



The White Hills Park Trust
A Culture of Excellence

Health and Safety Policy

Policy Date: March 2019

NAME OF ESTABLISHMENT: The White Hills Park Trust

1. STATEMENT OF INTENT

The Trustees of the The White Hills Park Trust will meet 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 to ensure that their work does not adversely affect the health and safety of other people such as students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The 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 Trustees will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Trustees will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety. The Trustees requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service 'wired'. Health & Safety Community.

2. ORGANISATION

2.1 Responsibilities of the Trustees

The Trustees are responsible for:

- Complying with Health and Safety at Work Act and Arrangements;
- Formulating and ratifying The White Hills Park Trust (hereafter referred to as the Trust) Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements (at least annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the Trusts delegated budget;
- Ensuring that risk assessments are made and recorded of all the work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the Trust budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the Trust may not feel competent to deal with;

- Promoting high standards of health and safety within the Trust;
- Active and reactive monitoring health and safety matters within the Trust including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Executive Principal

The Executive Principal is responsible for:

- Ensuring the requirements of the Occupier's Liability Acts 1957 and 1984 are complied with.
- The day to day management of health and safety matters in the Trust in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the Trust work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that health and safety inspections are carried out and a copy of the report is given to the Directors;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided and recorded;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in a health and safety auditing arrangement and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the Trust sites;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Executive Principal these responsibilities fall to the the next available senior officer.

2.3 Responsibilities of the Trust Health and Safety Co-ordinator - Trust Estates Manager (supported by the Trust Operations Director)

Responsible to the Executive Principal for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the Trust and assisting the Executive Principal in the implementation of the Trust's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board on each site is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Audit and Risk Committee;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits
- Providing health and safety induction training for all staff;

- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos log.

2.4 Trust Operations Director, Headteacher, Deputy Headteachers and Assistant Headteachers are responsible to the Executive Principal and Trustees for:

- The day to day management of health and safety in accordance with the health and safety policy;
- Reporting any defects or problems on site to the Trust Health and Safety Officer;
- Maintaining a high standard of housekeeping. This will include regular discussions with caretaking staff responsible for the general housekeeping on site. Keeping the Trust Health and Safety Officer informed of the outcome of these discussions.
- Helping to ensure that all health and safety provisions and regulations are understood and adhered to by all members of staff, students and visitors to the site.
- Managing the safe evacuation of the site in the event of an emergency (e.g. fire) and regularly holding Emergency Evacuation drills;
- Ensuring all accidents or dangerous occurrences are promptly reported through the Internet based reporting system, and an immediate investigation is carried out on any accident or incident, which in his/her opinion gives cause for concern. The details of this investigation to be reported to the Executive Principal, Directors if considered appropriate, and the Trust Health and Safety Officer.

2.5 Heads of Departments:

Heads of Departments 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 annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Executive Principal where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

2.6 Responsibilities of all staff

All staff employed at the establishment have responsibility for:

- 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;
- co-operating with the Trustees and the Executive Principal on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Line Manager or the Trust Estates Manager or the Executive Principal any serious or immediate danger;
- reporting to their Line Manager or the Trust Estates Manager or the Executive Principal any shortcomings

in the arrangements for health and safety;

- ensuring that they 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 resources committee where appropriate.

2.7 Catering, Grounds and Cleaning Employees (Nottinghamshire County Council)

- Must familiarise themselves with the Trust Health and Safety Policy and what it means to their work activities.
- They must work in conjunction with any Policy Statement, health, and safety rules and guidance issued by the NCC Catering and Facilities Management, Environment & Resources Department where appropriate.
- All kitchen, grounds and cleaning staff will read and endeavour to work in accordance with this document.
- The Catering staff will be familiar with the Food Safety Act 1990 and the implications as far as the Trust is concerned.
- They must inform the local site team or the Trust Estates Manager of any potential hazards or defects.
- It is extremely important that new entrants/employees or part time assistants are aware of health and safety procedures and practices in the kitchen.

3 ARRANGEMENTS

Health and Safety Co-ordinator

The Senior Member of Staff in the Trust with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Trust Estates Manager (Supported by the Trust Operations Director)
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Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
None	

Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required to inform:	Executive Principal and Trust Estates Manager
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Audit and Risk Committee

The constitution, membership and the minutes of Audit and Risk Committee are available from:	PA to the Executive Principal
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Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	Fire Risk Assessment – L:\staff information\fire drill
Bomb Alert	Emergency Plan – L:\staff information\Health & Safety
Gas Leak	Emergency Plan – L:\staff information\Health & Safety
Electrical Fault	Emergency Plan – L:\staff information\Health & Safety
Water	Emergency Plan – L:\staff information\Health & Safety
Storm or Flood Damage	Emergency Plan – L:\staff information\Health & Safety
Persons Threatening Violence on Site	Security Policy – L:\staff information\policies
Dangerous Animal(s) on Site	Emergency Plan – L:\staff information\Health & Safety
Other	Emergency Plan – L:\staff information\Health & Safety

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Executive Principal, Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for ensuring and supervising (where appropriate)	Person	Deputy
<ul style="list-style-type: none"> the controlled evacuation of people from the building or on the site to a place of safety, 	Deputy Headteachers	Assistant Heads
<ul style="list-style-type: none"> summoning of the emergency services 	Senior Leadership Team or Site Team	Senior Leadership Team or Site Team
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Deputy Headteachers	Assistant Heads and Attendance Officer
<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (<i>eg Principal, Deputy Principal or other member of the senior management team</i>) 	Executive Principal or Headteacher / Head of School	Deputy Headteacher

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.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Trust Estates Manager
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The NCC Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Trust Estates Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (eg. in the school office)	First Copy: Main School Reception
	Second Copy: Science Technician & D&T Technician offices.

