



# Health & Safety Policy

*Office Use*

Legislation/Guidance		External Checking	
NCC Health and Safety Manual		No	
<b>Teaching Unions</b>	<b>Public Sector Unions</b>	<b>Consultation Completed</b>	
NASUWT	UNISON		
NEU (Formerly NUT)			

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# NAME OF ESTABLISHMENT: Elizabethan Academy

## 1. STATEMENT OF INTENT

The Governing Body of the Elizabethan Academy will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students and visitors. Details of how this will be done are given in this health and safety statement.

The Governing Body 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 will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

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

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

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

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed .....

Signed .....

(Chair of Governors)

(Principal)

Date .....

Date .....

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service 'Wired' Health & Safety Community.

## **2. ORGANISATION**

### **2.1 Responsibilities of the Governing Body**

The Governing Body is responsible for:

- Complying with current Health and Safety legislation;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Ensuring that responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities
- Ensuring persons have sufficient experience, knowledge and training to perform the tasks required of them
- Regularly reviewing health and safety arrangements regularly ( at least annually ) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and liaising with Transform School/Engie regarding any site/premises concerns
- Ensuring that the risk register is updated at least annually and more frequently when an issue has been identified;
- 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 establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

### **2.2. Responsibilities of the Principal**

The Principal is responsible for:

- Ensuring the requirements of the Occupier's Liability 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 the risk register is updated on an annual basis;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors;
- Ensuring that remedial action is taken following health and safety inspections;
- 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 them to be provided;
- Attending the establishment's audit risk and pay committee meetings
- Co-operating with and providing necessary facilities for trades union safety representative;
  
- Participating in the external provider's health and safety auditing arrangements and ensuring audit action plans are implemented; (currently Local Authority)
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- 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 Principal these responsibilities fall to his/her immediate deputy.

### **2.3 Responsibilities of the Health & Safety Co-ordinator (CFOO/ Business Manager)**

Responsible to the Principal for:

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the Academy and assisting the Principal in the implementation of the Trusts and Academy's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident 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 Committee;
- Ensure termly Health and Safety Committee meetings are scheduled and minuted;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the Local Authority;
- Providing health and safety induction training for all staff;
- Ensuring annual health and safety online training is undertaken by all staff and a record held on file
- 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;
- Monitoring contractors on site, inducting them in the schools site health & safety rules.

### **2.4 Curriculum Leaders/Subject Co-ordinators**

Curriculum Leaders 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 ), providing a copy to the Business Manager for file
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Principal where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

