

# Carlton Digby School



## Special Educational School Health and Safety Policy

<b>Head Teacher Signature:</b>	<i>Naomi Boulter</i>
<b>Date Adopted:</b>	October 2023
<b>Review Date:</b>	October 2024

Updated (names and dates of qualification expiry): 02.02.2024

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# 1. Statement of Intent

The Governing Body of Carlton Digby School will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in the schools 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.

**Signed:** *Judith Lee*

(Chair of Governors)

**Date: 21.11.023**

**Signed:** *Naomi Boulter*

(Head Teacher)

**Date: 19.10.2023 / 02.02.2024**

## 2. Organisational Structure and Responsibilities

### 2a. Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

### 2b. Responsibilities of the Governing Body

The Governing Body are responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop 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.
- Conduct active and reactive monitoring of health and safety matters in the school.

### 2c. Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- 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.
- Establish and attend the schools health and safety committee (where appropriate).
- 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 Local Authority 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 Head Teacher these responsibilities fall to their immediate deputy.**

## **2d. Responsibilities of the Health and Safety Co-ordinator**

Responsible to the Head Teacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and ensure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.

- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the schools health and safety committee (where appropriate).

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

## **2e. Subject Co-ordinators**

Subject co-ordinators 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 headteacher 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.**

## **2f. Responsibilities of all Employees, including students on placement and volunteers**

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

- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

## 3. Arrangements

### 3a. 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):	Naomi Boulter – Head Teacher Lisa Mckie – School Business Manager
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#### Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	N/A
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#### Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Naomi Boulter	Head Teacher
Lisa Mckie	School Business Manager
Judith Lee	Governor
John Mackereth	Site Manager

### 3b. Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Naomi Boulter / Brett Meats
A copy of the emergency plan is available at:	Office / IT system

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Person Responsible	Deputy
Summoning of the emergency services.	Any staff member	HT / DHT / AHT / Fire Marshal
That a roll call is taken at the assembly point	HT	DHT / AHT
That no-one attempts to re-enter the building until the all clear is given by the emergency services	HT / DHT	AHT / Fire Marshal



**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**

<b>Service</b>	<b>Location of Isolation Point</b>
Water	Shut off in boiler house.
Gas	Front of school near sprinkler tank.
Electricity	Shut off in boiler house.

#### **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 Manager
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## **3c. 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:

<b>Location of Accident Book</b>	<b>Person in Charge of Accident Book</b>
Online: <a href="https://school.medicaltracker.co.uk/">https://school.medicaltracker.co.uk/</a>	Staff to report Naomi Boulter Ann Hodgkinson – to send reports home
Accident reports must be drawn to the attention of the Head Teacher	Head Teacher: Naomi Boulter Deputy: Brett Meats
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Naomi Boulter / Governors

The following types of incident must be recorded:

- 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 (with a copy of the RIDDOR report sent to [hands@nottsccl.gov.uk](mailto:hands@nottsccl.gov.uk)).

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:

### Paediatric First Aid trained staff

First Name	Surname	Job Role	Date of Training	Refresher Due
Sally	Adlington	TA4	17/11/2022	16/11/2025
Donna	Hamlin	TA4	12/10/2021	11/10/2024
Elaine	McKenzie	TA4	12/10/2021	11/10/2024
Jessica	Hitchcock	TA4	12/10/2021	11/10/2024
Julie	Witham	TA5 / Lifeguard	20/09/2023	19/09/2026
Natalie	Chapman	TA4 / Lifeguard	21/03/2023	20/03/2026

### First Aid at Work trained staff

First Name	Surname	Job Role	Date of Training	Refresher Due
Tracey	Dunn	PCA	12/10/2023	11/10/2026
Teresa	Loydall	PCA	18/10/2023	17/10/2023
Angela	Fretwell	TA3	17/11/2023	16/11/2026

### Emergency First Aid at Work trained staff

First Name	Surname	Job Role	Date of Training	Refresher Due
Valerie	Ash	PCA	01/09/2021	31/08/2024
Anna	Lippiello	TA3	01/09/2021	31/08/2024
Joe	Calladine	TA4	01/09/2021	31/08/2024
Jacqueline	Dooley	TA4	01/09/2021	31/08/2024
Anthony	Gell	PCA	01/09/2021	31/08/2024
Wendy	Hawton	MSA / Lifeguard	01/09/2021	31/08/2024
Irena	Hopkins	TA4	01/09/2021	31/08/2024
Emma	Lawman	TA4 / Lifeguard	01/09/2021	31/08/2024
Aleksandra	Piotrowska	TA3	01/09/2021	31/08/2024
Kayleigh	Swaby	PCA	01/09/2021	31/08/2024
Alisha	Curtis	TA3	01/09/2021	31/08/2024
Aimee	Walker	TA3	01/09/2021	31/08/2024
Naomi	Boulter	HT	15/11/2021	14/11/2024
Lauren	Cotterill	TCH	24/03/2023	23/03/2026
Robin	Ashman	TCH	14/10/2022	13/10/2025
Rachel	Eyre	TCH	19/01/2023	18/01/2026

