



Health & Safety Policy

2023/2024

Head Teacher – James Aldred

Health & Safety Officer – Grace Cooper

Chair of Governors – Sarah Sayer

Site Manager – Kevan Wakefield

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4. Roles & Responsibilities

Equality and Diversity Statement

The Garibaldi School 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

1. INTRODUCTION

This policy is designed to ensure that the Local Governing Body will consult all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them. The Local Governing Body 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 local Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the Academy's activities.

Where necessary the Local Governing Body will seek specialist advice to determine the risks to health and safety in the Academy and the precautions required to deal with them.

Other sources of Health and Safety Information: -

- Education Visits Policy Documents
- Fire Log (Site Office)
- Nova Portal

2. ORGANISATION

2.1 Establishing effective Health & Safety systems

Effective Health and Safety is based around 2 core principles:

- I. Promoting a positive culture of Health and Safety This will be achieved through:

- a) Appreciative enquiry – actively reporting of incidents where the H&S systems prevented injury to promote the use of PPE
 - b) A regular “Safety Moments” post included in the bulletin – focused on improvements made to H&S, lack of incidents etc.
 - c) Conformity to H&S systems through positive reinforcement –we will lead by example and reward those that conform.
- II. Promoting proactive, not reactive, management of Health and Safety This will be achieved through:
- a) “Toolbox talks” – industry-style briefings lasting no more than 5 minutes before students begin a practical task, discussing the risk assessment needed.
 - b) An expectation that all staff, students and visitors will challenge anyone who is behaving in an unsafe manner regardless of their position within the Academy.

2.2 Responsibilities of the Local Governing Board

- Complying with Health and Safety Policy and Arrangements;
- Formulating and ratifying the Academy’s Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements (at least once 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 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 Academy’s budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting any hazards which the Academy is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the Academy may not feel competent to deal with;
- Promoting high standards of health and safety within the Academy;
- Active and reactive monitoring of the health and safety matters within the Academy including health and safety inspection reports and accident reports;

2.3 Responsibilities of the Head Teacher

- Ensuring the requirements of the Occupier’s Liability 1984 is complied with.
- The day to day management of health and safety matters in the Academy 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 Academy’s work

activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;

- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors.
- 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;
- Attending the Academy's health and safety committee;
- Drawing up the Academy's annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the health and safety auditing arrangements 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 behalf of the Academy on site;
- 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.

• **Responsibilities of the Health & Safety Officer**

- Attending appropriate Health and Safety Training Courses including IOSH, Managing Safety to enable them to discharge their duties effectively;
- Promoting health and safety matters throughout the Academy and assisting the Head Teacher in the implementation of the Trusts and Academy's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, legionella etc.) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Principal.
- Ensuring appropriate procedures for authorisation of educational 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.

2.4 Responsibilities of the Head of Department

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Head Teacher 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

2.5 Responsibilities of all staff

- take 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 Trust, governors and Head Teacher 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 Head Teacher/Line Manager any serious or immediate danger;
- reporting to their Head Teacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure 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 health and safety committee where appropriate.

3. ARRANGEMENTS

- 3.1 Health and Safety Officer: Grace Cooper (BOM)
- 3.2 Health and Safety Committee Members
- 3.3 Safety Representatives and Safety Committees: Any employee appointed as a safety representative by their Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required to inform the Head Teacher.
- 3.4 Health and Safety Committee: The constitution, membership and the minutes of the Academy Safety Committee are kept by the Business Manager.

Type of emergency procedure	Location(s)	Available from
Fire Evacuation Procedure	Fire Risk Assessment	Site Manager
Risk Assessments	Nova Portal	Business & Operations Manager
Fire Marshal & Fire Evacuation Checklist	Fire Risk Assessment	Site Manager

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Site Manager, Head Teacher, Business Operations Manager, or in their absence, a senior member of staff is informed immediately and that where appropriate the emergency services are summoned. They will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) person responsible 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,	Site Team	Head Teacher
Summoning of the emergency services	Site Team	Reception
That a roll call is taken at the assembly point	Head Teacher	Deputy Head / SLT
That no-one attempts to re-enter the building until the all clear is given by the emergency services (e.g. Head Teacher or other member of the senior leadership team)	Site Manager	Site Team / Fire Marshalls

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:	Site Manager /Head Teacher / Business Operations Manager
The Senior Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Site Manager
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Site Manager / Site Team & Fire Risk Assessment
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Atlas Citation / Business Operations manager & Site Manager

