



Wainwright Primary Academy



Local Arrangements to DALP Health and Safety policy October 2017

Office use

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Associated documents:			
Links to:			
<ul style="list-style-type: none"> • Health and Safety Executive (Health and Safety at Work Act 1974) • Occupier's Liability 1957/1984 • NCC Health and Safety Manual • Education Visits Policy Documents • Asbestos Log, LAMP • Legionella Log • Fire Log • Premises Manual 		<ul style="list-style-type: none"> • DALP overarching Health & Safety Policy http://www.dalp.org.uk/index.php/policies 	

This appendix of local academy arrangements forms part of the DALP overarching Health and Safety policy which can be found at <http://www.dalp.org.uk/index.php/policies>

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1. CO-ORDINATION & COMMUNICATIONS

Health and Safety Co-ordinator

The member of staff in the academy with special responsibility for Health and Safety Matters (Health and Safety Co-ordinators) are:	Steve Davis (Site Manager)
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Health and Safety Representatives

The members of the Academy's staff who are health and safety representatives for the professional associations are:

Professional Association	Name
Institute of Occupational Safety and Health	Steve Davis Technical Member.

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:	Steve Davis (Site manager)
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Health and Safety Meetings (Termly)

The constitution, membership and the minutes of the Academies Health & Safety Meetings are kept:	
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2. EMERGENCIES (FIRE, ETC.)

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	
Fire Evacuation Procedure	Site office and on walls adjacent to exit doors
Bomb Alert	Evacuate via nearest safe exit report to assembly point
Gas Leak	Isolate supply in academy kitchen or in green cupboard front of building. Follow emergency procedure.
Electrical Fault	Isolate supply in ground floor mains cupboard stair 1 (near lift)
Water	Isolate supply in academy Kitchen.
Storm or Flood Damage	Contact Site Manager/Emergency Services
Persons Threatening Violence on Site	Contact Site Manager/Emergency Services
Dangerous Animal(s) on Site	Contact senior leaders/Site Manager

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal 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 Academy's Emergency Plan should be followed according to the nature of the emergency.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	T Hazlehurst J Hallam Fire Marshal	C Gledhill D Morris Fire Marshal
<ul style="list-style-type: none"> summoning of the emergency services 	Nominated Person	Nominated Person
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Teaching Staff	Senior Leaders
<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 (eg Exec. Principal, Vice Principal or other member of the senior management team) 	Academy Principal T Hazlehurst	Assistant principal C Gledhill

Note: The priorities are as follows:

- to ensure the safety of all persons people, 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 emergency evacuation drills at least once per term is:	Site Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy Site Office
	Second Copy Emergency Evacuation Bag
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Competent & approved Fire risk assessor, updated by Site Manager

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	Site Manager
Emergency Lighting System	Site Office	Site Manager
Smoke Detection System	Site Office	Abca Systems
The person responsible for carrying out a monthly inspection of all fire fighting equipment and to whom short comings should be immediately reported is:		Steve Davis (Site Manager)

The contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Notts Fire Safety Ltd
	Telephone Number 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	Academy Kitchen in storeroom
Electricity	Mains cupboard, ground floor side of stair 1 (near lift)
Gas	Academy Kitchen in storeroom

3. ACCIDENTS, DANGEROUS OCCURRENCES, 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
General Office	Debbie Morris
Report sheet SR 3/5 in staffroom (1 st floor)	Steve Davis
Accident reports should be drawn to the attention of and counter-signed by the Principal, Vice Principal or his/her Deputy before being sent to the Health and Safety Team via the Wellworker online system.	Principal Tamara Hazlehurst
	Deputy: Claire Gledhill Steve Davis
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Steve Davis

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.

