

# THE MARLOW EDUCATION TRUST

## HEALTH AND SAFETY STATEMENT

The Trust and Local Governing Bodies of the Academies within the Trust are committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order. In order to implement their intent Directors have contracted Buckinghamshire County Council to provide Health & Safety consultancy advice and have adopted Buckinghamshire County Council's health and safety policies and procedures, set out in the Buckinghamshire County Council Health and Safety Handbook for Schools and other documentation listed below are implemented with regard to the provision of:

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

### **Responsibilities of the Local Governing Bodies:**

The Local Governing Body recognises its responsibilities as set out in the Local Authority's scheme of delegation and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility for:

- Complying with the Trust's Health and Safety Policy, Organisation and Arrangements;
- Formulating and ratifying the school's Health and Safety Statement and Health and Safety Plan;
- Regularly reviewing health and safety arrangements annually and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the health and safety of employees, pupils and those directly affected;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the Trust any hazards which the school is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting high standards of health and safety within the school;
- Ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;

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

The Local Governing Body does not assume responsibility for the health and safety aspects of activities carried on by licensees using its premises; and requires licensees to maintain the same high standards of health and safety in connection with their activities.

This Statement includes a description of the establishment's organisation, its arrangements for dealing with different areas of risk and details of how these areas of risk will be addressed are given in the arrangements section of the expanded Health & Safety document available on the academy website.

Original document signed  
I Duguid  
Chairman of Governors  
Date 9 Jul 14

Original document signed  
P Holding  
Head teacher  
Date 9 Jul 14

## Sources of Health and Safety Information:-

- Health and Safety Policies and Procedures;
- Education Visits Policy Document;
- Asbestos Log;
- Legionella Log;
- Health and Safety Executive Website – Education [www.hse.gov.uk](http://www.hse.gov.uk);
- Buckinghamshire Fire and Rescue Website [www.bucksfire.gov.uk](http://www.bucksfire.gov.uk).

# **Sir William Borlase's Grammar School** **Health & Safety Policy and Procedures**

**Reviewed by Buildings Committee Nov 20**

**Review due Nov 2021**

## **Responsibilities of the Head teacher**

The Head teacher is responsible for:

- Being the “Responsible Person” under the Fire Safety Order within the School.
- Nominating themselves or a senior manager as Health and Safety Coordinator;
- Ensuring that subordinate managers meet their health and safety responsibilities;
- Ensuring that the arrangements for consultation with staff on health and safety matters are implemented;
- Ensuring effective communication on health and safety matters within the school;
- Ensuring that the Trust’s Health and safety policies and procedures are implemented;
- Undertaking risk assessments in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensuring that incidents, accidents and near misses are reported as appropriate;
- Completing the school’s Annual Health and Safety Compliance Report to the Strategic Director Children and Young People’s Services;
- Ensuring that termly health and safety inspections are carried out and that a copy of the report is given to the Chairman of Governors and is placed on the staff room health and safety notice board;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring health and safety monitoring is undertaken, including:
  - Accident, incident and near miss reporting and investigation;
  - Specific equipment which requires statutory testing;
  - Termly health and safety inspections;
  - Job risk assessments are completed and health and safety issues are included in staff appraisals and performance management;
  - Providing an annual health and safety report to the Local Governing Body.

- Making recommendations to the Local Governing Body in relation to external independent audits carried out;
- Reporting to the School's Local Governing Body any health and safety issues which cannot be resolved;
- Ensuring the requirements of the Occupiers Liability Acts 1957/1984 are complied with;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out, where practicable with the health and safety governor;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for training to be provided as appropriate;
- Attending the establishment's health and safety committee;
- Drawing up the establishment's annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Participating in the Trust's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;

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

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

The senior leadership team will support the Headteacher with the overall management of health and safety in the school. This will include:

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

## **Responsibilities of the Health and Safety Coordinator**

Responsible to the Head teacher for:

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and Trust's Health and Safety Procedures;
- Ensuring that the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits;
- Providing health and safety induction training for all staff;

- Providing basic fire awareness training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

## **Other Managers including Heads of Departments and Managers of Non-Teaching Staff**

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

- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;
- Ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented;
- Ensuring safe working procedures and codes of practice and procedures are developed for activities under their control;

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

- Incident reporting and investigation;
- Statutory inspection of equipment as appropriate;
- Termly health and safety inspections;
- The school's annual monitoring checklist;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;

- Reporting any health and safety issues which cannot be resolved to the Headteacher or Health and Safety Coordinator to the Local Governing Body.

