



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Lower Meadow Primary Academy

Primary School Health and Safety Policy

Principal Signature:	Jane Dawtry
Date Adopted:	February 2023
Review Date:	February 2024



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Statement of Intent

Within Astrea Academy Trust the Board of Trustees, via the Astrea Executive and the Principal of Lower Meadow Primary Academy, 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 policy.
- 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 Lower Meadow Primary Academy 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	February 2023

Principal	Jane Dawtry
Date	February 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 are 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 all Astrea schools.
- Employees 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.
- 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 Trust.
- 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.

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

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):	Anne-Marie Woolley – Office Manager
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	
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Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Jane Dawtry - Principal
A copy of the emergency plan is available at:	School Office

	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.	Jane Dawtry – Principal	Amy Marshall – Assistant Principal (covering MAT leave) Justine Duncan – Vice Principal (Currently on MAT Leave)
Summoning of the emergency services.	Wendy Aydemir Beech – School Office	Anne-Marie Woolley - Office Manager
That a roll call is taken at the assembly point	Jane Dawtry – Principal	Anne-Marie Woolley - Office Manager
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Ian Lamb – Site Supervisor	Jane Dawtry - Principal



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	Boiler House adjacent to staff car park
Gas	2 nd Garage along from Caretakers House
Electricity	Caretakers Office

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:	Jane Dawtry – Principal Amy Marshall – Assistant Principal (covering Justine Duncan – Vice Principal. Currently on MAT leave) Ian Lamb – Site Supervisor
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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
Reported online – Astrea Athena	Individual Employee to report on Athena

Accident reports must be drawn to the attention of the Principal and where necessary reported via the Wellworker online system*:	Principal: Jane Dawtry
	Deputy: Amy Marshall (Covering Justine Duncan's MAT leave)
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Anne-Marie Woolley - Office Manager



The following types of incident must be reported using the Wellworker 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:

NAME	LOCATION / EXTENSION	EXPIRY DATE OF CERTIFICATE
Denise Pilcher		Level 3 FA at Work & Paediatric January 2025
Carly Billam		Paediatric Sept 2022
Karla Kaczmarczyk		Paediatric June 2024
Katrina Cooper		Paediatric October 2022 & July 2023 Level 3 Emergency at Work
Margaret Allen		July 2023 Level 3 Emergency at Work
Jayne Bellamy		July 2023 Level 3 Emergency at Work
Bev Woodward		July 2023 Level 3 Emergency at Work
Kaye Perri		July 2023 Level 3 Emergency at Work
Lilly Mitchell		Oct 2023 Level 3 Emergency at Work
Wendy Aydemir-Beech		Oct 2023 Level 3 Emergency at Work
Lisa Watkinson		Oct 2023 Level 3 Emergency at Work
Agnes Kusmirek		Oct 2023 Level 3 Emergency at Work
Karen O'Reilly		July 2023 Level 3 Emergency at Work
Lindsey Mappin		July 2023 Level 3 Emergency at Work



NAME	LOCATION / EXTENSION	EXPIRY DATE OF CERTIFICATE
Leigh Burns		Oct 2023 Level 3 Emergency at Work
Sharron Liversidge		Oct 2023 Level 3 Emergency at Work

Person responsible for ensuring first aid qualifications are maintained:	Jayne Bellamy - HLTA
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Jane Dawtry - Principal

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)
Foundation Stage	Nursery, Reception, Y1/2
Y4 & Y6 Classrooms	Y3/4, Y5/6, Cocoon Classroom, HI Classroom
	School Office

A termly check on the location and contents of all first aid boxes is carried out by:	Jayne Bellamy
Use of first aid materials and deficiencies should be reported to:	Wendy Aydemir Beech
Address and telephone number of the nearest medical centre / NHS GP:	Jordanthorpe Medical Centre, 1 Dyche Close, Jordanthorpe, Sheffield, S8 8DJ
Address and telephone number of the nearest hospital with accident and emergency facilities:	Northern General Hospital, Herries Rd, Sheffield S5 7AU. Tel: 0114 2434343