4. FIRST AID

(Please insert a list of First Aiders/qualifications/dates as an Appendix)

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

Name	Location/Extension	Date of Expiry of Certificate
Emergency first aid at work	Reception/office to contact First Aider	
D Bennett, L Brecknock		22/9/18
I Butler, H Buxton, K Gould,		22/9/18
J Hallam, N Jones, G Tilley,		22/9/18
T Kirkbride, M Munroe,		22/9/18
L Radford, D Savage,		22/9/18
L Webster, T Wyatt,		22/9/18
R Hewes, L Hopkinson		22/9/18
M Jolly, T Wood,		13/10/18
V Stirland,		13/10/18
12hr paediatric first aid		
J Hallam, T Wood		23/1/2020
Z Holden		8/10/18

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
Main Entrance	
Kitchen	
The person responsible for ensuring first aid qualifications are maintained is:	Academy Principal

The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Academy Principal
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First aid boxes and first aid record books are kept at the following points in the Academy

Location of First Aid Boxes, all faculty's	First Aid Record Book(s)
Ground floor Hygiene room (Rm 011)	In Satchel
Main entrance wall (RM003)	
Nursery (RM009/010)	In Satchel
1 st Floor Disabled Toilet (RM119)	In Satchel
Foundation Stage (RM 019/020)	In Satchel
1 st Floor Corridor (circulation 146)	

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
Ground floor Hygiene room (Rm 011)	

A termly check on the location and contents of all first aid boxes will be made by.	Zoe Holden LSA
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Zoe Holden LSA
The address and telephone number of the nearest medical centre/NHS GP is:	Kingsmill Hospital, Mansfield Rd, Sutton-in-Ashfield. Notts. NG17 4JL 01623 622515
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Kingsmill Hospital, Mansfield Rd, Sutton-in-Ashfield. Notts. NG17 4JL 01623 622515

5. ADMINISTRATION OF MEDICINES

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Academy's 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:	First Academy principal
	Deputy Assistant principal
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 Academy's 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:	First Academy principal
	Second Assistant principal
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Academy principal

Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Academy principal Site Manager
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6. CONTROLS;

6.1 Risk Assessments

The person responsible for carrying out a general survey of the Academy'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:	Academy principal Site Manager
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6.2 Maintenance of site, premises and hazard reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Site Manager
Verbal reports should be followed up in writing using the reporting form through the Every Database	All issues to be logged by staff on the reporting software/Site Manager
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	Site Manager
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Site Manager
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Site Manager

6.3 Housekeeping 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 who should be contacted if circulation routes are obstructed by rubbish is:	Site Manager
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All members of 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.

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 Caretaker 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.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Site Manager
The person responsible for the safe disposal of any hazardous substances or special wastes is:	Site Manager
The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Site Manager/PHS
The person responsible for checking that the oil tank bund wall is effective is:	N/A

6.4 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Steve Davis
	Deputy Allison Munks
The person(s) who has/have been trained to deal safely with burglar alarm call outs is;	First Steve Davis
	Deputy Allison Munks

6.5 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:	Steve Davis (Site Manager)
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6.6 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Academy Principal
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6.7 Visitors

On arrival all visitors must 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
An employee seeing an unidentified person should inform :	Reception, Principal, Site Manager, senior Leader

6.8 Management Review

The person(s) responsible for carrying out an annual review of the H&S Policy Local Arrangements and its implementation in the academy is/are	Academy Principal Site Manager
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6.9 Enforcing Authorities e.g. Health and Safety Executive (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 Governing Body or LA is:	Academy Principal, Site Manager
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6.10 Vehicles

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

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down is:	Academy Principal
The person responsible for authorising the use of the academy minibus, ensuring risk assessments are completed, have passed the minibus test etc is:	The Academy does not have a minibus
The person responsible for maintaining a list of authorised drivers of academy vehicles who have passed the County test is:	The Academy does not have any vehicles

6.11 Insurance

In addition to the insurance arranged with RPA the Local Academy Board has decided to arrange the following additional cover.

Insurance Company	Details
Zurich	Plant and equipment/pressure systems
Zurich	Lift and lifting equipment (patient Hoist)

7. INFORMATION, INSTRUCTION AND TRAINING

Provision of Information

The person responsible for distributing all health and safety information received from the LA as our advisors and elsewhere, for the maintenance of a health and safety information reference system is:	Site Manager(Steve Davis)
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Site Office

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 located; however in most cases staff will be trained via an on-line portal	General Office Site Office
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The people responsible for maintaining these records and deciding on the appropriate circulation of each document/policy are:	Site Manager (Steve Davis)
The health and safety notice board is sited:	Staffroom 1 st Floor
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Site Manager (Steve Davis)
The Health and Safety Law Poster is sited:	Main Reception/kitchen