Person responsible for ensuring first aid qualifications are maintained:	Individual staff Brett Meats (CPD lead)
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Adequate number of school staff are trained Brett Meats - CPD

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)
School Office Main office (small kit) All minibuses	Online: <a href="https://school.medicaltracker.co.uk/">https://school.medicaltracker.co.uk/</a>

All classes Selected additional locations around school Staffroom	
A termly check on the location and contents of all first aid boxes is carried out by:	Health care lead
Use of first aid materials and deficiencies should be reported to:	Health care lead
Address and telephone number of the nearest medical centre / NHS GP:	Park House Medical Centre, 61 Burton Road, Carlton Nottingham, NG4 3DQ
Address and telephone number of the nearest hospital with accident and emergency facilities:	Queens Medical Centre 999 or 111 for medical intervention

### **Administration of Medicines / Infection Control**

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Naomi Boulter / Rachel Saunders / Health care lead
A copy of the medicines policy is available at:	Office / IT system
Person responsible for ensuring that procedures are in place for safe infection control i.e. bodily fluids etc:	Naomi Boulter
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: Health care lead / Rachel Saunders
	Deputy: Aimee Walker / Tracey Dunn
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: Health care lead / Rachel Saunders
	Deputy: Aimee Walker / Tracey Dunn
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Health care lead / Rachel Saunders

## **3d. Hazard Identification and Control**

### **Risk Assessment**

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Naomi Boulter Lauren Cotterill (EVC) John Mackereth (site manager)
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### **Hazard Reporting and Follow Up**

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 to:	John Mackereth – Site manager
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Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Naomi Boulter John Mackereth
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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:	John Mackereth Naomi Boulter
Defective furniture must be taken out of use immediately and reported to:	John Mackereth
Person responsible for ordering repairs and maintenance:	John Mackereth

## 3e. Information, Instruction and Training

### Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority:	Office
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Naomi Boulter Brett Meats
The health and safety notice board is sited:	Staff room Poster in photocopier room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Naomi Boulter
The HSE Health and Safety Law Poster is displayed:	Staff room Poster in photocopier room
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	Staff room

### 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:	SLT carrying out induction / online induction package
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- Health and Safety Policy (Local Authority 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:	Naomi Boulter
Person responsible for compiling and implementing the school's annual health and safety training plan:	Naomi Boulter / Brett Meats

Person responsible for reviewing the effectiveness of health and safety training:	Naomi Boulter / Lisa Mckie / Judith Lee
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	SLT

### 3f. Premises

#### Asbestos

##### WE DO NOT HAVE ASBESTOS

Person with overall responsibility for managing asbestos:	N/A
The asbestos register is kept at:	N/A
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	N/A
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:	John Mackereth
The Legionella risk assessment is kept at:	Site Manager Office / H&S folders
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	John Mackereth Naomi Boulter
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Second Element
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	John Mackereth
The log book is kept in:	Site Manager Office / H&S folders

#### Fire

Person with overall responsibility for managing fire safety:	Naomi Boulter / John Mackereth / Fire Marshals
The fire risk assessment is kept at:	Site Manager Office / H&S folders
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Naomi Boulter John Mackereth
Person responsible for routine maintenance and servicing of fire safety equipment:	John Mackereth / TIS
The log book is kept in:	Site Manager Office / H&S folders

## Fire Marshals

First Name	Surname	Job Role	Date of Training	Refresher Due
Stephen	Henshaw	TA4	29/09/2022	28/09/2025
Anna	Lippiello	TA3	11/12/2023	10/12/2026
Val	Ash	PCA (0.6)	15/01/2021	14/01/2024
Elaine	McKenzie	TA4 (0.6)	29/09/2022	28/09/2025
Aimee	Walker	TA3	18/11/2021	17/11/2024
Julie	Witham	TA5	18/11/2021	17/11/2024
Jessica	Hitchcock	TA4	24/01/2022	23/01/2025
Tracey	Dunn	PCA	24/01/2022	23/01/2025
Sally	Adlington	TA4	24/01/2022	23/01/2025

## 3g. Security

### Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: John Mackereth Deputy: Naomi Boulter
Additional key holders	Brett Meats Nottingham Security Karen Harrison Loretta Ryland

### Visitors

On arrival all visitors must report to:	Office
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>Sign in using InVentry system</li></ul>	

### Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	NCC – Cleaning Staff/Site Manager Naomi Boulter – School Staff
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## 3h. 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)	John Mackereth Naomi Boulter Lisa Mckie
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	John Mackereth
Person responsible for selecting contractors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	John Mackereth
Responsibility for liaison and monitoring of contractors:	John Mackereth

## 3i. Work Equipment

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

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

### Ladders

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

### Stepladders

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

### Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	John Mackereth
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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:	John Mackereth Moving and Handling lead and link worker
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Moving and Handling lead and link worker
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:	Moving and Handling lead and link worker
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Moving and Handling lead and link worker

### Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	John Mackereth
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### Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	John Mackereth
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### Caretaking and Cleaning Equipment

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

## Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Rachel Eyre Naomi Boulter
Person(s) authorised to operate and use:	As per risk assessment
Person responsible for the chemical inventory:	N/A
Person responsible for Science Codes of Practice / Policy / risk assessments:	Rachel Eyre Naomi Boulter

## Design and Technology Equipment

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Sammy Marper Naomi Boulter
Person(s) authorised to operate and use:	Rob Bayliss Rachel Eyre Mat Gething Alice Chilton Sammy Marper
Person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly:	All staff
Person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use:	Rob Bayliss Rachel Eyre Mat Gething Alice Chilton Sammy Marper
Person responsible for taking out of use any equipment which is inadequately guarded:	Rob Bayliss Rachel Eyre Mat Gething Alice Chilton Sammy Marper
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Sammy Marper Naomi Boulter

## Art and Design Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Lauren Cotterill Naomi Boulter
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	All staff
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Lauren Cotterill Naomi Boulter

## PE

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Robin Ashman Naomi Boulter John Mackereth
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	All staff
Contractor responsible for annual full inspection and report:	GM Services (Leicester)



### Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	GM Services (Leicester) John Mackereth
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	All staff
Contractor responsible for annual full inspection and report:	GM Services (Leicester)

### Portable Electrical Appliances and Hard Wiring Circuits

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

### 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
Naomi Boulter	Head Teacher
Brett Meats	Deputy Head Teacher
Tricia Marron	Assistant Head Teacher
Rachel Saunders	Assistant Head Teacher
Loretta Ryland	School Business Manager
Lisa Mckie	School Business Manager
Michelle Clarke	Administrative Assistant
Faye Clarke	Administrative Assistant
Ann Hodgkinson	Administrative Assistant
Michael Maloney	IT Resource Manager

Person responsible for implementing the requirements of the DSE risk assessment:	Naomi Boulter
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### Hydrotherapy Pools

Person responsible for ensuring the hydrotherapy 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</li></ul>	John Mackereth
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Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	John Mackereth – inspection, maintenance Naomi Boulter – training, supervision, safe use, risk assessment Robin Ashman / Julie Witham – safe use
Person responsible for ensuring the hydrotherapy pool is used only by authorised persons in accordance with legal standards and guidance, with lifesavers and adequate supervision etc.	Naomi Boulter

### 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.	Loretta Ryland / Lisa Mckie
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Loretta Ryland / Lisa Mckie – insurance Donna Hamlin – maintenance
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Donna Hamlin All named drivers complete checklist
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Naomi Boulter Donna Hamlin Loretta Ryland / Lisa Mckie
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Donna Hamlin

## 3j. Substances and Personal Protective Equipment

### Hazardous Substances

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

	Person Responsible	Location / Extension
Science	Rachel Eyre	
Art	Lauren Cotterill	
Caretaking	John Mackereth	
Cleaning	John Mackereth	
Catering	NCC	
Grounds Maintenance	John Mackereth / NCC	
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		H&S folders
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		John Mackereth / NCC
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		NCC Kitchen Managers Site Manager

### Personal Protective Equipment (PPE)

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Naomi Boulter John Mackereth Subject Co-ordinator All staff as required
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Naomi Boulter John Mackereth (if linked to site)

## 3k. Housekeeping and Waste

### Cleaning Arrangements

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

### Waste Management and Disposal

Waste will be collected daily by:	John Mackereth Cleaning Staff Bins collected weekly by Gedling BC
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	John Mackereth
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	John Mackereth
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	John Mackereth
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	John Mackereth
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	John Mackereth

## 3l. Manual Handling

### Manual handling of Objects

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

### Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Moving and Handling lead and link worker
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Person responsible for monitoring the safety of manual handling activities:	Moving and Handling lead and link worker All trained staff
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### 3m. Educational Visits

The Educational Visits Co-ordinator at the school is:	Lauren Cotterill
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Lauren Cotterill
The Educational Visits Policy is located at:	IT system

### 3n. Inspections (External & Internal)

#### Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	NCC Joanne Richardson – Cook
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#### Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Naomi Boulter Judith Lee
Person responsible for ensuring follow up action on the report is completed:	Naomi Boulter Judith Lee John Mackereth

### 4. Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Governing Body
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Naomi Boulter Governing Body