




Astrea Academy Trust

INSPIRING BEYOND MEASURE

St Ivo Academy

Secondary School Health and Safety Policy

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| Principal Signature: |  |
| Date Adopted: | 15 March 2023 |
| Review Date: | March 2024 |



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Statement of Intent


Within Astrea Academy Trust the Board of Trustees, via the Astrea Executive and the Principal of St Ivo Academy, are responsible for:


- Ensuring the Trust meets its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees and ensure their work does not adversely affect the health and safety of others (including: pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety policy.
- Providing sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.
- Ensuring that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.
- Where necessary seeking specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Board of Trustees, Astrea Executive, and Principal of St Ivo Academy require the support of all staff to enable the maintenance of high standards of health and safety in the school's activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

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| CEO Signature |  |
| CEO Name | Rowena Hackwood |
| Date | 09 September 2022 |

| | |
|----------------------------|---|
| Principal Signature |  |
| Principal Name | Tim Blake |
| Date | 5 January 2023 |



Organisational Structure and Responsibilities

Responsibilities of the Astrea Board of Trustees:

- Ensuring all Astrea schools comply with the Trust's Health and Safety Policy and arrangements.
- Ensuring all schools have formulated and ratified the school health and safety statement and health and safety plan.
- All Astrea Schools have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- All school sites and premises are maintained in a safe condition and that appropriate funding is allocated to this area from school budgets
- Schools prioritise action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to Astrea's Estates Team.
- Health and safety arrangements are regularly reviewed (minimum annually) and new arrangements are implemented where necessary.
- Promoting high standards and developing a positive culture of health and safety within all Astrea schools.
- Employees have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools' work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others. Risk assessments must also be uploaded on to Every.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- All schools conduct active and reactive monitoring of health and safety matters in their school.

Responsibilities of the Principal

The Principal is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others. Risk assessments must also be uploaded on to Every.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Trust health and safety auditing arrangements and ensuring audit action plans are implemented.



- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Principal these responsibilities fall to their immediate deputy.

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

Responsible to the Principal for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and ensure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.

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

Responsibilities of Heads of Subject Departments / Co-ordinators

Heads of Department are responsible for:

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

Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Astrea Trustees, Executive, Estates Team and Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Principal any serious or immediate danger.
- Reporting to their Principal any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

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| Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator): | Anthony Ward, Director of Operations |
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Safety Representatives and Safety Committees

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| Employee(s) appointed as a safety representative by their association or trade union: | Christopher Havard, Head of PE |
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Emergencies

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| Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan: | Michael Craig, Vice Principal |
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| A copy of the emergency plan is available at: | Principal's PA; main reception; Science & D&T technician areas; Canteen; M Craig VP office |
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| | PERSON RESPONSIBLE | DEPUTY |
|---|-------------------------------|--------------------------------|
| The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety: | Michael Craig, Vice Principal | Clare Sherwood, Vice Principal |
| Summoning of the emergency services: | Dan Coulson, Site Manager | Site Team member(s) on duty |
| That a roll call is taken at the assembly point: | Michael Craig, Vice Principal | Clare Sherwood, Vice Principal |
| That no-one attempts to re-enter the building until the all clear is given by the emergency services: | Michael Craig, Vice Principal | Clare Sherwood, Vice Principal |

Note: The priorities are as follows:

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

Locations of Main Service Isolation Points

| SERVICE | LOCATION OF ISOLATION POINT |
|-------------|-----------------------------------|
| Water | Main School gates near roundabout |
| Gas | Main School gate near roundabout |
| Electricity | Recreation Centre (One Leisure) |

Severe Weather

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| 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: | Tim Blake, Executive Principal Anthony Ward, Director of Operations Dan Coulson, Site Manager |
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event. This information must also be uploaded on to Every:

Accident book(s) are kept by the following people at the location specified:

| LOCATION OF ACCIDENT BOOK | PERSON IN CHARGE OF ACCIDENT BOOK |
|----------------------------------|--|
| Every system (online) | Accessible to all staff |
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Accident reports must be drawn to the attention of the Principal/Deputy and must be reported on to the Every incident reporting system

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| Person(s) responsible for monitoring accidents, incidents and near misses to identify trends and patterns: | Anthony Ward, Director of Operations |
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The following types of incident must be reported using the Every online system:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are named first aiders:

| NAME | LOCATION / EXTENSION | EXPIRY DATE OF CERTIFICATE |
|---------------------|-----------------------------|-----------------------------------|
| Francesca Messervy | Reception | January 2025 |
| Donna Hartley | Reception | November 2024 |
| Rebecca Notarnicola | Leys Block | January 2025 |
| Katie Carter | Main block | November 2025 |
| Tracey Goddard | N Block Canteen | June 2024 |
| Amanda Buttercase | Main Block | June 2024 |



| NAME | LOCATION / EXTENSION | EXPIRY DATE OF CERTIFICATE |
|------|----------------------|----------------------------|
|------|----------------------|----------------------------|

| | | |
|--------------------------|------------------------|---------------|
| Julie Dearnley | Main Block | June 2024 |
| Phil Vine | Main Block | June 2025 |
| Mel Foster | Main Block | June 2024 |
| Dawn Smith | Main Block | June 2024 |
| Annalisa Champley-Potter | Main Block | January 2025 |
| Kathleen Durman | Science Block | January 2025 |
| Lucy Wilson | Craft Block | January 2025 |
| Alison Withers | N Block | January 2025 |
| Robert Chambers | N Block | January 2025 |
| Mark Henry-Cockles | N Block | January 2025 |
| Lindsay McAdam | Dance | January 2025 |
| Helen Kemp | PE | January 2025 |
| Becky Hime | PE | January 2025 |
| Dominic Farr | PE | January 2025 |
| Chris Havard | PE (Outdoor First Aid) | October 2025 |
| Lisa Trigg | PE (Outdoor First Aid) | October 2025 |
| Pat Braybrook | PE (Outdoor First Aid) | October 2025 |
| Paul Cook | PE (Outdoor First Aid) | October 2025 |
| Matthew Asplin | Science | November 2025 |
| Keiran Heeley-Nall | Science | November 2025 |
| Elliot Lovell | Science | November 2025 |
| Jordan Hammond | PE | November 2025 |
| Lauren Hall | PE | November 2025 |
| Oliver Blackman | PE | November 2025 |

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| Person(s) responsible for ensuring first aid qualifications are maintained: | Anthony Ward, Director of Operations |
| Person(s) responsible for ensuring that first aid cover is provided for staff working out of normal school hours: | Anthony Ward, Director of Operations |

First aid boxes and first aid record books are kept at the following locations in the school:

| LOCATION OF FIRST AID BOX(ES) | LOCATION OF FIRST AID RECORD BOOK(S) |
|---|--|
| Main Block – medical office, reception, KS3 office, cleaning store, PE, Dance | All records kept electronically – Bromcom/Athena/Every |
| Leys – L0, L5 and ACL office | |



LOCATION OF FIRST AID BOX(ES)

LOCATION OF FIRST AID RECORD BOOK(S)

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| Craft Block – food prep room, D&T workshop | |
| N Block – canteen, staff room, N18 | |
| Science – staff room | |
| Keep – Resource Centre office | |

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| A termly check on the location and contents of all first aid boxes is carried out by: | Donna Hartley |
| Use of first aid materials and deficiencies should be reported to: | Donna Hartley |
| Address and telephone number of the nearest medical centre / NHS GP: | Spinney Surgery Ramsey Road, St Ives, PE27 3TP 01480 495347 |
| Address and telephone number of the nearest hospital with accident and emergency facilities: | Hinchingbrooke Hospital Huntingdon, PE29 6NT 01480 428964 |

