

# Health & Safety Policy

August 2015

This document is produced in respect of Monmouth Comprehensive School only and is published in addition to the Council's Statement of Safety Policy and in conjunction with the Children and Young People policy statement.

## Statement of Intent

The governing body notes the provisions of the Health and Safety at Work, etc Act 1974 (s.2(1), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health and safety and welfare of employees, and (s.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the governing body is "To provide a safe and healthy working and learning environment for staff, pupils and visitors."

The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of the safe methods and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

**Signed:**



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Mrs Vicky Smith  
(Chair of Governors)

**Date: 26<sup>th</sup> August 2015**

**Signed:**



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Mr Vaughan Davies  
(Headteacher)

**Date: 26<sup>th</sup> August 2015**



## Organisation

### Duties of the Governing Body

1. In the discharge of its duty the governing body, in consultation with the Headteacher, will:
  - a) make familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
  - b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
  - c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
  - d) identify and evaluate all risks relating to:
    - accidents
    - health
    - school-sponsored activities, including work experience
  - e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
  - f) create and monitor the management structure
  
2. In particular the governing body undertakes to provide:
  - a) a safe place for staff and pupils to work including safe means of entry and exit
  - b) plant, equipment and systems of work which are safe
  - c) safe arrangements for the handling, storage and transport of articles and substances
  - d) safe and healthy working conditions which take account of all appropriate
    - statutory requirements
    - codes of practice whether statutory or advisory
    - guidance whether statutory or advisory
  - e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner
  - f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
  - g) adequate welfare facilities



3. So far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including temporary, and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
  - a) this policy
  - b) all relevant and health and safety matters
  - c) instructions and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk

### **Duties of the Headteacher**

1. Responsible for advising Sarah McGuinness, Chief Officer for Children and Young People, in writing of any improvement necessary where these cannot be progressed through usual reporting procedures.
2. To encourage those with delegated managerial responsibilities to observe high standards of health, safety and hygiene and should review their performance regularly.
3. As well as the general duties which all members of staff have the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Subject Leaders, senior members of staff, teaching and others as appropriate.
4. The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at times.
5. Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
6. Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
7. Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
8. Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled.



9. Consult with members of staff, including the safety representatives, on health and safety issues.
10. Arrange systems of risk assessment to allow the prompt identification of potential hazards.
11. Carry out periodic reviews and safety audits on the findings of the risk assessment.
12. Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
13. Encourage staff, pupils and others to promote health and safety.
14. Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
15. Encourage all employees to suggest ways and means of reducing risks.
16. Collate accident and incident information and, when necessary, carry out accident and incident investigations.
17. Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
18. Monitor first aid and welfare provision.

### **Delegated Responsibilities**

It is the Head of Services (Health and Safety Co-ordinator) who has delegated responsibility for Health and Safety, to ensure procedures are carried out in accordance with the Headteacher's instructions.

### **Supervisory Staff**

1. All supervisory staff (e.g. Subject Leaders, co-ordinators, science technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.



2. In addition to the general duties which all members of staff have, they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day to day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility
3. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
4. As part of their day-to-day responsibilities they will ensure that:
  - a) safe methods of working exist and are implemented throughout their department
  - b) Health and Safety regulations, rules, procedures and codes of practice are being applied effectively
  - c) staff, pupils and others under their jurisdiction are instructed in safe working practices
  - d) new employees working within their department are given instruction in safe working practices
  - e) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
  - f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
  - g) all plant, machinery and equipment in the department in which they work is adequately guarded
  - h) all plant, machinery and equipment in the department in which they work is in good and safe working order
  - i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
  - j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
  - k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
  - l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
  - m) all the signs used meet the statutory requirements
  - n) all health and safety information is communicated to the relevant persons
  - o) they report, as appropriate, any health and safety concerns to the appropriate individual



## Duties of All Members of Staff

1. All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:
  - a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
  - b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with
2. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
3. In particular all members of staff will:
  - a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body
  - b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
  - c) see that all plant, machinery and equipment is adequately guarded
  - d) see that all plant, machinery and equipment is in good and safe working order
  - e) not make unauthorised or improper use of plant, machinery and equipment
  - f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
  - g) ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
  - h) report any defects in the premises, plant, equipment and facilities which they observe
  - i) take an active interest in promoting health and safety and suggest ways of reducing risks

