

ROMERO
CATHOLIC ACADEMY TRUST

Health and Safety Policy

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TRUST INTRODUCTION AND GUIDANCE TO COMPLETE THIS POLICY TEMPLATE:

At Romero Catholic Academy Trust ("the Trust") the health, safety and welfare of staff, pupils and visitors is of paramount importance. We will strive to achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The Trust has overall responsibility for the health, safety and welfare of staff, pupils and visitors in the academies it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where pupils can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

This policy applies to all Romero CAT Employees and to any other person or organisation that may use Trust services or premises for any purpose.

Although overall accountability for Health and Safety lies with the Trust, day to day responsibility for the Health and Safety of staff and pupils in individual schools is delegated to the Headteacher, who in turn will delegate particular functions to other staff. Each Headteacher will ensure that there are systems in place to adequately rigorous and support this policy. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

Managers are responsible for ensuring that employees are made aware of the location and contents of this policy through induction training for new employees and by regular updates for employees.

As a Trust we aim to :-

- provide, as far as reasonably practicable, a safe and healthy working environment for all.
- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure that all members of the Trust community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- prevent accidents and cases of work-related ill health;
- have an effective system for communicating and consulting on health and safety matters.
- effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.
- encourage, promote and continuously improve the Trust's health and safety performance.
- To ensure that we protect the environment.

This policy template helps schools to fulfil the Trusts commitment to health and safety these requirements into the schools operating procedures.

Each school in the Trust must:

- Sign off the Trust policy statement (page 4 & 5), they will also
- Review and adopt the organisation responsibilities, ensuring tasks are allocated to responsible staff (attached as section 2).
- Complete section 4 (school specific arrangements)

Once completed, schools should follow their consultation process and share the document with their Local Governing body, employees and any other interested parties.

The full policy can then be shared with all staff on induction, be placed in a readily accessible place and communicated to all staff annually or when the policy is updated.

This policy will be reviewed every 2 years.

Signed: _____ Signed: _____

CEO: _____ Chair of Board _____

Date: _____ Date: _____

1. TRUST HEALTH AND SAFETY POLICY

In accordance with the Health and Safety at Work etc Act 1974, it is the policy of the Governing Body of St Josephs RC Academy School, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any activities undertaken.

In compliance with health and safety legislation and regulations, the Trust, LGB and Head Teacher will ensure so far as is reasonably practicable that:

- A safe, healthy and secure working and learning environment is provided for staff, pupils, visitors and contractors.
- Adequate resources are made available to enable the effective implementation of this Policy and associated procedures
- safe working methods and safe work equipment is provided
- Adequate welfare facilities are provided
- Advice is sought from competent persons on legal requirements for health and safety and on current best practice
- Those with specific roles and responsibilities for health and safety will be engaged and are competent to successfully undertake their duties
- Arrangements for communicating and consulting with employees and other relevant parties are implemented
- Suitable and sufficient risk assessments are undertaken and recorded for all activities undertaken by the establishment
- Appropriate risk control measures and safe systems of work are developed and implemented
- Appropriate procedures are adopted to monitor the successful application of this policy and associated procedures
- Accidents, incidents and near misses are recorded, reported and investigated where required.
- Staff and partners are consulted and communicated with in terms of health and safety
- competent contractors who will work safely are sourced
- adequate first aid cover and occupational health support is provided.

The Governors and staff of St Josephs RC Academy School are committed to playing an active role in the implementation of this policy and undertake to annually review and revise it in light of changes in legislation, experience and other relevant developments.

Romero Catholic Academy Trust as the employer has overall responsibility for health and safety within the establishment. The school will follow any policies and procedures issued to the school by the Trust in respect of health and safety in accordance with the local management of schools regime and fair funding.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school activities. This policy 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 managed are set out in the Arrangements section.

Signed: _____ Signed: _____

Head Teacher: _____ Chair of Governors: _____

Date: _____ Date: _____

Review Date: 01/10/2027

2. ORGANISATION FOR HEALTH AND SAFETY (TRUST AND SCHOOL ROLES)

Overall responsibility for health and safety lies with The Board of Trustees, Chair of Board and Chief Executive Officer (CEO) carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures. They will do this by:

- Leading by example on all matters relating to health, safety and welfare,
- Promoting and following this Health and Safety Policy,
- Dedicating budget to the health and safety provision at the academies,
- Communicating effectively with parents, staff and pupils,
- Monitoring and reviewing health and safety procedures and practice

2.1 THE DUTIES OF THE TRUST BOARD INCLUDES THE FOLLOWING:

- To ensure health and safety is a regular agenda item on relevant committees/meetings.
- To regularly review and ratify the Health and Safety Policy for the Trust.
- To request information to help them monitor both compliance with, as well as the effectiveness of, this policy and local school arrangements.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy and local school arrangements
- To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- To ensure all schools which are part of Romero CAT have a health and safety policy
- To lead by example setting health and safety standards across the Trust

2.2 CEO'S RESPONSIBILITIES

The CEO has overall responsibility for health and safety within the Trust and for achieving the principles and objectives outlined in the Trust's Health and Safety Policy. They are supported by the Head of Operations and Estates to:

- Inform and advise the Trust board of the resources required, and in place to comply with statutory requirements.
- Ensure that arrangements for the monitoring, and audit of health and safety are in place across the Trust's schools.
- Ensure an annual report to the Trust Board on health and safety including Trust and school performance.
- Ensure schools work to, eliminate accident, incident and ill health potential, as far as is reasonably practicable.
- Ensure that Headteachers are aware and understand their individual responsibilities regarding health and safety, and that this is reviewed and challenged as needed
- Ensure adequate communication and consultation between managers, any specialist advisers, employees and employees' representatives on health and safety matters.
- Ensure there is Competent health and safety advice/support for the schools across the Trust.
- Ensure that each school provides the correct level and standard of training to meet all aspects of health and safety.
- Create a positive health and safety culture across the Trust.