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

System	Location of Test Records	Responsibility
Fire Alarm	Atlas Citation portal	Site Team
Emergency Lighting System	Atlas Citation portal	Site Team
Heat Detection System	Atlas Citation portal	Site Team
The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Site Team

The approved contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:	Notts Fire Safety Ltd
	Tel #: 01636 825516

3.5 Locations of Main Service Isolation Points:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Plant Room
Electricity	Biomass Boiler House – rear Plant Room
Gas	External Meter House – “The Garrage Youth Club” grounds

3.6 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
Student Services Office	Pastoral Managers

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Health & Safety Officer / Site 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.

3.7 First Aid

The following employees are **first aiders** and have been trained to First Aid at Work level

Name	Date of Expiry of Certificate
Dave Hewitt	April 2024
Trevor Townsend	May 2024
Kate Moorley	October 2024
Tori Duckmanton	November 2024
Louise Bailey	February 2025
Linzie Jones	May 2025
Jo Fisher	May 2025
Kevan Wakefield	July 2025
Natalie Whitehead	July 2025
Tracy Truman	September 2025
Keeley Douglas	September 2025
Karen Blakey	September 2025
Amie Poznanski	October 2025
Katie Bullimore	January 2026
Kevin Brennan	September 2026
Hollie Wright	October 2026
Anna Champion	September 2026

The person responsible for ensuring first aid qualifications are maintained is:	Health & Safety Officer
The person responsible for ensuring that first aid cover is provided for staff work out of normal Academy hours is:	Visit Leaders

Further details of The Garibaldi School first Aid arrangements can be found in The Garibaldi School First Aid Policy located on the Nova Gateway portal.

School Operations > The Garibaldi School First Aid Policy

The address and telephone number of the nearest medical centre/NHS GP is:	Crown Farm Medical Centre, Crown Farm Way, Mansfield Tel # 01623 626132
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Kings Mill Hospital, Mansfield Road, Sutton in Ashfield, NG17 4JT Tel # 01623 622515

Needle stick injury/Discarded needles

Staff should report a needle stick injury to:	First Aid
Person responsible discarded needles risk assessment is:	Health & Safety Officer

3.8 Administration of Medicines:

The person responsible for dealing with the administration of medicines in accordance with the Supporting Students 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:	SENCO & Student Services Administrator
The person responsible for the dealing with the administration of	SENCO & Student

controlled drugs such as Ritalin in accordance with the Supporting Students 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:	Services Administrator
The person responsible for the supervision and storage (where appropriate) of Asthma inhalers is:	SENCO & Student Services Administrator
The person(s) responsible for undertaking and reviewing the healthcare plans of students with medical needs is:	SENCO

3.9 Risk Assessment

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:	Health & Safety Officer/ Site Manager/ EVC Co-ordinator
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3.10 Maintenance of Site. Premises. House Keeping & 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:	Site Manager/ Health & Safety Officer
Reporting of any danger, damage which cannot be immediately rectified on site will be reported to: Who will action an appropriate response to the issue.	Site Manager
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Site Manager/ Health & Safety Officer

3.11 House Keeping & 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 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).	Site Manager
The person responsible for the safe disposal of any <i>hazardous substances or special waste</i> is:	Department/Site Manager
The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Department/Site Manager

3.12 Repairs & Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to.....	The site team – via email or directly in case of an urgent issue
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Site Team
The person responsible for ordering repairs which are the Academy's responsibility is:	Health & Safety Officer/Site Manager
The person responsible for reporting repairs which are the responsibility of The Trust is:	Health & Safety Officer/Head Teacher /Business Operations Manager

3.13 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc. is: <ul style="list-style-type: none"> Key staff members also have the unlocking codes and external keys 	Site Manager & Asst Site Manager
The person(s) who has/have been trained to deal safely with burglar alarm/fire alarm call outs is/are	Site Manager & Asst Site Manager

3.14 Health & 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:	Site Manager / Health & Safety Officer
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- Health and Safety Policies: Departmental and Academy
- Citation team
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures 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:	Health & Safety Officer/Site Manager
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:	Health & Safety Officer/Site Manager
The person responsible for compiling and implementing the Academy's annual health and safety training plan is:	Health & Safety Officer/Site Manager
The person responsible for reviewing the effectiveness of health and safety training is:	Health & Safety Officer/Site Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc. is	Head of Department
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Health & Safety Officer/Head Teacher

3.15 Manual Handling of Loads/Objects

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

3.16 Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	SENCO
The load assessors for the moving and handling of people are:	SENCO

3.17 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:-

Department & Equipment	Inspection/Repair
D & T Machinery	Lead Teacher of DT / DT Technician

3.18 Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager/H&S Officer
Person authorised to use:	Trained & Competent personnel only

3.19 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/ Health & Safety Officer/Department
Person authorised to use:	Trained & Competent personnel only

3.20 Equipment Provided for Students with Special Educational Needs

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 /Department/Health & Safety Officer
The responsibility for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Site Manager /Department/Health & Safety Officer

3.21 Lifts

The person responsible for ensuring that lifts are inspected and serviced is:	Site Manager/Health & Safety Officer
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3.22 Caretaking & Cleaning Equipment

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager/ Health & Safety Officer
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3.23 Catering Equipment (Dough Mixers, Slicing Machines, Potato Peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Catering Department/Aspens
Person(s) authorised to operate and use is/are:	Catering Department/Aspens
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Catering Staff

3.24 Laboratory Apparatus & Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Director of Science
Person(s) authorised to operate and use is/are:	Science Staff/Senior Science Technician
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Science Staff/Senior Science Technician

3.25 D & T Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Lead Teacher of DT
Person(s) authorised to operate and use is/are:	DT Staff/ DT Technician
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	DT Staff
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when equipment is in use is/are:	DT Staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	DT Staff

3.26 Portable Appliance Testing

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Site Manager/ Health & Safety Officer
Person(s) responsible for carrying out formal visual inspection and testing is/are:	All Staff (Users)/Site Team

3.27 Display Screen Equipment

The employees that are classified as users of display screen equipment will be entitled to a free eye test.

3.28 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:

Science	Head of Department
DT	Head of Department
Site Maintenance & Cleaning	Site Manager & Cleaner in Charge
Catering	Aspens
Responsibility for ensuring soiled PPE (e.g. overalls, aprons etc.) for laundered, is:	Head of appropriate Team (Care etc)

3.29 Hazardous Substances (Including radioactive)

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

Science	Head of Department
DT	Head of Department
Site Maintenance & Cleaning	Site Manager & Cleaner in Charge
Catering	Aspens
Copies of all the hazardous substances inventories are held centrally in:	Site Office/Science Prep/Cleaning Cupboards
The person responsible for undertaking and updating the COSHH risk assessments is:	Site Office/Head of Department/ Aspens
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested:	Site Manager/ Health & Safety Officer
The reports will be kept available for inspection on:	Atlas Citation portal

3.30 Asbestos

Person with overall responsibility for managing asbestos:	Site Manager/ H&S Officer
The asbestos register is kept in:	Site Office/Atlas Citation portal
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Site Manager / H&S Officer
The disturbance procedure is displayed in a (staff only) area, at:	Site Manager office
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	2M Asbestos/Site Manager/ Asst Site Manager
The LAMP is kept in:	BOM office

3.31 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 Consultant

Head of Department/
Site Manager

3.32 Waste Management

Waste is collected weekly by:	Veolia
The person 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 is:	Site Manager
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Site Manager/Site team

3.33 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 that require special procedures for their disposal are disposed of safely and in accordance with the appropriate risk assessment.

Advice can be sought from the Health & Safety Officer or Site Manager

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 appointed contractor:	Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Health & Safety Officer/Site Manager

3.34 Health & Safety Audit/Inspections

The person responsible for organising and carrying out safety inspections, including planning, inspection, reporting is:	Health & Safety Officer/Site Manager
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Where possible Health and Safety Inspections will be carried out with the Academy's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

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

The responsibility for ensuring follow up action on the report is completed is:	Health & Safety Officer/Site Manager
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3.35 Provision of Information

The person responsible for distributing all health and safety information received from the Appointed Health & Safety Consultant and elsewhere and for the maintenance of a health and safety information reference system is:	H&S Officer
Records of employee's signatures indicating that they have received and read and understood health and safety information are kept:	H&S Officer