## Hirers, Contractors and Others

1. When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe premises.



2. The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
3. When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
4. When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:
  - a) introduce equipment for use on the school premises
  - b) alter fixed installations
  - c) remove fire and safety notices or equipment
  - d) take any action that may create hazards for persons using the premises or the staff or pupils of the school
5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.
6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.
7. The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## ARRANGEMENTS

**Arrangements are as in Appendix 1** (Appendix updated October 2015)

## Appendix 1

### Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	<b>Jane Baker</b>
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### Health and Safety Representatives

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

Professional Association	Name
NUT	<b>James Bolt</b>

### Governors Health & Safety & Premises Committee

The Constitution, membership and the minutes of the school Safety Committee are kept:	<b>Chairman of Governors Health &amp; Safety Committee</b>
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### Fire and Other Emergencies

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	Locations(s)
Fire Evacuation Procedure	<b>Staff Planner and also located in each room</b>
Critical Incident Plan	<b>File in Head's Support Office</b>

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for ensuring and supervising (where appropriate)	Person <b>Claire Whittaker</b>	Deputy <b>Jane Baker</b>
The controlled evacuation of people from the building or on the site to a place of safety,	<b>Each building has its own team found in staff planner</b>	
<ul style="list-style-type: none"> <li>• Summoning of the emergency services</li> </ul>	<b>Jayne Jones</b>	<b>Wendy Baker</b>
<ul style="list-style-type: none"> <li>• That a roll call is taken at the assembly point</li> </ul>	<b>Form Tutors</b>	<b>Progress Leaders</b>
<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 (eg Headteacher, Deputy Headteacher or other member of the senior management team)</li> </ul>	<b>Headteacher</b>	<b>Claire Whittaker Jane Baker</b>

The priority is 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;

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	<b>Jane Baker</b>
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The person to be advised of an emergency out of school hours is:	<b>Jane Baker</b>
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	<b>First Copy School Reception</b>
	<b>Second Copy Leisure Centre Office</b>

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	<b>Jane Baker</b>
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### 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:

System	Location of Test Records	Person Responsible
Fire Alarm	Heads Support Office	Jane Baker
Emergency Lighting System	Heads Support Office	Jane Baker

The persons responsible for carrying out a monthly visual inspection of all emergency fire equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported are:	<b>Jane Baker</b> <b>Louise Vitale</b>
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### Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, 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
Pegasus Block – A7	<b>Rachael Davies</b>

Accident reports are counter-signed by the Headteacher before being sent to the Health and Safety Officer at County Hall.	Headteacher: <b>Vaughan Davies</b>
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The person responsible for monitoring accidents and incidents to identify trends and patterns is:	<b>Jane Baker</b>
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe system of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

Any employee who is verbally or actually abused or threatened violence or to whom one is reported will complete a Violent, Aggressive or Abusive Incident Notification Form.

<b>Location of Violent, Aggressive or Abusive Forms</b>	<b>Person in charge of Violent, Aggressive or Abusive Forms</b>
Heads Support office	<b>Jane Baker</b>
VAAI Forms are counter-signed by the Headteacher	Headteacher: <b>Vaughan Davies</b>
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	<b>Jane Baker</b>

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 person responsible for ensuring first aid qualifications are maintained is:	<b>Rachael Davies</b>
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	<b>Jane Baker</b>
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The following employees are first aiders who have been trained in **First Aid at Work Level:**

<b>Name</b>	<b>Faculty/Department</b>
Dan Cowton	Business, Enterprise and Technology (ICT)
Rachel Davies	Healthcare
Fiona Price	Humanities (Geography)
Vicky Edwards	Humanities (RE)
Ruth Osman	Mathematics
Jill Snook	Modern Foreign Languages
Sean Williams	Physical Education
Mike Powell	Science & Technology (Science)
Tara Meacham	Science & Technology (Science)
Tina Voss	Teaching Assistant

The following employees are appointed persons who have been trained to **Emergency Aid for Schools Level:**

<b>Name</b>	<b>Faculty/Department</b>
Hayley Page	Additional Learning Needs Team
Sarah Bradley	Admin Support Team
Sarah Caswell	Business, Enterprise and Technology (Business)
Jake Parkinson	English
Sarah Jenkins	English
James Murphy	General Teacher
Paul Hancocke	General Teacher
Julia Cowton	Humanities (Geography)
Rachel Fry	Humanities (Geography)
Robert Baker	Humanities (History)
Sharon Perry-Phillips	Humanities (RE)
Janet Chaplin	Performing and Expressive Arts (Art)
Charlotte Manners	Performing and Expressive Arts (Music)

Darryl Williams	Physical Education
David Egan	Physical Education
Emma Biddle	Physical Education
Jon Owen	Physical Education
Lucy Taylor	Physical Education
Matt Penny	Physical Education
Paul Michael	Physical Education
Alice Tyler	Restorative & Wellbeing
Jon Le Boeuf	Science & Technology (Science)
Pete Jenkins	Support & Guidance
Audrey Garrett	Teaching Assistant
Kath Finn	Teaching Assistant
Liam Stubbs	Teaching Assistant
Tracey Herbert	Teaching Assistant
Kate Davies-Maddocks	Teaching Assistant & Vocational Support
Laura Trawford	Welsh

The following employees are appointed persons who have been trained in **Epipen Administration**:

<b>Name</b>	<b>Faculty/Department</b>
Hayley Page	Additional Learning Needs Team
Kath Paul	Admin Support Team
Kirsten Jones	Admin Support Team
Sarah Bradley	Admin Support Team
Dan Cowton	Business, Enterprise and Technology (ICT)
Jake Parkinson	English
Myfina Mortimer Davies	English
James Murphy	General Teacher
Paul Hancocke	General Teacher
Stephen Connolly	General Teachers
Rachel Davies	Healthcare
Alun Curnow	Humanities (Geography)
Fiona Price	Humanities (Geography)
Julia Cowton	Humanities (Geography)
Anthony Lewis	Humanities (History)
Hannah Feldon	Humanities (History)
Rebecca Porter	Humanities (History)
Sharon Perry-Phillips	Humanities (RE)

Vicky Edwards	Humanities (RE)
Kathryn Owen	Mathematics
Catherine Adams	Modern Foreign Languages
Jill Snook	Modern Foreign Languages
Janet Chaplin	Performing and Expressive Arts (Art)
Kathryn Williams	Performing and Expressive Arts (Art)
Charlotte Manners	Performing and Expressive Arts (Music)
Hannah Patterson	Performing and Expressive Arts (Music)
David Egan	Physical Education
Jon Owen	Physical Education
Matt Penny	Physical Education
James Bolt	Science & Technology (Science)
Jon Le Boeuf	Science & Technology (Science)
Tara Meacham	Science & Technology (Science)
Pete Jenkins	Support & Guidance
Julie Harmer	Teaching Assistant
Tina Voss	Teaching Assistant
Laura Trawford	Welsh

The following employees are appointed persons who have been trained in **Buccal Midazolam Administration**:

<b>Name</b>	<b>Faculty/Department</b>
Rachel Davies	Healthcare
Julie Harmer	Teaching Assistant
Tina Voss	Teaching Assistant
Tracey Herbert	Teaching Assistant

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

**LOCATION OF FIRST AID BOX(ES):**

**DRAGON BLOCK**

Rooms 6, 7, 8, 9, 12, 13, 17, 17a

**DRYAD BLOCK**

Rooms 20, 21, 22, 23, 25, 27, 30, 31

**PEGASUS BLOCK**

Rooms 32, Main Staff Room

**MAIN OFFICE (RECEPTION)**

**SPHINX ZONE**

Room 64

**PHOENIX BLOCK**

Lower Level Staff Room

**SPORTS DEPT**

Use Leisure Centre

Travelling first aid boxes are kept at the following points in the school.

<b>Location of Travelling First Aid Box</b>	<b>Medical Suite Pegasus Block</b>
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A termly check on the location and contents of all first aid boxes will be made by:	<b>Rachael Davies</b>
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment	<b>Rachael Davies</b>
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	<b>Nevill Hall Hospital Abergavenny 01873 732732</b>
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**Administration of Medicines**

The person responsible for dealing with the administration of medicines in accordance with the first aid policy is:	<b>Rachael Davies</b>
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**Asthma Inhalers**

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	<b>Rachael Davies</b>
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### **Maintenance of Site, Premises and Hazard Reporting**

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	<b>Jane Baker</b>
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### **Disposal Waste**

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

The persons who should be contacted if circulation routes are obstructed by rubbish are:	<b>Jane Baker Louise Vitale</b>
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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):	<b>Jane Baker Louise Vitale</b>
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The persons responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> are:	<b>Rachael Davies</b>
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### **Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: by means of the hazard reporting procedure	<b>Jane Baker</b>
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### **Premises Security**

The company responsible for unlocking and locking the building, arming and disarming security alarms etc is:	<b>Regent Cleaning</b>
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### **Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises will be determined by:	<b>Head Teacher Vaughan Davies</b>
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## 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:	<b>Darryl Williams</b>
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- Health and Safety Policies: County Council, Departmental, and School.
- Health and Safety Handbook
- Risk Management Handbook
- Codes of Safe Practice and Guidance
- Education Visits Policy Document
- Premises Asbestos Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Hazard Reporting and Maintenance Procedures

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff and support staff in consultation with their line managers and the employees concerned is:	<b>Jane Baker</b>
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The person responsible for compiling the annual health and safety review is:	<b>Jane Baker</b>
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	<b>Peter Bland</b>
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	<b>Jane Baker</b>
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## Manual Handling of Loads

### Manual Handling of Objects

The person responsible for identifying manual handling activities involving people is:	<b>Jane Baker</b>
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## Work Equipment

### Ladders

Under no circumstances are ladders to be used. Only Regent staff on this campus are trained to work at height.

### Step Ladders

On this campus step ladders can be used within departments subject to a risk assessment, adequate supervision etc. Their use is limited to short tasks, eg placing/removing items from shelves.

### Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	<b>Jane Baker</b>
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### Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, and hand tools.

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Regent Cleaning</b>
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### Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	<b>Churchill</b>
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### Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	<b>LEA Grounds Staff</b>
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### Laboratory Apparatus and Equipment

Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	<b>Bridgett Merrett</b>
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**Design and Technology Equipment (Resistant and Compliant Materials)**

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	<b>Peter Bland</b>
Person(s) responsible to operate and use is/are:	<b>Peter Bland and D&amp;T Department</b>
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:	<b>Peter Bland</b>
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:	<b>Peter Bland</b>
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	<b>Peter Bland</b>

**Design and Technology Equipment (Food Technology and Textiles)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Louisa Egan</b>
The Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	<b>Louisa Egan</b>
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	<b>Louisa Egan</b>

**Art and Design Equipment (Fine Arts)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Jane Boswell</b>
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### **P E Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Matt Penny</b>
Person(s) responsible for regular (daily) visual inspection is/are:	<b>Matt Penny</b>
Contractor responsible for annual full inspection and report is:	<b>Sports Fix Wales</b>

### **Outdoor Play Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Matt Penny</b>
Person(s) responsible for regular (daily) visual inspection is/are:	<b>Matt Penny</b>
Contractor responsible for annual full inspection and report is:	<b>Grounds - LEA</b>

### **Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Amy Pearce/ Jane Baker</b>
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### **Mobile Staging and Seating**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Regent Staff</b>
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### **Portable Electrical Appliances**

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	<b>Jane Baker</b>
Person(s) responsible for carrying out formal visual inspection and testing is/are:	<b>Jane Baker</b>
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:	<b>Jane Baker</b>

## 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	<b>Bridgett Merrett</b>
Design and Technology	<b>Peter Bland</b>
Art and Design	<b>Jane Boswell</b>
Caretaking and Cleaning	<b>Regent Cleaning</b>
Catering	<b>Churchill</b>
Grounds Maintenance	<b>LEA</b>

## Hazardous Substances

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

Science	<b>Bridgett Merrett</b>
Design and Technology (Materials)	<b>Peter Bland</b>
Design and Technology (Food and Textiles)	<b>Louisa Egan</b>
Art and Design (Fine Arts)	<b>Jane Boswell</b>
Art and Design (Ceramics)	<b>Jane Boswell</b>
Caretaking and Cleaning	<b>Regent Cleaning</b>
Swimming Pool Maintenance	<b>Leisure Centre</b>
Catering	<b>Churchill</b>
Grounds Maintenance	<b>LEA</b>
Other	

The person responsible for undertaking and updating the COSHH risk assessment is:	<b>Within each department</b>
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment of woodworking machines etc) will be examined annually and tested by the County Council approved contractor is:	<b>Jane Baker</b>
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### Asbestos