2.3 HEAD OF OPERATIONS AND ESTATES

- The Head of Operations and Estates will support the CEO in achieving the principles and objectives of the Trust's Health and Safety Policy as identified above and specifically
- Will manage the strategic safety of school buildings and major works programme with support from building specialists
- Will communicate expectations for health and safety compliance with senior leaders (Trust level, school level).
- Line manage the Health and Safety Manager supporting them in the development and introduction of a simple and affective, but robust, health and safety management framework.
- Furthermore, they will (with support from the Health and Safety Manager and Estates professionals where relevant)
- Ensure that there are effective policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- Ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- Ensure that there is provision of adequate training, information, instruction and supervision as far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- Ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to school sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- Ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- Ensure that at each school site an appropriate member of staff is identified to co-ordinate and lead on health & safety matters.
- Be responsible for supporting compliance with all health & safety legislation affecting the operations and activities of the central team.
- Ensure that arrangements for the monitoring and audit of health & safety are in place across all academy sites.
- Provide the Trust board with an annual report on all matters affecting health & safety.
- Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.
- Ensure that the Trust's Health & Safety Policy & procedures are reviewed

2.4 THE TRUST HEALTH AND SAFETY MANAGER SHALL:

- Hold CMIOSH status.
- Be responsible to the Head of Operations and Estates, acting as the focal point for day to day health and safety enquires or emerging/important issues on a school site. Providing advice or guidance as needed.
- Monitor standards of health and safety matters as needed.
- Obtain specialist advice on health and safety matters when required.
- Monitor, investigate and act where appropriate on issues of note.
- Review information of accidents and hazardous situations. Escalating matters as needed to the Head of Operations and Estates .
- Report events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR).
- Develop, implementing and reviewing health and safety arrangements.
- Provide information and training on request and within their competence.
- Review, advise on, approving/processing adventurous or residential trips and visits for schools using the Trust EVOLVE system.

- Monitor compliance with the Management of Health and Safety at Work Regulations and other relevant legislation and associated codes of practice.

Health and Safety Manager shall have the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the Trust and the Head Teacher.

2.5 THE HEADTEACHER (WITH SUPPORT FROM THE SLT) WILL:

- Develop and approve the local health and safety policy and for the school.
- Adopt the Trust health and safety policy as needed.
- Ensure all policies and procedures are communicated to school staff and contractors as needed.
- Ensure staff understand their health and safety responsibilities under the policy and associated procedures.
- Confirm appropriate training is put in place to help staff complete their roles.
- Identify person(s) who will act as health and safety lead on the school site, these persons will support the Headteacher in the development and management of the schools health and safety procedures and processes. Working alongside and liaising with the Trust Health and Safety Manager. ***(if a coordinator is not identified the role defaults to the headteacher)***
- Ensure adequate accident and incident reporting processes are in place and appropriate investigations take place.
- Ensure findings from investigations are implemented.
- Ensure appropriate defect and maintenance reporting processes are in place.
- Ensure risk assessments are in place for significant risks across the school site.
- Ensure all statutory compliance work is undertaken for the school and servicing and maintenance is completed in a timely manner.
- Undertake regular site inspections with the site supervisor/caretaker to ensure it is safe and secure.
- Raise with the Trust any serious issues and seek support where appropriate for advice and guidance on health and safety matters.
- Ensure appropriate procedures are in place to confirm visitors, volunteers including work placements and contractors are aware of, and abide by, the school/Trust health and safety policy and procedures.
- Ensure the school has a trained Educational Visits Co Ordinator (EVC).
- Ensure Heads of Department in high-risk areas develop their own policy and procedures to manage safety in their area of responsibility.
- Delegate appropriate tasks to the Business Managers/ Operations Manager/ Bursar, the site supervisor/caretaker and engage suitable contractors where appropriate.
- Ensure staff are aware they must not bring their own equipment or substances onto school site
- Ensure sufficient first aid cover is in place and a first aid risk assessment completed.
- Liaise with, seek guidance from, the Trust Health and Safety Manager as needed.
- Demonstrate a visible commitment to health and safety at all times, offering guidance and support to staff on health and safety issues.