The competent persons responsible for reviewing and updating the fire risk assessment for the premises are:	H&S Trustee, Trust Estates Manager, Trust Operations Director
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Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Site Office	Member of the site team
Emergency Lighting System	Site Office	Member of the site team
Smoke Detection System	Site Office	Member of the site team

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Member of the site team reporting to the Trust Estates Manager who reports to the Trust Operations Director.
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The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Notts Fire & Rescue, Extinguisher Maintenance
	Telephone Number: 0115 9640311 or 01623 825516

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	See Individual Plan - Appendix A
Electricity	See Individual Plan - Appendix A
Gas	See Individual Plan - Appendix A

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence 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(s) specified:

Location of Accident Book	Person in Charge of Accident Book
BC – Administration Centre/Student reception	Trust Operations Assistant Teaching Assistants in KS Base
AWS – Pupil Reception	Student Support Mentor
Accident reports should be drawn to the attention of and counter-signed by the Executive Principal or the Headteacher/Head of School before being sent to the Health and Safety Team.	Person Responsible: Executive Principal
	Deputy: Headteacher

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Trust Estates Manager
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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 **first aiders** and have been trained to First Aid at Work level:

See Attached List – Appendix B

The following employees are **appointed persons** and have been trained to Emergency Aid for Schools level:

See Attached List – Appendix B

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school.

Display Point	Display Point
Alderman White School	First Aid Room/Main Reception/Pupil Reception/PE office/Textiles/Science Prep room/Pupil Support Office
Bramcote College	Room 66/7 office/Staffroom/Site Office/College Admin/Science Prep/Main PE Office/3 x Food/Art Rooms/Tech Office/Geog Office/English Office/Welfare Office

The person responsible for ensuring first aid qualifications are maintained is:	Trust Operations Assistant
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Trust Estates Manager liaising with the Director of Language College/Enrichment

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
BC – Room 66/7 office/Staffroom/Site Office/College Admin/Science Prep/Main PE Office/3 x Food/Art Rooms/Tech Office/Geog Office/English Office/Welfare Office	Trust Operations Assitant
AWS - First Aid Room/Main Reception/Pupil Reception/PE office/Textiles/Science Prep room/Pupil Support Office.	Student Support Mentor

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Alderman White Site	Student Reception/Main Reception
Bramcote College Site	Administration Centre

A termly check on the location and contents of all first aid boxes will be made by.	Principal First Aider on each site.
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Principal First Aider on each site.
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The address and telephone number of the nearest medical centre/NHS GP is:	<p>Bramcote Surgery 2A Hanley Avenue, Bramcote, Nottingham NG9 3HF 0115 9224960</p> <p>Saxon Cross Surgery Church St, Stapleford Nottingham NG9 8DA 0115 9392444</p> <p>Hickings Lane Medical Centre 120 Rycroft St, Stapleford Nottingham NG9 8PN 0115 9395555</p>
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	<p>Queens Medical Centre Derby Road Nottingham NG7 2UH 0115 9249924</p>
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Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	<table> <tr> <td>BC</td> <td>-</td> <td>AWS</td> </tr> <tr> <td>Designated</td> <td></td> <td>Student</td> </tr> <tr> <td>Teaching</td> <td></td> <td>Support</td> </tr> <tr> <td>Assistant</td> <td></td> <td>Mentor</td> </tr> </table>	BC	-	AWS	Designated		Student	Teaching		Support	Assistant		Mentor
BC	-	AWS											
Designated		Student											
Teaching		Support											
Assistant		Mentor											

The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, 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 is:	BC - AWS Designated Teaching Assistant Student Support Mentor
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The person responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	School SENCOs
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Asthma Inhalers/EPIPENS

The person responsible for the supervision and storage where appropriate of asthma inhalers/EPIPENS is:	BC - AWS Designated Teaching Assistant Student Support Mentor
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Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Trust Estates Manager
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Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and Directors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by e-mail or telephone to:	Trust Estates Manager
Verbal reports should be followed up in writing by direct e-mail to:	Trust Estates Manager CC'd to Trust Operations Director

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Trust Estates Manager
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House Keeping and Disposal of Waste

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

The person(s) who should be contacted if circulation routes are obstructed by rubbish are:	Member of the relevant Site Team.
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Member of the relevant Site Team.
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Trust Estates Manager
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Trust Estates Manager
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Member of the relevant Site Team.
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Member of the relevant Site Team.
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The person responsible for ordering repairs which are the school's responsibility is:	Trust Estates Manager
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	Trust Estates Manager
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The name and telephone number of the Trust's attached maintenance surveyor is:	Name: NCC
	Telephone Number: 0115 9823823

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First: Member of the relevant Site Team.
	Deputy: Foremost Security Security

