



# Astrea Academy Trust

INSPIRING BEYOND MEASURE

## Astrea Academy Sheffield

### Health and Safety Policy

<b>Principal Signature:</b>	David Boyd & Rachel Flemming
<b>Date Adopted:</b>	September 2018
<b>Review Date:</b>	LCR April 2019 LCR & KOU April 2020 LCR February 2021 EGL/MHE March 2022 CST/FRY November 2022 GHA/FRY April 2023



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## Statement of Intent


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

- Ensuring the Trust meets its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.
- Providing sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.
- Ensuring that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.
- Where necessary seeking specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

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

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

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

<b>CEO</b>	 Rowena Hackwood
Date	

<b>Associate Principal – Secondary Phase</b>	 David Boyd
Date	

<b>Co-Principal Primary Phase</b>	 Rachel Fleming
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	Rachel Flemming
Date	



## Organisational Structure and Responsibilities

### Responsibilities of the Astrea Board of Trustees:

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

### Responsibilities of the Principal

The Principal is responsible for:

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



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

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

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

Responsible to the Principal for:

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

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

### **Heads of Subject Departments / Co-ordinators**

Heads of Department are responsible for:

- The day-to-day management of health and safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Principal where appropriate
- Ensuring follow up and remedial action is taken following health and safety inspections



- Arranging for the appropriate subject-specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people

### Acting on health and safety reports from above and below in the hierarchy

### Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Astrea Trustees, Executive, Estates Team and Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Principal any serious or immediate danger.
- Reporting to their Principal any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.

## Arrangements

### Co-ordination and Communication

#### *Health and Safety Co-ordinator*

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	<b>Secondary Phase Site Manager  </b> Gareth Haines
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#### *Safety Representatives and Safety Committees*

Employee(s) appointed as a safety representative by their association or trade union:	<b>PA to Principal  </b> Chloe Wood
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### Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	<b>Associate Principal-Secondary Phase  </b> David Boyd <b>Principal-Primary Phase  </b> Rachel Flemming
A copy of the emergency plan is available from:	Lorraine Yates



	<b>PERSON RESPONSIBLE</b>	<b>DEPUTY</b>
<b>The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.</b>	Secondary Phase Building - <b>Associate Principal-            Secondary Phase   David            Boyd</b>  Primary Phase Building - <b>Principal-Primary Phase              Rachel Flemming</b>	<b>Vice Principal   Adam            Nicholson</b>  <b>Assistant Principal            Primary Phase              Samantha Mobbs</b>
Summoning of the emergency services.	Designated Lead within the Site Team	Lead SLT
That a roll call is taken at the assembly point	Secondary Phase Building - <b>Associate Principal-            Secondary Phase   David Boyd</b>  Primary Phase Building - <b>Principal-Primary Phase              Rachel Flemming</b>	<b>Vice Principal   Adam            Nicholson - Secondary</b>  <b>Assistant Principal            Primary Phase              Samantha Mobbs</b>
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Secondary Phase Building - <b>Associate Principal-            Secondary   David Boyd</b>  Primary Phase Building - <b>Principal-Primary Phase              Rachel Flemming</b>  <b>Secondary Site Manager              Gareth Haines</b> <b>Primary Caretaker   Pav Athi</b>	<b>Vice Principal   Adam            Nicholson</b>  <b>Assistant Principal            Primary Phase              Samantha Mobbs</b>

**Note: The priorities are as follows:**

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

*Locations of Main Service Isolation Points (Primary Phase Building)*

<b>SERVICE</b>	<b>LOCATION OF ISOLATION POINT</b>
Water	Basement Plant room
Gas	Basement Plant room





SERVICE	LOCATION OF ISOLATION POINT
Electricity	Basement Plant room

*Locations of Main Service Isolation Points (Secondary Phase Building)*

SERVICE	LOCATION OF ISOLATION POINT
Water	Ground Floor Tank Room
Gas	External Access Panel – NR Main Reception
Electricity	External Plant Room – Opposite Listed Build

*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:	<p><b>Associate Principal-Secondary Phase  </b> David Boyd</p> <p><b>Principal-Primary Phase  </b> Rachel Flemming</p> <p><b>Secondary Site Manager  </b> Gareth Haines</p> <p><b>Primary Caretaker  </b> Pavan Athi</p>
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**Accidents and Medical Arrangements**

*Accident, Incident and Near Miss Reporting and Investigation*

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will complete the relevant form as soon as possible after the event.

