Flying High Partnership

Poolsbrook Primary Academy

Health and Safety Policy – school level

Head Teacher Signature:	
Date Adopted:	March 2023
Review Date:	March 2024

Contents

Statement of Intent 3
Organisational Structure and Responsibilities 5
Management Structure 5
Responsibilities of the Governing Body / Trustees 5
Responsibilities of the Head Teacher / Principal 7
Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff) 9
Responsibilities of all Employees 10
Arrangements 11
Co-ordination and Communication 11
Emergencies 12
Accidents and Medical Arrangements 13
Hazard Identification and Control 16
Information, Instruction and Training 16
Premises 17
Security 18
Use of Premises Outside School Hours 19
Control of Contractors 19
Work Equipment 19
Substances and Personal Protective Equipment 24
Housekeeping and Waste 24
Manual Handling 25
Educational Visits 26
Inspections (External & Internal) 26
Management Review 26

Statement of Intent

Health and Safety is of paramount importance to all schools. The Flying High Trust (FHT) has a responsibility to support schools in the Trust in effectively managing all Health and Safety matters in line with legislation, and in ensuring that the requirements of the Health and Safety at Work etc. Act 1974 and other relevant Acts are fully enforced.

The main legislation covering this area of Health and Safety is the Health and Safety at Work etc. Act 1974, in particular, the Management of Health and Safety at Work Regulations 1999. In considering this Policy other relevant Acts and guidance documents have been considered.

In line with the Health and Safety at Work etc. Act 1974 it is the responsibility of employers to ensure Health and Safety is effectively managed, and therefore it is the overall responsibility of head teachers, supported by their Governing Body, to ensure that an effective Health and Safety Policy is in place which is clearly understood by all members of the school community. It is also the responsibility of the Trust to provide support for Trust schools in relation to the development of Health and Safety Policy and Procedures, and also to ensure that all schools effectively comply with Health and Safety Legislation.

In response to the above the FHT will:

- Provide relevant Health and Safety updates for schools to support them in keeping policies and procedures up-to-date and ensure the FHT policy is reviewed annually
- Work with schools to assess the effectiveness of Health and Safety procedures within their schools, including compliance with Health and Safety legislation
- Provide Health and Safety support, as required, for individual or groups of schools in line with identified need, or support schools in accessing external support from external sources
- Provide access to relevant Health and Safety Training in line with the identified needs of FHT schools or in response to individual school requests
- Support schools in monitoring Health and Safety incidents
- Provide an annual compliance audit to review, ensure compliance and to identify any wider support required
- Ensure each school has in place external Health and Safety support for external audit and support with compliance
- Ensure induction for all schools new to the Trust and key staff with Health and Safety responsibilities newly appointed to role/a Trust school.

The Flying High central team, Governing Body and Head teacher of **Poolsbrook Primary Academy** 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. At a local level, schools should ensure the school policy and Trust policy is practically applied in school and seek advice from the central Trust team as required.

The Governing Body and Head teacher 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 and Head teacher will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them working alongside the Trust central team.

The Flying High central team and Head teacher will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety by ensuring training records are maintained and training / update training booked as required.

The central team, Governing Body and Head teacher requires the support of all staff to enable the maintenance of high standards of health and safety in the school's activities through staff awareness of policy and procedures.

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.

The school, supported by the Flying High Trust central team is absolutely committed to ensuring the required resources are made available to deliver on the intent and practice of this policy.

Signed:

(Chair of Governors)

Date:

Signed:

(Head Teacher)

Date:

Organisational Structure and Responsibilities

Management Structure
The structure chart outlines key roles and responsibilities within the school's health and safety management system.

Responsibilities of the Trust Central Team
The central Trust team is responsible for:

- Provide relevant Health and Safety updates for schools to support them in keeping policies and procedures up-to-date and ensure the FHT policy is reviewed annually
- Work with schools to assess the effectiveness of Health and Safety procedures within their schools, including compliance with Health and Safety legislation
- Provide Health and Safety support, as required, for individual or groups of schools in line with identified need, or support schools in accessing external support from external sources
- Provide access to relevant Health and Safety Training in line with the identified needs of FHT schools or in response to individual school requests
- Induct new schools to the Trust and new appointments with key Health and Safety responsibilities as part of their role including, but not restricted to, Head Teacher and Site Manager
- Support Site Managers where areas of development have been identified or where performance is falling below the required standard
- Support schools in monitoring Health and Safety incidents
- Provide an annual compliance audit to review, ensure compliance and to identify any wider support required
- Ensure each school has in place external Health and Safety support for external audit and support with compliance
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Ensuring 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.

Responsibilities of the Governing Body
The Governing Body is responsible for:

- Complying with the Trust Health and Safety Policy and arrangements.