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First: Site Team & external Contractors: Foremost Security Security
	Deputy: Site Team & external contractors: Foremost Security Security

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Site Team reporting to the Executive Principal and the Trust Estates Manager.
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Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Trust Estates Manager supported by the Deputy Headteacher – Teaching and Learning and the Trust Operations Director
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- Health and Safety Policies
- NCC Health and Safety Manual – available through buy-back of the service
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents – available through buy-back of the service
- Premises Asbestos Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Deputy Headteacher – Teaching and Learning
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Trust Operations Director
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	<u>Teaching Staff:</u> Deputy Headteacher – Teaching and Learning <u>Support Staff:</u> Trust Operations Director
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The person responsible for reviewing the effectiveness of health and safety training is:	Trust Estates Manager supported by the Trust Operations Director
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	Trust Estates Manager
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Deputy Headteacher – Teaching and Learning & Trust Operations Director
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Manual Handling of Loads

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Trust Estates Manager
The person responsible for monitoring the safety of manual handling activities is:	Trust Estates Manager

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Trust Estates Manager with the schools SENCOs
The load assessors for the moving and handling of people are:	AWS – Site Team
	BC – Site Team

Work Equipment

SPECIFIC RISKS

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Trust Estates Manager
Person(s) authorised to operate and use is/are:	N/A – none on site.
Training in safe use received from: including dates	N/A – none on site.

Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Trust Estates Manager
Person(s) authorised to use are:	Member of the relevant Site Team.

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Trust Estates Manager
Person(s) authorised to use are:	Member of the relevant Site Team.

Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	Trust Estates Manager
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Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	Trust Estates Manager
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The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	Trust Estates Manager
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The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	Trust Estates Manager
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The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Trust Estates Manager
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Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Trust Estates Manager
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Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Trust Estates Manager
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Person(s) authorised to operate and use are:	Site Team & NCC Cleaning Team
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Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	NCC Catering Team
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Person(s) authorised to operate and use are:	NCC Catering Team
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Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person(s) responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	NCC Grounds Team
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Person(s) authorised to operate and use is/are:	NCC Grounds Team
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Grounds Maintenance Equipment (Machinery and Tools)

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	NCC Grounds Team
Person(s) authorised to operate and use is/are	NCC Grounds Team

Laboratory Apparatus and Equipment

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Science and Science Technicians
Person(s) authorised to operate and use is/are:	Science Technicians.

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Trust Estates Manager
Person(s) authorised to operate and use are:	All Technicians.
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Teaching staff supported by the D&T Technicians.

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use are:	Teaching Staff supported by the D&T Technicians.
The person(s) responsible for taking out of use any equipment which is inadequately guarded are:	Teaching staff supported by the Trust Estates Manager

Design and Technology Equipment (Food Technology and Textiles)

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Teaching staff supported by Trust Estates Manager
Person(s) authorised to operate and use is/are:	Teaching Staff and D&T Technicians.

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	D&T Technicians.
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Trust Estates Manager

Art and Design Equipment (Fine Arts)

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	Teaching staff supported by Trust Estates Manager
Person(s) authorised to operate and use are:	Teaching Staff and Technician.

Art and Design Equipment (Ceramics)

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	Teaching staff supported by Trust Estates Manager
Persons authorised to operate and use are:	Teaching Staff and Technician

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of PE
Person(s) responsible for regular (daily) visual inspection are:	PE Staff.
Contractor responsible for annual full inspection and report is:	Sports Safe UK

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Trust Estates Manager
Person(s) authorised to operate and use is/are:	AWS - Mr Karsten Stephan BC – N/A

Pianos, Organs and Other Musical Instruments

Person(s) responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment are:	Music Faculty Teaching staff.
Person(s) authorised to operate and use are:	Suitably trained individuals as delegated by the Music Faculty Teaching Staff

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Trust Estates Manager
Person(s) responsible for carrying out formal visual inspection and testing are:	EXTERNAL CONTRACTOR Essential Electrical Services
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Trust Estates Manager

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Please refer to attached **Appendix C**

The competent (trained) person(s) responsible for carrying out display screen equipment risk assessments are:	Trust Estates Manager and the Trust Operations Director
The person(s) responsible for implementing the requirements of the risk assessment are:	Trust Estates Manager and the Trust Operations Director

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 manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	
Site Team	Trust Estates Manager
Science	Head of Department assisted by Technicians
Design and Technology	Head of Department assisted by Technicians
Art and Design	Head of Department assisted by Technicians
Caretaking and Cleaning including swimming pools	Trust Estates Manager
Catering	NCC Catering Manager
Grounds Maintenance	NCC Grounds Manager

The person(s) responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Technicians: Each individual Technician Site Team: Trust Estates Manager
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Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	Trust Estates Manager
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Hazardous Substances

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

Science	Science Technician and Site Offices
Design and Technology (Materials)	D&T Technician and Site Offices
Design and technology (Food and Textiles)	D&T Technician and Site Offices
Art and Design (Fine Arts)	D&T Technician and Site Offices
Art and Design (Ceramics)	D&T Technician and Site Offices

Caretaking and Cleaning	Trust Estates Manager, Site Offices and AWS Boiler House
Swimming Pool Maintenance	N/A
Catering	NCC DSO and Site Offices
Grounds Maintenance	NCC DSO
Other	N/A

