

Health and Safety Policy

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Statement of Intent

The Governing Body / Trustees of The Elizabethan Academy Trust will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body / Trustees will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body / Trustees will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body / Trustees will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body / Trustees requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

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

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

Signed:

(Chair of Governors / Trustees)

Date:

Signed:

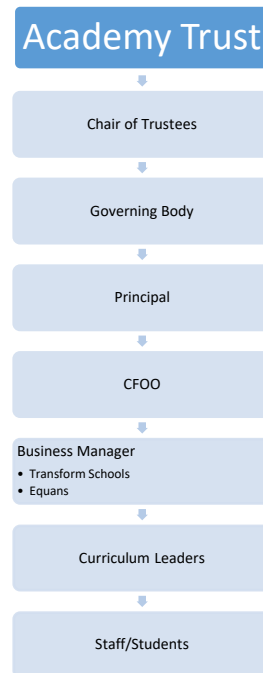
(Principal)

Date:

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.



Responsibilities of the Governing Body / Trustees

The Governing Body / Trustees are responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Principal

The Principal is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the schools health and safety committee (where appropriate).
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Local Authority / Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

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

Responsibilities of the Health and Safety Co-ordinator

Responsible to the Principal for:

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

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

Heads of Subject Departments / Co-ordinators

Heads of Department are responsible for:

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

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

Responsibilities of all Employees

All employees at the school have responsibility to:

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

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

The member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Chief Financial and Operating Officer (CFOO) and the Academy Business Manager (ABM)
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	V Lindley
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Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
C d'Albuquerque	CFOO
L Myers	Academy Business Manager
D Ager	SENDCo
L Marshall	School Health Co-ordinator
J Alexander	First Aid Lead
V Lindley	Union Rep
M Bright	Curriculum Leader of PE
S Riley	Curriculum Leader of Technology
O Charlesworth	Senior Lab Technician
H Upson	HR Manager
R Cope	Health and Safety Link Governor
S Withall	Enhanced Provision AP

Emergencies

Senior member of staff in the school with responsibility for the development, maintenance and implementation of the emergency plan:	Principal
A copy of the emergency plan is available at:	Principals PA Office

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Person Responsible	Deputy
Summoning of the emergency services.	Principal	Vice-Principal/CFOO
That a roll call is taken at the assembly point	Principal	Vice-Principal/CFOO

That no-one attempts to re-enter the building until the all clear is given by the emergency services	Principal	Vice-Principal/CFOO
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Note: The priorities are as follows:

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

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Main PE Store
Gas	Energy Compound
Electricity	Energy Compound

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Site Team
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event: Accident book(s) are kept by the following people at the location specified:

Location of Accident Book	Person in Charge of Accident Book
Evolve Accident Book – Accessible via RUnify or via this link	Academy Business Manager
Accident reports must be drawn to the attention of the Principal and where necessary reported via the Wellworker online system	Principal: Academy Business Manager
	Deputy: CFOO
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Academy Business Manager

The following types of incident must be reported using the Wellworker online system:

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

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

First Aid

First aid can be accessed via the on call first aider. This person can be reached in the following ways:

General First Aid Assistance: Arbor Emergency Alert Button

Emergency First Aid Assistance: 07507162539 or 01777717859.

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Alexander J	55/33	01/09/2026
Bright M	18	28/09/2026
Broadley L	18	10/12/2023
Brownhill M	39	28/09/2026
Cowan C	39	31/03/2025
d'Albuquerque C	24/55	11/03/2025
Duff L	Midday	18/06/2024
Dunk K	03	18/06/2024
Glaister S	08	18/06/2024
Greenwood I	35	10/12/2023
Hopwood J	18	10/12/2023
Horrocks C	01	28/01/2025
Hudson G	31	28/01/2025
Lilley T	30	18/06/2024
Lister A	33	10/12/2023
Marshall L	57	07/10/2025
Matthews C	03/57	24/11/2025
Matthews K	57	28/12/2023
Morris S	36	10/07/2024
Riley S	18	18/06/2024
Robinson L	15	10/07/2024
Rowe O	20	06/10/2025
South S	30	06/10/2025
Trott D	32	24/11/2025
Upton H	05	11/03/2025
Ward K	67/37	18/06/2024
Whinfrey K	65	11/03/2025
Person responsible for ensuring first aid qualifications are maintained:	J Alexander	
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	CFOO (Academy trip/staff involved in extra- curricular activities)	

