	30/01/2013	Schools first aid – 1 day course. Valid for 3 years	29/01/2016 Not renewing
JUNE ROWE	REPROGRAPHICS	21/11/2013 22/11/2013	First aid at work (requalification)	21/11/2016 Not renewing
LAURA WOODBRIDGE	SCHOOL NURSE	21/11/2013 22/11/2013	First aid at work (requalification)	21/11/2016
JO THOMAS	ATTENDANCE OFFICER		Emergency first aid at work – 1 day course. Valid for 3 years	09/08/2018
NATASHA CUNNINGHAM	IIR	10/08/2015	Emergency first aid at work – 1 day course. Valid for 3 years	09/08/2018
TANIA SLATER	FAMILY SUPPORT WORKER	24/09/2015	Emergency first aid at work – 1 day course. Valid for 3 years	23/09/2018
DONNA PERRY	INCLUSION MANAGER	24/09/2015	Emergency first aid at work – 1 day course. Valid for 3 years	23/09/2018

Fir Tree School
See separate sheet

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

Display Point Trinity School	Display Point Fir Tree School
Main School Office	Main School Office
Staff room	Staff room

The person responsible for ensuring first aid qualifications are maintained is:	Deputy Headteacher
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Deputy Headteacher
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First aid boxes and first aid record books are kept at the following points in the school.

Trinity School	Fir Tree School
Location of First Aid Box(es)	Location of First Aid Box(es)
Site Office	School Office
Medical / School Office	
First Aid Record Book(s)	First Aid Record Book(s)
Reprographics	Main School Office

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

Location of Travelling First Aid Box Trinity School	Location of Travelling First Aid Box Fir Tree School
Finance office	Main school office

A termly check on the location and contents of all first aid boxes will be made by:	School nurse Trinity Reception staff Fir Tree
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Use of first aid materials and deficiencies should be reported to: Who is responsible for their replenishment?	School nurse Trinity Reception staff Fir Tree
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The address and telephone number of the nearest medical centre/NHS GP is:	Newbury hospital
	01635 273300

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Berkshire hospital, Reading 0118 322 5111
	Basingstoke hospital 01256 473202

3.9 Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Local Authorities Medical Policy, 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 Trinity School School Nurse First Fir Tree School Named support staff
	Deputy Trinity School School office manager Deputy Fir Tree School Associate Headteacher

The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Local Authorities Medical Policy, 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 - Trinity School School nurse First - Fir Tree School Named support staff
	Second Trinity School School office manager Second Fir Tree School Associate Headteacher

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Specialist nurses such as diabetes, epi pen, epilepsy who liaise with School Nurse, Trinity School Named support staff Fir Tree School
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3.10 Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	School nurse Trinity School Named support staff Fir Tree School
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3.11 Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, lettings, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment(s) are produced and appropriately communicated is:	Site Manager – Site Letting Deputy Headteacherteacher – Extra-curricular
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3.12 Maintenance of Site, Premises, House Keeping and Hazard Reporting

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 to:	Site Manager Trinity School Associate Headteacher Fir Tree
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Site Manager Trinity School Associate Headteacher Fir Tree
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3.13 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.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Site Manager Trinity School Site officer Fir Tree School
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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).	Site Manager Trinity School Site officer Fir Tree School
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	Site Manager Trinity School Mr G Brown Trinity c/o Fir Tree School
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Mr G Brown Site Manager Trinity School Mr G Brown Trinity c/o Fir Tree School
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3.14 Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Manager Trinity School Associate Headteacher Fir Tree
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Defective furniture should be taken out of use immediately and reported to:	Site Manager Trinity School Site officer Fir Tree School
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The person responsible for ordering repairs which are the school's responsibility is:	Bursar Trinity School Bursar Trinity School c/o Fir Tree School
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3.15 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Site Manager Trinity School First Site officer Fir Tree School
	Deputy- Site Officers Deputy Associate Headteacher

3.16 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:	Site Manager Trinity School Site officer Fir Tree School
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3.17 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:	Deputy Headteacher Site Manager
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- Health and Safety Policies: Local Authority, Education, and School.
- Health and Safety Manual
- Codes of Safe Practice and Guidance
- Off-site Activities Manual
- Premises Asbestos Log
- Risk Assessments
- Fire Log book 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

The person responsible for co-ordinating the provision of the health and safety training needs of teaching and support staff in consultation with their line managers and the employees concerned is:	Site Manager
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Site Manager
The person responsible for reviewing the effectiveness of health and safety training is:	Site Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	Site 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:	Site Manager Trinity School Associate Headteacher Fir Tree