Copies of all the hazardous substances inventories are held centrally in:	Main School Office on each site and in the Preparation rooms for Science and Design Technology.
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The person(s) responsible for undertaking and updating the COSHH risk assessments are:	Curriculum: Science Technicians All other: Trust Estates Manager
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and by an approved contractor is:	Trust Estates Manager
The reports will be kept available for inspection by:	Trust Estates Manager

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the Trust's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Trust Estates Manager
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The premises asbestos log is kept:	BC (TBS) - Site Offices / AWS - Main Admin Office
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Trust Estates Manager
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Radioactive Sources

The Radiation Protection Supervisor is:	AWS – Tom Hyland BC - TBC
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The location of the following records is:

DFE permission to purchase letter	Science Preparation room/Technicians Office
History of the sources	Science Preparation room/Technicians Office
Use log	Science Preparation room/Technicians Office
Monitoring/Test records	Science Preparation room/Technicians Office
Risk assessments for use	Science Preparation room/Technicians Office
CLEAPSS Science Codes of Practice	Science Preparation room/Technicians Office

Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Trust Estates Manager
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Waste Management

Waste will be collected bi-weekly by:	Broxtowe Borough Council
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The person(s) responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists are:	Member of the relevant Site Team.
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Member of the relevant Site Team.
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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 the Site Team who will arrange for them 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 sheet. Advice may be sought from the Health and Safety Team at NCC through buy-back of their services.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	Trust Estates Manager
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Trust Estates Manager
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Health and Safety Inspections

The person responsible for organising and carrying out safety inspections, including planning, inspection, reporting is:	Trust Estates Manager supported by the Trust Operations Director
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Directors will participate with safety inspections where practicable.

A copy will be provided to the the Directors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Trust Estates Managersupported by Trust Operations Director
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Provision of Information

The person responsible for distributing all health and safety information and for the maintenance of a health and safety information reference system is:	Trust Estates Manager supported by Trust Operations Director
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Site Office
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	Site Office
The person responsible for maintaining it is:	Trust Estates Manager supported by Trust Operations Director

The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Executive Principal
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The health and safety notice board is sited:	AWS – Main Reception/Staff Room BC – Main Staff room
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Trust Estates Manager

The Health and Safety Law Poster is sited:	AWS – Main Reception/Boiler Room BC – Main Reception Foyer
The person responsible for maintaining it is	Trust Estates Manager

Educational Visits and Journeys

The person(s) responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	School Administrator
The person(s) responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	School Administrator
The person(s) responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	School Administrator

Work Experience

The persons responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Librarian (formerly Work Experience and General Support)
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Trust Estates Manager
The person(s) responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Member of the relevant Site Team.
The person(s) responsible for checking that the premises are left in reasonable order by other users before locking up is:	Member of the relevant Site Team or security contractor.

Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	Main Reception
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An employee seeing an unidentified person should inform a member of SLT IMMEDIATELY	
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Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is,	Trust Estates Manager
The person in control of contractors is:	Trust Estates Manager
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Trust Estates Manager

Supplies (Purchasing/Procurement and Deliveries)

The Directors will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the Trust. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Types of Order
Executive Principal	Donations & purchase of equipment
Trust Operations Director	Purchase of equipment/cleaning materials
Trust Estates Manager	Purchase of equipment/cleaning materials

Head of Science	Purchase of chemicals/scientific equipment
Head of D&T	Purchase of chemicals/D&T equipment/Food stuffs
Head of Art	Purchase of art materials
Other budget holders	Purchase of any materials/liquids/equipment

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Receptionist to report to member of the site team.
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Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Trustees is:	Trust Estates Managers supported by the Trust Operations Director
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Smoking

The Trustees have prohibited smoking on the school site and in vehicles under its control.

Notes:

Employees are not permitted to smoke on the school premises or grounds nor when teaching or supervising students or when they may otherwise come into contact with students including school visits. The policy applies equally to all people who have business in the premises including County Councillors, employees, students, parents and other visitors.

All job applicants will be informed of the no smoking policy. No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

The Directors recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Executive Principal.
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Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy (MOT if appropriate) and fitted with a suitable seat belt for each passenger.	Executive Principal supported by Headteacher / Trust Operations Director
The person responsible for arranging insurance and maintenance of vehicles to maintain statutory requirements in line with VOSA guidance is:	Trust Finance Manager/Site Assistant
The person responsible for authorising the use of the Trust's minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	Trust Estates Manager
The person responsible for maintaining a list of authorised drivers of school vehicles who have passed a relevant test is:	Trust Estates Manager

Stress

The persons responsible for monitoring absence owing to stress related illness is:	Executive Principal
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Trust Estates Manager
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Bullying/Harassment

The Trust's policy on behaviour (including bullying) is kept:	L:\staff information\Policies
Records of bullying incidents and action taken are kept:	Assistant Heads for KS3 and KS4 on each site

Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Trust Estates Manager supported by the Trust Operations Director
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Trust Estates Manager supported by the Trust Operations Director
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Recorded in Trust's MIS (SIMs). Maintained by the Trust Operations Assistant.

For the purpose of this policy the following individuals hold the posts referred to in this document:

PERSONNEL

EXECUTIVE PRINCIPAL: Mr P Heery

LINK GOVERNOR WITH H&S RESPONSIBILITY TO BE CONFIRMED

OPERATIONS DIRECTOR Mr J Macdonald

HEAD TEACHER:
Alderman White School : Mrs A Mellors

HEAD TEACHER
Bramcote College: Mrs H Gale

DIRECTOR OF LANGUAGE COLLEGE AND
ENRICHMENT: Mr K Stephan

DEPUTY/ASSISTANT HEADTEACHERS of SCHOOLS:
Alderman White School: Mr T Hyland, Mrs M Holling, Mrs L Floate

Bramcote College – 6 th Form:	Mrs F Parker Dennis
Bramcote College:	Mrs J Cooper, Mr S Morton, Mrs J Read
DEPUTY HEAD TEACHER – TEACHING AND LEARNING:	Mrs L Rockley
SENCO	Ms J Shiels (AW) Mr C Sainsbury (BC)
TRUSTESTATES MANAGER (INCORPORATING TRUST HEALTH AND SAFETY ROLE):	Mr I Lane
SITE TEAMS Alderman White School :	Mr A Alexander, Mr I Wilson
Bramcote College:	Mr M Goodson, Mrs J Cox, Mr L Rigby
SCHOOL ADMINISTRATORS Alderman White School:	Mrs H Crofts
Bramcote College:	Ms L Jordan
LIBRARIAN (ADMINISTRATION OFFICER – WORK EXPERIENCE AND GENERAL SUPPORT)	Mrs D Herrod
TRUST OPERATIONS ASSISTANT	Mrs T Tacey

Appendix A (referenced page 9)

Alderman White School Site

Item	Location
Mains Gas isolators	<ol style="list-style-type: none"> 1. Main gas cupboard front lawn. 2. Nurses Office under window 3. Gas meter cupboard – Science, Maths & MFL block
Secondary Gas Isolators	<ol style="list-style-type: none"> 1. Boiler House 2. Rooms 9,10,11,12 & 13 - Science, Maths & MFL block 3. Rooms 17 & 18 – Food technology 4. Boiler room Administration Block 5. Kitchen 6. Art Corridor 7. Design & Technology Foyer 8. Room 35
Electric main switches	<ol style="list-style-type: none"> 9. Nurses office 10. Boiler room Science, Maths & MFL block
Radioactive Sources	Science Preparatory room
Chemical Stores	<ol style="list-style-type: none"> 1. Science Preparatory room 2. Design Technology store room (room 36) 3. Cleaner stores throughout the school

Bramcote College Site

Mains Gas isolators	<ol style="list-style-type: none"> 1. Main Drive at entrance 2. Main drive at right of top of drive 3. External to Science Block
Secondary Gas Isolators	<ol style="list-style-type: none"> 1. Boiler room in basement 2. Kitchen 3. Science block – all classrooms inc. Porta-cabins
Electric main switches	<ol style="list-style-type: none"> 1. Store room 6th form common room 2. Science store room (Room 63) 3. PE block – store room in Gym
Radioactive Sources	Science store room
Chemical Stores	<ol style="list-style-type: none"> 1. Science Preparation room and adjacent store 2. Secondary Science Store room 3. Cleaner stores throughout the school

