



Alderman White School

A member of The White Hills Park Trust

# Health and Safety Policy

Statutory or non-statutory:	Statutory
Author/ Reviewer	K Stephan
Approved by Governors:	25/01/23
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# **Statement of Intent**

The Governing Body / Trustees of The White Hills Park Trust 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 students, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body / Trustees 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 / Trustees 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 / Trustees 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 / Trustees requires 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.

**Signed:**

(Chair of Governors / Trustees)

**Date:**

**Signed:**

(Head Teacher / Principal)

**Date:**

# Organisational Structure and Responsibilities

## Management Structure

The structure chart outlines key roles and responsibilities within the school's health and safety management system.

Role	Name	Responsibility
Health and Safety Link Governor	Roy Wise	To meet with staff and carry out site visits to ensure that the policy is being implemented
Head Teacher	Annwen Mellors	Overview of and responsibility for health and safety policy and its implementation
Health & Safety Co-ordinator	Karsten Stephan	Overseeing day to day management of health and safety in accordance with policy
Head of Property & Estates (Trust)	Colin Strawbridge	<p>Attending appropriate health and safety training courses to enable staff to discharge their duties effectively.</p> <p>Promoting health and safety matters throughout the school and assisting the Headteacher /Health &amp; Safety Co-ordinator in the implementation of the health and safety policy and arrangements.</p> <p>Overview of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice</p>
Senior Leaders	Karsten Stephan Dave Farnie Lisa Rockley Alex Young Mandy Holling Katie Hodgkinson	The day-to-day management of health and safety in accordance with the health and safety policy
Deputy Head	Lisa Rockley	Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers.
Heads of Curriculum and Team Leaders	Angela Crabtree (Science) Rebecca Brewer (Tech / Art) Andrea Kilbane (PE) Zoe Armitage-Giles (Performing Arts)	<p>The day-to-day management of health and safety within their department in accordance with the health and safety policy;</p> <p>Drawing up and reviewing departmental policies, procedures, and risk assessments regularly (at least annually).</p>
Teachers		Taking reasonable care for the health and safety of themselves and others when undertaking their work; checking classrooms/work areas are safe;

		checking equipment is safe before use; ensuring safe working procedures are followed;
Senior Site Officer	Damion Mroczkowski	Working knowledge of the Alderman White Health and Safety Policy, its implementation and impact. Managing the day-to-day implementation of the policies in relation to the site as well as the management and delegation of health and safety related tasks to other members of the site-team including the ancillary staff. Working in accordance with any policy statements or updates relating to Health & Safety including guidance issued by the NCC Environment & Resources Department and the Catering Service where appropriate.
Site Officer	Ian Wilson	Working knowledge of the Alderman White Health and Safety Policy, its implementation and impact. Working in conjunction with Senior Site Officer to implement the Health and Safety policies in relation to the site. To carry out procedures relating to the monitoring, testing and checking of key areas in relation to H & S. Recording and reporting in relation to the above.
Head Cleaner/ Site Officer	Martin Pierce	Working knowledge of the Alderman White Health and Safety Policy, its implementation and impact particularly in relation to cleaning. Ensuring that cleaning staff are aware of H & S policies and updates which are relevant to their areas of work. Recording and reporting of issues in relation to the above to the Senior Site Officer
Director of Language College/Enrichment	Karsten Stephan	Co-ordinating lettings of the premises in accordance with procedure. Risk-assessing the school's enrichment activities including off-site activities (e.g., school trips and residential), evening and weekend on-site activities and events. Liaising with external providers with regard to the use of the site with a particular focus on Health and Safety.
School Administrator	Heather Crofts	Managing and updating accident book. Providing stakeholders with data regarding incidents to facilitate review and procedural updates.
EVC (Educational Visits Co-ordinator)	Heather Crofts	Co-ordinating off-site visits in conjunction with STE with a particular focus on Health & Safety, Risk Assessment, and the monitoring of compliance with current regulations, requirements, and procedures.

