

# Health & Safety – appendix

Tuxford Primary Academy

February 2025

## Contents

1. CO-ORDINATION & COMMUNICATIONS Health and Safety Co-ordinator .....	4
Health and Safety Representatives .....	4
Safety Representatives and Safety Committees.....	4
2. EMERGENCIES (FIRE, ETC.).....	4
Fire Prevention and Detection Equipment Arrangements .....	6
Locations of Main Service Isolation Points.....	6
3. ACCIDENTS, DANGEROUS OCCURRENCES, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION .....	6
4. FIRST AID .....	7
5. ADMINISTRATION OF MEDICINES .....	8
Asthma Inhalers .....	8
6. CONTROLS; .....	8
6.1 Risk Assessments.....	8
6.2 Maintenance of site, premises and hazard reporting .....	9
6.3 Housekeeping and disposal of waste .....	9
6.4 Premises Security .....	10
6.5 Severe Weather .....	10
6.6 Lone Working.....	10
6.7 Visitors.....	10
6.8 Management Review .....	10
6.9 Enforcing Authorities e.g. Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer .....	11
6.10 Vehicles .....	11
6.11 Insurance .....	11
7. INFORMATION, INSTRUCTION AND TRAINING Provision of Information .....	11
7.1 Health and Safety Training.....	12
7.2 Manual Handling .....	13
8. PREMISES.....	13
8.1 Asbestos.....	13
8.2 Legionella .....	14
8.3 Work Equipment .....	14
8.4 Access Equipment .....	14
8.5 Ladders.....	14
8.6 Stepladders.....	15
8.7 Manual Handling Equipment .....	15
8.8 Equipment Provided for Pupils with Special Educational Needs.....	15

8.9 Lifts .....	15
8.10 Caretaking and Cleaning Equipment.....	15
8.11 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery) .....	16
8.12 Portable Electrical Appliances and Fixed Electrical Wiring .....	16
8.13 Catering (For completion only by academies with an out-sourced catering operation on site).....	16
8.14 Contractors (Non PFI Academies).....	17
8.15 Hazardous Materials, used within Construction.....	17
9 EDUCATIONAL ACTIVITIES AND EQUIPMENT .....	17
9.1 Laboratory Apparatus/Equipment.....	17
9.2 Radioactive Sources .....	17
9.3 Design and Technology Equipment (Resistant and Compliant Materials).....	18
9.4 Art and Design Equipment (Fine Arts).....	19
Art and Design Equipment (Ceramics) .....	19
9.5 PE Equipment.....	19
9.6 Outdoor Play Equipment.....	19
9.7 Stage Lighting Equipment.....	19
9.8 Mobile Staging and Seating .....	20
9.9 Pianos, Organs and Other Musical Instruments .....	20
9.10 Display Screen Equipment.....	20
9.11 Swimming Pools .....	20
9.12 Hazardous Substances.....	21
9.13 Personal Protective Equipment (PPE).....	21
10 STUDENTS OUTSIDE THE ACADEMY .....	22
10.1 Educational Visits and Journeys.....	22
10.2 Work Experience.....	22
11 USE OF PREMISES OUTSIDE SCHOOL HOURS .....	22
12 WELFARE.....	23
12.1 Bullying/Harassment .....	23
12.2 Stress .....	23
12.3 Staff Welfare.....	23
12.4 Noise .....	23
12.5 Smoking.....	23
Appendix .....	25

## 1. CO-ORDINATION & COMMUNICATIONS Health and Safety Co-ordinator

The member of staff in the academy with special responsibility for Health and Safety Matters (Health and Safety Co-ordinators ) are:	Site Assistant (IOSH) Principal H&S Administrator Estates Manager
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### Health and Safety Representatives

The members of the Academy's staff who are health and safety representatives for the professional associations are:

Professional Association	Name
IOSH	H&S Administrator
IOSH	Site Assistant
IOSH	Estates Manager

### Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in Accordance with the Authority's Code of Practice. and is required to inform:	H&S Administrator
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### Health and Safety Meetings (Termly)