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

LOCATION OF ACCIDENT BOOK	PERSON IN CHARGE OF ACCIDENT BOOK
Every	Gareth Haines (Site Manager – Secondary) Paula Wood (Office Manager – Primary)

Accident reports must be drawn to the attention of the Principal:	<p>Associate Principal -Secondary Phase   David Boyd</p> <p>Principal – Primary Phase   Rachel Flemming</p>
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	<p>Site Manager Secondary   Gareth Haines</p> <p>Office Manager Primary   Paula Wood</p>



The following types of incidents must be reported:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### *First Aid*

The following employees are named first aiders:

<b>NAME</b>	<b>QUALIFICATION</b>	<b>LOCATION</b>	<b>EXPIRY DATE</b>
Adam Nicholson	Emergency First Aid at work	Secondary	14/07/2024
Chloe Wood	Emergency First Aid at work	Secondary	14/07/2024
William Brough	Schools First Aid – Full day	Secondary	16/11/2024
Russell Jones	Schools First Aid – Full day	Secondary	16/11/2024
Natalie McKenzie	Schools First Aid – Full day	Secondary	16/11/2024
Sarah Naylor	Schools First Aid – Full day	Secondary	16/11/2024
Jonathan Stevenson	Schools First Aid – Full day	Secondary	16/11/2024
Thomas Wiacek	Schools First Aid – Full day	Secondary	16/11/2024
Muna Digaali	Schools First Aid – Full Day	Secondary	21/10/2025
Monique Rampassard	Schools First Aid – Full Day	Secondary	21/10/2025
Megan Hibbert	Schools First Aid – Full Day	Secondary	21/10/2025
Sagal Ahmed	Schools First Aid – Full Day	Secondary	21/10/2025
Naila Khan	Schools First Aid – Full Day	Secondary	21/10/2025
Jordan Abbott	Schools First Aid – Full Day	Secondary	21/10/2025
Kelly Percival	Schools First Aid – Full Day	Secondary	21/10/2025
Isabella Allen	Schools First Aid – Full Day	Secondary	21/10/2025
Razia Ishfaq	Emergency First Aid at Work	Secondary	17/05/2025
Emily Senior	Emergency First Aid at Work	Secondary	19/10/2024
Sarah Rollinson-Leesley	Level 3 Award in Paediatric First Aid	Primary	03/11/2023
Sophia Asghar	Paediatric First Aid	Primary	09/11/2024
Jill Arezoo	Paediatric First Aid	Primary	09/11/2024
Muna Digaali	Paediatric First Aid	Primary	09/11/2024
Jack Goodison	Paediatric First Aid	Primary	09/11/2024
Lee Morgan	Paediatric First Aid	Primary	09/11/2024
Shanna Smith	Paediatric First Aid	Primary	09/11/2024
Fran Shaw	Paediatric First Aid	Primary	09/11/2024



Person responsible for ensuring first aid qualifications are maintained:	Secondary Phase - Operations Manager   Frances Ryall  Primary Phase – Office Manager – Paula Wood
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Site Manager   Gareth Haines

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

<b>LOCATION OF FIRST AID BOX(ES)</b>	<b>LOCATION OF FIRST AID RECORD BOOK(S)</b>
Primary Phase Building - Main office	Primary Phase - On Teams (spreadsheet)
Secondary Phase Building - First Aid Room Main Office	Secondary Phase – On Teams (spreadsheet)