Site Team or Member of SLT	Damion Mroczkowski Ian Wilson	Person Responsible for alerting the Fire Brigade in the event of a fire
Science Technician	Neil Dibnah	Person responsible for ensuring the First Aid Boxes are checked and stocked
Student Support Mentor	Andrea McLoughlin	Person responsible for the control of medicines

### **Responsibilities of the Governing Body / Trustees**

The Governing Body / Trustees are responsible for:

- Complying with the Nottinghamshire County Council and Trust Health and Safety Policy and arrangements.
- Reviewing and ratifying the school Health and Safety policy and Health and Safety plan.
- Ensuring the school has access to competent Health and Safety advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- Ensuring that the site and premises are 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 developing a positive culture of Health and Safety within the school.
- Ensuring that employees have the necessary competence to conduct their duties in relation to Health and Safety matters.
- Ensuring that 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.
- Ensuring that the statement of intent and other Health and Safety documentation is drawn to the attention of all employees.
- Conducting active and reactive monitoring of Health and Safety matters in the school.

### **Responsibilities of the Head Teacher / Principal**

The Head Teacher is responsible for:

- Maintaining an overview of Health and Safety matters in the school in accordance with the Health and Safety policy and ensuring in consultation with the Health & Safety Co-ordinator that Health and safety arrangements are implemented.
- Overseeing the active and reactive monitoring of Health and Safety matters in the school in conjunction with the Health & Safety Co-ordinator, ensuring that remedial action is taken (where necessary) to reduce risk.
- Discussing and reviewing Health and Safety Arrangements in liaison with the Health and Safety Co-ordinator and agreeing any remedial action.
- Overseeing and reviewing the communication of Health and Safety matters to relevant staff
- Agreeing staff health and safety training requirements in liaison with the Health and Safety CPD Co-ordinator.
- Establishing and attending the school's Health and Safety committee (where appropriate).
- Agreeing and 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 / 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.
- Employing only competent contractors to work on the school site in conjunction with the Senior Site Officer
- Seeking specialist advice on health and safety matters were appropriate.
- Implementing formal arrangements for managing emergency situations.
- Ensuring 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.**

### **Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)**

Responsible to the Head Teacher / Principal for:

- Compiling and reviewing the school's Health & Safety Policy and Health and Safety Arrangements in liaison with the Headteacher, Head of Property and Estates as well as the Senior Site Officer.
- Attending appropriate Health and Safety training courses to enable them to discharge their duties effectively.
- Ensuring that 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.
- 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.
- Implementing a Health and Safety notice board and ensuring it is kept up to date.
- Ensuring the correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conducting routine as well as random Health and Safety inspections and implement a method of internal audit. Ensuring a system is 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 / Trust.
- Providing Health and Safety induction training for all new employees.
- Ensuring in conjunction with the CPD co-ordinator the maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed, and records kept.
- In liaison with the Senior Site Officer and members of SLT, ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness.
- In liaison with the Senior Site Officer, monitoring contractors on site and arranging a formal, documented induction regarding Health and Safety.
- Attending the school's 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 / Principal.**

### **Curriculum Leaders:**

Curriculum Leaders 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 Health and Safety Co-ordinator 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 line managers and senior leaders and team members.**



## **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.
- Check classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operate with the Local Authority / Trust, Governors / Trustees, Health and Safety Co-ordinator 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, Health and Safety Co-ordinator 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).