The persons responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons are:	<b>Jane Baker Louise Vitale</b>
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The premises asbestos log is kept:	<b>Heads Support Office</b>
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The persons responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building are:	<b>Jane Baker Louise Vitale</b>
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### Radioactive Sources

The Radiation Protection Supervisor is:	<b>Tara Meacham</b>
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The location of the following records is:

DFE permission to purchase letter	<b>Will be applied for any future purchases</b>
History of the sources	<b>Rm 5 Prep Room</b>
Use log	<b>Rm 5 Prep Room</b>
Monitoring/Test records	<b>Rm 5p Prep Room</b>
Risk assessments for use	<b>Rm 5 Prep Room</b>
LEA Science Code of Practice	<b>Rm 5 Prep Room</b>

### 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	<b>Jane Baker</b>
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are secured to prevent them being set on fire by arsonists is:	<b>Jane Baker</b>
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	<b>Jane Baker</b>
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### 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 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 of safely and in accordance with the appropriate risk assessment sheet.

### Provision of Information

The person responsible for distributing all health and safety information received from the Education Department and elsewhere and for the maintenance of a health and safety information reference system is:	<b>Regent Cleaning</b>
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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 staff handbook which is kept:	<b>Website Heads Support Office</b>
The person responsible for maintaining it is:	<b>Jane Baker</b>

The Health and Safety Law Poster is sited:	<b>Reception Area</b>
The person responsible for maintaining it is:	<b>Jane Baker</b>

### Educational Visits and Journeys

The persons responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay are:	<b>Claire Whittaker Jane Baker</b>
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The persons responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay are:	<b>Claire Whittaker Jane Baker</b>
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The persons responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay are:	<b>Claire Whittaker Jane Baker</b>
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### Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	<b>Dave Egan</b>
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### Swimming Pools

The person responsible for ensuring that appropriate records are kept and <ul style="list-style-type: none"> <li>• Correctly and safely maintained</li> <li>• Regular inspections are carried out</li> <li>• Remedial action is taken or if necessary the pool is taken out of use where necessary is:</li> </ul>	<b>Leisure Centre</b>
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The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:	<b>Leisure Centre</b>
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### Use of Premises Outside School Hours

The persons responsible for co-ordinating lettings of the premises in accordance with the lettings procedure are:	<b>Claire Whittaker Jane Baker</b>
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The persons responsible for informing other users of the building of the presence of any hazards which have not been rectified are:	<b>Claire Whittaker Jane Baker</b>
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On arrival all visitors should report to reception where they will sign the visitors book and be issued with: <ul style="list-style-type: none"> <li>• An identification badge</li> <li>• Relevant health and safety information</li> </ul>	<b>Leisure Centre</b>
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The person in control of contractors is:	<b>Jane Baker</b>
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### 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.

<b>Name</b>
<b>Charlotte Williams</b>
<b>Claire Whittaker</b>

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	<b>Reception</b>
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The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	<b>Churchill</b>
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### Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinates action and reports matters requiring authorisation/action to the Governing Body or LEA is:	<b>Jane Baker</b>
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### Smoking

The Governing Body has a no smoking policy for the whole of the campus.

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:	<b>Headteacher Vaughan Davies</b>
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## Vehicles

**The Headteacher** is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council policy contained in "Regulations for the Use of Vehicles 2000".

School 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.	<b>Jane Baker</b> <b>Claire Whittaker</b>
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The persons responsible for authorising the use of a minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc are:	<b>Claire Whittaker</b> <b>Jane Baker</b>
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## Stress

The person responsible for monitoring absence owing to stress related illness is:	<b>Vaughan Davies</b>
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## Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	<b>Jane Baker</b>
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## Bullying/Harassment

The schools policy on behaviour (including bullying) is available in :	<b>File in Head's Support Office</b>
Records of bullying incidents and action taken are kept:	<b>Andy Williams</b>

## Insurance

In addition to the insurance arranged by the County Council for all LEA maintained schools, the Governing Body had decided not to arrange any additional cover.

## Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Education Department Health and Safety Team within one term of the date of the issuing of this model is:	<b>Jane Baker</b>
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	<b>Jane Baker</b>
The person responsible for completing and returning the Annual Health and Safety Report to Sarah McGuinness, Chief Officer for Children and Young People is:	<b>Jane Baker</b>
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:	<b>Jane Baker</b>