- Formulating and ratifying the school level 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

via Trust central team and externally appointed Health and Safety audit and support.

- 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 Trust.

- Promoting high standards and develop a positive culture of health and safety within the school.

- Support the Headteacher to ensure employees have the necessary competence to conduct their duties in relation to health and safety matters.

- Educational risk assessments are completed for site and off-site activities.

- The statement of intent and other health and safety documentation is drawn to the attention of all employees.

Responsibilities of the Head Teacher
The Head Teacher 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.
- Ensuring 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.

- Conducting pro-active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.

- Ensuring information regarding health and safety matters is communicated to the relevant individuals.

- Identifying staff health and safety training requirements and making arrangements for provision.

- Ensuring governors are made aware of any Health and Safety incidents and actions as part of LGB meetings.

- Employ only competent contractors to work on the school site led by Dave Morris, Nick Layfield and Simon Chambers.

- Developing and/or reviewing the school annual health and safety action plan.

- Co-operating with and providing necessary facilities for trade union safety representative(s).

- Participating in the Trust health and safety auditing arrangements and ensuring audit action plans are implemented – through both the annual Flying High audit process and engagement with an external Health & Safety Audit (typically via the Local Authority) every three years.

- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.

- Seek specialist advice on health and safety matters were appropriate.

- Implement formal arrangements for managing emergency situations.

- Compliance with the requirements of the Occupier’s Liability Act.

- Maintaining the school Business Continuity Plan.

- Ensuring staff are aware of their roles and responsibilities within Health and Safety.

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

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

Responsible to the Head Teacher 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 Head Teacher 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 noticeboard 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 school's health and safety committee (where appropriate – typically through the full governing body meeting or associated committee).

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

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 Trust, Governors and Head Teacher on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager, Site Manager or Head Teacher any serious or immediate danger(s).
- Reporting to their Head Teacher 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

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Andrew Krzysztofik

Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	Louise Parker

Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Louise Parker	Headteacher
Andrew Krzysztofik	Site Manager
Neil Robinson	Governor/Trustee

Emergencies

Senior member of staff in the school with responsibility for the development, maintenance and implementation of the emergency plan and Business Continuity Plan:	Louise Parker
A copy of the emergency plan is available from:	Main school 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.	Office/Louise Parker	Katie Cowley
That a roll call is taken at the assembly point	Katie Cowley	Becky Holland
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Louise Parker/Andrew Krzysztofik	Katie Cowley

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	Nursery cupboard (left hand side of toilets, bottom shelf)
Gas	Nursery garden (brick building near the hedge)
Electricity	Nursery cloakroom (locked cupboard green key)

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:	Andrew Krzysztofik/Louise Parker

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(s) of Accident Book(s)	Person in Charge of Accident Book
Staff Room	Andrew Krzysztofik/Louise Parker
Accident reports must be drawn to the attention of the Head Teacher and recorded on the relevant paperwork F45-5 Accident Information Form and, where applicable, F45-6 Incident Investigation Form	Head Teacher: Louise Parker
	Deputy: Andrew Krzysztofik
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Andrew Krzysztofik

The following types of incident must be reported using the F45-5 Accident Information Form:

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

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

First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Becky Holland (2day Paed	KS1	5th March 2024
Charlotte Wilson(2dayPaed)	EYFS	25th March 2024
Jackie Marsden (2day Paed)	EYFS	25th March 2024
Katie Cowley	KS2	3rd September 2023
Magdalena Hetmanczuk	KS2	22nd Feb 2024
Jackie Marsden	EYFS	22nd Feb 2024
Susan O'Neill	Upper KS2	22nd Feb 2024
Linda Richardson	KS1	22nd Feb 2024
Jill Saynor	KS2	22nd Feb 2024
Charlotte Wilson	EYFS	22nd Feb 2024
Person responsible for ensuring first aid qualifications are maintained:		Office Lead/Louise Parker
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Louise Parker

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)
All classrooms	Staffroom
Hall	Staffroom
Staffroom	Staffroom
A termly check on the location and contents of all first aid boxes is carried out by:	Andrew Krzysztofik
Use of first aid materials and deficiencies should be reported to:	Andrew Krzysztofik
Address and telephone number of the nearest medical centre / NHS GP:	Rectory Road GP 01246 748000
Address and telephone number of the nearest hospital with accident and emergency facilities:	Chesterfield Royal 01246 277271

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Louise Parker
A copy of the medicines policy is available:	Online – school website under policies
Person responsible for dealing with the administration of medicines in accordance with current guidelines.	First: Louise Parker

Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	Deputy: Katie Cowley/Sue O'Neill
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:Louise Parker Deputy: Katie Cowley/Sue O'Neill
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Amie Abrahams/Louise Parker

Hazard Identification and Control

Risk Assessment

Person 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:	Louise Parker

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:	Andrew Krzysztofik
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Andrew Krzysztofik