### **2.5 Responsibilities of all staff**

**All** staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;

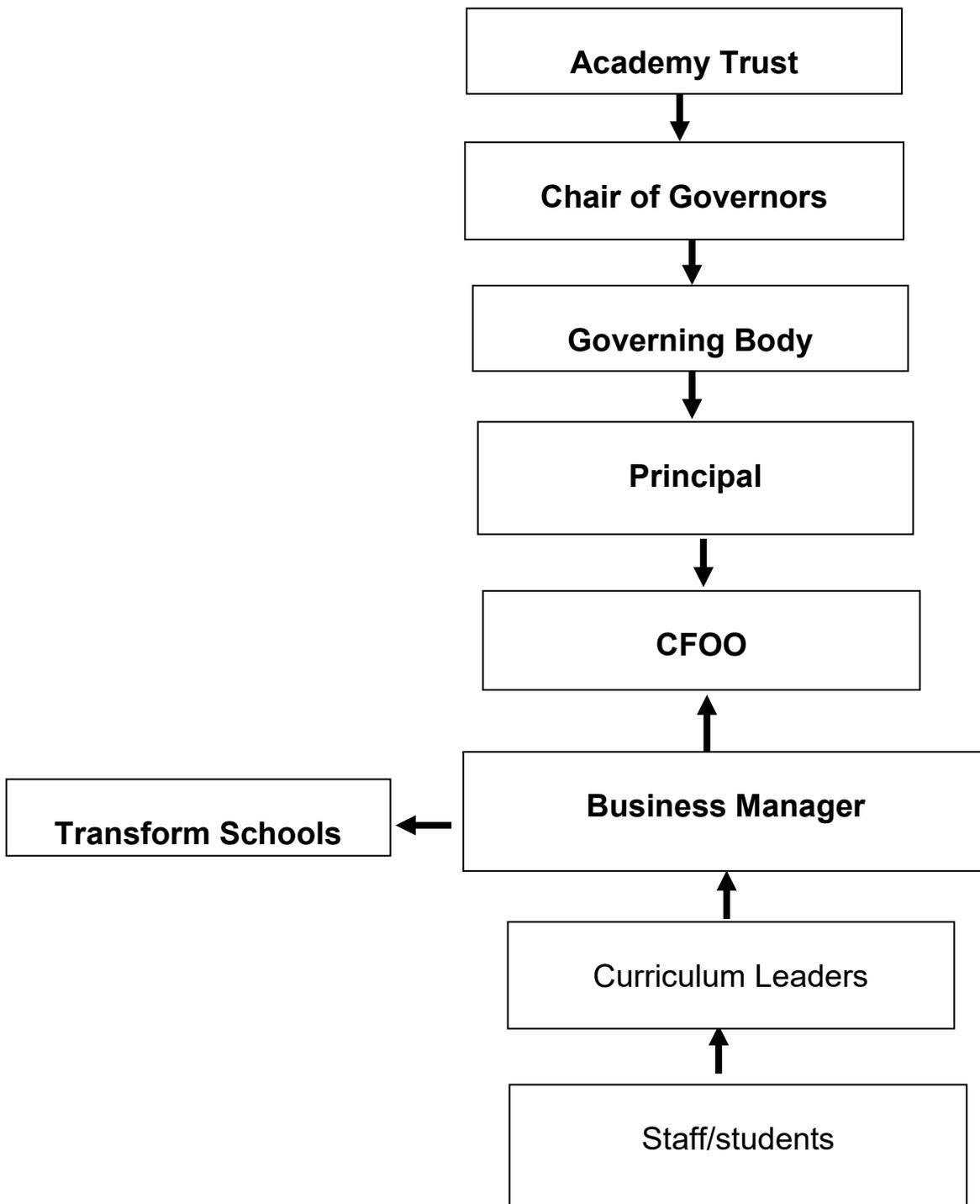
- ensuring safe working procedures are followed;
- co-operating with school governors and the Principal on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Business Manager/Line Manager any serious or immediate danger;
- reporting to their Business Manager /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;
- participating in health and safety inspections and the health and safety committee where appropriate.

## **2.6 Responsibilities of Contractors – See Engie H&S Policy (copy held in Business Manager’s Office)**

### **2.7 Responsibility of all Students**

- Students will exercise personal responsibility for the health and safety of themselves and others.

## Management Hierarchy



### 3. ARRANGEMENTS

#### Co-ordination and Communication

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator ) is: CFOO

#### 3.1 Health and Safety Co-ordinator

The member of staff in the establishment with responsibility for co-ordination of Health and Safety Matters (Health and Safety Co-ordinator ) is:	Business Manager
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#### 3.2 Health and Safety Representatives

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

Professional Association	Name
NAS	V Lindley
NUT	C D'Albuquerque
Unison	I Balmer

#### 3.3 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:	Glenn Mounsey
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#### 3.4 Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept: Meetings held termly minutes/action points recorded by Office Manager and distributed to the staff listed	Principal, CFOO, Business Manager, SENDCo, Link Governor, M Bright, HR Manager, G Mounsey, H McGill, S Steed, C Briggs
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### 4. Emergencies (Fire etc)

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	All staff have electronic copies
Bomb Alert	Emergency plan – Principals PA/ CFOO
Gas Leak	Emergency plan – Principals PA/ CFOO
Electrical Fault	Engie
Water	Engie
Storm or Flood Damage	Engie
Persons Threatening Violence on Site	Refer to Principal/SLT
Dangerous Animal(s) on Site	Refer to Principal/SLT

