

THE MARLOW EDUCATION TRUST

H&S 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 H&S at Work Act, the Management of H&S at Work Regulations, other relevant H&S legislation and the Regulatory Reform (Fire Safety) Order. In order to implement their intent Directors have contracted Judicium Education to provide Health & Safety consultancy advice and have adopted their H&S policies and procedures to provide:

- a safe and healthy working environment with adequate control of H&S 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 H&S;
- effective communication throughout the school on H&S matters;
- competent specialist advice on H&S matters when this is not available in the school;
- sufficient information, instruction and training for staff on H&S;
- staff who are competent to carry out their work to meet their H&S 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 H&S policy and H&S performance.

Responsibilities of the Local Governing Bodies:

The Local Governing Body recognises its responsibilities of delegation and will endeavour to ensure that the policy is implemented with regard to its responsibility for:

- Complying with the Trust's H&S Policy, Organisation and Arrangements;

- Formulating and ratifying the school's H&S Statement and H&S Plan;
- Regularly reviewing H&S arrangements annually and implementing new arrangements where necessary;
- Ensuring that the site and premises are 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 H&S of employees, pupils and those directly affected;
- Ensuring that the statement and other relevant H&S documentation is drawn to the attention of all employees;
- Prioritising action on H&S 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 H&S which the school may not feel competent to deal with;
- Promoting high standards of H&S within the school;
- Ensuring active and reactive monitoring of H&S matters within the school including H&S inspection reports and accident reports;

The Local Governing Body requires the support of all staff to enable the maintenance of high standards of H&S in all the school's activities.

The Local Governing Body does not assume responsibility for the H&S aspects of activities carried on by licensees using its premises; and requires licensees to maintain the same high standards of H&S 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 H&S document available on the academy website.

Original document signed
I Duguid
Chairman of Governors

Original document signed
P Holding
Headteacher

Reviewed by Buildings Committee Feb 22 Next Review due Feb 23.

Sources of H&S Information:-

- H&S Policies and Procedures;
- Education Visits Policy Document;
- Asbestos Log;
- Legionella Log;
- H&S Executive Website – Education www.hse.gov.uk;
- Buckinghamshire Fire and Rescue Website www.bucksfire.gov.uk.

ORGANISATION

Responsibilities of the Headteacher

- The Headteacher is responsible for:
- Being the “Responsible Person” under the Fire Safety Order within the School.
- Nominating themselves or a senior manager as H&S Coordinator;
- Ensuring that subordinate managers meet their H&S responsibilities;
- Ensuring that the arrangements for consultation with staff on H&S matters are implemented;
- Ensuring the Trust’s H&S 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 and that these are included within staff appraisals and performance management reviews.;
- Ensuring that incidents, accidents and near misses are reported to the HSE as appropriate;
- Ensuring that termly H&S 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 H&S notice board;
- Ensuring that remedial action is taken following H&S inspections;
- Ensuring H&S monitoring is undertaken, including:
 - Specific equipment which requires statutory testing;
 - Providing an annual H&S report to the Local Governing Body.
- Making recommendations to the Local Governing Body in relation to external independent audits carried out by the County Council or other bodies
- Reporting to the School’s Local Governing Body any H&S issues which cannot be resolved;
- Ensuring the requirements of the Occupiers Liability Acts 1957/1984 are complied with;
- The day to day management of H&S matters in the establishment in accordance with the H&S policy and ensuring the H&S 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 H&S of employees or other persons;
- Ensuring that termly H&S inspections are carried out, where practicable with the H&S governor;
- Ensuring that information received on H&S matters is passed to the appropriate people;
- Identifying staff H&S training needs and arranging for training to be provided as appropriate;

- Attending the establishment's H&S committee;
- Drawing up the establishment's annual H&S action plan;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Participating in the Trust's H&S auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current H&S standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on H&S matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;

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

Responsibilities of the Senior Management Team

The senior management team will support the Headteacher with the overall management of H&S in the school. This will include:

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

Responsibilities of the H&S Coordinator

The H&S Coordinator is responsible to the Headteacher for:

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- Attending appropriate H&S Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively;
- Promoting H&S matters throughout the school and assisting the Headteacher in the implementation of the Trust's H&S Procedures;

- Ensuring that the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensuring that the H&S 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 H&S inspections, ensuring follow up action is completed and that completed reports are sent to the H&S Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any H&S Audits;
- Providing H&S induction training for all staff;
- Providing basic fire awareness training for all staff;
- Keeping staff H&S 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, 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 their area of control. This includes:

- Ensuring staff meet their H&S responsibilities;
- Consulting with staff on matters affecting their H&S;
- Communicating H&S information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring school wide H&S standards, school H&S 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 H&S monitoring arrangements within their area of responsibility, such as:
 - Incident reporting and investigation;
 - Statutory inspection of equipment as appropriate;
 - Termly H&S inspections;
 - The schools annual monitoring checklist;
 - Checking compliance with job risk assessments and reviewing H&S performance in staff appraisals/performance management reviews;
- Reporting any H&S issues which cannot be resolved to the Headteacher or H&S Coordinator.

