



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Astrea Academy Dearne

Secondary School Health and Safety Policy

Principal Signature:	<i>ELGlorne</i>
Date Adopted:	01.09.19
Last Review Date:	December 2023
Next Review Date:	November 2024



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Statement of Intent



Within Astrea Academy Trust the Board of Trustees, via the Astrea Executive and Principal of Astrea Academy Dearne, 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 Astrea Academy Dearne 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	14/02/2022
Principal	
Date	15/12/2023



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 is 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 – provided by AMEY to Astrea
- 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 – provided by AMEY to Astrea.
- 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 – through National College Framework.
- Statutory inspections are completed and records kept – actioned by AMEY
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction – actioned by AMEY

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

Heads of Curriculum

Heads of Curriculum 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):	Emma Glover
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	Safety Committee Francesca Knight Jerom Jose Natasha Ward Amanda Willey Kerry Ann Beet (SLT Link)
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Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Emma Glover
A copy of the business continuity plan is available by emailing:	hannah.peace@astreadearne.org

	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.	Emma Glover	Amanda Willey
Summoning of the emergency services.	Richard Wall - AMEY	Amanda Willey
That a roll call is taken at the assembly point	Emma Glover	Dawn Brough
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Amanda Willey	Richard Wall - AMEY

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	Energy Centre
Gas	Energy Centre
Electricity	Sub Station – Catering Entrance

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:	Richard Wall – AMEY liaise with Amanda Willey
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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
ACCIDENT BOOK: Student Reception (electronic)	Amy White
NEAR MISS BOOK: Student Reception (electronic)	Amy White
Accident reports must be drawn to the attention of the Principal and where necessary reported via the EVERY online system*:	Executive Principal: Emma Glover
	Deputy: Amanda Willey
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Amanda Willey and Trust H&S team

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

The following employees are named first aiders:

First Aid at Work

Name	Location	Expiry Date of Certificate
Andrew Bull	SEND office	1 December 2026
Holly Mills	Careers room	1 December 2026
Amy White	Main reception	11 January 2025
Leonard Fowler	ELEOS	22 October 2025
Rachel Parkes	Main Reception	22 October 2025
Adam Stead	Maths	22 October 2025
Rosie Andrew	English	22 October 2025
Colm Atkinson	Humanities	04 March 2026



Molly Corke	PE Department	04 March 2026
Tom Joyce	PE Department	04 March 2026
Sarah South	Wellbeing	04 March 2026
Natasha Ward	DT	05 December 2026
Jessie Cassidy	Maths	05 December 2026

Emergency First Aid

Name	Location	Expiry Date of Certificate
Christopher Hazard	PE	10 October 2024
Lauren Myers	PE	10 October 2024
Lorna Orwin	PE	10 October 2024
Michelle Parr	SEN/Synergy/Athena	10 October 2024
Peter Richardson	PE	10 October 2024
Jane Stocks	SEN/Synergy/Athena	10 October 2024

Person responsible for ensuring first aid qualifications are maintained:	Amanda Willey
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Amanda Willey

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)
Student Reception	Student Reception
Held by each First Aider	Departments

A termly check on the location and contents of all first aid boxes is carried out by:	AMEY
Use of first aid materials and deficiencies should be reported to:	Amy White
Address and telephone number of the nearest medical centre / NHS GP:	Goldthorpe Medical Centre Goldthorpe Green Rotherham S63 9EH 01709 886311
Address and telephone number of the nearest hospital with accident and emergency facilities:	Barnsley District General Hospital Gawber Road Barnsley S75 2EP 01226 730000



Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Amy White
A copy of the medicines policy is available at:	Student Reception
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:	First: Amy White
	Deputy: Rachel Parkes
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Amy White
	Deputy: Rachel Parkes
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Joanne Buckley

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:	Trip Leader - authorised by Amanda Willey
	Richard Wall – AMEY – Premises

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:	Amanda Willey
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Richard Wall – AMEY



Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Amanda Willey
Defective furniture must be taken out of use immediately and reported to:	Amanda Willey
Person responsible for ordering repairs and maintenance:	Richard Wall – AMEY (Lifecycle) Amanda Willey (School Purchase)

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Trust:	Amanda Willey
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	Central HR/Recruitment - ATHENA
The HSE Health and Safety Law Poster is displayed:	Main Reception

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:	Amanda Willey supported by Lindsey Bennett
<ul style="list-style-type: none"> • 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:	Amanda Willey
Person responsible for compiling and implementing the school's annual health and safety training plan:	Amanda Willey
Person responsible for reviewing the effectiveness of health and safety training:	Astrea Central H&S



Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Amanda Willey
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Premises

Asbestos

Person with overall responsibility for managing asbestos:	New build no asbestos on site
The asbestos register is kept at:	N/A
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Richard Wall
The disturbance procedure is displayed in a (staff only) area, at:	N/A
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	N/A
The LAMP is kept in:	N/A

Legionella

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

Fire

Person with overall responsibility for managing fire safety:	Richard Wall/Amanda Willey
The fire risk assessment is kept at:	Premises Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Richard Wall/Amanda Willey
Person responsible for routine maintenance and servicing of fire safety equipment:	Richard Wall – AMEY
The log book is kept in:	Premises Office



Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Richard Wall – AMEY
	Deputy: Paul Warrington - AMEY

Visitors

On arrival all visitors must report to:	Main Reception – Contractors FM Entrance
Where they will be issued with; ★ An identification badge ★ Relevant health and safety information ★ Sign the visitors book or online booking system	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Amanda Willey/Richard Wall
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Amanda Willey
Person responsible for checking that the letting organisation assessments and appropriate insurance:	Amanda Willey
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Richard Wall - AMEY

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)	Richard Wall – AMEY
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Richard Wall – AMEY
Person responsible for selecting contractors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Richard Wall – AMEY
Responsibility for liaison and monitoring of contractors:	Richard Wall – AMEY



Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Wall – AMEY
Person(s) authorised and competent to operate and use:	AMEY Site Team

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Wall – AMEY
Person(s) authorised and competent to operate and use:	AMEY Site Team

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Wall – AMEY
Person(s) authorised and competent to operate and use:	AMEY Site Team

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Richard Wall – AMEY
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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:	Richard Wall – AMEY
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Richard Wall – AMEY
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:	Richard Wall – AMEY
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Richard Wall – AMEY

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Richard Wall – AMEY
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Richard Wall – AMEY
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Wall – AMEY
Person(s) authorised and competent to operate and use:	AMEY Cleaners/Caretakers

Science

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

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Hayley Barry
Person responsible for the chemical inventory:	Hayley Barry
Person(s) authorised to operate and use:	Hayley Barry
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:	Hayley Barry
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:	Richard Wall – AMEY Hayley Barry
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Hayley Barry

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Hayley Barry
Person(s) authorised to operate and use:	Hayley Barry
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Richard Wall - AMEY



Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Richard Wall - AMEY
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:	Hayley Barry
Person responsible for Food Technology and Textiles) Codes of Practice/ Policy / risk assessments:	Hayley Barry

Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Amber Oliver
Person(s) authorised to operate and use:	Amber Oliver
Person responsible for the chemical inventory:	Amber Oliver
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:	Amber Oliver
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Amber Oliver

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Amber Oliver
Person(s) authorised to operate and use:	Amber Oliver
Person responsible for the chemical inventory:	Amber Oliver
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:	Amber Oliver
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Amber Oliver

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Chris Hazard
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Chris Hazard
Contractor responsible for annual full inspection and report:	Richard Wall – AMEY
Person responsible for PE Codes of Practice/ Policy / risk assessments:	Chris Hazard



Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Wall – AMEY
Person(s) authorised and competent to operate and use:	Gary Oliver

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Wall – AMEY
Person(s) authorised and competent to operate and use:	AMEY Site Team

Portable Electrical Appliances and Hard Wiring Circuits

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

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
Michelle Payne	Exams officer
Simon Petrow	Data Manager
Kirsty Butler	Business Support Administrator
Amy White	Student Services Reception
Tracey Nokes	Receptionist
Andrea Jones	Senior Receptionist
Holly Mills	Career Advisor
Hannah Peace	Executive Assistant to the Principal



Mike Spiby	Data Systems Support & Reprographics Officer
Amanda Willey	Operations Manager

Person responsible for implementing the requirements of the DSE risk assessment:	Amanda Willey
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Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> ★ Correctly and safely maintained ★ Regular inspections are carried out ★ Remedial action is taken or if necessary the pool is taken out of use where necessary ★ Appropriate records are kept 	N/A
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	N/A

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.	Amanda Willey
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	N/A (Amanda Willey if required)
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Amanda Willey
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Amanda Willey
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Amanda Willey

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	Richard Wall	Premises Office (07795 155939)
Cleaning	Richard Wall	Premises Office (07795 155939)
Catering	Lisa Scriven	1225
Grounds Maintenance	Richard Wall	Premises Office (07795 155939)
Other (please state):		
Science	Linda Barker	Main Reception
ADT	Hayley Barry	Main Reception

Copies of all the hazardous substances inventories are held centrally in:	Premises Office - AMEY Catering Office - Astrea Main Reception – School
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	Science - Linda Barker
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Richard Wall – AMEY

Personal Protective Equipment (PPE)

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Amy White/Richard Wall
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	N/A

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:	Richard Wall – AMEY
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Amanda Willey



Waste Management and Disposal

Waste will be collected daily by:

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

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:	Amanda Willey
Person responsible for monitoring the safety of manual handling activities:	Amanda Willey– School Staff Only

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Amanda Willey– School Staff Only
Person responsible for monitoring the safety of manual handling activities:	Amanda Willey – School Staff Only

Educational Visits

The Educational Visits Co-ordinator at the school is:	Amanda Willey
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Amanda Willey
The Educational Visits Policy is located at:	EVOLVE



Inspections (External & Internal)

Catering

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

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:	Astrea Central H&S
Person responsible for ensuring follow up action on the report is completed:	Amanda Willey

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:	Astrea Central H&S
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Amanda Willey