2.6 EACH HEADTEACHER WILL APPOINT: A SCHOOL HEALTH & SAFETY LEAD(S)

Mrs Collette Senior is the schools a school health & safety lead. They will

- Be the main point of contact for health and safety matters, for monitoring and reporting, and for liaison with the Trust Health and Safety Manager.
- Send requests to other staff requesting health and safety updates
- Task/remind staff (alongside the headteacher) to complete their main health and safety duties. For example, the need to develop policies and risk assessments, the need to provide inductions, confirming accident reports are being completed, confirming health and safety training is taking place.
- Be the focal point for requests for support from the Trust Health and Safety Manager

2.7 THE ONSITE BUSINESS MANAGER / OFFICE MANAGER / BURSAR / OPERATIONS MANAGER WILL:

- Support the headteacher in all onsite health and safety matters.
- Investigate accident / incidents, escalate possible RIDDORs to the Trust and identify trends.
- Ensure relevant health and safety policies and procedures are in place.
- Ensure staff health and safety inductions are completed and recorded.
- Ensure the health and safety law poster is displayed with up-to-date information.
- Complete management reviews on the compliance / site inspection checks completed by the site manager/caretaker.
- Alongside the lead first aider, ensure first aid equipment is stocked and AEDs working correctly and accessories in date.
- Liaise with the school's health and safety lead.
- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Ensure any contractors on site are competent in health and safety matters.
- Coordinate health and safety training for school staff.
- Liaise with, seek guidance from, the Trust Health and Safety Manager as needed.
- Always demonstrate a visible commitment to health and safety, offering guidance and support to staff on health and safety issues.

2.8 SITE MANAGERS / CARETAKERS / SITE SUPERVISORS WILL:

- Ensure the site is safe and secure at all times.
- Ensure there are safe means of access and egress, and these are clear of obstructions at all times.
- Ensure contractors see, read and sign for the asbestos register before undertaking work.
- Ensure the school is free of slip/trip hazards and adequate welfare facilities are provided.
- Ensure they operate safe working arrangements when undertaking maintenance tasks.
- Monitor contractors whilst on site and ensure they are working safely.
- Ensure adequate fire safety arrangements are implemented.
- Ensure regular testing and maintenance of fire equipment, doors, alarms, call points, emergency lighting is undertaken and recorded.
- Ensure all statutory compliance is recorded and records held for review. including asbestos management and legionella, electrical systems, glazing, trees, play equipment, etc.
- Take responsibility for acting on reports of defects and maintenance escalating any action that cannot be completed to the Business Manager/Headteacher.
- Conduct regular site inspections both daily/weekly alone and termly with the Headteacher or relevant senior leader to identify, record and act upon any issues needing attention.
- Ensure COSHH procedures are followed at all times and stored appropriately

- Keep records of checks completed and action taken ready for review by the business Manager, Headteacher or Trust Health and Safety Manager.
- Take part in relevant training and development.
- Complete risk assessments for the areas they are tasked with keeping safe (internal and external), their activities and any other significant risks they are responsible for as part of their role in school.

2.9 HEADS OF DEPARTMENT, SENIOR TECHNICIANS AND LINE MANAGERS ARE RESPONSIBLE FOR:

Implementing the health and safety policy within the work activities/area under their control. In particular they will:

- Develop health and safety guidelines and departmental health and safety policy for high-risk areas (they may wish to use templates provided by CLEAPSS or AFpE for example)
- Ensure their guidelines, risk assessments and procedures are shared with all those in their department who could be harmed by the equipment, substances, or activities.
- Ensure activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensure any staff they line manage have completed a health and safety induction and a department induction.
- Ensure any curriculum specific health and safety training is completed by staff and that staff are adequately instructed and supervised.
- Ensure that all equipment is maintained and safe for use.
- Complete termly inspections of their work area to ensure it is fit for purpose and free of hazards.
- Ensure any hazards relating to their work area are communicated to the Business Manager and headteacher.
- Ensure first aid equipment near their work area covers any foreseeable injuries in their work area.
- Ensure accidents in their area of responsibility are reported and investigated. If needed escalated to the Trust to RIDDOR report.
- Ensure that, if health and safety advice is needed from the Trust Health and Safety Manger they request support via the Business Manager, Office Manager or Headteacher.
- Speak to the Headteacher if they need any technical health and safety training to complete their subject. E.g. via CLEAPSS.

2.10 TEACHERS ARE RESPONSIBLE FOR:

At all times, for the safety of pupils in classrooms, laboratories, workshops and learning activities including sports, trips and co-curricular. In particular they are responsible for:

- Knowing the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Exercising effective supervision of pupils and ensuring pupils are aware of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- Giving clear instructions and warnings.
- Ensuring that coats, bags, cases etc. are safely stowed away, that fire escape routes are kept clear at all times and not obstructed, and that fire doors are not held open.
- Following safe working procedures

- Always using appropriate protective clothing and guards and special safe working procedures when appropriate or required.
- Ensuring that all accidents/incidents (including 'near-misses') occurring in the class and/or during an activity are recorded and investigated.
- Ensure that, if health and safety advice is needed from the Trust Health and Safety Manger they request support via the Business Manager, Office Manager or Headteacher.

2.11 ALL OTHER SCHOOL STAFF (OFFICE STAFF, SUPPORT STAFF, CLEANERS/ KITCHEN STAFF):

It is the responsibility of all employees and volunteers to:

- Take reasonable care of their own health and safety and that of all persons who could be affected by their acts or omissions at work.
- Ensure they follow risk assessments and procedures relevant to their role.
- Co-operate with line managers so far as it is necessary to enable them to work safely.
- Use work equipment provided correctly in accordance with instructions and training.
- Inform their line managers of any matters that could pose a health and safety risk.
- Report any accidents/incidents (including a 'near-miss) which occurs at work.