Responsibilities of Heads of Departments

Heads of Departments are responsible for the day to day management of H&S within their department in accordance with the H&S policy, including;

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

Responsibilities of all staff

All staff employed at the academy have responsibility to:

- take reasonable care for the H&S 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 School Governors and Headteacher on all matters relating to H&S by complying with the H&S 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 Headteacher/Line Manager any serious or immediate danger;
- report to their Headteacher/Line Manager any shortcomings in the arrangements for H&S;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in H&S inspections and the H&S committee where appropriate.

Safety Representatives

Safety representatives do not have responsibilities under this policy; however, they do have functions as laid down in the Safety Representatives and Safety Committees Regulations.

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 incident will report it to the Attendance Officer as soon as possible after the event

The person responsible for recording reports	Attendance Officer
The person responsible for verifying reports	Business Manager
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.	All

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:	Head's PA
	Deputy
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:	Head's PA
	Deputy
The person(s) responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs is:	Head's PA

Asthma Inhalers/Epipens

The person responsible for the supervision and storage where appropriate of asthma inhalers/epipens is:	Head's PA
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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 there are five or more users) and offering basic advice to users is:	Site Manager
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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 Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

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

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:	Business Manager
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:	Member of SLT
The Operations Manager, School Improvement will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Business Manager
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	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:	Nominated person when required

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 fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any shortcomings should be immediately reported is:		Site Manager
The approved County Council contractor responsible for conducting the annual test of fire fighting 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 First Aid office.

The person responsible for ensuring first aid qualifications are maintained is:	Head's PA
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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
	First Aid Room
A termly check on the location and contents of all first aid boxes will be made by.	Head's PA
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment?	Head's PA
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

H&S Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	MET Building Sub-Committee discharges the role of School Safety Committee
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H&S Coordinator

The Senior Member of Staff in the Establishment with special responsibility for H&S Matters (H&S Coordinator) is:	Business Manager
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H&S Representatives

The members of the establishment staff who are H&S 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 hazardous substances or special wastes is:	Respective HoDs liaising with Site Manager
The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Head's PA

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 the Site Team Help Desk button on the staff website	Business Manager and Site Manager

Manual Handling of Loads

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

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

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it 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 and Safety Committees

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

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises, for example, clearing snow and ice, will be determined by:	Site Manager
The person responsible for gritting appropriate pedestrian and vehicle routes on the site is:	Site Manager / Team
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:	Headteacher

Training for H&S

The person responsible for drawing to the attention of all employees the following H&S matters as part of their induction training is:	Business Manager
The person responsible for co-ordinating the provision of the H&S 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 H&S 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 H&S training plan is:	Business Manager
The person responsible for reviewing the effectiveness of H&S 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 for their staff and Site Manager for the site team
Employees who feel that they have need for H&S 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 H&S 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

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 wheelchairs, are inspected regularly, kept in a safe, hygienic condition and are in good working order on a day to day basis is:	Attendance Officer
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

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 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
Person(s) authorised to operate and use is/are:	Relevant D&T and Food Hygiene tra
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 is:	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 Science
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

Respiratory Protective Equipment

The person responsible for the risk assessment, provision, training in use, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	NA
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Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following

employees at the locations specified:

Science	HoD individual sciences
Design and Technology (Materials)	HoD D&T
Design and Technology (Food)	HoD MFL
Art and Design (Fine Arts)	HoD Art
Art and Design (Ceramics)	HoD Art
Caretaking and	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 making arrangements for dealing with asbestos in compliance with the County Council's policy, 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:	Physics Technician
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The location of the following records is:

History of the sources	Physics Department
Use log	Physics Department
Monitoring/Test records	Physics Department
Risk assessments for use	Physics Department
County Council Science Code of Practice	Physics Department

Noise

Any employee 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 H&S Team or a specialist contractor.	Business Manager
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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 the collection and management of soiled laundry is: (Residential establishments only)	Site Manager
The person responsible for informing the Waste Authority of any item of 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

H&S Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Business Manager
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Where possible H&S Inspections will be carried out with the school's H&S representative(s). Members of the Governing Body will participate with safety inspections where practicable.

Safety Representative - Inspection and Report Forms (ED/C2001) or equivalent will be completed and the top copy will be forwarded to the H&S Team, County Hall, Aylesbury, Bucks, HP20 1UX

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

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

The person responsible for distributing all H&S information received from the H&S Team and elsewhere for the maintenance of a H&S information reference system is:	Business Manager
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New employees will be informed of all relevant H&S information as part of the induction process.

H&S 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 person responsible for ensuring documents are displayed for two weeks on the H&S notice board and keeping it up to date is:	NA information is distributed via google website
The H&S 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 not 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 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 abroad including an overnight stay is:	EVC Co-ordinator

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:	Reception
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<ul style="list-style-type: none"> ● an identification badge ● relevant H&S information ● and will sign in electronically 	
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Staff Handbook

Supplies (Purchasing/Procurement and Deliveries)

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

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the H&S 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 (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	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 H&S (HSE), County Council, H&S 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
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Smoking

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

Notes:

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

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

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

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

The 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:	HR Manager
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Vehicles

The Headteacher is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law. 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 well being is:	HR Manager
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Business Manager
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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 Munciple. The Local Governing Body has decided to arrange the following additional cover.

Insurance Company	Details
CIC Insurance Services Ltd	Rowing Club Equipment and Activity
Cyber Cover	

Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the School's H&S Policy and ensuring its dissemination and implementation in the school is/are	Business Manager
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Signatures:

 Chair of Trustees Date:	 Headteacher Date:
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