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Andrew Krzysztofik
Defective furniture must be taken out of use immediately and reported to:	Andrew Krzysztofik
Person responsible for ordering repairs and maintenance:	Andrew Krzysztofik

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Louise Parker/ Andrew Krzysztofik
Records of employees signatures indicating that they have received and understood health and safety information is kept:	H&S folder
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:	Andrew Krzysztofik/Louise ParkerStaffroom
The HSE Health and Safety Law Poster is displayed:	

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:	Andrew Krzysztofik

- Health and Safety Policy
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements including lockdown procedures
- 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:	Louise Parker
Person responsible for compiling and implementing the school's annual health and safety training plan:	Louise Parker
Person responsible for reviewing the effectiveness of health and safety training:	Louise Parker
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Louise Parker

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Andrew Krzysztofik
The asbestos register is kept at:	Folder in Site Managers Office and on school server
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Andrew Krzysztofik & Louise Parker
The disturbance procedure is displayed in a (staff only) area, at:	Site Managers Office & Contractors file in main entrance
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Andrew Krzysztofik
The Academies Local Asbestos Management Plan (ALAMP) is kept in:	Folder in caretakers office, in contractors file and on school server

Legionella

Person with overall responsibility for managing Legionella:	Andrew Krzysztofik
The Legionella risk assessment is kept at:	Folder in Caretakers office/Online on school server
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Andrew Krzysztofik
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Andrew Krzysztofik (Second Element)
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Andrew Krzysztofik
The log book is kept in:	Site Managers office

Fire

Person with overall responsibility for managing fire safety:	Louise Parker & Andrew Krzysztofik
The fire risk assessment is kept at:	HT Office/Online staff share and H & S file in Site managers office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Louise Parker & Andrew Krzysztofik
Person responsible for routine maintenance and servicing of fire safety equipment:	Andrew Krzysztofik
The log book is kept in:	Site Managers Office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First:Andrew Krzysztofik
	Deputy: Louise Parker/Katie Cowley

Visitors

On arrival all visitors must report to:	Main Reception
Where they will be issued with; • An identification badge • Relevant health and safety information	

• Sign the visitors book

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Louise Parker

Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Louise Parker

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)	Nick Layfield Dave Morris Simon Chambers
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Andrew Krzysztofik
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Site Manager supported by Nick Layfield, Simon Chambers and Dave Morris
Responsibility for liaison and monitoring of contractors:	Andrew Krzysztofik

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Ladders

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

Stepladders

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

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Andrew Krzysztofik

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:	NA
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	NA
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:	NA
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	NA

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	NA

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Andrew Krzysztofik

Caretaking and Cleaning Equipment

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

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Andrew Krzysztofik
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Andrew Krzysztofik
Contractor responsible for annual full inspection and report:	Gems Limited

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Andrew Krzysztofik
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Andrew Krzysztofik
Contractor responsible for annual full inspection and report:	Gems Limited

Stage Lighting Equipment

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

Mobile Staging and Seating

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

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Andrew Krzysztofik
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Andrew Krzysztofik
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Andrew Krzysztofik
Person(s) responsible for carrying out formal visual inspection and testing:	Andrew Krzysztofik

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:	Andrew Krzysztofik

Display Screen Equipment (DSE)
The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations (use HSE DSE checklist - http://www.hse.gov.uk/pubns/ck1.htm).

Employee Name	Job Title
Louise Parker	Headteacher
	Office Lead

Person responsible for implementing the requirements of the DSE risk assessment:	Andrew Krzysztofik

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from:Louise Parker/Nick Layfield 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.	
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	Insurance – Flying High central team. Recommended staff also have private business insurance though not compulsory
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Louise Parker
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Louise Parker

Substances and Personal Protective Equipment

Hazardous Substances

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

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

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 line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Andrew Krzysztofik
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Andrew Krzysztofik

Housekeeping and Waste

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 Site Manager/caretaker to be dealt with.

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

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Andrew Krzysztofik
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Andrew Krzysztofik

Waste Management and Disposal

Waste will be collected daily by:	Andrew Krzysztofik
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Andrew Krzysztofik
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Andrew Krzysztofik

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

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

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

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Andrew Krzysztofik
Person responsible for monitoring the safety of manual handling activities:	Andrew Krzysztofik

Manual Handling of People

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

Educational Visits

The Educational Visits Co-ordinator at the school is:	Louise Parker
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Louise Parker/Becky Holland
The Educational Visits Policy is located at:	Website/StaffShare

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Laureen Walker - Caterlink

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Governing Body / Trust	Louise Parker

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Andrew Krzysztofik
Person responsible for ensuring follow up action on the report is completed:	Andrew Krzysztofik

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Louise Parker
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Louise Parker/Andrew Krzysztofik