The constitution, membership and the minutes of the Academies Health & Safety Meetings are kept:	School Office
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## 2. EMERGENCIES (FIRE, ETC.)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	
Fire Evacuation Procedure	Induction Pack, Staff Handbook, Termly Drills
Bomb Alert	Emergency Plan
Gas Leak	N/A
Electrical Fault	Emergency Plan (dependent on fault)
Water	Emergency Plan
Storm or Flood Damage	Emergency Plan (dependent on damage)
Persons Threatening Violence on Site	Senior Leaders/Police. (Hold & Secure Policy)
Dangerous Animal(s) on Site	Senior Leaders/Police
Other	Senior Leaders

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

The Academy's Emergency Plan should be followed according to the nature of the emergency.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Principal	Assistant Principal
<input type="checkbox"/> summoning of the emergency services	Senior Leaders	Senior Leaders
<input type="checkbox"/> that a roll call is taken at the assembly point	Class teacher	TAs
<input type="checkbox"/> that no-one attempts to re-enter the building until all clear is given by the emergency services is ( <i>eg Exec. Principal, Vice Principal or other member of the senior management team</i> )	Principal	Assistant Principal

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

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

The person responsible for arranging, recording and monitoring emergency evacuation drills at least once per term is:	Site Assistant/Principal
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy Locked cleaning cupboards in hall
	Second Copy Site Assistant office, first floor.
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	3-yearly: UK-Fire Risk Assessments Ltd. Interim: Estates Manager

## Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Site Office	Site Assistant
Emergency Lighting System	Site Office	Site Assistant
Smoke Detection System	Site Office	Site Assistant
The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment ( for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Site Assistant
The contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:		Nottinghamshire Fire Safety
		01623 825516

## Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	By Front Gate (main stop tap) <b>Boiler Room</b> Kitchen Main stop tap cuts off water to whole school, Kitchen stop tap to Rooms 1,2 & 3 only, Boiler Room stop tap to all Building 1, 2 & 50
Electricity	Kitchen Entrance to new building <b>Boiler Room</b>
Gas	N/A

## 3. ACCIDENTS, DANGEROUS OCCURRENCES, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

**Accident book(s)** are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
All classrooms	Class Teacher
Lunch time - hall	Middays
Office	H&S Administrator
Accident reports should be drawn to the attention of and counter-signed by the Principal, (in Principal's absence to the Vice Principal) before being sent to the Health and Safety Team	Principal
	Assistant Principal
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	
Principal/H&S Administrator	

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.

#### 4. FIRST AID

(Please insert a list of First Aiders/qualifications/dates as an Appendix)

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

The person responsible for ensuring first aid qualifications are maintained is:	H&S Administrator
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	H&S Administrator

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

Location of First Aid Boxes	All classrooms
	Staff Room
	Hall
Defibrillator location	Staff room
Accident Book	School office
	All classrooms

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

Location of Travelling First Aid Box	Resources Room
	School Office /Mini bus

A termly check on the location and contents of all first aid boxes will be made by.	M Stockley
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	M Stockley/H&S Administrator
The address and telephone number of the nearest medical centre/NHS GP is:	Tuxford Medical Centre Faraday Avenue
	Tuxford, NG22 0HT <a href="tel:01777870203">01777 870203</a>
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Bassetlaw District General Hospital
	01909 500990

## 5. ADMINISTRATION OF MEDICINES

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Academy's Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	E Wooding
	B Le-Floch
	M Stockley
	M McCarthy - BC A Hallam - ASC
The person responsible for the dealing with the administration of controlled drugs such as Ritalin/Rectal Diazepam in accordance with the Supporting Pupils with Medical Needs in Academy's Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Principal
	E Wooding M Stockley
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENDCo

## Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class teachers
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## 6. CONTROLS;

### 6.1 Risk Assessments

The person responsible for carrying out a general survey of the academy's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Site Assistant – Contractors EVC – visits Office Administrator-School. Team Manager
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## 6.2 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, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to: .	Site Assistant
Verbal reports should be followed up in writing using the reporting form through the Every Database	All issues to be logged by staff on the reporting software
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	Site Assistant
(Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Site Assistant
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Principal

## 6.3 Housekeeping and disposal of 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 person who should be contacted if circulation routes are obstructed by rubbish is:	Site Assistant
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**All members of 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.

**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 assistant who will arrange for them to be dealt with.

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

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Site Assistant
The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	DAT- Estates/ Site Assistant
The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	PHS Group
The person responsible for checking that the oil tank bund wall is effective is:	N/A

#### 6.4 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First	Site Assistant
	Deputy Third	Principal E Wooding
The person(s) who has/have been trained to deal safely with burglar alarm call outs is;	First	ASGS Security who then contacts Site Assistant
	Deputy	Principal

#### 6.5 Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Site Assistant
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#### 6.6 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Site Assistant
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#### 6.7 Visitors

On arrival all visitors <b>must</b> report to: where they will be issued with: <ul style="list-style-type: none"> <li>• an identification badge</li> <li>• relevant health and safety information</li> <li>• and will sign the visitors book</li> </ul>	School Office Site Assistant-Contractors
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Contact SLT immediately

#### 6.8 Management Review

The person(s) responsible for carrying out an annual review of the H&S Policy Local Arrangements and its implementation in the academy is/are	H&S Committee Estates Manager
The people responsible for compiling and implementing the academy's annual health and safety action plan, including action for improvements in the appropriate development plan are:	H&S Committee

6.9 Enforcing Authorities e.g. Health and Safety Executive (HSE),  
LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Estates Manager Principal EVC Co-ordinator/A Elway
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6.10 Vehicles

Academy owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down is:	Finance H&S Administrator
The person responsible for authorising the use of the academy minibus, ensuring risk assessments are completed, have passed the minibus test etc is:	Office Administrator
The person responsible for maintaining a list of authorised drivers of academy vehicles who have passed the County test is:	H&S Assistant

6.11 Insurance

In addition to the insurance arranged with RPA the Local Academy Board has decided to arrange the following additional cover.

Insurance Company	Details

**7. INFORMATION, INSTRUCTION AND TRAINING**  
**Provision of Information**

The person responsible for distributing all health and safety information received from the LA as our advisors and elsewhere, for the maintenance of a health and safety information reference system is:	H&S Committee
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Records of employee's signatures indicating that they have received and read and understood health and safety information are kept:	H&S Administrator
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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 Health and Safety manual located; however, in most cases staff will be trained via an on-line portal	Site Office National College
The people responsible for maintaining these records and deciding on the appropriate circulation of each document/policy are:	Principal
The health and safety notice board is sited:	Staff Room
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	H&S Administrator
The Health and Safety Law Poster is sited:	Staff room

### 7.1 Health and Safety Training

The people responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training are:	Principal/H&S Administrator/ Staff member's line manager/Site Assistant/
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- Health and Safety Policies: Trust and Academy
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The people responsible for co-ordinating the provision of the health and safety training needs of <b>teaching staff</b> in consultation with their line managers and the employees concerned are:	H&S Committee
The people responsible for co-ordinating the provision of the health and safety training needs of <b>support staff</b> in consultation with their line managers are:	H&S Committee
The people responsible for compiling and implementing the academy's annual health and safety training plan is:	H&S Committee
The people responsible for reviewing the effectiveness of health and safety training are:	H&S Administrator
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	H&S Administrator
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Site Assistant
	Principal

## 7.2 Manual Handling

### Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities <b>involving objects</b> is and arranging for their elimination or risk assessment is:	Site Assistant
The person responsible for monitoring the safety of manual handling activities is:	H & S Administrator

### Manual Handling of People

The person responsible for identifying hazardous manual handling activities <b>involving people</b> and arranging for their elimination or risk assessment is:	Principal & Site Assistant
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## 8. PREMISES