Key to the attached Maps

Key to general codes



Boiler rooms



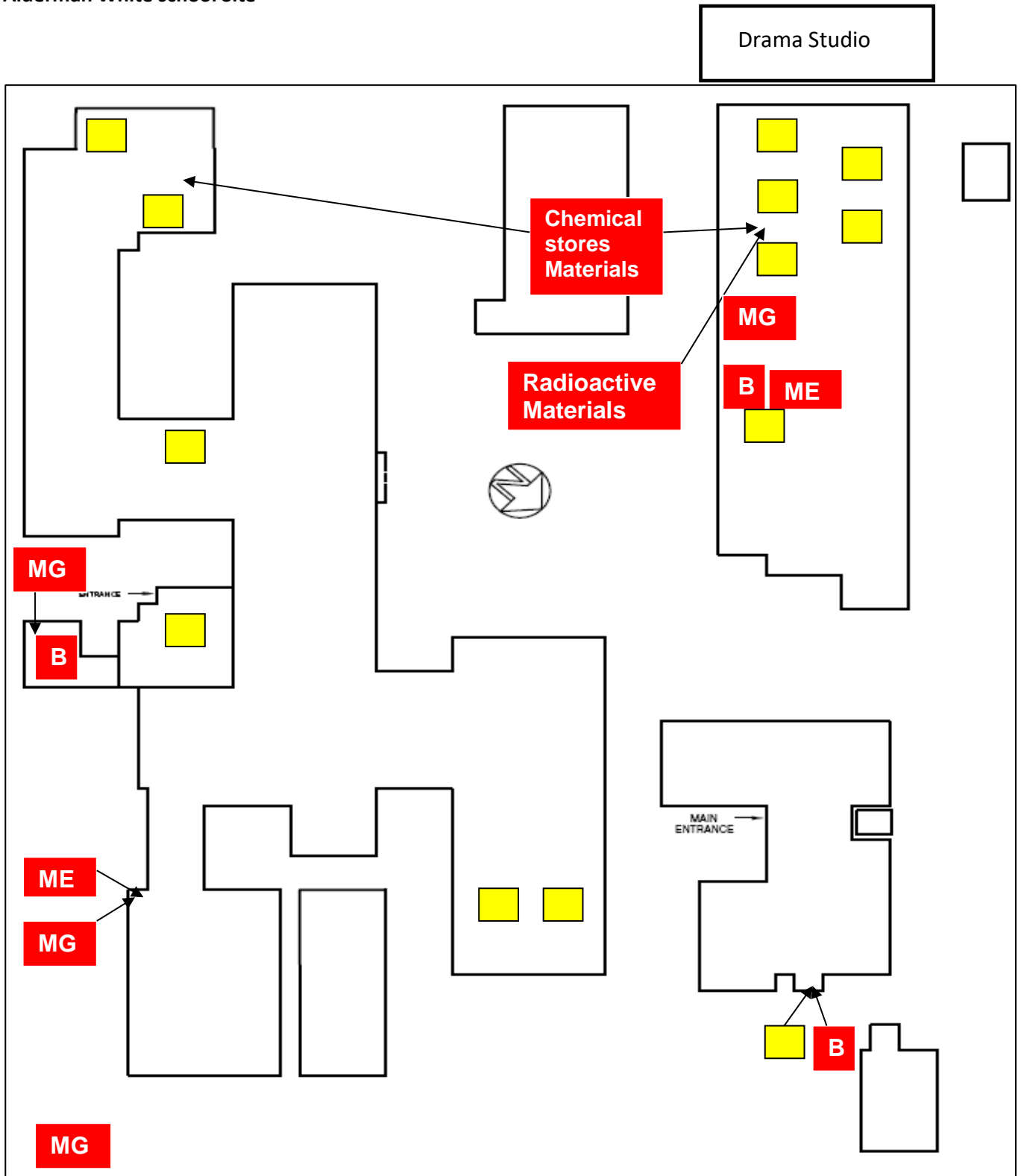
Mains Gas Isolation Valve

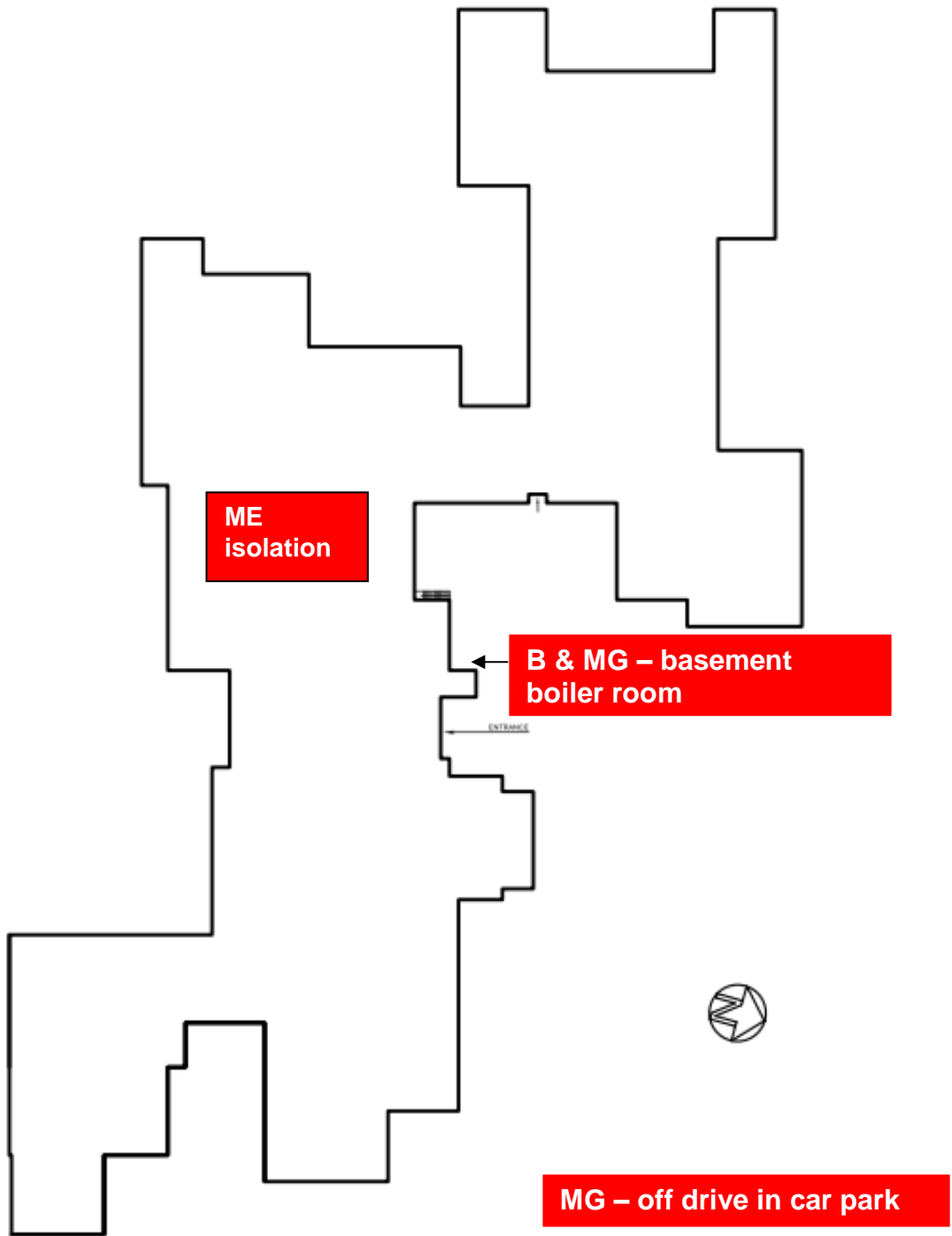