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

Location of First Aid Box(es)	Location of First Aid Record Book(s)
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First aid room	Student Health Co-ordinator – paper copy in secure room
Sixth Form Study Area	
DT Office, all food rooms/workshops	
DT technicians area	
Science prep room and all science labs	
IT Technicians area	
Location of Defibrillators	Code for Defibrillator
Staff Entrance	C159X
Behind Reception	
Dome	
CCF Office for use on Trips if risk identified	
A termly check on the location and contents of all first aid boxes is carried out by:	Student Health Co-ordinator – paper copy in secure room
Use of first aid materials and deficiencies should be reported to:	Student Health Co-ordinator – paper copy in secure room
Address and telephone number of the nearest medical centre / NHS GP:	Retford Hospital, North Road, Retford. 01777 274400
Address and telephone number of the nearest hospital with accident and emergency facilities:	Bassetlaw hospital, Kilton Hill, Worksop, Nottinghamshire S81 0BD 01909 500990

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	J Alexander
A copy of the medicines policy is available at:	Online and in First Aid Room
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: Student Health Co-ordinator
	Deputy: J Alexander
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Student Health Co-ordinator
	Deputy: J Alexander
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Student Health Co-ordinator

Hazard Identification and Control

Risk Assessment

Person(s) (other than Heads of Department) responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	CFOO/Academy Business Manager
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Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Academy Business Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	CFOO/Academy 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:	Academy Business Manager (in school hours) Equans Service Desk: 0333 666 5679 (out of school hours)
Defective furniture must be taken out of use immediately and reported to:	Academy Business Manager (loose furniture) Equans – fixed furniture
Person responsible for ordering repairs and maintenance:	Academy Business Manager

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Academy Business Manager
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Academy Business Manager/HR Manager
The health and safety notice board is sited:	Staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Academy Business Manager
The HSE Health and Safety Law Poster is displayed:	Staffroom/Main Entrance
The NCC Health and Safety Policy Statement Poster is displayed:	Staffroom

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	CFOO/ Academy Business Manager
<ul style="list-style-type: none"> • Health and Safety Policy (Local Authority / Trust and Departmental) • Local asbestos register and disturbance procedure • Risk assessments • Fire and other emergency arrangements • Accident reporting arrangements • First aid arrangements • Safe use of work equipment • Good housekeeping, waste disposal and cleaning arrangements • Hazard reporting and maintenance procedures • Special hazards and responsibilities associated with their work activity • Special needs of young employees (e.g. work experience placements). 	
Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	HR Manager CFOO
Person responsible for compiling and implementing the school's annual health and safety training plan:	HR Manager
Person responsible for reviewing the effectiveness of health and safety training:	HR Manager
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	HR Manager

Premises

Asbestos

There is no asbestos on the Academy site

Legionella

Person with overall responsibility for managing Legionella:	Equans
The Legionella risk assessment is kept at:	Equans
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Equans
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Equans
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Equans
The log book is kept in:	Equans

Fire

Person with overall responsibility for managing fire safety:	CFOO/Academy Business Manager
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The fire risk assessment is kept at:	Academy Business Manager Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	CFOO
Person responsible for routine maintenance and servicing of fire safety equipment:	Equans
The log book is kept in:	Equans

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Site Team Member
	Deputy: Site Team Member

Visitors

On arrival all visitors must report to:	Main Reception
Where they will be issued with; <ul style="list-style-type: none"> An identification badge Relevant health and safety information Sign in on visitors iPad 	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	CFOO
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	BPL
Person responsible for checking that the letting organisation have Risk assessments and appropriate insurance:	BPL
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	BPL

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Equans
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Equans
Person responsible for selecting contractors and vetting contractors health and safety, policies, risk assessments,	Equans

method statements, insurance and past health and safety performance:	
Responsibility for liaison and monitoring of contractors:	Equans

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	CFOO
Person(s) authorised and competent to operate and use:	N Brownhill

*Equans responsible for all equipment other than the academies scaffold tower.

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	CFOO
Person(s) authorised and competent to operate and use:	I Balmer; N Brownhill

*Equans responsible for all equipment other than the academies ladders.