A termly check on the location and contents of all first aid boxes is carried out by:	Secondary Phase Building - Natalie McKenzie Primary Phase Building – Paula Wood
Use of first aid materials and deficiencies should be reported to:	Secondary Phase Building - Natalie McKenzie Primary Phase Building – Paula Wood
Address and telephone number of the nearest medical centre / NHS GP:	Burngreave Surgery, 5, Burngreave Road, Sheffield, Yorkshire – 0114 272 5619 Cornerstone Building, 1-3 Burngreave Road, Sheffield 0114 275 0131 Sheffield Medical Centre 21 Spital Street Burngreave Sheffield S3 9LB 0114 2720742
Address and telephone number of the nearest hospital with accident and emergency facilities:	Northern General Hospital 0114 243 4343 Sheffield Children’s Hospital 0114 271 7000



### Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Secondary Phase Building - Natalie McKenzie Primary Phase Building – Paula Wood
A copy of the medicines policy is available at:	<a href="https://astreaacademytrust.sharepoint.com/:b:/r/sites/AstreaAcademySheffield-AllStaff/Shared%20Documents/General/Policies%20%26%20Procedures/TRUST%20POLICY%20Supporting-Pupils-with-Medical-Conditions-2018-21.pdf?csf=1&amp;web=1&amp;e=Jgj7W0">https://astreaacademytrust.sharepoint.com/:b:/r/sites/AstreaAcademySheffield-AllStaff/Shared%20Documents/General/Policies%20%26%20Procedures/TRUST%20POLICY%20Supporting-Pupils-with-Medical-Conditions-2018-21.pdf?csf=1&amp;web=1&amp;e=Jgj7W0</a>
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	<b>Office Manager</b>   Cheryl Tough – Secondary Building <b>Office Manager</b>   Paula Wood– Primary
	Deputy: <b>Senior Family Support Officer</b>   Natalie Mckenzie <b>Office Assistant</b>   Jill Arezoo – Primary
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	<b>Office Manager</b>   Cheryl Tough – Secondary Building <b>Office Manager</b>   Paula Wood – Primary
	Deputy: <b>Senior Family Support Officer</b>   Natalie McKenzie- Secondary <b>Office Assistant</b>   Jill Arezoo – Primary
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Secondary Phase Building - Natalie McKenzie Primary Phase Building – Jessica Cantrell, Primary SENCO

### Hazard Identification and Control

#### Risk Assessment

Person(s) (other than Heads of Department) responsible for carrying out an assessment of the school’s work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by	Operations Manager   EVC Frances Ryall Associate Principal – Secondary Phase   David Boyd
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contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Principal - Primary Phase   Rachel Flemming Secondary Site Manager – Gareth Haines Primary Caretaker – Pav Athi
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### *Hazard Reporting and Follow Up*

All employees, LGC/TMB and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

### *Repairs and Maintenance*

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Defective furniture must be taken out of use immediately and reported to:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for ordering repairs and maintenance:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

## **Information, Instruction and Training**

### *Provision of Information*

Person responsible for distributing all health and safety information received from the Trust:	Associate Principal – Secondary Phase   David Boyd Principal - Primary   Rachel Flemming
Records of employees’ signatures indicating that they have received and understood health and safety information is kept:	Frances Ryall   Operations Manager Secondary Paula Wood   Office Manager-Primary
The health and safety notice board is sited:	Secondary Phase Building – Staff Room on each floor (x3)



	Primary Phase Building – Staff Room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
The HSE Health and Safety Law Poster is displayed:	Secondary Phase Building – Staff Room on each floor (x3) Secondary Phase Reception Area  Primary Phase Building – Staff Room
The Astrea Academy Trust Health and Safety Policy Statement is displayed:	Secondary Phase Building – Staff Room on each floor (x3) Secondary Phase Reception Area  Primary Phase Building – Staff Room

### *Health and Safety Training*

Person(s) responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Operations Manager   Frances Ryall in Operations Induction. H&S Induction - Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi Departmental Specific Induction: <ul style="list-style-type: none"> <li>- Science – Russell Jones</li> <li>- Art, Design &amp; Technology – Billy Brough</li> <li>- PE – Aaminah Hussain</li> <li>- SEND – SENCO Lynette Pearcey</li> </ul>
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- Health and Safety Policy (Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).



Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for compiling and implementing the school's annual health and safety training plan:	Associate Principal – Secondary Phase   David Boyd Site Manager Secondary   Gareth Haines Principal Primary Phase   Rachel Flemming Primary Caretaker   Pavan Athi
Person responsible for reviewing the effectiveness of health and safety training:	Associate Principal - Secondary Phase   David Boyd Secondary Site Manager   Gareth Haines Principal – Primary Phase   Rachel Flemming Primary Caretaker   Pavan Athi
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Associate Principal - Secondary Phase   David Boyd Secondary Site Manager   Gareth Haines Principal – Primary Phase   Rachel Flemming Primary Caretaker   Pavan Athi

## Premises

### *Asbestos*

Person with overall responsibility for managing asbestos:	NOT APPLICABLE
The asbestos register is kept at:	NOT APPLICABLE
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	NOT APPLICABLE
The disturbance procedure is displayed in a (staff only) area, at:	NOT APPLICABLE
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	NOT APPLICABLE
The LAMP is kept in:	NOT APPLICABLE



### *Legionella*

Person with overall responsibility for managing Legionella:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
The Legionella risk assessment is kept at:	Secondary Phase Building - Site Team Office – Lower Office  Primary Phase – Site Team Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
The logbook is kept in:	Secondary Phase Building - Site Team Office – Lower Office Primary Phase Building – Site office

### *Fire*

Person with overall responsibility for managing fire safety:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
The fire risk assessment is kept at:	Secondary Phase Building - Site Team Office – Lower Office  Primary Phase – Site Team Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for routine maintenance and servicing of fire safety equipment:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi





The logbook is kept in:	Secondary Phase Building - Site Team Office – Lower Office  Primary Phase – Site Team Office
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## Security

### *Premises*

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	Secondary Site Manager   Gareth Haines Secondary Caretaker   Kirk Dobbie Primary Caretaker   Pavan Athi
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### *Visitors*

On arrival all visitors must report to:	Main Office
Where they will be issued with; ★ An identification badge ★ Relevant health and safety information ★ Sign into the electronic system	

### *Lone Working*

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Associate Principal – Secondary Phase   David Boyd Principal - Primary   Rachel Flemming
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## Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the letting's procedure:	Chloe Wood   PA to Principal
Person responsible for checking that the letting organisation have Risk assessments and appropriate insurance:	Chloe Wood   PA to Principal
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Actihire   Lettings Company

## Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
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(Note: this may differ dependant on individual requirements of a project)	
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Responsibility for liaison and monitoring of contractors:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

## Work Equipment

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

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person(s) authorised and competent to operate and use:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

### *Ladders*

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person(s) authorised and competent to operate and use:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi



### *Stepladders*

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person(s) authorised and competent to operate and use:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

### *Manual Handling Equipment*

Person(s) responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
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### *Equipment Provided for Pupils with Special Educational Needs*

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	Currently None on Site Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Currently None on Site Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	Check with LPY Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Currently None on Site Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

### *Lifts*

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Secondary Site Manager   Gareth Haines
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	Primary Caretaker   Pavan Athi
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### *Pressure Vessels*

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
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### *Caretaking and Cleaning Equipment*

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person(s) authorised and competent to operate and use:	Secondary Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