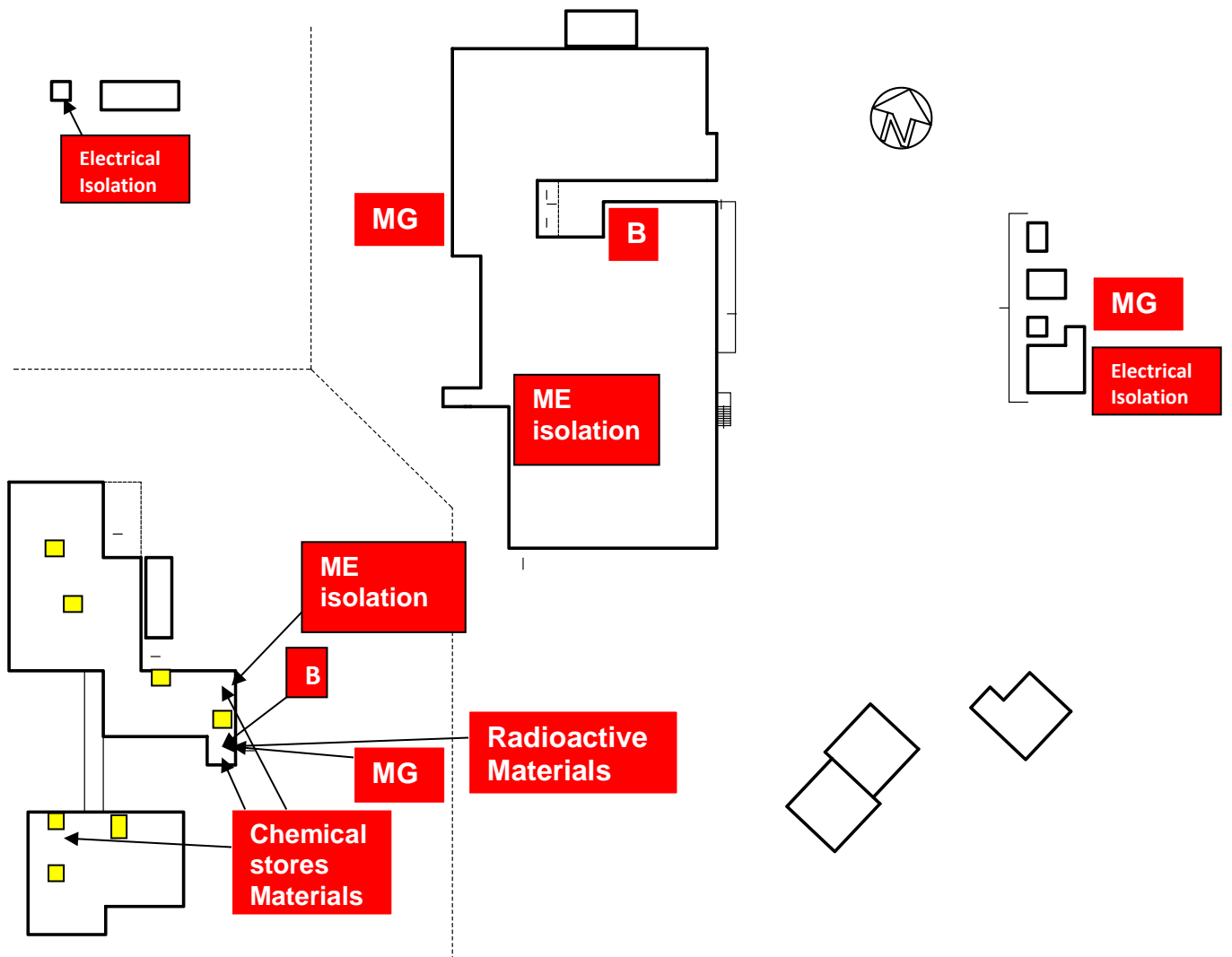
Mains Electrical isolation



Classroom/ Localised gas isolator valves







Appendix B (referenced page 10)