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Jayne Bellamy - HLTA
A copy of the medicines policy is available at:	Staff Room and School Office



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: Jayne Bellamy - HLTA
	Deputy: Wendy Aydemir Beech – School Office
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: Jayne Bellamy - HLTA
	Deputy: Wendy Aydemir – School Office
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Jayne Bellamy - HLTA

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:	School Activities – Designated Trip Leader, Overseen by EVC co-ordinator. (S Kaufman) Contractors- Site Supervisor and Office Manager
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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:	Anne-Marie Woolley - Office Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Office Manager – Office Manager

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Anne-Marie Woolley - Office Manager
Defective furniture must be taken out of use immediately and reported to:	Anne-Marie Woolley - Office Manager
Person responsible for ordering repairs and maintenance:	Anne-Marie Woolley - Office Manager



Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Trust:	Jane Dawtry – Principal Anne-Marie Woolley - Office Manager
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	Recorded on GDPR Site
The health and safety notice board is sited:	Staff Room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Anne-Marie Woolley - Office Manager
The HSE Health and Safety Law Poster is displayed:	Yes
The Astrea Academy Trust Health and Safety Policy Statement is displayed:	Yes

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:	Anne-Marie Woolley - Office Manager
<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:	Anne-Marie Woolley - Office Manager
Person responsible for compiling and implementing the school's annual health and safety training plan:	Anne-Marie Woolley - Office Manager
Person responsible for reviewing the effectiveness of health and safety training:	Anne-Marie Woolley - Office Manager
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Anne-Marie Woolley - Office Manager



Premises

Asbestos

Person with overall responsibility for managing asbestos:	Ian Lamb – Site Supervisor
The asbestos register is kept at:	Caretakers Office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Ian Lamb – Site Supervisor
The disturbance procedure is displayed in a (staff only) area, at:	
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Ian Lamb (in conjunction with Lancall)
The LAMP is kept in:	Caretakers Office

Legionella

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

Fire

Person with overall responsibility for managing fire safety:	Ian Lamb – Site Supervisor
The fire risk assessment is kept at:	Caretakers Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Ian Lamb – Site Supervisor
Person responsible for routine maintenance and servicing of fire safety equipment:	Ash Electrical Services
The log book is kept in:	Caretakers Office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Ian Lamb Deputy: Sharron Liversidge
	Principal: Jane Dawtry Vice Principal: Justine Duncan (currently on MAT leave being covered by Amy Marshall: Assistant Principal)



Visitors

On arrival all visitors must report to:	School Office
Where they will be issued with; ★ An identification badge ★ Relevant health and safety information ★ Sign the visitors book	By Melody Towner / Wendy Aydemir Beech

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Anne-Marie Woolley - Office Manager
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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:	Anne-Marie Woolley - Office Manager
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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 (Note: this may differ dependant on individual requirements of a project)	Astrea Estates Team
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Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Astrea Estates Team
Person responsible for selecting contractors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Astrea Estates Team / Anne-Marie Woolley - Office Manager at school level / Jane Dawtry- Principal at school level
Responsibility for liaison and monitoring of contractors:	Ian Lamb – Site Supervisor

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	None in school
Person(s) authorised and competent to operate and use:	



Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Ian Lamb – Site Supervisor
Person(s) authorised and competent to operate and use:	Ian Lamb – Site Supervisor

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Ian Lamb – Site Supervisor
Person(s) authorised and competent to operate and use:	Ian Lamb – Site Supervisor

Manual Handling Equipment

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

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Ian Lamb – Site Supervisor
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Ian Lamb – Site Supervisor
Person(s) authorised and competent to operate and use:	Ian Lamb – Site Supervisor