## **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):	Karsten Stephan
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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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#### **Health and Safety Committee**

The members of the School Health and Safety Committee are:

<b>Name</b>	<b>Job Title</b>
Annwen Mellors	Head Teacher
Colin Strawbridge	Head of Property and Estates
Roy Wise	Governor with responsibility for Health and Safety
Karsten Stephan	Language College/Enrichment Director – Health and Safety Co-ordinator

## Emergencies

Senior member of staff in the school with responsibility the development, maintenance, and implementation of the emergency plan:	Head Teacher
A copy of the emergency plan is available at:	On A drive and in Head Teachers Office

<b>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.</b>	<b>Person Responsible</b> Head Teacher	<b>Deputy</b> Deputy Head
Summoning of the emergency services.	Site Officer	Site Assistant
That a roll call is taken at the assembly point	Deputy Head	SLT members
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Head Teacher	Deputy Head

### **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	On the pavement right hand side on the front entrance, staff car park entrance.
Gas	On the Pavement on the front of the building opposite main school
Electricity	Green Building in front of bungalow

### **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:	Senior Site Officer / Site Officer
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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:

<b>Location of Accident Book</b>	<b>Person in Charge of Accident Book</b>
School Office	School Administrator
Accident reports must be drawn to the attention of the Head Teacher / Principal, the Health and Safety Co-ordinator and where	Head Teacher
	Deputy: Deputy Head

necessary reported via the Wellworker online system*:	
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Head Teacher / Head of Property and Estates/ Health and Safety Co-ordinator

The following types of incidents 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 students 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	Length of course
Emma Brown		1 day
Andrea Kilbane	PE 419	1 day
Alan Lea	Science 418	1 day
Lorna Middleton	TECH - ART 434	1 day
Andrea McLoughlin	BASE 443	1 day
Karen Newton	BASE 413	1 day
Jenny Noon	TECH – FOOD 423	1 day
Sam Orchard-Robson	BASE 413	1 day
Bruce Parker	PE 419	1 day
Bethan Scurrah	Humanities 433	1 day
Heather Shaw	Language College (OOH)	1 day
Julie Shiels	SENDSCO 426	1 day
Jack Allsop	Humanities 433	3 days

Neil Dibnah	Science 418	3 days
Nathan Sutton	PE 419	3 days
Amy Griffiths	Base 413	3 days
Zoe Armitage-Giles	Drama 420	3 days
Person/s responsible for ensuring first aid qualifications are maintained:		Neil Dibnah/Claire Roe
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Karsten Stephan

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)
Reception	Main office in Admin
Maths storeroom (New Block), Science Office (New Block), PE Office, Base, Haven, W17, W18, W28, W32, W35, Technology Workroom	
A termly check on the location and contents of all first aid boxes is carried out by:	Neil Dibnah
Use of first aid materials and deficiencies should be reported to:	Neil Dibnah
Defibrillator outside PE Ring 999 CODE: C2589X	Damion Mroczkowski
Address and telephone number of the nearest medical centre / NHS GP:	Valley Road Surgery 81 Bramcote Ln, Chilwell, Beeston, Nottingham NG9 4ET <b>Phone:</b> 0115 943 0530
Address and telephone number of the nearest hospital with accident and emergency facilities:	Queens Medical Centre Derby Rd, Lenton, Nottingham NG7 2UH <b>Phone:</b> 0115 924 9924

#### Administration of Medicines

Member of staff in the school with responsibility the development, maintenance, and implementation of the medicines policy:	Mandy Holling
A copy of the medicines policy is available at:	<b>A Drive Supporting Students with Medical Conditions Policy and School website</b>

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: Andrea McLoughlin
	Deputy: Paul Foster
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: Andrea McLoughlin
	Deputy: Paul Foster
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Julie Shiels

### **Hazard Identification and Control**

#### **Risk Assessment**

Person(s) (other than Heads of Department) responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Head of Property and Estates Site Officer Director of Language College/Enrichment
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#### **Hazard Reporting and Follow Up**

All employees, governors 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:	Senior Site Officer Health & Safety Co-ordinator
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Senior Site Officer Health & Safety Co-ordinator

#### **Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Senior Site Officer Health & Safety Co-ordinator
Defective furniture must be taken out of use immediately and reported to:	Senior Site Officer Health & Safety Co-ordinator
Person responsible for ordering repairs and maintenance:	Senior Site Officer Health & Safety Co-ordinator