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal, Vice Principal 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 person for ensuring and supervising ( where appropriate )	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Principal/Lead person	Vice Principal/CFOO
<ul style="list-style-type: none"> <li>summoning of the emergency services <ul style="list-style-type: none"> <li>during Academy term time core hours 8.00am-6.00pm</li> <li>outside the above and during lettings Engie are responsible for contacting the emergency services</li> </ul> </li> </ul>	Principal/Lead person Engie/BPL	Vice Principal/CFOO
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Principal/Lead person	Vice Principal/CFOO
<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</li> </ul>	Principal/Lead person	Vice Principal/CFOO

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

- to ensure the safety of all persons 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 emergency evacuation drills at least once per term is:	Business Manager
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: ( eg. in the school office )	First Copy Caretakers office
	Second Copy Principals PA
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	CFOO/ Business Manager (advised by Fire Service)

#### 4.1 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	Engie caretakers office	Caretakers
Emergency Lighting System	Engie caretakers office	Caretakers
Smoke Detection System	Engie caretakers office	Caretakers
The person responsible for carrying out a termly visual inspection of all		Engie

emergency fire-fighting equipment ( for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	
The contractor responsible for conducting the annual test of fire-fighting equipment inspection and maintenance is:	Name Engie
	Telephone Number Helpdesk: 0333 666 5679

#### 4.2 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	Main PE store
Electricity	Energy compound
Gas	Energy Compound

#### 4.3 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:	Caretakers
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The Principal, in liaison with the Chair of Governors, will make a decision on Academy closure on the grounds of Health and Safety. If a closure takes place the Governing Body must be informed prior to the start of the school day.

#### 4.4 Crisis incidents: Bomb threat procedure/Suspicious package

Upon receipt of a bomb threat or a suspicious package staff members must alert the Principal who will not touch or move the package but follow the appropriate procedures as outlined in the Emergency plan

### 5 Accidents and Medical

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

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence 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(s) specified:

Location of Accident Book	Person in Charge of Accident Book
On computer database	Business Manager
Accident reports should be completed by the Academy Student Health Co-ordinator and reviewed by the Business Manager before being sent to the Health and Safety Team via the Wellworker online system.	Business Manager Student Health Co-ordinator
	Business Manager
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Business Manager

Where accidents are found to be caused by faulty plant, equipment, premises etc action must be

taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Riddor) 2013 must be reported to the HSE as soon as possible by email or telephone.

## 5.2 First Aid

The full list of trained first aiders is included as Appendix 1.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school.

Display Point	Display Point
Main Office	Notice board
Staff Room	Notice board
Inclusion base	Notice board
Departmental offices/technicians areas	Notice board
First aid room	Notice board
The person responsible for ensuring first aid qualifications are maintained is:	HR Manager
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	CFOO (Academy trip/staff involved in extra-curricular activities)

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
First aid room	Student Health Co-ordinator – paper copy in secure room
LRC	
DT office, all food rooms/workshops	
DT technicians area	
Science prep room and all science labs	
IT Technicians area	

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
A number of travelling first aid boxes are kept in the first aid room	First aid room

A termly check on the location and contents of all first aid boxes will be made by.	Student Health Co-ordinator
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Student Health Co-ordinator
The address and telephone number of the nearest medical centre/NHS GP is:	Retford Hospital, North Road, Retford 01777 274400

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Bassetlaw hospital, Kilton Hill, Worksop, Nottinghamshire S81 0BD 01909 500990
	01909 500990

### 5.3 Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools 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 Student Health Co-ordinator
	Director of SEND (THB)
The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical Needs in Schools 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 Student Health Co-ordinator
	Director of SEND (THB)
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Student Health Co-ordinator

## 6 Hazard Control

### 6.1 Risk Register

The person responsible for updating the risk register is:	CFOO / Faculty Leaders
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### 6.2 Hazard Reporting and Follow Up