7.1 Health and Safety Training

The people responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training are:	Academy Principal, Site Manager
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- Health and Safety Policies: Trust and Academy
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition 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 people 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 are:	Academy Principal Site Manager
The people responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers are:	Academy Principal Site Manager
The people responsible for compiling and implementing the academy's annual health and safety training plan is:	Academy Principal Site Manager
The people responsible for reviewing the effectiveness of health and safety training are:	Academy Principal Site Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Academy Principal Site Manager
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Academy Principal Site Manager

7.2 Manual Handling

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:	Academy Principal Site Manager
The person responsible for monitoring the safety of manual handling activities is:	Site 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:	Academy Principal Site Manager
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8. PREMISES

8.1 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the policy, and ensuring that the Local Asbestos Management Plan (LAMP) and premises asbestos log is consulted by visiting contractors and other relevant persons is:	Site Manager
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Site Office
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	Site Manager

8.2 Legionella

The person with overall responsibility for managing Legionella is:	Academy Principal Site Manager
The schools Legionella risk assessment is kept in the:	Site Office
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Site Manager
The water temperatures are taken (monthly) by:	Second Element
The flushing of little used outlets is carried out by:	Site Manager
The log book is kept in:	Site Office

8.3 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: -

8.4 Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site manager/Hire Company
Person(s) authorised to operate and use is/are:	Training required for Academy site if applicable. Only qualified contractors to be used for this work
Training in safe use received from: including dates	"A" Plant October 2016

8.5 Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
Person(s) authorised to use is/are:	Site Manager

8.6 Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
Person(s) authorised to use is/are:	Site Manager and other staff given suitable training by the site staff on correct usage

8.7 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	Site Manager
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8.8 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:	Site Manager
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	Site Manager
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:	Site Manager
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Site Manager

8.9 Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Site Manager
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8.10 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:	Site Manager Cleaning/Catering Contractor
Person(s) authorised to operate and use is/are:	Site Manager Cleaning/Catering Operatives

8.11 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

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

Grounds Maintenance Equipment (Machinery and Tools)

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

8.12 Portable Electrical Appliances and Fixed Electrical Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Site Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Equipment user Site Manager
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:	Site Manager
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Site Manager
The person responsible for ensuring that any remedial works are actioned is taken if identified in the hard wiring test is:	Site Manager

8.13 Catering (For completion only by academies with an out-sourced catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Academy Principal Site Manager
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In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Catering Contractor (Chartwells)
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Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Catering Contractor (Chartwells)
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Person(s) authorised to operate and use is/are:	Catering Operatives
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8.14 Contractors (Non PFI Academies)

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

8.15 Hazardous Materials, used within Construction

It should be noted that due to the age of some buildings, the materials used in their construction requires special consideration when undertaking any building work, painting, refurbishments or demolition. Some likely hazards are as follows, this is not an extensive list so consider all aspects during the planning process;

- Paint (possible lead content pre 1990's)
- Lime (both in plaster and mortar)
- Horse/animal hair (used in lath & plaster wall construction)

Ensure that adequate measures are taken and documented in lines with current guidance and legislation.

If there are any concerns highlight this prior to undertaking any work.

9 EDUCATIONAL ACTIVITIES AND EQUIPMENT

9.1 Laboratory Apparatus/Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Person(s) authorised to operate and use is/are:	Science Faculty Staff that have been trained, students under supervision of trained staff
Organisation responsible for guidance on the safe use of Laboratory materials and processes	CLEAPSS

9.2 Radioactive Sources

The Radiation Protection Supervisor is:	The Academy does not Engage in activities Involving radioactive sources or have any equipment that possess a significant risk
The location of the following records is:	N/A
DFE permission to purchase letter	N/A
History of the sources	N/A
Use log	N/A
Monitoring/Test records	N/A
Risk assessments for use	N/A
CLEAPSS Science Codes of Practice	N/A

9.3 Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	Academy Principal
Person(s) authorised to operate and use is/are:	D&T Faculty Staff that have been trained, students under supervision of trained staff
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:	Academy Principal Assistant Principal Site Manager
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 is/are:	Site Manager
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Site Manager