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation available via the staff shared drive and from the site manager	OneDrive
The person responsible for maintaining it is:	H&S Officer
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign/complete a form to confirm they have read and understood the information.	H&S Officer
The Health & Safety Notice Board is sited:	Staffroom
The Health & Safety Law Poster is sited:	Staffroom
The Display Energy Certificate is sited:	Main Reception/ Sports Centre/ Music block
A copy of the public liability insurance certificate is sited:	Main reception
The person(s) responsible for ensuring the above documents are in place is:	H&S Officer / Site Manager

3.36 Educational Visits & 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:	EVC/Visits Lead
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:	EVC/Visits Lead
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:	EVC/Visits Lead

3.37 Work Experience

The person responsible for co-ordinating Alternative Provision and apprenticeships, ensuring risk assessments are completed, ensuring students are visited, liaising with the provider as appropriate is:	Academy leader
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3.38 Use of Car Park

Anyone using the school car park must follow the one-way system, park safely and not cause a hazard to other users of the car park. The powered gates in the car park must not be used by pedestrians or cyclists. Entry to the car park is by fob/pass – the gates must not be forced open.

Action that contravenes the safe use of the car park or that breaches the above rules must be reported to:	Health & Safety Officer
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3.39 Use of Premises Outside of Academy Hours

The person responsible for co-ordinating lettings of the Premises in accordance with the letting's procedure is:	Business Operations Manager/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/Site team/Heart Security

3.40 Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> an identification badge and appropriate lanyard 	Reception/Site team
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- relevant health and safety information
- and will be signed in on the school's visitor system

The person admitting any visitor (Reception/Site/other colleague) will ensure the visitor is issued with the appropriate colour lanyard and supervised accordingly throughout their visit

3.41 Contractors

The person responsible for selecting contractors and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance.	Site Manager/Business Operations 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

3.42 Supplies (Purchasing/Procurement & Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the Academy 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 Academy. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, students and visitors or others.

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

Person	Type
Finance Assistants	Orders
Business & Operations Manager	Gifts/Donations

Deliveries of goods will be reported to: Who will arrange for them to be taken to the appropriate location.	Reception/Site Team
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3.43 Visits & Recommendations or Enforcing Authorities, Appointed H & S Consultant, 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:	Business Operations Manager/Site Manager
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3.44 Smoking

The Local Governing Body has prohibited smoking in Academy campus and in vehicles under its control.

Notes: Employees are not permitted to smoke when teaching or supervising students or when they may otherwise come into contact with students

The policy applies equally to all people who are on our premises, regardless of who they are

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

3.45 Stress

The persons responsible for monitoring absence owing to stress related illness is:	Business Operations Manager
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3.46 Lone Working

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

The Academy's policy on behaviour (including bullying) is kept:	Portal
Records of bullying incidents and action taken are kept:	Student/staff record

3.48 Audit, Review, performance Measurement & Action Plan

The person responsible for sending a copy of the Academy's Health and Safety Policy to the Health and Safety Consultant within one term of the date of the issuing of this model is:	Health and Safety Committee / Health & Safety Officer / Site Manager
The person(s) responsible for carrying out an annual review of the Policy and its implementation in the Academy is/are	Health and Safety Committee / Health & Safety Officer / Site Manager
The person responsible for compiling and implementing the annual health and safety action plan, including action for improvements in the appropriate development plan is:	Health and Safety Committee / Business Operations Manager / Site Manager
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	By the HR Administrator

Note: The Academies Appointed Health and Safety Consultant (Atlas Citation) is responsible for external health and safety audit of the management of health and safety in the Academy.

Policy Agreed by:

Position & Name	Signed
Head Teacher James Aldred	
Health & Safety Officer Grace Cooper	
Site Manager Kevan Wakefield	<i>K. Wakefield</i>
Chair of Governors Sarah Sayer	

Health and Safety Policy Review Date: September and November 2023

4. Roles & Responsibilities

Head Teacher	James Aldred
Deputy Head Teacher	Martin Dawson
Deputy Head Teacher	Rebecca Moors
Business Operations Manager	Grace Cooper
Site Manager	Kevan Wakefield
Asst Site Manager	Trevor Townsend
Cleaner in Charge	Cathy Evans
SENCO	SENCO
Finance Assistants	Sarah Gray / Kristi Davidson
EVC Co-ordinator	Sally Coleman
Lead Teacher of DT	Karen Jamieson
DT Technician	Tori Duckmanton
Lead Teacher of Science	Billy Inglis
Senior Science Technician	Linzie Jones
Student Services Administrator	Hollie Wright