All employees and governors 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, by telephone to:	Business Manager
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### 6.3 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	Business Manager (in school hours) Engie Service Desk: 0333 666 5679 (out of school hours)
Defective furniture should be taken out of use immediately and reported to (who will arrange for its replacement or repair)	Business Manager (loose furniture) Engie – fixed furniture
The person responsible for ordering repairs which are the school's responsibility is:	Business Manager

## 7. Security

### 7.1 Premises Security

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

## Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> <li>• an identification badge</li> <li>• relevant health and safety information</li> <li>• and will sign the visitors book</li> </ul>	Main reception
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found in the Safeguarding Policy	Designated Safeguarding Team

## Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	CFOO
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## 8. Information, Instruction and Training

### 8.1 Provision of Information

The person responsible for distributing all health and safety information received from NCC H & S Team and elsewhere and for the maintenance of a health and safety information reference system is:	Business Manager
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Business Manager/HR 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 in the Health and Safety manual which is kept in the Business Manager's office	Business Manager
The person responsible for maintaining it is:	Business Manager
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.	Email circulation by Business Manager
The health and safety notice board is sited:	Staffroom
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Business Manager
The Health and Safety Law Poster is sited:	Staffroom, staff entrance, main entrance
The person responsible for maintaining it is	Business Manager

### 8.2 Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	CFOO/Business Manager
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- Health and Safety Policies: County Council, Trust, Departmental, and School. – NCC schools portal
- NCC Health and Safety Manual – NCC schools portal
- HSE website
- Education Visits Documents – assistant principal
- Local Asbestos Management Plan & Asbestos Condition Log – ENGIE
- Legionella Log – ENGIE
- Risk Assessment – CFOO
- Fire and other Emergency Arrangements – within this policy/VLE
- Accident Reporting Arrangements – within this policy
- First Aid Arrangements – within this policy/VLE

- Safe Use of Work Equipment – within this policy
- Good Housekeeping, Waste Disposal and Cleaning Arrangements – within this policy
- Hazard Reporting and Maintenance Procedures – within this policy
- Special Hazards/Responsibilities Associated with their Work Activity – appropriate CL
- Special Needs of Young Employees (e.g. Work Experience Placements) – Director of SEND (THB)

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:	H R Manager CFOO
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:	H R Manager
The person responsible for compiling and implementing the school's annual health and safety training plan is:	H R Manager
The person responsible for reviewing the effectiveness of health and safety training is:	H R Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	H R 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:	H R Manager

## 9. Manual Handling

### 9.1 Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	CFOO
The person responsible for monitoring the safety of manual handling activities is:	CFOO

## 10. PREMISES

### 10.1 Asbestos

**There is no asbestos on the Academy site**

### 10.2 Legionella

The person with overall responsibility for managing Legionella is:	Engie
The schools Legionella risk assessment is kept at:	Engie
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Engie
The water temperatures are taken (monthly) by:	Engie
The flushing of little used outlets is carried out by:	Engie
The log book is kept in:	Engie

## 11. Work Equipment

### SPECIFIC RISKS

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: -

### 11.1 Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision,	Engie
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safe use and risk assessment is:	
Person(s) authorised to operate and use is/are:	Engie
Training in safe use received from: including dates	Engie

### 11.2 Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Engie
Person(s) authorised to use is/are:	ICT technicians

### 11.3 Stepladders

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

### 11.4 Manual Handling Equipment

This includes equipment used for the manual handling of loads.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	Engie
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### 11.5 Equipment Provided for Pupils with Special Educational Needs

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

### 11.6 Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Engie
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### 11.7 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:	NCC - cleaning Engie - caretaking
Person(s) authorised to operate and use is/are:	Trained employees

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	NCC
Person(s) authorised to operate and use is/are:	Trained employees

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

Person responsible for selection, inspection, maintenance,	NCC
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training, supervision, safe use and risk assessment is:	
Person(s) authorised to operate and use is/are:	Trained employees

### 11.10 Grounds Maintenance Equipment ( Machinery and Tools )

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	NCC
Person(s) authorised to operate and use is/are	Trained employees

### 11.11 Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Senior Science technician
Person(s) authorised to operate and use is/are:	Science teachers