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	CFOO
Person(s) authorised and competent to operate and use:	I Balmer; N Brownhill

*Equans responsible for all equipment other than the academies ladders.

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Equans
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Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	Director of SEND
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Director of SEND
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	Director of SEND
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Director of SEND

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Equans
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Equans
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Equans/NCC
Person(s) authorised and competent to operate and use:	Equans/NCC Contractors

Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Senior Science Technician
Person responsible for the chemical inventory:	Senior Science Technician
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Science Teachers Science Technicians
Person responsible for Science Codes of Practice / Policy / risk assessments:	Senior Science Technician
The Radiation Protection Supervisor:	Senior Science Technician

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Curriculum Leader Technology
Person responsible for the chemical inventory:	Curriculum Leader Technology
Person(s) authorised to operate and use:	Curriculum Leader Technology
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Curriculum Leader Technology
Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use:	Curriculum Leader Technology
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Curriculum Leader Technology

Design and Technology Equipment (Food Technology)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Curriculum Leader Technology
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Person(s) authorised to operate and use:	Curriculum Leader Technology
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Curriculum Leader Technology
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Curriculum Leader Technology
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Curriculum Leader Technology
Person responsible for Food Technology Codes of Practice/ Policy / risk assessments:	Curriculum Leader Technology

Art and Design Equipment (Fine Arts)

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

Art and Design Equipment (Ceramics)

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

Art and Design Equipment (Textiles)

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

PE

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Curriculum Leader PE
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Curriculum Leader PE
Contractor responsible for annual full inspection and report:	Curriculum Leader PE
Person responsible for PE Codes of Practice/ Policy / risk assessments:	Curriculum Leader PE

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Curriculum Leader Expressive Arts
Person(s) authorised and competent to operate and use:	Curriculum Leader Expressive Arts

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Curriculum Leader Expressive Arts
Person(s) authorised and competent to operate and use:	Curriculum Leader Expressive Arts

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Equans
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Equans
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Equans
Person(s) responsible for carrying out formal visual inspection and testing:	Equans
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	CFOO/Academy Business Manager

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Area	Job Title
Office Team	n/a
Finance Team	n/a
ICT Team	n/a

Pastoral Team	n/a
Data and Exams Team	n/a
Head's PA	n/a
Careers Team	n/a
SLT	n/a
Person responsible for implementing the requirements of the DSE risk assessment:	Network Manager

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Academy Business Manager
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Academy Business Manager
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	CFOO/Academy Business Manager
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Technology Technician
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	CFOO/Academy Business Manager

Hazardous Substances

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

	Person Responsible	Location / Extension
Caretaking	Equans	Site Team Office 647
Cleaning	Equans	Site Team Office 647
Catering	Equans	Site Team Office 647
Grounds Maintenance	Equans	Site Team Office 647
Other (please state):	n/a	n/a
Copies of all the hazardous substances inventories are held centrally in:		Site Team Office 647
Person responsible for obtaining the latest MSDS and undertaking / updating the COSHH risk assessments:		Senior Science Technician
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Equans

Personal Protective Equipment (PPE)

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Curriculum Leaders of Technology, Science and Equans
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Curriculum Leaders of Technology, Science and Equans

Housekeeping and Waste

Cleaning Arrangements

Person(s) (other than Heads of Departments) responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Equans
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Academy Business Manager

Waste Management and Disposal

Waste will be collected daily by:	Equans
Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Equans
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Equans

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Equans
Person responsible for the safe disposal of any hazardous substances or special waste :	Equans
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Equans

Manual Handling

Manual handling of Objects

Person(s) (other than Heads of Departments) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	CFOO
Person responsible for monitoring the safety of manual handling activities:	CFOO

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	HR Manager
Person responsible for monitoring the safety of manual handling activities:	HR Manager

Educational Visits

Educational Visits Co-ordinator at the school is:	Academy Business Manager and CFOO
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Business Manager and CFOO
The Educational Visits Policy is located at:	Notts CC Evolve Portal

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Equans
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Equans
Person(s) responsible for regular daily visual inspection and in-house routine periodic statutory inspection:	Equans
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Equans

Internal Health and Safety Inspections

Person(s) (other than Heads of Departments) responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Academy Business Manager/CFOO
Person responsible for ensuring follow up action on the report is completed:	Academy Business Manager/CFOO

Management Review

Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:	CFOO/NCC
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	CFOO/NCC