### *Science*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	HOD   Samantha Motion Science Technician   Russell Jones Site Manager   Gareth Haines
Person responsible for the chemical inventory:	Science Technician   Russell Jones
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	HOD   Samantha Motion Teachers   Matthew Beattie-Mair, Alex Bianco, Adam Nicholson, Joanna Horton, Ilhan Mohammed, Tracey Chatha
Person responsible for Science Codes of Practice / Policy / risk assessments:	Secondary Phase - HOD Science   Samantha Motion Principal - Primary Phase – Rachel Flemming
The Radiation Protection Supervisor:	Vice Principal   Adam Nicholson

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

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	HOD   William Brough Site Manager   Gareth Haines
Person responsible for the chemical inventory:	ADT Technician   Bethan Rhodes
Person(s) authorised to operate and use:	ADT Technician   Bethan Rhodes



Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	HOD   William Brough Primary & Secondary Phase – Teachers
Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use:	Site Manager   Gareth Haines HOD William Brough
Person responsible for DT Codes of Practice/ Policy / risk assessments:	HOD   William Brough Principal - Primary Phase – Rachel Flemming

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	HOD   William Brough Site Manager   Gareth Haines
Person(s) authorised to operate and use:	DT Teachers
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	HOD William Brough
Person(s) responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Site Manager   Gareth Haines
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Site Manager   Gareth Haines HOD William Brough Primary & Secondary Phase – Class Teachers
Person responsible for Food Technology and Textiles Codes of Practice/ Policy / risk assessments:	HOD   William Brough Principal – Primary Phase – Rachel Flemming

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	HOD   Whitney Ferrigon Bryan
Person(s) authorised to operate and use:	HOD   Whitney Ferrigon Bryan
Person responsible for the chemical inventory:	HOD   Whitney Ferrigon Bryan
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	HOD   Whitney Ferrigon Bryan
Person responsible for Art Codes of Practice/ Policy / risk assessments:	HOD   Whitney Ferrigon Bryan



### *Art and Design Equipment (Ceramics)*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	HOD   Whitney Ferrigon Bryan
Person(s) authorised to operate and use:	HOD   Whitney Ferrigon Bryan
Person responsible for the chemical inventory:	HOD   Whitney Ferrigon Bryan
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	HOD   Whitney Ferrigon Bryan
Person responsible for Art Codes of Practice/ Policy / risk assessments:	HOD   Whitney Ferrigon Bryan

### *PE Equipment*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	HOD   Aaminah Hussain Primary Caretaker – Pavan Athi
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	HOD   Aaminah Hussain Primary Phase Teachers who are leading the session
Contractor responsible for annual full inspection and report:	Not Currently Required
Person responsible for PE Codes of Practice/ Policy / risk assessments:	HOD   Aaminah Hussain Co-Principal – Primary Phase– Rachel Flemming

### *Outdoor Play Equipment*

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager   Gareth Haines Principal - Primary Phase   Rachel Flemming
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi Principal – Primary Phase   Rachel Flemming Primary Phase Teachers
Contractor responsible for annual full inspection and report:	Not Currently Required



### *Stage Lighting Equipment*

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager   Gareth Haines Digital Support Technician   Martin Butler
Person(s) authorised and competent to operate and use:	Site Manager   Gareth Haines Martin Butler Head of Performing Arts   Chris Lindon

### *Mobile Staging and Seating*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager   Gareth Haines
Person(s) authorised and competent to operate and use:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi Trained staff members

### *Portable Electrical Appliances and Hard Wiring Circuits*

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

Person(s) responsible for carrying out formal visual inspection and testing:	Not Applicable
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

### *Display Screen Equipment (DSE)*

Identified employees may be classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Person responsible for initiating a requirement for a DSE risk assessment:	Site Manager   Gareth Haines
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	Paula Wood Office Manager Primary
Person responsible for implementing the requirements of the DSE risk assessment:	IT Technicians

### *Vehicles*

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Frances Ryall   Secondary Operations Manager Paula Wood   Primary Office Manager
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	Frances Ryall   Secondary Operations Manager Paula Wood   Primary Office Manager

Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Frances Ryall   Secondary Operations Manager
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Frances Ryall   Secondary Operations Manager

## **Substances and Personal Protective Equipment**

### *Hazardous Substances*

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

	<b>PERSON RESPONSIBLE</b>	<b>LOCATION / EXTENSION</b>
Caretaking	Secondary Site Manager / Primary Caretaker	Site Team Office
Cleaning	Secondary Site Manager / Primary Caretaker	Site Team Office
Catering	Head Chef Educator	Kitchen Office
Grounds Maintenance	Secondary Site Manager / Primary Caretaker	Site Team Office





	PERSON RESPONSIBLE	LOCATION / EXTENSION
Other (Science):	Science Technician	Science Prep
(ADT):	ADT Technician	ADT Prep

Copies of all the hazardous substances inventories are held centrally in:	Site Team Office & Teams Science Prep (Backup Copy of Science Chemicals) ADT Prep
Person(s) responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	Secondary Site Manager / Primary Caretaker
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Site Manager   Gareth Haines Caretaker   Pavan Athi

#### *Personal Protective Equipment (PPE)*

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Site Manager   Gareth Haines Caretaker   Pavan Athi
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Site Manager   Gareth Haines Caretaker   Pavan Athi

#### **Housekeeping and Waste**

##### *Cleaning Arrangements*

Person(s) (other than Heads of Departments) responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
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   Gareth Haines Primary Caretaker   Pavan Athi



## Waste Management and Disposal

### Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Site Manager (e.g. Site Manager / Caretaker) 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.

Waste will be collected daily by:

Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi

## Manual Handling

### Manual handling of Objects

Person(s) (other than Heads of Departments) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi
Person responsible for monitoring the safety of manual handling activities:	Site Manager   Gareth Haines Primary Caretaker   Pavan Athi



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### *Manual Handling of People*

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Associate Principal – Secondary Phase – David Boyd Principal – Primary Phase - Rachel Flemming
Person responsible for monitoring the safety of manual handling activities:	Associate Principal – Secondary Phase – David Boyd Principal – Primary Phase - Rachel Flemming

### **Educational Visits**

The Educational Visits Co-ordinator at the school is:	Frances Ryall - Secondary Operations Manager Paula Wood – Primary Office Manager
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Frances Ryall- Secondary Operations Manager Paula Wood - Primary Office Manager
The Educational Visits Policy is located at:	Policy File & Electronically on Evolve

### **Inspections (External & Internal)**

#### *Catering*

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Catering Manager Secondary   Sam Bessant Sous Head Chef Primary – Jack Goodison
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Catering Manager Secondary   Sam Bessant Sous Head Chef Primary – Jack Goodison
Person(s) responsible for regular daily visual inspection and in-house routine periodic statutory inspection:	Catering Manager Secondary   Sam Bessant Sous Head Chef Primary – Jack Goodison



<p>Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:</p>	<p>Catering Manager Secondary   Sam Bessant Sous Head Chef Primary – Jack Goodison</p>
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*Internal Health and Safety Inspections*

<p>Person(s) (other than Heads of Departments) responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:</p>	<p>Associate Principal – Secondary Phase   David Boyd Principal – Primary Phase – Rachel Flemming Site Manager   Gareth Haines Primary Caretaker – Pavan Athi</p>
<p>Person responsible for ensuring follow up action on the report is completed:</p>	<p>Site Manager   Gareth Haines Primary Caretaker– Pavan Athi</p>

**Management Review**

<p>Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:</p>	<p>Associate Principal - Secondary Phase   David Boyd Principal – Primary Phase – Rachel Flemming Site Manager   Gareth Haines Primary Caretaker– Pavan Athi</p>
<p>Person responsible for compiling and implementing the school’s annual health and safety action plan, including action for improvements in the appropriate development plan:</p>	<p>Site Manager   Gareth Haines Primary Caretaker – Pavan Athi</p>