Name	School	Course Name	Expires
Alderman White School			
Ms Rachel Ainley	AWS	Emergency First Aid at Work	22/03/2020
Mrs Zoe Armitage-Giles	AWS	First Aid at Work	23/02/2020
Miss Emma Brown	AWS	Emergency First Aid at Work	18/07/2021
Mrs Karen Buckland	AWS	Emergency First Aid at Work	17/12/2021
Mrs Lisa Deacon	AWS	Emergency First Aid at Work	21/06/2021
Mr Paul Foster	AWS	First Aid at Work	12/11/2018
Miss Bernice Giddins	AWS	First Aid at Work	11/07/2020
Miss Becci Howard	AWS	Emergency First Aid at Work	01/02/2020
Mrs Jacqui Jones	AWS	Emergency First Aid at Work	27/02/2020
Mrs Andrea Kilbane	AWS	Emergency First Aid at Work	11/03/2021
Mr Alan Lea	AWS	Emergency First Aid at Work	17/06/2021
Miss Andrea McLoughlin	AWS	Emergency First Aid at Work	20/03/2021
Ms Karen Newton	AWS	First Aid at Work	17/07/2021
Mrs Sam Orchard-Robson	AWS	Emergency First Aid at Work	20/03/2021
Mrs Linda Philpot	AWS	Emergency First Aid at Work	16/09/2021
Mr Dave Ramsden	AWS	Activity First Aid	11/10/2019
Mrs Bethan Scurrah	AWS	Emergency First Aid at Work	22/01/2021
Mrs Heather Shaw	AWS	Emergency First Aid at Work	02/02/2019
Ms Julie Shiels	AWS	Emergency First Aid at Work	10/01/2021
Mrs Denise Skidmore	AWS	First Aid at Work	11/07/2020
Mr Karsten Stephan	AWS	Emergency First Aid at Work	30/07/2021
Mr Wayne Sutherland	AWS	First Aid at Work	25/02/2019
Bramcote College / Bramcote College 6th Form			
Ms Rachel Ainley	AWS	Emergency First Aid at Work	22/03/2020
Mrs Sophie Anderson	BC	Emergency First Aid at Work	28/09/2020
Mrs Karen Buckland	AWS	Emergency First Aid at Work	17/12/2021
Mrs Jo Cooper	BC	First Aid at Work	26/11/2018
Mrs Ann Curran	BC	Emergency First Aid at Work	17/12/2021
Mrs Lisa Deacon	AWS	Emergency First Aid at Work	21/06/2021
Miss Janine Harrison	BC	First Aid at Work	07/12/2018
Mrs Andrea Kilbane	BC	Emergency First Aid at Work	11/03/2021
Mr Alan Lowe	BC	First Aid at Work	02/12/2021
Mrs Ruth Maddison	BC	Emergency First Aid at Work	22/03/2019
Mr Simon Morton	BC	Emergency First Aid at Work	17/12/2021
Mrs Nicola Ness	BC	First Aid at Work	08/03/2021
Miss Emily Palmer	BC	First Aid at Work	02/10/2021

Mr Dave Ramsden	AWS	Activity First Aid	11/10/2019
Mr Guy Remon	BC	Emergency First Aid at Work	12/03/2020
Mrs Melissa Rigley	BC	First Aid at Work	25/01/2021
Mrs Bethan Scurrah	AWS	Emergency First Aid at Work	22/01/2021
Ms Julie Shiels	AWS	Emergency First Aid at Work	10/01/2021
Mrs Hollie Stafford	BC	First Aid at Work	25/01/2021
Mr Thomas Staszkiwicz	BC	Emergency First Aid at Work	31/01/2019
Mr Karsten Stephan	AWS	Emergency First Aid at Work	30/07/2021
Mr Wayne Sutherland	AWS	First Aid at Work	25/02/2019
Mrs Tracey Tacey	BC	First Aid at Work	15/12/2020
Mrs Caryn Welch	BC	Emergency First Aid at Work	10/01/2021
Miss Jackie Zedgitt	BC	Emergency First Aid at Work	22/03/2019

APPENDIX C (Referenced Page 19)

Display screen equipment

The staff below meet the conditions listed and are classified as users of display screen equipment.

- a) The individual normally uses display screen equipment for continuous spells of an hour or more at a time on more or less daily basis when at work.
- b) Where fast transfer of information to or from the display screen equipment is a requirement of the job.
- c) The performance requires high levels of attention and concentration by the user
- d) The individual depends on the use of display screen equipment to do the job.
- e) The individual has no discretion as to use or non-use of the display screen equipment. The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.

Trust Operations Manager /PA to Executive Principal	Karen Sims
Trust Finance Manager	Sandra Lightwing
Senior Finance Officer	Hollie Stafford
P/T Finance Officer	Wendy Leedham
Trust Operations Assistant	Tracey Tacey
Trust IT Services Manager	Paul Bedford
Trust SIMS Manager	Kerry Dalton
IT Assistant _ AWS	John Hughes
Senior IT Assistant - BC	Daniel Goulding
Data Manager	Sandie Wilson
Data Manager	Catherine Hayes
Exams Officer/Data Assistant - AWS	Helen Percy
Exams Officer/Data Assistant - BC	Tracy Sneddon
School Administrator - AWS	Heather Crofts
School Administrator - TBS	Louise Jordan
Receptionist - BC	Nicola Ness
Receptionist - AWS	Susan Woolley
Receptionist - BC	Linda Trimble
Reprographics - BC	Heather Bostock
Head of Year 12	Melissa Rigley
P/T Admin - Enhanced Learning	Heather Shaw
Librarian - 1 (IAG)	Caryn Welch
Library Assistant – AWS	Dawn Herrod
Library Assistant - BC	Christine Palmer
P/T Trust Student Counsellor	Audrey Boot
Student Support Mentors – AWS	Andrea McLoughlin
Attendance Officer – AWS	Linda Philpot
Attendance Officer -	Rosie Bosley