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Jane Dawtry - Principal
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Ian Lamb – Site Supervisor
Contractor responsible for annual full inspection and report:	Continental Sports

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Jane Dawtry - Principal
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Ian Lamb – Site Supervisor
Contractor responsible for annual full inspection and report:	Independent Playground Inspections

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Ian Lamb – Site Supervisor
Person(s) authorised and competent to operate and use:	Ian Lamb – Site Supervisor

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Ian Lamb – Site Supervisor
Person(s) authorised and competent to operate and use:	Ian Lamb – Site Supervisor

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Ian Lamb – Site Supervisor
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Ian Lamb – Site Supervisor
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Ian Lamb – Site Supervisor



Person(s) responsible for carrying out formal visual inspection and testing:	S & G Electrical
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:	Ian Lamb – Site Supervisor

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
Jane Dawtry	Principal
Justine Duncan	Vice Principal
Amy Marshall	Assistant Principal
Anne-Marie Woolley	Office Manager
Maisie Edwards	Safeguarding Lead
Wendy Aydemir Beech	Attendance officer
Melody Towner	Administration
Ian Lamb	Site Supervisor
Nicole Brown	SENCo
Poppy Brown	Family Support Officer
Person responsible for implementing the requirements of the DSE risk assessment:	Office Manager

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.	Jane Dawtry - Principal
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	N/A
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	N/A
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	N/A

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	n/a	
Art	Wendy Aydemir Beech	School Office
Caretaking	Ian Lamb – Site Supervisor	Caretaker Cupboard
Cleaning	Ian Lamb – Site Supervisor	Garage
Catering	Graham Powell - Catering Manager	Lockable Cabinet in School Kitchen
Grounds Maintenance	Peter Bowden Grounds Maint.	
Other (please state):		

Copies of all the hazardous substances inventories are held centrally in:	Caretakers Office
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	Ian Lamb – Site Supervisor
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Ian Lamb – Site Supervisor (In conjunction with Wright Brothers, gas servicing)



Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Wendy Aydemir Beech – School Office
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Wendy Aydemir Beech – School Office

Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Ian Lamb (e.g. Site Manager / Caretaker) to be dealt with.

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

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Ian Lamb – Site Supervisor
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Anne-Marie Woolley - Office Manager

Waste Management and Disposal

Waste will be collected daily by:	Cleaners
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Ian Lamb – Site Supervisor
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Ian Lamb – Site Supervisor

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

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.



When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Anne-Marie Woolley - Office Manager / Ian Lamb - Site Supervisor
Person responsible for the safe disposal of any hazardous substances or special waste :	Anne-Marie Woolley - Office Manager / Ian Lamb - Site Supervisor
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Citron Hygiene

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Ian Lamb – Site Supervisor (Perimeter Check)
Person responsible for monitoring the safety of manual handling activities:	Ian Lamb – Site Supervisor

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Jane Dawtry - Principal
Person responsible for monitoring the safety of manual handling activities:	Jane Dawtry - Principal

Educational Visits

The Educational Visits Co-ordinator at the school is:	Sarah Kaufman - Teacher
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Sarah Kaufman – Teacher / Jane Dawtry - Principal
The Educational Visits Policy is located at:	Central Workspace Folder

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Graham Powell – Catering Manager
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Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the L Trust	Office Manager / Principal
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Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Astrea Estates Team in conjunction with Ian Lamb and Anne-Marie Woolley - Office Manager
Person responsible for ensuring follow up action on the report is completed:	Anne-Marie Woolley - Office Manager

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Jane Dawtry - Principal
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Jane Dawtry - Principal

Health and Safety / Compliance (remedial action)

Fortnightly site meeting to discuss any health and safety issues on site.	Anne-Marie Woolley – Office Manager Ian Lamb – Site Supervisor
Termly walk round site once every term to identify any remedial works needed or any H&S matters.	Anne-Marie Woolley – Office Manager Ian Lamb – Site Supervisor