



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Ernulf Academy

Secondary School Astrea Health and Safety Policy

Principal Signature:	<i>M. Neesam</i>
Date Adopted:	December 2022
Review Date:	December 2023

Review Log



CONTENTS

Statement of Intent	1
Organisational Structure and Responsibilities	2
Responsibilities of the Astrea Board of Trustees	2
Responsibilities of the Principal	2
Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)	3
Heads of Subject Departments / Co-ordinators	3
Responsibilities of all Employees	4
Arrangements	4
Co-ordination and Communication	4
Emergencies	4
Accidents and Medical Arrangements	6
Hazard Identification and Control	8
Information, Instruction and Training	9
Premises	10
Security	11
Use of Premises Outside School Hours	11
Control of Contractors	11
Work Equipment	12
Substances and Personal Protective Equipment	17
Housekeeping and Waste	18
Manual Handling	18
Educational Visits	19
Inspections (External & Internal)	19
Management Review	19



Statement of Intent

Within Astrea Academy Trust the Board of Trustees, via the Astrea Executive and Principal of Ernulf Academy, are responsible for:

- Ensuring the Trust meets 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 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.
- Providing sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.
- Ensuring 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 seeking specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Board of Trustees, Astrea Executive, and Principal of Ernulf Academy require the support of all staff to enable the maintenance of high standards of health and safety in the school's 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.

CEO	
Date	07/12/2022
Principal	
Date	07/12/2022



Organisational Structure and Responsibilities

Responsibilities of the Astrea Board of Trustees:

- Ensuring all Astrea schools comply with the Trust's Health and Safety Policy and arrangements.
- Ensuring all schools have formulated and ratified the school health and safety statement and health and safety plan.
- All Astrea Schools have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- All school sites and premises are maintained in a safe condition and that appropriate funding is allocated to this area from school budgets.
- Schools prioritise 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 Astrea's Estates Team.
- Health and safety arrangements are regularly reviewed (minimum annually) and new arrangements are implemented where necessary.
- Promoting high standards and developing 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.
- All schools conduct active and reactive monitoring of health and safety matters in their 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.
- 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.



- 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 (must be a Senior Member of Staff)

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 ensure 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 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.

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 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

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 Astrea Trustees, Executive, Estates Team 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.

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):	Mark Neesam – Principal Sarah McCormick – Operations Manager Glen Lawson – Premises Manager
--	---

Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	Glen Lawson – Premises Manager
---	--------------------------------

Emergencies

Senior member of staff in the school with responsibility of the development, maintenance and implementation of the emergency plan:	Mark Neesam - Principal Sarah McCormick – Operations Manager Glen Lawson – Premises Manager
--	---



A copy of the emergency plan is available:	From Glen Lawson – Premises Manager In the Admin Office
--	--

	PERSON RESPONSIBLE	DEPUTY
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.	Glen Lawson – Premises Manager	Daren Norman – Site Agent
Summoning of the emergency services.	Glen Lawson – Premises Manager Sarah McCormick – Operations Manager	Daren Norman – Site Agent
That a roll call is taken at the assembly point	Jessica Hart– PA Sarah McCormick – Operations Manager	Josh Rea – IT support
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Glen Lawson – Premises Manager	Daren Norman – Site Agent

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	Reception
Gas	Next to Chips Store – Bin Cupboard
Electricity	Canteen – Exit Door

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:	Premises Manager & Site Agent
---	-------------------------------



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
Reception	Alison Johnson, Lorna Tume, Samantha Brown, Jessica Hart - PA
Accident reports must be drawn to the attention of the Principal and where necessary reported via the Athena online system*:	Principal – Mark Neesam
	Reporters – Sarah McCormick – Operations Manager, Jessica Hart - PA
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Sarah McCormick

The following types of incident must be reported using the Athena 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

Please see appendix on page 20 for Qualified First Aiders

Person responsible for ensuring first aid qualifications are maintained:	Sarah McCormick - Operations Manager
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Sarah McCormick - Operations Manager Jessica Hart - PA

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)
Humanities staff room Prospect House Kitchen U1 classroom Library Food Tech Art room English Staff room Science Prep room S3 DT Area Sports Hall	Reception