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

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



## **Responsibilities of all staff**

All staff employed by the Trust have responsibility to:

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

## **Health & Safety Committee**

The Trust is committed to inviting input from a wide range of areas within the Academies, and as such, will enable a forum for the sharing of ideas, challenges and review of Health & Safety issues via a Health & Safety Committee. This committee will meet at least termly and will review any inspection reports, audits and accidents/incidents. The committee will work with the Senior Leadership representative to drive improvements with regard to operational Health & Safety and the creation of a culture in which Health & Safety is embedded in day to day operations.

## **ARRANGEMENTS**

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

Following an accident, incident, dangerous occurrence or near miss the employee or person who witnesses an accident or a nominated person will report the accident/ incident via ASSESSNET System as soon as possible after the event. The Business Manager will verify the report.

The nominated person(s) are:

Matron = reporting

Business Manager = Verification

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

## Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Nicola Day
	Deputies Megan Sadie Charlotte Morris Lynn Cuppit-Jones Jo Beswick Jenny Chislett
The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Nicola Day
	Deputies; Megan Sadie Charlotte Morris Lynn Cuppit-Jones Jo Beswick Jenny Chislett
The person(s) responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs is:	Nicola Day Rhian Williams

## Asthma Inhalers/Epipens

The person responsible for the supervision and storage where appropriate of asthma inhalers/Epipens is:	Nicola Day
---	------------

## Display Screen Equipment

The employees classified as users of display screen equipment and for whom an assessment will be made of their workstations using Workstation Safety Plus on the Schools' Web are listed within the School Staff Handbook. They will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

The competent (trained) person responsible for administering Workstation Safety Plus Assessments (if	Lynn Cuppit-Jones
--	-------------------

there are five or more users) and offering basic advice to users is:	
--	--

## Fire and Other Emergency Arrangements

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

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	Staff Handbook and each classroom
Bomb Alert	As for evacuation
Gas Leak	List in Site Manager's Office
Electrical Fault	List in Site Manager's Office
Water	List in Site Manager's Office
Storm or Flood Damage	List in Site Manager's Office
Persons Threatening Violence on Site	Contact Site Team and/or SBM
Dangerous Animal(s) on Site	Contact Site Team and/or SBM

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

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

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

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

The person responsible for arranging, recording and monitoring training at least annually, for example, Fire Warden Training and Fire Risk Assessor Training is:	Catriona McLeod
The person responsible for arranging, recording and monitoring fire drills at least once per term including recording that time taken to evacuate the building is recorded in the fire log is:	Louise Walder
The Operations Manager, School Improvement will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Catriona McLeod
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (e.g. in the school office)	First Copy Site Manager's Office
	Second Copy (Off Site) PA Building Boiler Room
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Site Manager
The person responsible for undertaking Personal Emergency Evacuation Plans (PEEPs) for staff and pupils with mobility problems is:	Rhian Williams

## **Fire Prevention and Detection Equipment Arrangements**

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

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Fire Log	Site Manager
Emergency Lighting System	Fire Log	Site Manager
Heat detection Systems	Fire Log	Site Manager
Smoke Detection System	Fire Log	Site Manager
The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for		Site Manager

example, fire hoses, fire extinguishers, fire blankets) and to whom any shortcomings should be immediately reported is:	
The approved County Council contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:	Name Holder Fire Protection
	Telephone Number 01628 471174

## First Aid

The employees who are **first aiders**, their level of training and their valid dates are listed in the Staff Handbook (First Aid) and in Matron's office.

The person responsible for ensuring first aid qualifications are maintained is:	Caroline Goodall
---	------------------

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

Location of Travelling First Aid Box	Location of Travelling First Aid Box
	PE Office
	Matron's office
A termly check on the location and contents of all first aid boxes will be made by.	Nicola Day
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment?	Nicola Day
The address and telephone number of the nearest medical centre/NHS GP is:	The Doctor's House Victoria Road, Marlow
	01628 484666

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Wycombe General (24 Hour Minor Injuries)
	01494 526161

## Health and Safety Committee

The membership and the minutes of the School Safety Committee are kept:	On the Staff Information Centre
---	---------------------------------

## Health and Safety Coordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Coordinator) is:	Catriona McLeod
--	-----------------

## Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
NUT	Vacant
NASUWT	Vacant
ATL	Vacant
UNISON	Vacant

## House Keeping and Disposal of Waste

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

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Site Manager
The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Respective HoDs liaising with Site Manager
The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	Matron

## Locations of Main Service Isolation Points

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

Service	Location of Isolation Point Details
Water	See map in Site Manager's Office
Electricity	See map in Site Manager's Office
Gas	See map in Site Manager's Office

## Maintenance of Site, Premises, Housekeeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, for example, damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Site Manager
Verbal reports should be followed up in writing using e-mail	Business Manager and Site Manager

## Manual Handling of Objects

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

## Premises Security

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

## Risk Assessment

The person responsible for ensuring that a general survey of the school's work activities including extra-curricular, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment relating to jobs, locations, work equipment and chemicals and activities are produced by appropriate persons and appropriately communicated is:	Business Manager
---	------------------

## Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Site Manager
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Site Manager
The person responsible for ordering repairs which are the school's responsibility is:	Site Manager
The person responsible for reporting repairs which are the responsibility of the Local Authority to the Local Authority and checking repairs are carried out, for example, gas boilers etc is:	Site Manager

## Safety Representatives

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required to inform:	Head Teacher
---	--------------

## Severe Weather

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

## Training for Health and Safety

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Business Manager
The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Business Manager
The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Business Manager
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Business Manager
The person responsible for reviewing the effectiveness of health and safety training is:	Business Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	Relevant HoDs, Site Manager & Business Manager
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Business Manager

## Work Equipment

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

### Working at Height - Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
--	--------------



Person(s) authorised to operate and use is/are:	Listed in Staff Handbook
Training in safe use received from: including dates	Listed in Staff Handbook

Non-Powered Access Equipment Ladders, Step Ladders, Podium Steps, Platform Steps etc

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

## Manual Handling Equipment

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

The person responsible for ensuring that manual handling equipment such as sack barrows, flat-bed trolleys, Evac. chairs etc are maintained in a safe condition is:	Site Manager
---	--------------

## Equipment Provided for Pupils with Special Educational Needs

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

## Lifts

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

## Caretaking and Cleaning Equipment

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

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

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Innovate Services Ltd
Person(s) authorised to operate and use is/are:	As directed by Innovate Services Ltd

## Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

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

## Grounds Maintenance Equipment (Machinery and Tools)

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

## Laboratory Apparatus and Equipment

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

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD D&T
Person(s) authorised to operate and use is/are:	Relevant D&T Staff
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Relevant D&T Staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Relevant D&T Staff

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD D&T
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	HoD D&T

The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	HoD D&T
--	---------

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

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

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD Art
Persons authorised to operate and use is/are;	Relevant Art Staff

### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD PE
Person(s) responsible for regular (daily) visual inspection is/are:	Relevant PE Staff
Person responsible for ensuring the PE equipment is inspected annually by a competent contractor is:	HoD PE
Contractor responsible for annual full inspection and report is:	As nominated by tender

### **Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD Technical Theatre
Person(s) authorised to operate and use is/are:	Relevant Theatre Staff and Students
Contractor responsible for regular inspection and maintenance of the stage lighting equipment is:	As nominated by tender

### **Mobile Staging and Seating**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoD Technical Theatre
Person(s) authorised to operate and use is /are:	Relevant Theatre Staff and Students

### **Pianos, Organs and Other Musical Instruments**

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

## Portable Electrical Appliances

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

## Personal Protective Equipment (PPE)

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

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

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	HoD individual sciences
Science	HoD D&T
Design and Technology	HoD Art
Art and Design	Site Manager
Caretaking and Cleaning	Contractor
Catering	Innovate Services Ltd
Grounds Maintenance	Contractor
The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	HoDs & Site Manager