3.18 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:	Site Manager
The person responsible for monitoring the safety of manual handling activities is:	Site Manager

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their risk assessment is:	Site Manager
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3.19 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: -

3.19.1 Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Training in safe use received from: including dates	TBC
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Ladders

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

Stepladders

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

3.19.2 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:	Site Manager
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3.20 Legionella control

The person responsible for ensuring that Water supply tests are carried out, temperatures logged and high risk systems are serviced / maintained every 12 months is:	Site Manager
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3.21 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:	Site Manager
Person(s) authorised to operate and use is/are:	Site Manager and site officers

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

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

3.23 Grounds Maintenance Equipment (Machinery and Tools)

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

3.24 Laboratory Apparatus and Equipment Trinity School

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Deputy Headteacher
Person(s) authorised to operate and use is/are:	Science teachers and technicians

3.25 Design and Technology Equipment (Resistant and Compliant Materials) Trinity School

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

3.26 Design and Technology Equipment (Food Technology and Textiles) Trinity School

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Technology
Person(s) authorised to operate and use is/are	ADT teaching staff

The person responsible for ensuring an adequate schedule of cleaning is carried out in the food technology area is:	Deputy Headteacher
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3.27 Art and Design Equipment (Fine Arts) Trinity School

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

3.28 Art and Design Equipment (Ceramics / kilns) Trinity School

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

3.29 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of PE Trinity School Associate Headteacher Fir Tree School
Person(s) responsible for regular (daily) visual inspection is/are:	Head of PE Associate Headteacher Fir Tree School
Contractor responsible for annual full inspection and report is:	Universal Services

3.30 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
Person(s) responsible for regular (daily) visual inspection is/are:	Head of PE Trinity School Site officer Fir Tree School
Contractor responsible for annual full inspection and report is:	Universal Services

3.31 Stage Lighting Equipment Trinity School

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

3.32 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance,	Site Manager
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training, supervision, safe use and risk assessment is:	Trinity School Site officer Fir Tree School
Person(s) authorised to operate and use is /are:	Site staff

3.33 Portable Electrical Appliances

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

3.34 Hazardous Substances (COSHH) Trinity School

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

Science	Technician – Science Prep Room
Design and Technology (Materials)	Technician – AD&T
Design and technology (Food and Textiles)	COSHH register – school and site offices
Art and Design (Fine Arts)	COSHH register – school and site offices
Art and Design (Ceramics)	COSHH register – school and site offices
Caretaking and Cleaning	COSHH register – school and site offices
Catering	COSHH register – school and site offices
Grounds Maintenance	COSHH register – school and site offices

Copies of all the hazardous substances inventories are held centrally in:	School office and site office in emergency packs
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The person responsible for undertaking and updating the COSHH risk assessments is:	Site Manager
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	Site Manager
The reports will be kept available for inspection by:	Site Manager

3.35 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the Local Authorities policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Site Manager
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The premises asbestos log is kept:	In the site office
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Site Manager
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3.36 Radioactive Sources Trinity School

The Radiation Protection Supervisor is:	Science teacher: Mr G King
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The location of the following records is:

DfE permission to purchase letter	Finance office
History of the sources	Science prep room
Use log	Science prep room
Monitoring/Test records	Science prep room
Risk assessments for use	Science prep room
LEA Science Code of Practice	Science prep room

3.37 Noise

Any employee concerned about the noise levels at work should report the matter to:	Deputy Headteacher
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3.38 Waste Management

Waste will be collected daily by:	Site staff
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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:	Site Manager
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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:	Site Manager
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3.39 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 immediately to the appropriate person e.g. Head teacher or 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.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Manager
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3.40 Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Site 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 of the inspection 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:	Deputy Headteacher
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3.41 Provision of Information

The person responsible for distributing all health and safety information received from the Education Department is:	Headteacher
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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:	Deputy Headteacher / Site office
The person responsible for maintaining it is:	Site Manager

Risk Management documentation will be kept in the Risk Management File which is kept:	Deputy Headteacher / Site office
The person responsible for maintaining it is:	Site Manager

The health and safety notice board is sited:	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:	Site Manager

3.42 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for all educational visits is:	Deputy Headteacher
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3.43 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Assistant Head of Sixth Form N/A FT
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3.44 Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises in accordance with the lettings procedure is:	Lettings officer
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Site Manager
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site staff on duty
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3.45 Visitors

On arrival all visitors should report to reception where they will be issued with:

- an identification badge
- relevant health and safety information
- and will sign the visitors book

3.46 Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals to the LEA for approval through the Notification process is:	Headteacher
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3.47 Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is,	Deputy Headteacher
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The person in control of contractors is:	Deputy Headteacher / Site Manager
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Responsibility for liaison with contractors is allocated as follows:	Deputy Headteacher / Site Manager
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3.48 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. 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
Bursar Site Manager	All Site materials (Inc COSHH products)

Deliveries of goods will be reported to reception who will arrange for them to be taken to the appropriate location. The Finance department then inspect and arrange movement to relevant area.

3.49 Catering (For completion only by schools with a catering operation on site)

In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Deputy Headteacher
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3.50 Smoking

The Governing Body has prohibited smoking, including 'E' cigarettes in the school and in vehicles under its control.

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 Councillors, employees, pupils, parents and other visitors.

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

3.51 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 any Local Authority guidance.

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: <u>(prior to the first use of any vehicle.)</u>	The school Bursar
He/she will ensure that the driver has a valid licence,	

appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	
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The person responsible for maintenance of vehicles to the standards laid down by the DVLA:	Site 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 no known medical conditions that affect their ability to drive etc is:	Deputy Headteacher
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The person responsible for maintaining a list of authorised drivers of school vehicles is:	Deputy Headteacher
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3.52 Stress

The persons responsible for monitoring absence owing to stress related illness is:	Executive Headteacher Deputy Headteacher
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3.53 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Site Manager
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3.54 Bullying/Harassment

Records of bullying incidents and action taken are reported to:	Office Manager
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3.55 Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Headteacher
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The person responsible for completing and returning the Annual Health and Safety Report to the Governing Body is:	Headteacher
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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:	Deputy Headteacher
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	SIMS Manager
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Note: The Schools Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.

Qualified Fir Tree First Aiders

Update September 2015

Full Name	First Aid Training Held	Training date	Retraining date
1. Mrs M Allport	Emergency 1 st Aid	01.09.2014	01.09.2017
2. Miss A Bancroft	Emergency 1 st Aid	01.09.2014	01.09.2017
3. Ms Jardian Bell	Paediatric 1 st Aid	Mar 2015	To be arranged
4. Mrs J Brown	Emergency 1 st Aid	01.09.2014	01.09.2017
5. Mrs K Chivers	Early Years 1 st Aid	Jan 2015	On Maternity leave
6. Miss L Crewe	Paediatric 1 st Aid	Feb 2015	To be arranged
	Emergency 1 st Aid	01.09.2014	01.09.2017
7. Mrs K Darrington	Emergency 1 st Aid	01.09.2014	01.09.2017
8. Miss Alison Dougal	Emergency 1 st Aid	01.09.2014	01.09.2017
9. Mrs K Dougal	Emergency 1 st Aid at Work	25.06.2014	25.06.2017
10. Mrs L Dove			To be arranged
11. Miss M Eblowska	Paediatric 3hr basic life support		March 2017
12. Mrs C Funderburg	Emergency 1 st Aid	01.09.2014	01.09.2017
13. Mrs J Gore	Emergency 1 st Aid	01.09.2014	01.09.2017
14. Miss C Hayter	Paediatric 1 st Aid	Mar 2015	To be arranged
15. Mrs N Hughes	Emergency 1 st Aid	01.09.2014	01.09.2017
16. Mrs A Hunt	Emergency 1 st Aid	01.09.2014	01.09.2017
17. Mrs S Lole	Emergency 1 st Aid	01.09.2014	01.09.2017
18. Miss L Macfarlane	Emergency 1 st Aid	01.09.2014	01.09.2017
19. Mr R Nobes	Emergency 1 st Aid	01.09.2014	01.09.2017
20. Mrs A O'Hare	Emergency 1 st Aid	01.09.2014	01.09.2017
21. Mrs P Pinkney	Emergency 1 st Aid	01.09.2014	To be arranged
22. Miss Z Preston			To be arranged
23. Mr B Pryor			To be arranged
24. Mrs N Purcell	Paediatric 1 st Aid	23.06.14	To be arranged
25. Mr A Rose	Emergency 1 st Aid	01.09.2014	01.09.2017
26. Mrs E Rummins	Emergency 1 st Aid at Work	25.06.2014	25.06.2017
27. Mrs G Smith			To be arranged
28. Mrs U Smith	Emergency 1 st Aid	01.09.2014	01.09.2017
	Paediatric 1 st Aid	Mar 2015	March 2013
29. Mrs P Voss	Emergency 1 st Aid	01.09.2014	01.09.2017
30. Mrs N Wilson	Emergency 1 st Aid	01.09.2014	01.09.2017
31. Miss L Wood	Paediatric 1 st Aid	Mar 2015	To be arranged