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Principal Site Manager
Person(s) authorised to operate and use is/are	Food & Textile staff that have been trained, students under supervision of trained staff
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Extended services manager
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Site Manager

9.4 Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Principal Site Manager
Person(s) authorised to operate and use is/are:	Trained Staff

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Principal Site Manager
Persons authorised to operate and use is/are:	Trained Staff

9.5 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Principal Site Manager
Person(s) responsible for regular (daily) visual inspection is/are:	All PE Staff
Contractor responsible for annual full inspection and report is:	GM Services Ltd

9.6 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Principal Site Manager
Contractor responsible for annual full inspection and report is:	GM Services Ltd
Person(s) responsible for regular (daily) visual inspection is/are:	All Staff;
The person responsible for the monthly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Site Manager GM Services Ltd
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Academy Principal

9.7 Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Approved competent contractor
Person(s) authorised to operate and use is/are:	Music & Performing Arts staff that have been trained, students under supervision of trained staff

9.8 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Principal Site Manager
Person(s) authorised to operate and use is /are:	Site Staff, Music & Performing Arts staff that have been trained, students under supervision of trained staff

9.9 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Principal
Person(s) authorised to operate and use is/are:	Music & Performing Arts staff that have been trained, students under supervision of trained staff

9.10 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.

Employee Name	Job Title

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	
The person responsible for implementing the requirements of the risk assessment is:	

9.11 Swimming Pools

The person responsible for ensuring that the pool is <ul style="list-style-type: none"> • correctly and safely maintained • regular inspections are carried out • remedial action is taken or if necessary the pool is taken out of use where necessary • appropriate records are kept is: 	The Academy does not have a swimming pool on its site
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The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:	The Academy does not have a swimming pool on its site
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9.12 Hazardous Substances

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

Science	Science Co-ordinator
Design and Technology (Materials)	Technology Co-ordinator
Design and technology (Food and Textiles)	Food Technology Co-ordinator, Extended services manager
Art and Design (Fine Arts)	Art Co-ordinator
Art and Design (Ceramics)	Art Co-ordinator
Caretaking and Cleaning	Site Manager, Cleaning Contractor
Swimming Pool Maintenance	N/A
Catering	Academy Chef, Catering Contractor
Grounds Maintenance	Site Manager, Landscape Contractor
Other	

Copies of all the hazardous substances inventories are held centrally in:	Site Office
The person responsible for undertaking and updating the COSHH risk assessments is:	Cleaning Contractor
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	The Academy does not have Local Exhaust Ventilation or dust extraction equipment
The reports will be kept available for inspection by:	N/A

9.13 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	Academy Principal Site Manager
Science	Academy Principal
Design and Technology	Academy Principal
Art and Design	Academy Principal
Caretaking and Cleaning	Cleaning Contractor
Catering	Catering Contractor
Grounds Maintenance	Landscape Contractor

Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment is:	Academy Principal Site Manager, Contractor
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10 STUDENTS OUTSIDE THE ACADEMY

10.1 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including an overnight stay is:	Educational Visit Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	Educational Visit Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Educational Visit Co-ordinator

10.2 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	Student Co-ordinator
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11 USE OF PREMISES OUTSIDE SCHOOL HOURS

11.1 Lettings, Etc.

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure checking that the letting organisation have Risk assessments and appropriate insurance is:	Site Manager
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Site Manager
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Site Manager

12 WELFARE

12.1 Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Academy Principal Behaviour Co-ordinator
Records of bullying incidents and action taken are kept:	Behaviour Co-ordinators office

12.2 Stress

The persons responsible for monitoring absence owing to stress related illness is:	Academy Principal
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12.3 Staff Welfare

The persons responsible for ensuring the working environment is suitable for activities (e.g. ventilation, heating, safety of the facilities, etc);	Academy Principal Site Manager
The person/s responsible for organising appropriate occupational health referrals are	Academy Principal

12.4 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	Site Manager
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12.5 Smoking

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. The academy’s Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

Notes:

The policy applies equally to all people who have business in the premises including staff employees, students, parents, contractors and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed on the premises at access and egress points.

Signed Exec. Principal/Principal

Date:

Signed: Chair of Governors

Date: