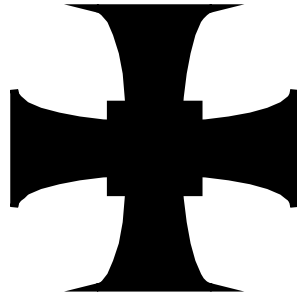


# TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

## HEALTH & SAFETY POLICY

**Premises Committee**

**Reviewed:** September 2023

**Approved by the Premises Committee:** October 2023

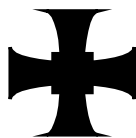
**Ratified by the Full Governing Body:** December 2023

**Next review:** September 2024



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## PART 1 – Our Health & Safety Policy Statement and Organisation

We recognise and accept our legal and moral duties to provide for the health, safety and wellbeing of our employees, students and any other person who may be affected by our activities both at school and during off-site visits.

As the employer, the Governing Body retains overall responsibility for ensuring that suitable health and safety management systems are in place and for establishing suitable systems within school at a strategic level.

The Governing Body appoints Kym Allan Safeguarding, Health & Safety Consultants Ltd. (KAHSC) as the 'Competent person' to provide support, advice and guidance to the school on health, safety and welfare issues for both health and safety in school and for educational visits approval and notification. The school will access their expertise and guidance as required in the first instance.

Our health and safety performance contributes to the school's overall performance by helping to reduce injury, ill health, losses and liability, and we view our health and safety responsibilities as equally important to everything else we do. We are committed to continuous improvement in our health and safety performance and will ensure that sufficient resources are made available to achieve this.

We will ensure, so far as is reasonably practicable, that we provide safe premises and working environments, safe equipment and substances, safe activities and systems of work. We will provide suitable information, instruction, training and supervision to ensure we achieve and maintain excellent levels of health and safety. Legal compliance in all areas is deemed to be the minimum standard to be attained. We will establish suitable arrangements to deal with emergencies and school security.

Suitable and sufficient risk assessments will be used as a tool throughout our activities to ensure that our health and safety arrangements are adequate.

Everybody is expected to play their part and we recognise that, for health and safety management to be successful, all parties must be actively involved.

People are our key resource, not only our employees, but also the Governing Body, parents/carers, students, volunteers, contractors and any partner organisations we work with. To help ensure the active involvement of all parties, effective communication and consultation arrangements will be established through regular governor and staff meetings, communication with school unions, and through other arrangements including induction, health and safety noticeboards, and contractor control procedures. We will employ other methods to communicate our policy and arrangements as we deem appropriate.

The School is represented by a trained Health and Safety Coordinator nominated by the Headteacher and empowered to act on their behalf. The Headteacher will ensure that the Governing Body and KAHSC are kept informed of accidents and any other relevant health and safety issues, and that competent health and safety advice is sought where required. The Headteacher will appoint others to specific roles and will delegate tasks which help to support the school's health and safety arrangements. Our specific organisation is outlined in Part 2 of this Policy which includes details of persons undertaking specific health and safety roles.

The School will prepare a Health and Safety Action Plan for monitoring improvement, which will be used as a working document, kept under regular review, and will prepare further written documentation to support this policy which will describe the specific arrangements made for health and safety. These specific arrangements can be made available on request. Wherever possible we will benchmark our performance against available data and seek to achieve continual improvement in performance. Health and safety performance will be documented as part of the school's Annual Health & Safety Management Review.

The Governing Body will establish suitable forums and procedures for discussing and sharing relevant health and safety information with staff and others, and for implementing the health and safety procedures applicable to the school.

Staff throughout the school have responsibility not only for their own health and safety but also for that of any students or others under their control. All employees are expected to cooperate and to contribute towards meeting excellent health and safety performance in all school activities.

Whilst adopting excellent health and safety standards is viewed positively and contributes to the overall performance of the school, failure to adopt adequate procedures will be taken very seriously. Where required appropriate disciplinary procedures will be implemented.

In order to ensure we are achieving adequate health and safety standards, arrangements will be put into place to monitor and review our own performance. These will include regular audits conducted by KAHSC Ltd., periodic monitoring of our health and safety arrangements by the Governing Body and nominated staff, regular inspection of our equipment and premises, and the monitoring of accident and work-related ill health data. Levels of work-related accidents and ill health are deemed to be an indicator of management control and not necessarily the fault of individuals.

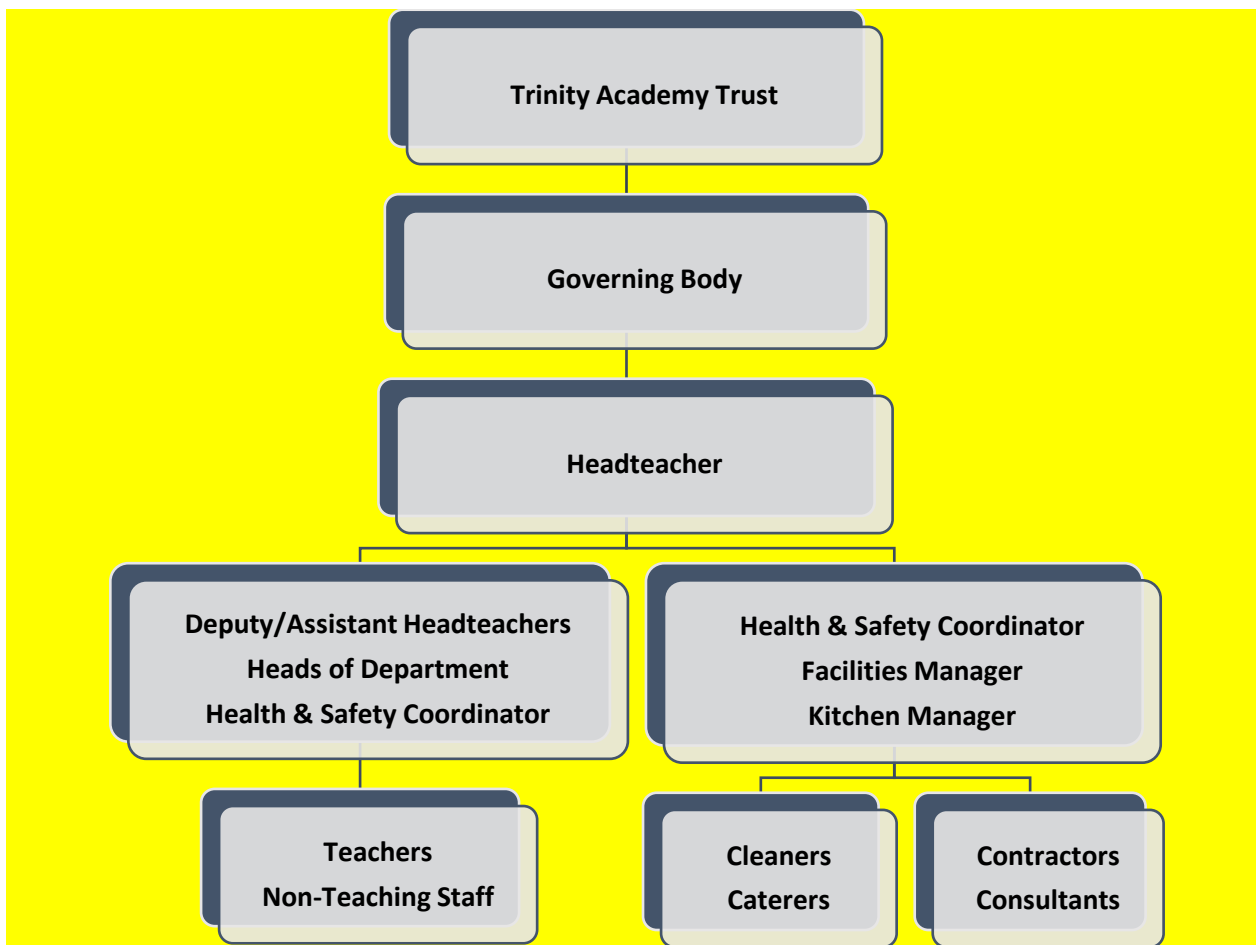
The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher.

This statement of policy on health and safety at work is made in accordance with section 2(3) of the Health and Safety at Work Etc. Act 1974 and represents a summary of the school's organisation and arrangements. This statement and the school's documented arrangements will be made freely available to all staff and other interested parties on request.

Wherever possible we will benchmark our performance against available data. Health and safety performance will be provided in an Annual Health and Safety Report, prepared by the Headteacher or nominal person, to the Governing Body with interim updates provided where deemed appropriate.

This policy statement and relevant arrangements will be reviewed annually to ensure they remain effective and up to date.

## Health and Safety Organisation



**Chair of Governors:** Mr D B Armstrong

**Signature:**

**Date:**

December 2023

**Headteacher:** Mr D Samson

**Signature:**

**Date:**

December 2023

**Date for review:** September 2024

# **PART 2 - Organisation / Responsibilities**

## **2.1 The Governing Body**

The Governors must visibly demonstrate a commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and students. They are responsible for ensuring a Health and Safety Management System is in place which ensures:

1. a clear written policy statement is in place that states the organisation and arrangements for implementing the school Policy;
2. that they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them;
3. that a review of the school's Health and Safety Policy takes place annually (or more often if the need arises) and a review of performance takes place annually with action taken on the findings if necessary;
4. that the Headteacher is aware of and implements this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation;
5. that specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence;
6. that all staff are given the opportunity to receive training on health and safety matters and have sufficient experience, knowledge and training to perform the tasks required of them;
7. that all premises, plant and equipment are safe and properly maintained;
8. the involvement of everyone in making the Policy work;
9. that they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;
10. that where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk;
11. that everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks;
12. that health and safety performance is measured by the use of inspections, checks and the recording of accidents;
13. that proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable;
14. that they consult their appointed competent Health and Safety Adviser in resolving any health, safety or welfare problems;
15. that they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school;
16. that they receive and act appropriately upon reports from the Headteacher, Children's Services and any other internal or external agencies.

## **2.2 Headteacher and Senior Leadership Team**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

1. assist the Governing Body with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy;
2. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy and legislation;
3. ensure that newly appointed staff, temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of legislation;

4. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Governing Body and/or KAHSC;
5. co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school;
6. make clear any duties in respect of health and safety that are delegated to members of staff;
7. stop any practices or the use of any plant, tools, equipment, machinery, etc. considered to be unsafe, until satisfied as to their safety;
8. put in place procedures to monitor the health and safety performance of the school;
9. arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure they are kept informed of accidents and hazardous situations;
10. put into place and actively monitor risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress;
11. to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction;
12. ensure that all accidents are reported, investigated and any remedial actions required are taken or requested;
13. ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger;
14. review from time to time the emergency procedures, the provision of first aid and risk assessments;
15. review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises;
16. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the law and procedures contained in KAHSC Safety Series;
17. report to the Governing Body at least annually on the health and safety performance of the school;
18. co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives;
19. consult as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff;
20. ensure that contractors on the site are made aware of this Policy and the school's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings;
21. ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

### **2.3 Health and Safety Coordinator**

The School Health and Safety Co-ordinator (School Business Manager) has been trained in health and safety in order to ensure competence and has the following duties:

1. to co-ordinate and manage the risk assessment process for the school and to ensure that where control measures are required, requests for funding are fed into the Management System;
2. to identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence;
3. to ensure general workplace monitoring inspections are carried out;
4. to make provision for the inspection and maintenance of work equipment throughout the school and ensure adequate records are kept;
5. to advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, students and visitors;
6. to maintain continuing observations throughout the school and make relevant comment to the Headteacher, the Head of a Department or a member of staff, as appropriate, if any unsatisfactory situation is observed;

7. to ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally;
8. to ensure that adequate records are kept of specific health, safety and induction training;
9. to ensure that health and safety advice and information received by the school are disseminated in such a way that all appropriate staff have access to such information;
10. undertaking any other functions devolved to them by the Headteacher or Governing Body.

Co-ordinators are given the required non-contact time in order that they may carry out their duties accordingly.

## **2.4 Other Posts with Specific Health and Safety Responsibilities**

These posts are responsible for resolving health, safety and welfare problems that may be referred to them in relation to their areas of activity, or for referring these problems to the Headteacher, Business Manager or, where relevant, external contractor, where they cannot achieve a satisfactory solution within the resources available to them. They have the specific responsibilities set out below:

### ***The Facilities Manager will:***

- be responsible for ensuring that appropriate tests/checks are carried out on the fire alarm system.
- be responsible for ensuring the appropriate tests/checks are carried out on the fire extinguishers and fire blankets.
- be responsible for ensuring the appropriate tests/checks are carried out on the emergency lighting system.
- be responsible for ensuring that details of the tests/checks are recorded in the Fire Log Book, and that this book is kept up to date.
- be responsible for maintaining the Ladder Register.
- be responsible for maintaining the Defect Report Book and for ensuring that defects are repaired/replaced/removed as appropriate.
- be responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing.
- be responsible for checking and ensuring the maintenance/repair of security and external lighting.
- be responsible for undertaking risk and COSHH assessments in respect of premises-related issues other than cleaning.
- be responsible for ensuring that the Asbestos Register is kept up to date.
- be responsible for carrying out regular checks of areas known to contain asbestos.
- be responsible for arranging regular checks and servicing relating to legionella control, and for ensuring that appropriate and up to date records are kept.
- be responsible for carrying out regular inspections of the school site and buildings and recording the results of those inspections.

### ***Senior Pastoral Tutor will:***

- be responsible for ensuring that first aid boxes are kept fully stocked.
- be responsible for maintaining and distributing the First Aiders List.
- be responsible for directing all employees to JIR, HR and Payroll Officer, who is responsible for holding and maintaining the Accident Book. Student accidents are recorded by staff assigned to the Medical Unit.

### ***Curriculum and Subject Leaders, Senior Support Staff and Heads of Year will:***

- be responsible for ensuring that appropriate and up to date risk and COSHH assessments are available for their departments, that relevant staff are made aware of these assessments, and that all staff adhere to all identified control measures.
- be responsible for providing the Business Manager with annual reports on health and safety issues within their department.
- be responsible for ensuring that safety checks are regularly carried out on all equipment (both fixed and portable) within their departments.



***The Deputy Headteacher (Pastoral) will:***

- be responsible for ensuring that appropriate supervisory arrangements are in place for break and lunch times.
- act as Designated Safeguarding Lead.

***The Catering Manager will:***

- be responsible for ensuring that appropriate, extensive and up to date risk and COSHH assessments are available for the kitchen and dining areas, that all catering staff are made aware of these assessments, and that all staff adhere to all identified control measures.
- be responsible for ensuring that the school catering operation fully complies with food hygiene regulations at all times.

***The Cleaning Supervisor will:***

- be responsible for ensuring that appropriate and up to date risk and COSHH assessments are available for all cleaning activities, that all cleaning staff are made aware of the assessments, and that all staff adhere to all identified control measures.
- ensure that cleaning equipment is checked on a regular/ongoing basis and that it is fit for purpose.

***The Health and Safety Governor will:***

- be responsible for ensuring that an annual health and safety inspection of the school site and buildings is undertaken.
- act as first point of contact on the Governing Body in relation to health and safety issues.
- be a member of the group carrying out the annual review of Health and Safety Policies and Procedures and, together with the Business Manager, report to the Premises Committee on the outcome of this review.

***The Deputy Headteachers will:***

- act as Fire Safety Managers in the absence of the Headteacher.

***The Radiation Protection Supervisor will:***

- ensure that termly monitoring and annual leak testing is carried out in relation to the school's radioactive sources.

***The Premises Maintenance Technician will:***

- be responsible for carrying out weekly checks on school vehicles and advising the Business Manager on any necessary maintenance.

***The Leisure Centre Manager will:***

- ensure that (as part of the contract between the school and Greenwich Leisure Life) all necessary health and safety procedures and practices are in place within the swimming pool areas and the fitness suite.

## **2.5 Special Obligations of Class Teachers**

The health and safety of students in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. Class teachers are expected to:

1. exercise effective supervision of the students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or the KAHSC Safety Series and website guidance, if issued, and to ensure that they are applied;
3. give clear oral and written instructions and warnings to students as often as necessary;
4. follow safe working procedures personally;
5. require the use of protective clothing and guards where necessary;

6. make recommendations to their Headteacher or Health and Safety Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety;
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation;
9. report all accidents, defects and dangerous occurrences to their Headteacher or line manager;
10. report any situations which are causing or are likely to cause work related ill-health and work with Senior Managers to bring about a successful resolution to issues raised.

## **2.6 School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union or staff. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Governing Body.

## **2.7 Obligations of All Employees**

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy;
2. keep up-to-date with all current safety requirements and/or safety advice that affect their particular area of work, and seek competent advice if required;
3. comply with any control measures put in place as a result of Risk Assessments carried out;
4. act in the course of their employment with due care for the health, safety and welfare of themselves and others;
5. observe all instructions on health and safety issued by School or any other person delegated to be responsible for a relevant aspect of health and safety;
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device;
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued;
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation;
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties;
10. inform their Line Manager of any shortcomings they consider to be in the school's health and safety arrangements;
11. exercise good standards of housekeeping and cleanliness;
12. know and apply the procedures in respect of fire, first aid and other emergencies;
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Governors on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

## **2.8 Students**

Students, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;
2. observe standards of dress consistent with safety and/or hygiene;
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;

4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

## 2.9 Contractors, Visitors and Other Users of the Premises

Contractors, visitors and other users of the premises are required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes are made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the school buildings are let/hired out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures. These form part of the school Lettings Arrangements/Conditions of Hire.

## 2.10 Competent Health and Safety Assistance

Without detracting from the primary responsibility of the governors and staff for ensuring safe conditions of work, and in compliance with the Management of Health and Safety at Work Regulations 1999, the School will secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task. **Kym Allan Safeguarding, Health and Safety Consultants Ltd. (KAHSC)** have been appointed to provide such competent assistance ([www.kymallanhsc.co.uk](http://www.kymallanhsc.co.uk)):

<b>Kym Allan Safeguarding, Health &amp; Safety Consultants Ltd.</b> 3-4 Citadel Row Carlisle Cumbria, CA3 8SQ <b>Tel No. (Office hours &amp; 24 hour emergencies):</b> 01228 210152 <b>Fax:</b> 01228 210153 <b>Mobile:</b> 07909 484449		
Name	Title	Email
Kym Allan	Director	<a href="mailto:kym@kymallanhsc.co.uk">kym@kymallanhsc.co.uk</a>
Helen Blamire	Safeguarding, Health & Safety Consultant	<a href="mailto:helen.blamire@kymallanhsc.co.uk">helen.blamire@kymallanhsc.co.uk</a>
Penny Gosling	Safeguarding, Health & Safety Consultant	<a href="mailto:penny.gosling@kymallanhsc.co.uk">penny.gosling@kymallanhsc.co.uk</a>
Laura Sim	Business Support Administrator	<a href="mailto:laura.sim@kymallanhsc.co.uk">laura.sim@kymallanhsc.co.uk</a>
Courtney Allan	Business Support Administrator	<a href="mailto:courtney.allan@kymallanhsc.co.uk">courtney.allan@kymallanhsc.co.uk</a>
Gordon Hastings	Health & Safety Consultant	<a href="mailto:gordon.hastings@kymallanhsc.co.uk">gordon.hastings@kymallanhsc.co.uk</a>
Paul Wanless	Health & Safety Consultant	<a href="mailto:paul.wanless@kymallanhsc.co.uk">paul.wanless@kymallanhsc.co.uk</a>

**Further Assistance and guidance can be sought from:**

<p><b>Cumbria Safeguarding Children Partnership (CSCP):</b> Tel: 01228 226898 Email: <a href="mailto:CSCP@cumberland.gov.uk">CSCP@cumberland.gov.uk</a> Website: <a href="https://www.cumbriasafeguardingchildren.co.uk/">https://www.cumbriasafeguardingchildren.co.uk/</a> <b>Concerns about a child:</b> <b>Cumberland Safeguarding Hub</b> Tel: 0333 240 1727 Email: <a href="mailto:safeguarding.hub@cumberland.gov.uk">safeguarding.hub@cumberland.gov.uk</a> <b>Westmorland &amp; Furness Safeguarding Hub</b> Tel: 0300 373 2724</p>	<p><b>UK Health Security Agency (UKHSA)</b> <b>Cumbria and Lancashire Health Protection Team (HPT):</b> Lancashire County Council Pitt Street Reception County Hall Preston PR1 8XB Tel: 0344 225 0562 option 2 Out of office: 0151 434 4819</p> <p><b>Cumbria Education IPC Team</b> Point of contact for schools for advice with public</p>
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<p><b>Early Help Team:</b>  <b>Cumberland:</b> Tel: 03003 033 896  Email: <a href="mailto:early_help@cumberland.gov.uk">early_help@cumberland.gov.uk</a>  <b>Westmorland &amp; Furness:</b> Tel: 0300 373 2723  Email: <a href="mailto:early_help@westmorlandandfurness.gov.uk">early_help@westmorlandandfurness.gov.uk</a>  <b>NOTE:</b> Report to the Hub/Early Help Team where the child lives  <b>LADO:</b>  Tel: 0300 303 3892  Email: <a href="mailto:lado@cumbria.gov.uk">lado@cumbria.gov.uk</a></p>	<p>health incidents.  Email: <a href="mailto:EducationIPC@cumbria.gov.uk">EducationIPC@cumbria.gov.uk</a> (Mon-Fri)</p>
<p><b>Health &amp; Safety (Executive HSE)</b>  Redgrave Court  Merton Road  Bootle  Merseyside, L20 7HS    Incident Contact Centre Tel: 0345 300 9923  Infoline: 0345 345 0055  Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></p>	<p><b>DfE</b>  General Enquiries: 0370 000 2288 (office hours)  Incident Support Team Email:  <a href="mailto:incident.support@education.gov.uk">incident.support@education.gov.uk</a></p> <hr/> <p><b>Environment Agency</b>  Incident Hotline: 0800 807060  Floodline: 0345 988 1188</p>

## 2.11 Persons with Specific Responsibilities

The Governing Body and Headteacher have delegated certain tasks and roles to the following:

- The Health and Safety Co-ordinator – Mr D Foulkes
- The Health and Safety Governor(s) – Mr P Uppard
- Workplace First Aiders – Mrs J Dickinson
- Person responsible for ensuring first aid boxes remain stocked – Mrs T Studholme
- Site Security issues, CCTV – Mr G Metcalfe
- Defects are to be reported to – Mr G Metcalfe
- Organisation for equipment repairs, maintenance and routine servicing - Mr G Metcalfe
- Training and Development Coordinator (H&S) – Mr D Foulkes
- Asbestos Coordinator, responsible for visual inspection and the recording of termly condition monitoring - Mr G Metcalfe or Facilities Team in his absence
- Coordinator of Risk and COSHH Assessments is – Curriculum Leaders, Facilities Manager, Kitchen Manager, Cleaning Supervisor, Visit Leaders although all staff will be involved in the risk assessment process
- The person responsible for ensuring that all persons working in school undergo suitable recruitment and vetting checks – Mrs J Irving
- Designated Safeguarding Lead (DSL) is – Mr P Charnock and Deputy DSL – Mrs T Studholme
- Educational Visits Co-ordinator – Mr D Foulkes
- The Responsible Person for Fire Safety – Mr D Samson
- The Fire Safety Manager (person in charge in an emergency) – Mr D Samson and Deputies – Mr P Charnock and Mr A Hopkins
- Fire Wardens – Mr G Metcalfe
- Person responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book - Mr G Metcalfe
- Holder of accident/incident records, student accident book and official site accident book – Mrs T Studholme
- The person(s) responsible for undertaking accident investigations – Mr C Robson
- Ladder register is maintained by - Mr G Metcalfe
- Radiation Protection Supervisor – Mrs S McLeod

## 2.12 Management Chain for Health and Safety

Initial	Title	Forename	Surname	Role
<b>Governing Body: Health &amp; Safety Governor</b>				
PUp	Mr	Paul	Uppard	Health & Safety Governor
<b>Level 1: Headteacher and Senior Leadership Team</b>				
DSA	Mr	Dave	Samson	Headteacher
PCH	Mr	Paul	Charnock	Deputy Headteacher – Pastoral
AHP	Mr	Andy	Hopkins	Deputy Headteacher – Curriculum
GBR	Mr	Guy	Brentnall	Assistant Head
MGR	Mr	Michael	Grant	Assistant Head
SMA	Mrs	Suzanne	McArdle	Assistant Head
AWI	Mr	Andrew	Winter	Assistant Head – Sixth Form
<b>Level 2: Business Manager</b>				
DFO	Mr	Dave	Foulkes	Business Manager
<b>Level 3: Other Posts with Specific Health &amp; Safety Responsibilities</b>				
GBA	Mrs	Gill	Barker	Joint Curriculum Leader – English
NBI	Mr	Neil	Birt	Head of Year 11
DBS	Mrs	Deborah	Bishop	Head of Year 9
MBR	Mr	Marc	Brown	Head of Year 10
MCO	Mr	Michael	Cookson	Curriculum Leader – Maths
CDO	Mrs	Christine	Dockerty	Administration Manager
JEL	Mrs	Jo	Ellis-Williams	Subject Leader RE
DHA	Mrs	Diane	Hadley	SENCo
RKV	Mr	Richard	Kavanagh	Cleaning Supervisor
		Leisure	Manager	Leisure Centre Manager
EMC	Miss	Emily	McKenna	Head of Year 7
SMC	Miss	Sarah	McLeod	Curriculum Leader – Science
GME	Mr	Geoff	Metcalfe	Facilities Manager
MRY	Mrs	Mel	Reay	Subject Leader – Art
ARI	Mrs	Alison	Richardson	Curriculum Leader for The Arts/Music
LRO	Miss	Lilly	Roche	Curriculum Leader – Design & Technology
CRO	Mrs	Claire	Rowley	Subject Leader – Drama
MSE	Mr	Michael	Seymour	SENCo
DSH	Mr	David	Shaw	Curriculum Leader for MFL
SSM	Mr	Sutherland	Smith	IT Services Manager
	Ms	Jude	South	Catering Manager

JSR	Mrs	Jane	Spencer	Senior Librarian
TST	Mrs	Tracy	Studholme	Senior Pastoral Tutor
KTH	Mrs	Katie	Threlkeld	Joint Curriculum Leader – English
TTH	Mr	Tony	Threlkeld	Curriculum Leader – PE
NWA	Mr	Nigel	Watchman	Head of Year 8
GWE	Mr	Ged	Weale	Radiation Protection Supervisor
LWD	Ms	Linda	Wedderburn	Curriculum Leader – Humanities/History

### 2.13 Location of Supporting Systems/Documents

In order to effectively implement our health and safety arrangements, we refer to a variety of supporting internal and external documents and procedures. This section outlines where you can access key documents and information in school.

#### **Location of Key Documentation**

- Displayed H&S Policy Statement and Arrangements – Main Reception
- Defect reporting system/book – Mr G Metcalfe
- General School Risk Assessments – One Drive and Departments
- Students' Accident Book – Medical Room
- Official Accident Book is held in – Medical Room
- A list of students with specific medical conditions/needs is held in - SIMS
- Emergency / Fire Evacuation Plans – All classroom and offices (*copies also held off site*)
- Maintenance and servicing records (Building Register) – Mr G Metcalfe
- Health and Safety Management Plan – One Drive
- Asbestos Management Plan (including Asbestos Register) – Mr G Metcalfe
- Water Hygiene Risk Assessment – Mr G Metcalfe

### 2.14 Other Related Policies

This policy should be read in conjunction with other related school policies and procedures including:

- Child Protection Policy and procedures
- Code of Conduct for adults visiting or working on a school site (leaflet)
- Recruitment Selection and Pre-Employment Vetting Policy & procedures including the Single Central Record
- Online Safety Policy and procedures
- Expectations for Behaviour and Learning Policy
- Suspension & Permanent Exclusion Policy
- Code of Conduct for Staff & Other Adults
- Positive Handling, Support and Physical Intervention Procedures
- Relationships (and Sex) Education and Health Education Policy
- Intimate Care & Toileting Procedures Policy
- Off-Site Visits Procedures
- Attendance Policy
- Data Protection Policy
- Special Educational Needs & Disabilities (SEND) Policy
- Missing Children in Education Procedures
- First Day Calling Procedures
- Emergency Plan(s) including Lockdown procedures
- Risk Assessments
- Premises Management including security measures, formal inspections and Buildings Register
- Accessibility Plan
- Voluntary Home School Agreement
- Lettings Arrangements