### 8.1 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the policy, and ensuring that the Local Asbestos Management Plan (LAMP) and premises asbestos log is consulted by visiting contractors and other relevant persons is:	Site Assistant/Estates Manager
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Site Assistant office, first floor
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	Site Assistant

## 8.2 Legionella

The person with overall responsibility for managing Legionella is:	Second Element
The schools Legionella risk assessment is kept at:	Site Assistant office, first floor
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Site Assistant
The water temperatures are taken (monthly) by:	Second Element
The flushing of little used outlets is carried out by:	Site Assistant
The logbook is kept in:	Site Assistant office, first floor

## 8.3 Work Equipment

### Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

## 8.4 Access Equipment

### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Training required for academy site if applicable. Only qualified contractors to be used for this work
Person(s) authorised to operate, and use is/are:	Training required for academy site if applicable. Only qualified contractors to be used for this work
Training in safe use received from: including dates	N/A

## 8.5 Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Assistant
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Person(s) authorised to use is/are:	Site Assistant
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## 8.6 Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Assistant
Person(s) authorised to use is/are:	Site Assistant. Other staff given suitable training by the site staff on correct usage

## 8.7 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

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

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	N/A
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A
The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day-to-day basis is:	Catherine Huxley - Paediatrician Occupational Health
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Catherine Huxley - Paediatrician Occupational Health

## 8.9 Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	N/A
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## 8.10 Caretaking and Cleaning Equipment

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

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

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

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

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

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

#### 8.12 Portable Electrical Appliances and Fixed Electrical Wiring

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

#### 8.13 Catering (For completion only by academies with an out-sourced catering operation on site)

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



The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Catering manager
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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:	Catering manager
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Person(s) authorised to operate, and use is/are:	Catering manager
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#### 8.14 Contractors (Non PFI Academies)

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	Site Assistant & Estates Manager
The person in control of contractors is:	Site Assistant
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Site Assistant

#### 8.15 Hazardous Materials, used within Construction

It should be noted that due to the age of some buildings, the materials used in their construction requires special consideration when undertaking any building work, painting, refurbishments or demolition. Some likely hazards are as follows; this is not an extensive list so consider all aspects during the planning process.

- Paint (possible lead content pre1990's)
- Lime (both in plaster and mortar)
- Horse/animal hair (used in lath & plaster wall construction)

Ensure that adequate measures are taken and documented in lines with current guidance and legislation.

If there are any concerns highlight this prior to undertaking any work.

## 9 EDUCATIONAL ACTIVITIES AND EQUIPMENT

### 9.1 Laboratory Apparatus/Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Person(s) authorised to operate and use is/are:	N/A
Organisation responsible for guidance on the safe use of Laboratory materials and processes	N/A

### 9.2 Radioactive Sources

The Radiation Protection Supervisor is:	N/A
The location of the following records is:	N/A

DfE permission to purchase letter	N/A
History of the sources	N/A
Use log	N/A
Monitoring/Test records	N/A
Risk assessments for use	N/A
CLEAPSS Science Codes of Practice	N/A

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

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	N.A.
Person(s) authorised to operate and use is/are:	N.A.
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:	N.A.
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:	N.A.
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	N.A.

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	D&T Lead Class Teacher
Person(s) authorised to operate, and use is/are	Class Teacher
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	BC/ASC Staff Nursery staff Reception staff
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	N/A no food technology area

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

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

#### **Art and Design Equipment (Ceramics)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	n/a
Persons authorised to operate and use is/are:	n/a

#### 9.5 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE Lead
Person(s) responsible for regular (daily) visual inspection is/are:	All PE staff and MDS
Contractor responsible for annual full inspection and report is:	GM Services

#### 9.6 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Assistant / Principal
Contractor responsible for annual full inspection and report is:	GM Services
Person(s) responsible for regular (daily) visual inspection is/are:	All staff
The person responsible for the monthly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Site Assistant
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Individual duty staff

#### 9.7 Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Site Assistant Contractor: CCT Lighting
Person(s) authorised to operate, and use is/are:	All staff/students under supervision of trained staff

### 9.8 Mobile Staging and Seating

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

### 9.9 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	H&S Assistant
Person(s) authorised to operate, and use is/are:	All staff

### 9.10 Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
All staff advised (at induction and annually) Eye test National College module	Principal

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Team manager
The person responsible for implementing the requirements of the risk assessment is:	Line Managers.

### 9.11 Swimming Pools

The person responsible for ensuring that the pool is <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</li><li>appropriate records are kept is:</li></ul>	N.A.
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:	N.A.

### 9.12 Hazardous Substances

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

Science	N/A
Design and Technology (Materials)	N/A
Design and technology (Food and Textiles)	N/A
Art and Design (Fine Arts)	N/A
Art and Design (Ceramics)	N/A
Caretaking and Cleaning	Site Assistant office/ in house cleaning cupboard
Swimming Pool Maintenance	N/A
Catering	Kitchen/ Catering manager
Grounds Maintenance	NCC
Other	Site Assistant office, first floor

Copies of all the hazardous substances inventories are held centrally in:	Site Assistant office, first floor
The person responsible for undertaking and updating the COSHH risk assessments is:	In house/ Site Assistant
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	N/A
The reports will be kept available for inspection by:	N/A

### 9.13 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	H&S Administrator
Caretaking and Cleaning	Site Assistant/Estates manager
Catering	Catering Manager
Grounds Maintenance	NCC

### Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment is:	N/A
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## 10 STUDENTS OUTSIDE THE ACADEMY

### 10.1 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is:	Principal & EVC EVOLVE system – online
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	Principal, EVC & LA outdoor advisors EVOLVE system – online
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	Principal, EVC & LA outdoor advisors EVOLVE system – online

### 10.2 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	Principal
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## 11 USES OF PREMISES OUTSIDE SCHOOL HOURS

### 11.1 Lettings, Etc.

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

## 12 WELFARE

### 12.1 Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Website & staffroom
Records of bullying incidents and action taken are kept:	<i>DSL responsible for administration and storing</i>

### 12.2 Stress

The persons responsible for monitoring absence owing to stress related illness is:	HR, Principal
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### 12.3 Staff Welfare

The persons responsible for ensuring the working environment is suitable for activities (e.g. ventilation, heating, safety of the facilities, etc);	Site Assistant
The person/s responsible for organising appropriate occupational health referrals are	HR – Diverse Academies Trust

### 12.4 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	H&S Administrator
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### 12.5 Smoking

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

#### **Notes:**

***The policy applies equally to all people who have business in the premises including staff employees, students, parents, contractors and other visitors.***

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

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

Signed: .....

Principal

Date: .....

Signed: ..... Chair of Governors

Date: .....



## **Appendix 1**

Principal	Mrs T Blacknell
Assistant Principal	Mrs D Lawrence
Estates Manager	Mr L Stocks
Site Assistant	Mr C Franks
H&S Administrator	Mrs E Wooding
EVC Co-ordinator	Mrs M Ebbs
Catering Manager	Lee Farndale-James
Cleaning Manager	Rowena Ward

H&S Committee: Mrs T Blacknell, Mrs D Lawrence, Mrs E Wooding, Mr C Franks, Mr L M Stocks,  
H&S Governor

## Appendix 2



### Our First Aiders are:

#### **Paediatric First Aid**

Amelia Hewgill      Marie McCarthy  
Bev leFloch  
Donna Long

#### **Emergency First Aid for Schools**

Bev Lefloch	Michelle Stockley	Amelia Hewgill
Filiz Dervish-Framp	Marie McCarthy	Carla Wragg
Alanna Buxton	Yasmin Smith	Amber Hallam
Emily Brunt		

#### **First Aid at Work - Adults**

Michelle Stockley (Appointed First Aider)  
Bev Le-Floch – FAA Level 3  
Julia Farrell

#### **Diabetes Administration**

Yasmin Smith	Bev Lefloch	
Elaine Buxton	Carla Johnstone	Elaine Wooding
Emily Brunt	Amelia Hewgill	Michelle Stockley

#### **Diazepam Administration**

Michelle Stockley