2.12 CONTRACTORS

It is the responsibility of contractors and their employees to:

- comply with the School's Health & Safety Policy, Safe System of Work and local procedures
- abide by relevant Codes of Practice for their trade or discipline
- report any accidents or dangerous occurrences to the **[Health and Safety lead or Facilities manager]**

2.12 PUPILS WILL:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Reporting any health and safety hazards they notice to a member of staff as soon as possible.

3. ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 CONSULTATION

The Trust has a mechanism for consulting with Trade Unions through the Joint Consultation Committee (JCC) and will also arrange Health and Safety Committee meetings on request.

Significant planned changes in working practice or to the working environment which has the potential to impact health and safety in the workplace, will be consulted on at the JCC and communicated via Safety reps to individual Trust schools.

Each school has regular team meetings, staff briefings and etc. where health and safety issues can be raised. Any employee can raise health and safety concerns with their line manager or trade union representative.

3.2 RISK ASSESSMENT

Effective risk assessment is the foundation of all health and safety, and each school will take steps to ensure that all staff are confident and familiar with risk assessments, and how to record and report hazards.

Competent trained personnel will complete risk assessments for all work activities undertaken by the school and will strive to ensure that the documentation is reviewed at least annually or if circumstances change.

Risk assessments are stored electronically on the shared network and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

Under the Management of Health and Safety at Work Regulations 1999 the minimum each school will ensure there is a range of risk assessments covering significant hazards. The Trust acknowledges that it is impossible to eliminate all hazards, but steps will be taken to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

3.3 FIRE SAFETY AND EVACUATION

- Each school is responsible for ensuring there are adequate procedures in place for fire and emergency evacuation. Each school must carry out a whole school fire drill at least once a term, organised by the Head of School or member of SLT, who will also have responsibility for ensuring that fire plans are devised, followed and tested.
- Fire risk assessments are carried out, recorded, and reviewed annually, and receive an update every 2 years or following significant changes to the building or demographic of the school. Fire alarm safety checks are carried out regularly and recorded as per statutory legislation and guidance and this is recorded on iAM Compliant.
- Each school has a range of emergency exits located and signposted around the site, and emergency procedure information is displayed detailing what to do in the event of a fire or other emergency. Escape routes and fire doors are checked daily to ensure that they are free from obstruction and are formally checked and recorded on a weekly basis by site staff.

- Each site will have special arrangements in place for the evacuation of people with mobility or special needs. PEEPS (personal emergency evacuation plans) are devised and reviewed on an annual basis, and reviewed following fire drills.

3.4 LOCKDOWN PROCEDURES

In the event of an intruder or other threat to safety within school, the school will go into a full or partial lockdown. Each school has its own local procedures and drills are completed termly, the lockdown drills are completed with full transparency to staff, pupils and parents to avoid any unnecessary panic or distress. Unlike fire drills, no 'surprise' lockdown drills are held. The lockdown procedures for each school will be shared with staff on a regular basis.
For more details, please see individual school lockdown procedures.

3.5 FIRST AID

First Aiders are qualified personnel who have received training and are provided with re-training at regular intervals in order to ensure that their skills are maintained. A first aid needs risk assessment has been developed to ensure that there is adequate provision within each the school.

Employers have a duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. First aiders will be provided with medical information where appropriate. Any one suffering with a minor injury should request first aid assistance, in the event of a more serious accident reception should be contacted and the injured person should not be moved.

First aid boxes are kept in appropriate locations around each school and in more specialist practical departments e.g. science, art, technology and PE etc. in secondary schools. A current and up to date list of first aiders is available and displayed within each school. First aid boxes will be checked half termly and recorded on iAM Compliant. Defibrillators are available at each school site and will be checked on a monthly basis.

3.6 MEDICINES

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
Individual schools will consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported where needed.
For more information, see supporting pupils with medical needs policy

3.7 ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents, incidents and near misses to Trust staff, pupils or visitors will be recorded and investigated by the relevant School Business Manager/ Operations Manager, at a level appropriate to the nature of the incident and or the injury sustained, to find out what happened and how any similar incident can be avoided.
All staff have a responsibility to report and record accidents in line with Trust procedures as soon as is practically possible. All staff accidents must be reported to the Trust via the Accident reporting system

and an investigation will be carried out to establish the facts relating to the accident/incident and outline any remedial actions. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.
All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for pupils.

Some accidents are reportable to the HSE under RIDDOR – this is undertaken centrally by the Trust Health and Safety Manager – please see accident flow chart for more information (see appendix 1).

3.8 TRAINING AND INDUCTION

Employees will be provided with suitable and sufficient information, instruction, supervision and training. This is provided not only to ensure the School complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the School's undertakings.
Training is provided for all employees:

- On recruitment into the School.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours wherever possible.
- Periodically and when refresher training is needed.

It is the Trust's policy to ensure all management are suitably trained to implement the Health and Safety Policy as well as being trained to undertake specific tasks. All training will be recorded and retained on each individual employee's personal file for future reference. Employees will report any issues to the Headteacher
Curriculum / Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

3.9 OFF-SITE VISITS

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Please refer to the Trust Off site visits Policy and Procedures when taking pupils off the school premises. Before any activity is allowed to take place the headteacher will ensure that:

- the objective of the visit is clear
- they are informed well in advance about less routine visits
- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

See off site trips and visits policy for more details.

3.10 BUILDING AND SITE MAINTENANCE

The headteacher with support from the Trust is responsible for ensuring that the school premises are maintained so as to comply with health and safety laws, and are easily accessible and reasonably safe for the whole school community.