### 11.12 Radioactive Sources

The Radiation Protection Supervisor is:	Senior Science technician
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The location of the following records is:

DfE permission to purchase letter	n/a
History of the sources	Science prep room 1d
Use log	Science store room
Monitoring/Test records	Senior Science technician
Risk assessments for use	Senior Science technician
CLEAPSS advice-annual updates to all science staff and induction for new staff	Senior Science technician

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

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	G Nadin
Person(s) authorised to operate and use is/are:	All trained DT teachers
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	DT Teachers
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:	Technology Technician and DT Teachers
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Technology Technician and DT Teachers

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	G Nadin
Person(s) authorised to operate and use is/are	DT Teachers
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	G Nadin
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	G Nadin

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

Person responsible for selection, inspection, maintenance,	C.Draper
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training, supervision, safe use and risk assessment is:	
Person(s) authorised to operate and use is/are:	Expressive arts teachers

### 11.16 Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	C. Draper
Persons authorised to operate and use is/are:	Art teachers

### 11.17 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	M. Bright
Person(s) responsible for regular (daily) visual inspection is/are:	PE Teachers
Contractor responsible for annual full inspection and report is:	Sportsafe

### 11.18 Stage Lighting Equipment

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

### 11.19 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Fixed seating (hall) – Engie Mobile staging – N Brownhill
Person(s) authorised to operate and use is /are:	Fixed seating (hall) – Engie Mobile staging – N Brownhill

### 11.20 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	C Cowan
Person(s) authorised to operate and use is/are:	Expressive arts teachers

### 11.21 Portable Electrical Appliances and Hard Wiring

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Engie
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Engie
Staff must not bring onto the premises any portable electrical appliances unless they have been authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Business Manager
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Engie
The person responsible for ensuring that any remedials are actioned if identified in the hard wiring test is:	Engie

### 11.22 Display Screen Equipment

Employees who are regular users of display screen equipment who have any concerns regarding their health/eyesight should contact the Network Manager who will arrange for a DSE assessment to be completed.

### 11.23 Vehicles

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.	CFOO
The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	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 who have passed the County test is:	Business Manager

## 12. Substances and Personal Protective Equipment

### 12.1 Hazardous Substances

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

Science	Senior science technician
Design and Technology ( Materials )	Technology technician
Design and technology ( Food and Textiles )	Technology technician
Art and Design ( Fine Arts )	Expressive Arts CL
Art and Design ( Ceramics )	Expressive Arts CL
Caretaking and Cleaning	Engie
Swimming Pool Maintenance	n/a
Catering	NCC
Grounds Maintenance	Engie
Other	n/a

Copies of all the hazardous substances inventories are held centrally in:	Academy office
The person responsible for undertaking and updating the COSHH risk assessments is:	Senior science technician
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by the County Council approved contractor is:	Engie
The reports will be kept available for inspection by:	Engie

### 12.2 Personal Protective Equipment (PPE)

Suitable PPE 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	
Science	Science CL
Design and Technology	Technology CL
Art and Design	Expressive Art CL
Caretaking and Cleaning including swimming pools	Engie
Catering	NCC
Grounds Maintenance	Engie
The person responsible for making arrangements for	Relevant CL/Engie

laundering soiled PPE (e.g. overalls, aprons etc ) is:	
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## 13. Housekeeping and Waste

### 13.1 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.

Advice may be sought from the Health and Safety Team at Lawn View House 01623 434033.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	Engie
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Business Manager

### 13.2 Waste Management and Disposal

Waste will be collected daily by:	Engie
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:	Engie
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Engie

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

The person who should be contacted if circulation routes are obstructed by rubbish is:	Caretakers
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All staff are responsible for ensuring the good house keeping 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).	Engie
The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Engie
The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	Engie
The person responsible for checking that the oil tank bund wall is effective is:	Engie

## 14. Pupils Outside School

### 14.1 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 and overnight stay is:	CFOO
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	CFOO
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:	CFOO

## 14.2 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	Asst Principal - Careers
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## 15. Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure is:	BPL
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	BPL/Engie
The person responsible for checking that the letting organisation have Risk assessments and appropriate insurance.	Engie
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	BPL/Engie

## 16. Premises Alterations, Contractor and Deliveries

### 16.1 Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	Engie With regard to EA works/contractors – Business Manager
Engie	Engie Business Manager
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors ( <i>this is an LA document</i> ). <b>Engie use their own company guidance and local operating procedures for monitoring contractors</b>	Engie Business Manager

### 16.2 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 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
Business Manager	Supplies and equipment
Engie	Maintenance Equipment

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Engie
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## 17. Welfare

### 17.1 Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	All Offices
Records of bullying incidents and action taken are kept:	TL offices

## 17.2 Stress

The persons responsible for monitoring absence owing to stress related illness is:	HR Manager
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## 17.3 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	Business Manager
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## 17.4 Smoking

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. The Academy Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

### Notes:

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

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

No Smoking signs will be displayed on the premises at access and egress points.

The 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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## 18. Insurance

Insurance is currently arranged through AON

## 19. Inspections (External and Internal)

### 19.1 Catering

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	NCC
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### 19.2 In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Chef Manager Food Development officer Area catering officer
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### 19.3 Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	CFOO
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### 19.4 Internal Health and Safety 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 Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

A copy will 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:	CFOO Business Manager
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## 20. Management Review

### 20.1 Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	CFOO
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	CFOO
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	HR Manager

***Note: The schools Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.***

<b>DATE OF THIS REVIEW:</b>	November 2020
<b>SIGNED ON BEHALF OF SENIOR LEADERSHIP TEAM:</b>	
<b>DATE:</b>	14 November 2020
<b>GOVERNING COMMITTEE:</b>	Finance, Audit and Risk
<b>SIGNED ON BEHALF OF GOVERNING BODY:</b>	
<b>DATE:</b>	
<b>DATE OF NEXT REVIEW: (One/two or three years)</b>	November 2021



## **Appendix B: School minibus**

- The academy business manager is responsible for arranging the annual maintenance of the minibus/minibuses including MOTs and road tax.
- The driver must have a current license, be aged 25 years or over and hold a full licence in Group A or PCV.
- Drivers must complete the relevant form from the Academy office and supply a photocopy of their driving licence.
- No passengers will pay for or contribute towards travel in the minibus.
- Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The Academy will decide who is responsible for covering the cost of any repairs.
- The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- Fines occurred will be paid by the driver at the time the offence was committed.
- Starting and closing mileage along with any potential risks or defects identified will be reported upon return to the Academy.
- Drivers will be required to undertake the MiDAS Minibus Driver Awareness Scheme as well as a general familiarisation with the vehicle.
- The following staff members hold the required qualifications and have completed specific training allowing them to drive the minibus/minibuses.
- Drivers who currently were trained under the Notts County Council Scheme "Permit to Drive" will continue to be allowed to drive the vehicles until the permit expires. At this point they will be required to undertake MiDAS training as above.

## **Appendix C: Disposal of needles**

### Disposal of needles

- Be alert! Look for obvious needles before handling waste.
- Always wear suitable gloves – even when using tools to move needles. Gloves should not be relied on to give total protection, but they can help resist punctures in case of accidental contact: sweep up needles with a dust pan and brush; or use a pincer tool.
- Do not try to re-sheath needles.
- Place needles in a sharps box (available in First Aid Room near PE) – take the sharps box to the needle, not the needle to the sharp box (where possible). Try to put the sharps box on an even surface before opening it to deposit the needle.
- Do not overfill sharps boxes or try to push the contents down. Before disposal, seal boxes and return to site team office for disposal.
- Inform your line managers of any needles found as soon as possible.

### **Action following a puncture wound from a needle**

- Encourage the wound to bleed, do not suck the wound – rinse thoroughly under running water. If water is not available, cleansing wipes provided in first aid kits should be used. Cover the wound with a dry plaster/dressing.
- Formally record the incident including details of the action taken.

**Seek medical advice and treatment immediately – contact the Academy Student Health Co-ordinator or Bassetlaw Accident and Emergency department.**