## Hazardous Substances

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

Science	HoD individual sciences
Design and Technology (Materials)	HoD D&T
Design and Technology (Food and Textiles)	HoD D&T
Art and Design (Fine Arts)	HoD Art
Art and Design (Ceramics)	HoD Art
Caretaking	Site Manager
Cleaning	Contractor
Catering	Innovate Services Ltd
Grounds Maintenance	Site Manager

Copies of all the hazardous substances inventories are held centrally in:	Site Manager's Office
The person responsible for undertaking and updating the hazardous substance risk assessments is:	Site Manager

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) is examined annually and tested by the County Council approved contractor is:	Site Manager
The reports are kept available for inspection by:	Site Manager

## Asbestos

The person responsible for planning for dealing with asbestos in compliance with the regulations, and ensuring that the premises Asbestos Log is consulted by visiting contractors and other relevant persons is:	Site Manager
The premises Asbestos Log is kept at the following location in the building:	Site Manager
The person responsible for ensuring that the Asbestos Log is updated, annually and as appropriate following work on the fabric of the building is:	Site Manager

## Legionella

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

## Radioactive Sources

The Radiation Protection Supervisor is:	Dr N Couch
The location of the following records is: History of the sources Use log	Physics Department
Monitoring/Test records	Physics Department

## Noise

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

## Waste Management

Waste will be collected daily by:	Cleaning Contractor
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Site Manager
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Site Manager
The person responsible for checking that the oil tank bund wall is effective is:	Site Manager
The company responsible for collecting the schools general waste is:	Wycombe Waste
The company responsible for collecting the schools special waste for example, clinical waste, sharps is:	Grundens
The company responsible for collecting the schools waste electronic equipment is:	As contracted at the time

## Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

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

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

## Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Business Manager
---	------------------

Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Local Governing Body will participate with safety inspections where practicable.

A copy will also be provided to the school Buildings Sub Committee for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Business Manager
---	------------------

## Provision of Information

The person responsible for distributing all health and safety information received from the Health and Safety Team and elsewhere for the maintenance of a health and safety information reference system is:	Business Manager
--	------------------

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept:	On google website
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Business Manager
The Health and Safety Law Poster is sited:	Outside Staff room; Main Office; Office; D&T Office PE corridor
The person responsible for maintaining it is	Business Manager

## Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is:	EVC Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom <b>including</b> an overnight stay is:	EVC Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	EVC Co-ordinator

## Team Teach

The person responsible for arranging for Team Teach training and monitoring its effectiveness is:	Ben Parsons
---	-------------

## Use of Premises Outside School Hours

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

## Visitors

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

## Supplies (Purchasing/Procurement and Deliveries)

The Local Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

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

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

Name	Types of Order
HoDs	Preparing Purchase Orders
Finance Officer	Purchase Orders
Head Teacher	Purchase Orders, Gifts and Donations
Business Manager	Purchase Orders, Gifts and Donations
Development Director	Gifts and Donations
Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Reception

## Catering

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

## Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Health and Safety (HSE), County Council, Health and Safety Advisers, Environmental Health Officer, Buckinghamshire Fire and Rescue Officers

The person responsible for coordinating visits and recommendations; coordinate action and report matters requiring authorisation/action to the: Local Governing Body or Trust is:	Business Manager
---	------------------



## Smoking

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

### Notes:

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

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

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

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

The Local Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Matron
---	--------

## Vehicles

**The Head teacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and child seats where necessary.	Business Manager
The person responsible for arranging insurance and maintenance of vehicles	Business Manager
The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	Business Manager
The person responsible for maintaining a list of authorised drivers of school vehicles is:	Business Manager

## Stress and Well Being

The persons responsible for monitoring absence owing to stress related illness and promoting wellbeing is:	HR Officer
--	------------

## Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Business Manager
---	------------------

## Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Head's PA Office
Records of bullying incidents and action taken are kept:	Head's Office

## Insurance

The academy insurance is arranged by Zurich.

## Audit, Review, Performance Measurement and Action Plan

The person responsible for completing the school's on-line Annual Health and Safety Compliance Report to the Strategic Director of Children and Young People's Services on line by the end of the summer term each year is:	Member of SLT
---	---------------

Signed ..... Head teacher

Date .....

Signed ..... Chairman of Trustees

Date .....