A monthly check on the location and contents of all first aid boxes is carried out by:	Daren Norman
Use of first aid materials and deficiencies should be reported to:	Daren Norman
Address and telephone number of the nearest medical centre / NHS GP:	St Neots Health Centre 24 Moores Walk, Saint Neots PE19 1AG
Address and telephone number of the nearest hospital with accident and emergency facilities:	Hinchingbrooke Hospital Parkway, Hinchingbrooke. PE29 6NT



Administration of Medicines

Member of staff in the school with responsibility of the development, maintenance and implementation of the medicines policy:	Jessica Hart – PA Samantha Brown – Senior First Aid
A copy of the medicines policy is available at:	School Office
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:	Samantha Brown Lorna Tume Alison Johnson Overall Management – Jessica Hart
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:	Samantha Brown Lorna Tume Alison Johnson Jessica Hart – PA Overall Management
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Samantha Brown – IHCPs Sue McConnell -Deputy SEND EHCPs

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:	Premises Manager
--	------------------

Hazard Reporting and Follow Up

All employees, LECC/TMB 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:	Premises Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Premises 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:	Premises Manager
Defective furniture must be taken out of use immediately and reported to:	Premises Manager
Person responsible for ordering repairs and maintenance:	Premises Manager

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Trust:	Principal, Operations Manager
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	Operations Manager
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Premises Manager
The HSE Health and Safety Law Poster is displayed:	In Admin office
The Astrea Academy Trust Health and Safety Policy Statement is displayed:	In Admin Office

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:	Premises Manager and Operations Manager
---	---

- Health and Safety Policy (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:	Operations Manager
Person responsible for compiling and implementing the school's annual health and safety training plan:	Operations Manager
Person responsible for reviewing the effectiveness of health and safety training:	Principal
Employees who feel that they have need to have health and safety training of any kind must notify in writing the contact person:	Premises Manager and Operations Manager

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Premises Manager
The asbestos register is kept at:	Reception
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Premises Manager
The disturbance procedure is displayed in a (staff only) area, at:	Reception
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Cambridge County Council
The LAMP is kept in:	Reception

Legionella

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

Fire

Person with overall responsibility for managing fire safety:	Premises Manager
The fire risk assessment is kept at:	Operations Manager Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Premises Manager & Operations Manager



Person responsible for routine maintenance and servicing of fire safety equipment:	Premises Manager
The log book is kept in:	Operations Manager office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Premises Manager Glen Lawson
	Deputy: Site Officer Daren Norman

Visitors

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

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Sarah McCormick - Operations Manager
--	--------------------------------------

Use of Premises Outside School Hours

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

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)	Sarah McCormick - Operations Manager
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Sarah McCormick - Operations Manager



Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Sarah McCormick - Operations Manager
Responsibility for liaison and monitoring of contractors:	Premises Manager

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Glen Lawson - Premises Manager
Person(s) authorised and competent to operate and use:	Glen Lawson - Premises Manager Daren Norman – Site Agent

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Glen Lawson - Premises Manager
Person(s) authorised and competent to operate and use:	Glen Lawson - Premises Manager Daren Norman – Site Agent

Manual Handling Equipment

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

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:	Premises Manager
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Premises Manager
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:	Premises Manager



Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Premises Manager
--	------------------

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A at Ernulf Academy
--	-----------------------

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Premises Manager
--	------------------

Caretaking and Cleaning Equipment

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

Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head of Science
Person responsible for the chemical inventory:	Head of Science
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:	Head of Science
Person responsible for Science Codes of Practice / Policy / risk assessments:	Head of Science
The Radiation Protection Supervisor:	Head of Science

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Head of Technology
Person responsible for the chemical inventory:	Head of Technology
Person(s) authorised to operate and use machinery:	TBC



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:	All DT Staff
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:	All DT Staff
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Head of Technology Operations Manager

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head of Technology
Person(s) authorised to operate and use equipment:	Head of Technology
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Head of Technology
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Head of Technology & Premises Manager
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:	All DT Staff
Person responsible for Food Technology and Textiles) Codes of Practice/ Policy / risk assessments:	Head of Technology Operations Manager

Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Subject Lead of Art
Person(s) authorised to operate and use equipment:	Mrs N Mansfield
Person responsible for the chemical inventory:	Subject Lead of 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:	All teachers & Support Staff
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Subject Lead of Art Operations Manager