### **Information, Instruction and Training**

#### **Provision of Information**

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Head of Estates and Property
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Health & Safety Co-ordinator

The health and safety notice board is sited:	In Reception
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Head of Estates and Property
The HSE Health and Safety Law Poster is displayed:	In Reception

### Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Head of Estates and Property (LA/ Trust) Health & Safety Co-ordinator
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- Health and Safety Policy (Local Authority / 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:	Deputy Head (CPD)
Person responsible for compiling and implementing the school's annual health and safety training plan:	Deputy Head (CPD) / Head of Property and Estates/ Health & Safety Co-ordinator
Person responsible for reviewing the effectiveness of health and safety training:	Deputy Head (CPD) / Head of Property and Estates
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Deputy Head (CPD) Health & Safety Co-ordinator

### Premises

#### **Asbestos**

Person with overall responsibility for managing asbestos:	Head of Estates and Property assisted by Senior Site Officer
The asbestos register is kept at:	School Office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Head of Estates and Property
The disturbance procedure is displayed in a (staff only) area, at:	School Office
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Senior Site Officer
The LAMP is kept in:	School Office

#### **Legionella**

Person with overall responsibility for managing Legionella:	Head of Estates and Property assisted by Senior Site Officer
The Legionella risk assessment is kept at:	School Office

Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Head of Estates and Property
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Senior Site Officer / Sterilizing Solutions
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Senior Site Officer / Site Team Assistants
The log book is kept in:	School Office

### **Fire**

Person with overall responsibility for managing fire safety:	Head of Estates and Property assisted by Senior Site Officer
The fire risk assessment is kept at:	School Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Head of Estates and Property
Person responsible for routine maintenance and servicing of fire safety equipment:	Senior Site Officer / Neuro Systems
The log book is kept in:	School Office

### **Security**

#### **Premises**

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Senior Site Officer
	Deputy: Site Team Assistant / Head Cleaner/ Director of Enrichment (OOS)

#### **Visitors**

On arrival all visitors must report to:	Reception
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 the visitors book</li> <li>• Control of Contractors</li> </ul>	

#### **Lone Working**

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Head of Estates and Property
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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:	Director of Language College/Enrichment
Person responsible for checking that the letting organisation have Risk assessments and appropriate insurance:	Head of Estates and Property/ Director of Language College/Enrichment
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Officer / Director of Language College /Enrichment

### **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)	Head of Property and Estates
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Head of Property and Estates
Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Head of Property and Estates assisted by Senior Site Officer
Responsibility for liaison and monitoring of contractors:	Head of Property and Estates assisted by Senior Site Officer

### **Work Equipment**

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

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

#### **Ladders**

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

#### **Stepladders**

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

#### **Manual Handling Equipment**

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Senior Site Officer
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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:	None on Site
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	None on Site



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:	Senior Site Officer
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Senior Site Officer

#### Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	None on Site
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#### Pressure Vessels

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

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

#### Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Science Curriculum Leader
Person responsible for the chemical inventory:	Science Technician
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Science Curriculum Leader
Person responsible for Science Codes of Practice / Policy / risk assessments:	Science Curriculum Leader
The Radiation Protection Supervisor:	Science Curriculum Leader/ Technician

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

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Technology and Art Curriculum Leader / D and T Teacher
Person responsible for the chemical inventory:	DT Technician
Person(s) authorised to operate and use:	DT Teacher and Technician
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:	DT Teacher
Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use:	DT Teacher
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Technology and Art Curriculum Leader / D and T Teacher

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

Person responsible for selection, inspection,	Technology and Art Curriculum
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maintenance, training, supervision, safe use, and risk assessment:	Leader / Food Teacher
Person(s) authorised to operate and use:	Technology and Art Curriculum Leader / Food Teacher
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Technology Technician (Food)
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Technology and Art Curriculum Leader / Food Teacher
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Technology and Art Curriculum Leader / Food Teacher
Person responsible for Food Technology and Textiles) Codes of Practice/ Policy / risk assessments:	Technology and Art Curriculum Leader / Food Teacher

### Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment	Technology and Art Curriculum Leader / Art Teacher
Person(s) authorised to operate and use:	Technology and Art Curriculum Leader / Art Teacher
Person responsible for the chemical inventory:	Technology Technician (DT)
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Art Teacher
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Technology and Art Curriculum Leader / Art Teacher

### Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment	N/A
Persons authorised to operate and use:	N/A
Person responsible for the chemical inventory:	N/A
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	N/A
Person responsible for Art Codes of Practice/ Policy / risk assessments:	N/A

### PE

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment re. equipment	PE Curriculum Leader
Person(s) responsible for regular daily visual inspection and in-house routine inspection re. equipment	PE Curriculum Leader
Contractor responsible for annual full inspection and report re equipment	
Person responsible for PE Codes of Practice/ Policy / risk assessments:	PE Curriculum Leader

**Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Director of Language College / Enrichment
Person(s) authorised and competent to operate and use:	Director of Language College / Enrichment

**Mobile Staging and Seating**

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Director of Language College / Enrichment
Person(s) authorised and competent to operate and use:	Director of Language College / Enrichment / Site Officer

**Portable Electrical Appliances and Hard Wiring Circuits**

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

### 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
Heather Crofts	School Administrator
Heather Shaw	Language College & Enrichment Administrator
Tracy Sneddon	Exams Officer
Samantha Stead	Database manager
Person responsible for implementing the requirements of the DSE risk assessment:	Head of Property and Estates

### Swimming Pools

Person responsible for ensuring the swimming 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>	None on Site
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.	None on Site

### 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.	Head of Estates and Property
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Head of Estates and Property
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Senior Site Officer at BC
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Senior Site Officer at BC
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Senior site Officer at BC

### Hazardous Substances

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

	Person Responsible	Location / Extension
Caretaking	Site Officer	School Admin Office Ext 314
Cleaning	Head Cleaner	Ext
Catering	Aspens	

Grounds Maintenance	Nottinghamshire County Council	
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Administration Office
Person responsible for obtaining the latest MSDS and undertaking / updating the COSHH risk assessments:		Senior Site Officer
Person responsible for ensuring local exhaust ventilation (e.g., fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Head of Property and Estates

### **Personal Protective Equipment (PPE)**

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:		Senior Site Officer
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair, and replacement of respiratory protective equipment:		Senior Site Officer

### **Housekeeping and Waste**

#### **Cleaning Arrangements**

Person(s) (other than Heads of Departments) responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:		Head of Estates and Property
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:		Head of Estates and Property

#### **Waste Management and Disposal**

Waste will be collected weekly by:		Broxtowe Borough Council
Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:		Senior Site Officer
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:		Senior Site Officer

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)		Senior Site Officer
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :		Head of Estates and Property
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :		Head of Estates and Property

### **Manual Handling**

#### **Manual handling of Objects**

Person(s) (other than Heads of Departments) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Head of Estates and Property
Person responsible for monitoring the safety of manual handling activities:	Head of Estates and Property

### **Manual Handling of People**

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Deputy Headteachers
Person responsible for monitoring the safety of manual handling activities:	Deputy Headteachers

### **Educational Visits**

Educational Visits Co-ordinator at the school is:	School Administrator assisted by Director of Language College/Enrichment
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	School Administrator assisted by Director of Language College/Enrichment
The Educational Visits Policy is located at:	On the A drive The White Hills Park Trust School Visits Policy

### **Inspections (External & Internal)**

#### **Catering**

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

#### **Internal Health and Safety Inspections**

Person(s) (other than Heads of Departments) responsible for organising and carrying out routine safety inspections, including planning, inspection, and reporting:	Head of Estates and Property
Person responsible for ensuring follow up action on the report is completed:	Head Teacher/Health & Safety Co-ordinator

#### **Management Review**

Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Trust Operations Director
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Head of Estates and Property