Each school will appoint a named person to be responsible for reporting any health and safety concerns relating to the site premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

Records of cyclical testing will be stored on iAM Compliant.

3.11 ELECTRICITY AND ELECTRICAL EQUIPMENT

Electricity has the potential to cause serious harm and in order to minimize the risks involved all fixed wiring installations are inspected by external competent contractors or at least every five years.

Staff are required to visually check items before use, report defects immediately to the site team and/or the Business Manager and not use equipment they consider to be unsafe. All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Where necessary a portable appliance test (PAT) will be carried out by a competent person or contractor
- All isolators switches are clearly marked to identify their machine
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- Staff will not bring electrical items into school unless authorized by their line manager.

3.12 PPE

The School will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees and pupils. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All employees and pupils who are required to wear personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Headteacher will be responsible for replacing any defective PPE upon request.

3.13 MAINTENANCE OF EQUIPMENT

The safe use and operation of equipment, machinery and plant is of paramount importance to the school. The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. Where such equipment is being used by staff all reasonable steps will be taken by the

school to ensure, so far as is reasonably possible, the health and safety of staff and other persons who could be affected by their use.

Staff are only allowed to use equipment they have been trained and authorised to use, staff will not bring personal equipment into school unless authorised by their line manager.

The school will ensure that:

- any plant, equipment or machinery that may be used or provided will be safe and fit for the purpose for which it is intended to be used.
- suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant staff.
- under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- only trained and experienced persons will be permitted to use equipment, plant or machinery.
- equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- under no circumstances may equipment, plant or machinery be used by third parties unless authorised by the Headteacher
- regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- site specific and statutory inspections are completed to the required standard and frequency
- staff are instructed to report any damaged to machinery safety devices, guards, isolation switches etc.

3.14 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

There are areas in the schools where hazardous substances will be stored. Hazardous substances should be are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets,
- only staff that are trained to use these substances will have access to them. clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabeled container. Where they are decanted, full COSHH details should be transferred to the new container
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Control of substances hazardous to health (COSHH) risk assessments are completed by the roles below and circulated to all employees who work with hazardous substances.

3.15 ASBESTOS

An asbestos survey and management plan (AMP) will be completed for each school where necessary. For any schools built prior to the year 2000, it should be assumed that the building contains asbestos. The Headteacher is responsible for ensuring that relevant school staff are made aware of the location of asbestos containing materials (ACM) and that relevant persons have access to the AMP. Prior to any

work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc) either by contractors or school staff, the asbestos management plan must be consulted and checked. A copy of the Asbestos Management Plan is to be kept by the Site Manager and contractors must read and sign to say they understand it BEFORE starting work.

For more information regarding ACMs contact the Site Manager /site supervisor.

3.16 LEGIONELLA

The school will take reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards. Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the School can take the appropriate measures to eliminate or reduce the risk.
A suitable and sufficient assessment has been undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the School's premises. The assessment will be completed by a person who is competent to do so. Regular water and temperature checks are completed and recorded as identified in the legionella risk assessment.

3.17 WORK EXPERIENCE AND YOUNG WORKERS

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers (under 18) may be working on the School's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Before engaging any young employees, the school will complete specific risk assessment.

3.18 CONTRACTOR MANAGEMENT

All contractors and visitors must report to reception, sign in and wear a visitor's badge. Contractors and visitors will be issued with relevant information such as emergency procedures, accident procedures etc.

The Site Manager/ caretaker is responsible for monitoring areas where the contractors work may directly affect staff and pupils. Work by contractors will be carried out, where possible, out of school hours, and schools must obtain copies of risk assessments and method statements (RAMs) before work is undertaken.

Precautions should be taken to ensure the safety of visitors to site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons.

3.19 DISPLAY SCREEN EQUIPMENT (DSE)

The School recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The School will endeavour to eliminate these issues through good workplace and job design, information and training.
Employees will be encouraged to follow any system developed by the School for display screen equipment. If the DSE user requests an eye test the School will meet the cost. If the test highlights the need for corrective lenses for VDU (visual display unit) use the School will meet the cost for the basic corrective lenses required.

3.20 VEHICLE AND PEDESTRIAN SEGREGATION

Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways. Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

Where bus operators are required to collect / drop off children, segregation and controls must be considered on site.

Pupils, staff and visitors are reminded to be extra vigilant when crossing roads near to school sites at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, pupils are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

3.21 OCCUPATIONAL HEALTH AND WELFARE

The Trust and schools take health and welfare seriously. The aim is to create an environment which is free of occupational risk, occupational illness. The school aims to achieve this with the help, involvement, contribution and commitment of all members of staff. The school recognises that some health and safety legislation require employers to provide health surveillance for their staff.

Staff are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the School. If any staff has any concerns about their health or if any screening questionnaire shows that further medical surveillance is required, then the School will send the employee to a designated Occupational Health Provider.

3.22 MANUAL HANDLING

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The school accepts that some manual handling activities may be necessary during their operations.

The need for employees to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees are encouraged to follow any system developed by the school for safe manual handling operations. Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

3.23 WORKING AT HEIGHT

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations, the School shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The School will do all that is reasonably practicable to prevent falls from height.

The hierarchy below will be used for managing and selecting suitable ways for work at height:

- avoid the need work at height where possible, e.g. using extended equipment from the ground
- Prevent falls using appropriate access equipment such as work platforms or rope access
- Reduce the distance and consequences of a fall should one occur

- Provide instruction and training for any staff undertaking work at height.

The school has a duty as an employer to ensure that the risk of injury is removed or minimised. The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained.

The School accepts that it is necessary for some operations to use a ladder or stepladder. Ladder users must be trained and instructed in their use.

Ladders must be:

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Only ladders constructed to a national or international industrial standard e.g. EN131 Class 1 ladder may be used within the School. Site-specific risk assessments on the use of ladders will be carried out prior undertaking an activity.

3.24 LONE WORKERS

There will be some situations where staff within schools will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Any staff who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

3.25 CURRICULUM SAFETY

Health and safety is the responsibility of all staff, teachers and support staff and in particular for the prevention of dangerous practices. Faulty equipment, which includes the fabric of the building, furniture and fencing, gates and playground surfaces etc. which may cause injury to pupils, other members of staff, parents or visitors should be noted and reported to the Site Manager or Headteacher.

Classrooms should be set out so that easy access is available to all equipment and so that there is a safe route between tables, chairs and other furniture.

For higher risk departments (such as DT, Art, PE, Food etc) risk assessments are completed for significant hazards. This is the responsibility of the head of department/ curriculum leader.

3.26 GAS SAFETY

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference. Therefore, the School will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.
Wherever possible the school will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification. Where necessary, appliances and meters will be adequately protected and guarded to prevent access by pupils or unauthorised persons.

3.27 HOUSEKEEPING

It is School policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work. Poor standards of housekeeping can cause employees and pupils to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option

3.28 INFECTION CONTROL

The school follows national guidance published by Public Health England when responding to infection control issues. Staff, pupils and visitors will be encouraged to follow good hygiene practice, outlined below where applicable.

Handwashing

Pupils and staff are encouraged to:-

- wash hands with liquid soap and warm water.
- to always wash hands when using the toilet, before eating or handling food, and after handling animals.
- to cover all cuts and abrasions with waterproof dressings.
- use sanitiser which is available throughout the site (where deemed necessary)
- Signage is used to remind staff and pupils how and when to wash hands

3.29 LIFTING EQUIPMENT

The School may use equipment of this type for various activities to be carried out during the course of the work; therefore, the School will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months. Any lifting accessories must also be examined within this timeframe.

- All other lifting equipment is examined annually

Where necessary, the School will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures. Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

3.30 ALCHOL AND DRUGS

All staff, pupils and visitors will observe smoking restrictions and are not permitted to smoke anywhere within the School grounds. Drug and/or alcohol abuse in School or affecting performance, may be considered by the School to be a disciplinary matter.

3.31 NEW AND EXPECANT MOTHERS

The school is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the school has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The school can also ask for a certificate from your GP or your midwife showing that you are pregnant.

Upon written notification the school will carry out a specific risk assessment. The member of staff will be asked to help with this, and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the School. The risk assessment will be reviewed on a regular basis and more frequently as the pregnancy progresses.

3.32 PLAYGROUND AND PE EQUIPMENT

The playground/PE equipment is inspected on a termly basis by the Site Manager/ Head of PE who will endeavor to carry out any repairs necessary as he seems fit and record the date of repair and location. Any defects found by a member of staff should be reported to the Headteacher/Site Manager as soon as possible.

Any defects will be rectified as soon as possible to limit the chances of a child being injured. Any defects found by a member of staff should be reported to the Site Manager as soon as possible.

The internal PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Site Manager and any actions/defects found are rectified as soon as possible. None of the equipment is to be left in an unsafe condition.

3.33 VIOLENCE IN THE WORKPLACE

The Trust and each school is committed to ensuring the safety and welfare of its employees and will not tolerate violent or threatening behaviour towards employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary. The Health and Safety Executive (HSE) defines work-related violence as, ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. This can include verbal abuse or threats, face to face, online and on the telephone as well as physical attacks.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/head immediately. This applies to violence from pupils, visitors or other staff.

3.34 SLIPS, TRIPS AND FALLS

Slips and trips are the most common cause of injury at work – and the most reported injury, they can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons.

All staff have a responsibility to ensure that any spillages are dealt with immediately and adequate signage is used where appropriate. Cleaning equipment is available through the school. All slips, trips and falls must be reported in line with the accident reporting procedures. If staff have concerns regarding the quality of any walkways within the school, they must be reported immediately to their line manager.

3.35 SMOKING

Smoking is not permitted anywhere on the trust/school premises. This includes the use of e-cigarettes.

4. SCHOOL SPECIFIC ARRANGEMENTS

HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS & PREMISES DOCUMENT

1. Roles & Responsibilities	
The Senior member of staff in the school with day-to-day responsibility for the management of health, safety and wellbeing is:	**Mrs C Carlile**
The Governor appointed to monitor health and safety is:	**Mr J Livesey**
The person who leads on Health and Safety matters in this school is:	**Mrs Collette Senior**

2. Consultation	
Consultation with staff, regarding health and safety is provided via: *(this might include staff briefings, committees, 1:1's, emails, meetings)*	**Emails, staff meetings, sharing of policies, staff briefings, premises meetings.**
The person responsible for ensuring the Health and Safety Law Poster is displayed (include the location:	**Mrs Collette Senior**

3. Risk Assessment	
The person responsible for ensuring risk assessments are carried out and then reviewed annually or if there is a significant accident, incident or near miss is:	**Mrs Collette Senior**
Any hazards noted within the establishment/ departmental environment must be reported to:	**Mrs Collette Senior**
Curriculum and curriculum activity risk assessments are completed by:	**Mrs C Carlile and Class Teachers**
Staff risk assessments: *reasonable adjustments, pregnant worker, work related stress, work experience, Personal Emergency, Evacuation Plans (PEEPS) are undertaken by*	**Mrs C Carlile**
Pupil risk assessments, Health Care Plans including PEEPs *(Normally school SEND Officer in consultation with GP, parents' specialists etc.)*	**Mr J Sutcliffe**

4. Emergency & Fire Arrangements	
The person responsible for reviewing the fire risk assessment and ensuring it is reviewed annually is:	**Mrs Collette Senior**
The person(s) responsible for ensuring that emergency procedures are in place and these are clearly communicated is:	**Mrs C Carlile**
Emergency lockdown drills will be organised termly by:	**Mrs C Carlile**
Fire drills will be organised on a termly basis and be recorded by:	**Mrs Collette Senior**
All members of staff must undertake fire awareness training on an annual basis. This will be arranged by:	**Mrs C Carlile**

5. First Aid Arrangements - *The Trust expects all schools to have sufficient First Aid cover for staff, pupils and others at all times the school is open or staff on site.*	
The person responsible for ensuring that a first aid needs assessment and first aid procedures are in place is: (*this includes ensuring first aid training is up to date, kits are adequately stocked etc*)	**Mrs C Carlile**
Information about current first aiders is displayed:	**Yes**
The address and telephone number of the nearest hospital with accident and emergency facilities is:	**Calderdale Royal Hospital, Salterhebble, Halifax, West Yorkshire HX3 0PW. Tel: 01422 357171**
The name, address and telephone number of the schools Occupational Health provider is:	
6. Pupils with medical/ particular needs. All schools in the Trust take the medical needs of pupils seriously. To ensure this we follow DFE guidance Supporting Pupils at School with Medical Conditions In this school:	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	**Mrs Green**
The person responsible for ensuring pupil specific risk assessments are completed and communicated where required is:	**Mr J Sutcliffe**
The person responsible for the supervision and storage of pupils medicines and ensuring parents sign relevant forms is:	**Mrs Green**
The person responsible for administration of medication to pupils is:	**Mrs Green**
Pupil medications are located:	**Front office mini fridge**
7. Accidents, incidents and near miss reporting and investigation	
All accidents, incidents or near misses should be reported to:	**Mrs C Carlile**
Pupil minor injuries can be reported on the minor injury log which is located:	**In each classroom and the front office**
Each half term, the minor injury log will be reviewed to ensure a full accident report is not required, to look for trends and to compile information for the headteachers report – this is undertaken by:	**Mrs Collette Senior**
All staff accidents must be reported onto the Trust accident / incident form, more serious pupil accidents must be recorded on the Trust form The member of staff in school too monitor accidents is :	**Mrs Collette Senior**
Person responsible for carrying out accident investigations is:	**Mrs C Carlile**
The person responsible for checking accident reports and escalating them to the Trust is:	**Mrs C Carlile**
Person responsible for completing RIDDOR reports if necessary is:	**Trust Health & Safety Manager**
Accident/ incident forms must be completed and sent to the Trust within 5 days of the incident	
8. Health and safety training	
The person responsible completing the onsite health and safety induction for new staff is:	**Mrs C Carlile**
General health and safety records (including induction training records) are kept:	**On-line in the premises folder**

9.Off site trips and visits

All and visits must be approved before they are arranged by : *(normally by headteacher or member of SLT)*	**Mrs C Carlile**
The staff member who has undergone training and is competent to fulfil the role as Educational Visits Coordinator (EVC) is:	**Mr J Carr**
The person responsible for ensuring Residential trips/adventurous trips are sent to the Trust (via EVOLVE) at least 4 weeks before the date of travel is (*Normally the Headteacher)*	**Mrs C Carlile / Mr J Carr**

10. Premises maintenance -the Trust want to ensure our school buildings are as well maintained and as safe as possible, this is undertaken as follows:	
All employees have a responsibility and must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, wet or slippery floors is reported immediately, to:	**Mrs Collette Senior**
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	**Mrs Collette Senior**
The person(s) responsible for arranging a periodic visual inspections/report of the schools grounds, playground and trees within the school's grounds is:	**Mrs Collette Senior**

11. Work equipment	
The person(s) responsible for ensuring that work is properly planned, risk assessed, and procedures are in place for any work equipment and these are clearly communicated is:	**Mrs Collette Senior**
The responsible person for ensuring that equipment provided is suitable for its intended use, safe for use, used only by people that have received adequate information, instruction and training and accompanied by suitable health and safety measures, such as devices or controls is:	**Mrs Collette Senior**

12. Electricity	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	**Mrs Collette Senior**
Any appliance which fails to meet the requirements of the test should immediately be taken out of service and reported to:	**Mrs C Carlile**
Staff must not bring electrical equipment into school without the permission of the headteacher or their line manager	

13. Personal Protective Equipment (PPE)	
The persons responsible for providing, inspecting and replacing PPE necessary is :	**Mrs Collette Senior**
The use of PPE will be identified in risk assessments, please speak to the following for more information:	**Mrs Collette Senior**

14. Hazardous Substances

The person(s) responsible for identifying and developing procedures to reduce the risk of hazards associated with hazardous substances is/are: *Include site team, cleaners, and curriculum areas – art, DT, science and food*	
The person responsible for maintaining an inventory (COSHH register) of hazardous substances is:	**Mrs Collette Senior**
COSHH risk assessments for hazardous substances are located at:	
The person responsible for ensuring that local exhaust ventilation – local exhaust ventilation (LEV) (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined at least every 14 months is:	***High school only***
The Radiation Protection Supervisor is: *(The RPS is responsible for the correct use, storage and management of radioactive sources as per CLEAPSS guidance)*	***High school only***

15. Asbestos	
The person responsible for making arrangements for managing asbestos on the site is:	**Mrs Collette Senior**
The asbestos management plan is held:	**Main office top draw of filing cabinet**
The person responsible for updating and making staff, contractors etc aware of the Asbestos Register prior to any work being undertaken is:	**Mrs Collette Senior**
The person responsible for ensuring that the Asbestos Management Plan is updated annually and as appropriate following work on the fabric of the building is:	**Mrs Collette Senior**

17. Legionella	
The person(s) responsible for ensuring a current risk assessment is and procedures are in place to manage the risks associated with Legionella is/are:	**Mrs Collette Senior**
The person(s) responsible for carrying out periodic checks and recording those checks is/are:	**Mrs Collette Senior**

18. Work Experience	
The person responsible for coordinating work experience placements, ensuring risk assessments are completed, and ensuring arrangements are in place for the placement is	**Mrs C Carlile**

19. Visitors and Lettings	
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 (Inventory Console)	**Mr S Newsham**
The person responsible for coordinating the hire for the school's premises and ensuring all health & safety compliance is:	**Mrs Collette Senior**

Mrs Collette Senior	
Mrs Collette Senior	**Mrs Collette Senior**
Mrs Collette Senior	**Mrs Collette Senior**
The person responsible for sharing relevant site specific information with the contractor (security of the site and any emergency arrangements) is:	**Mrs Collette Senior**

21. Workstation Safety & Health	
The person responsible for ensuring the identification of a workstation user is:	**Mrs Collette Senior**
A workstation self-risk assessment must be carried out once a user has been identified. They must also receive appropriate training. The person responsible for ensuring these are carried out is:	**Mrs Collette Senior**
The person responsible for the procurement of equipment identified the risk assessment is:	**Mrs Collette Senior**

22. Vehicle Movement and Parking	
The person(s) responsible for ensuring a traffic management plan is in place and regularly reviewed is/are:	**N/A**
The person responsible for maintaining and the monitoring of any area designated for parking or manoeuvring vehicles on site is:	**N/A**

23. Welfare	
The hygiene and cleanliness of the school is the responsibility of:	**Mrs Collette Senior**
The person(s) responsible for monitoring the hygiene and cleanliness of the school is/are:	**Mrs Collette Senior**
Cleaning supplies and equipment are the responsibility of:	**Mrs Collette Senior**

24. Manual Handling	
The person responsible for ensuring a suitable and sufficient manual handling risk assessment is in place and reviewed annually is:	**Mrs Collette Senior**
The Person(s) responsible for ensuring that equipment including personal protective equipment (PPE) is available and suitable for the purpose required is/are:	**Mrs Collette Senior**

26. Working at Height/ ladders	
The person responsible for ensuring a suitable and sufficient working at height risk assessment is in place and reviewed annually is:	**Mrs Collette Senior**
The Person(s) responsible for ensuring that equipment i.e. ladders and step ladders is available and suitable for the purpose required is/are:	**Mrs Collette Senior**
All staff must visually check ladders prior to use	

The person responsible for the ladder inventory and 3 monthly formal documented ladder checks is:	**Mrs Collette Senior**
Lifting equipment for pupils with additional requirements The person responsible for ensuring that all 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**
Lifts: The person responsible for ensuring that lifts are inspected and serviced every six months is:	**N/A**
All staff working at height must have completed work at height training	

27. Personal Safety and Lone Working	
The person(s) responsible for identifying and developing procedures to reduce the risk of hazards associated with lone working is/are:	**Mrs Collette Senior**
The person(s) responsible for carrying out a risk assessment that includes reasonably practicable measures to reduce the risk to employees is/are:	**Mrs Collette Senior**

28. Security	
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	**Mrs Collette Senior**
The person(s) responsible for carrying out and recording inspections is/are?	**Mrs Collette Senior**
The person(s) responsible for the liaising with external bodies and agencies, including property services, Fire and Police Services and wider community, as appropriate is/are?	**Mrs Collette Senior**

29. Smoking	
The person responsible for the implementation of the smokefree policy in the academy is:	**Mrs C Carlile**

30. Insurance	
Employers and Public liability insurance is arranged by:	**Mrs K Rawlinson**
The person responsible for ensuring that employers liability insurance certificate is displayed is:	**Mrs Collette Senior**

31. Disclosure and Barring Service (DBS) Checks	
The person responsible ensuring that DBS checks are made for all personnel, including visitors, Contractors, Governors, work experience, Volunteers, Trainee Teachers and Supply Teachers is:	**Mrs C Carlile / Mrs K Rawlinson**

APPENDIX 1 ACCIDENT REPORTING FLOWCHART