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Subject Lead of Art
Person(s) authorised to operate and use equipment:	Mrs N Mansfield
Person responsible for the chemical inventory:	Subject Lead of 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:	All teachers & Support Staff
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Subject Lead of Art Operations Manager

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Subject Lead of PE
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Subject Lead of PE
Person responsible for organising annual full inspection and report:	Premises Manager and Subject Lead of PE
Person responsible for PE Codes of Practice/ Policy / risk assessments:	Operations Manager and Subject Lead of PE

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Premises Manager and Subject Lead of Drama
Person(s) authorised and competent to operate and use:	Premises Manager and Subject Lead of Drama

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Premises Manager and Subject Lead of Drama
Person(s) authorised and competent to operate and use:	Premises Manager and Subject Lead of Drama

Portable Electrical Appliances and Hard Wiring Circuits

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



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:	Premises 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 NAME	JOB TITLE
Georgia Dennis	Data Manager
Kimberley Stamford	Designated Safeguarding Lead
Emma Vinnicombe	Exams Co-ordinator
Sarah McCormick	Operations Manager
Jessica Hart	PA to Principal
Alison Johnson	Administration Assistant
Lorna Tume	Administration Assistant
Deborah Davies	Finance Assistant
Samantha Brown	Senior First Aid & Reprographics
Julie Keane	Attendance and Admissions
Fiona Cole	Behaviour Supervisor
Deborah Chudasama	Assistant Principal of Inclusion
Susan Larkins	Educational Services Manager

Person responsible for implementing the requirements of the DSE risk assessment:	Operations Manager Premises 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.	Principal
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	Sarah McCormick - Operations Manager



Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Sarah McCormick - Operations Manager
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Glen Lawson - Premises Manager
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Sarah McCormick- Operations Manager

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
Caretaking	Glen Lawson, Premises Manager	Premises Manager Office
Cleaning	Glen Lawson, Premises Manager	Premises Manager Office
Catering	Laura Johnson, Taylor Shaw	Taylor Shaw Contractor
Grounds Maintenance	Glen Lawson, Premises Manager / CGM	CGM Contractors
Other (please state):	Rhi Alford, Head of Science Fi Archer, Science Technician, Head of DT	Science Prep room Engineering Room

Copies of all the hazardous substances inventories are held centrally in:	Premises Manager Office
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	Premises Manager
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Premises Manager

Personal Protective Equipment (PPE)

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



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:	Premises Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Premises Manager – Glen Lawson Operations Manager – Sarah McCormick

Waste Management and Disposal

Waste will be collected weekly by Hunts District Council & Viola

Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Premises Manager
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Premises Manager – Glen Lawson Operations Manager – Sarah McCormick
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Premises Manager
Person responsible for the safe disposal of any hazardous substances or special waste :	Premises Manager
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Premises Manager

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:	Glen Lawson - Premises Manager Sarah McCormick - Operations Manager
Person responsible for monitoring the safety of manual handling activities:	Glen Lawson - Premises Manager Sarah McCormick - Operations Manager



Manual Handling of People

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

Educational Visits

The Educational Visits Co-ordinator at the school is:	Sarah McCormick – Operations Manager
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Sarah McCormick – Operations Manager
The Educational Visits Policy is located at:	Reception

Inspections (External & Internal)

Catering

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

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:	Sarah McCormick - Operations Manager Glen Lawson – Premises Manager
Person responsible for ensuring follow up action on the report is completed:	Mark Neesam - Principal Sarah McCormick - Operations Manager

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:	Mark Neesam – Principal Sarah McCormick - Operations Manager
---	---



Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Mark Neesam – Principal Sarah McCormick - Operations Manager
---	---

Qualified First Aiders

Staff Name		Date
		Renewal Due
Brown	Samantha	13/10/2025
Brady	Chris	02/12/2024
Crook	Tom	21/11/2025
Dawson	Claire	02/12/2024
Garbould	Alison	02/12/2024
Hemming	Ed	02/12/2024
Johnson	Alison	02/12/2024
Lawson	Glen	27/08/2023



Moniz	Kellen	27/08/2023
Murphy	James	27/08/2023
Neesam	Mark	27/08/2023
Ruiz Escobar	Celia	21/11/2025
Tume	Lorna	02/12/2024
Webber	Brogan	27/08/2023