Administration of Medicines

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| Member(s) of staff in the school with responsibility the development, maintenance and implementation of the medicines policy: | Anthony Ward, Director of School Strategic Operations Part of First Aid policy |
| A copy of the medicines policy is available at: | School website |

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| Person(s) responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required: | Duty first aider |
| Person(s) responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required: | Duty first aider |
| Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs: | David West, SENCO |



Hazard Identification and Control

Risk Assessment

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| Person(s) responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated: | Anthony Ward, Director of Operations Dan Coulson, Site Manager Trip leaders |
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Hazard Reporting and Follow Up

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| All employees, LECC/TMB and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to: | Dan Coulson, Site Manager Duty site team |
| Person(s) responsible for initiating a risk assessment of hazards identified and any remedial action decided upon: | Dan Coulson, Site Manager |

Repairs and Maintenance

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| A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: | Dan Coulson, Site Manager Duty site team |
| Defective furniture must be taken out of use immediately and reported to: | Dan Coulson, Site Manager Duty site team |
| Person(s) responsible for ordering repairs and maintenance: | Dan Coulson, Site Manager |

Information, Instruction and Training

Provision of Information

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| Person(s) responsible for distributing all health and safety information received from the Trust: | Anthony Ward, Director of Operations |
| Records of employees' signatures indicating that they have received and understood health and safety information is kept: | Astrea Athena (electronic system) |
| The health and safety notice board is sited: | Main staff room |
| Person(s) responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date: | Dan Coulson, Site Manager |
| The HSE Health and Safety Law Poster is displayed: | Main staff room |
| The Astrea Academy Trust Health and Safety Policy Statement is displayed: | Main staff room |



Health and Safety Training

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| Person(s) responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training: | Dan Wilson, Assistant Principal Line managers (for area specific information) |
| <ul style="list-style-type: none"> • Health and Safety Policy (Trust and Departmental) • Local asbestos register and disturbance procedure • Risk assessments • Fire and other emergency arrangements • Accident reporting arrangements • First aid arrangements • Safe use of work equipment • Good housekeeping, waste disposal and cleaning arrangements • Hazard reporting and maintenance procedures • Special hazards and responsibilities associated with their work activity • Special needs of young employees (e.g. work experience placements). | |
| Person(s) responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers: | Dan Wilson, Assistant Principal |
| Person(s) responsible for compiling and implementing the school's annual health and safety training plan: | Dan Wilson, Assistant Principal |
| Person(s) responsible for reviewing the effectiveness of health and safety training: | Dan Wilson, Assistant Principal |
| Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person: | Dan Wilson, Assistant Principal |

Premises

Asbestos

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| Person(s) with overall responsibility for managing asbestos: | Dan Coulson, Site Manager |
| The asbestos register is kept at: | Main reception |
| Person(s) with responsibility for ensuring the local asbestos management plan is implemented and maintained: | Anthony Ward, Director of Operations Dan Coulson, Site Manager Dave Scott-Hepburn, H&S Manager |
| The disturbance procedure is displayed in a (staff only) area, at: | Main reception / main staff room |
| The condition of asbestos is monitored (periodically, in accordance with register/AMP) by: | Site Manager & Lancall |



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| The AMP is kept in: | Main reception |
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Legionella

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

Fire

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| Person(s) with overall responsibility for managing fire safety: | Michael Craig, Vice Principal |
| The fire risk assessment is kept at: | Site office |
| Person(s) with responsibility for ensuring that remedial actions from the risk assessment are followed through: | Dan Coulson, Site Manager |
| Person(s) responsible for routine maintenance and servicing of fire safety equipment: | Dan Coulson, Site Manager |
| The log book is kept in: | Site office |

Security

Premises

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| Person (and their deputy) responsible for unlocking and locking the building, arming/disarming security alarms etc: | First: Dan Coulson, Site Manager |
| | Deputy: duty site team |

Visitors

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| On arrival all visitors must report to: | Main reception |
| Where they will be issued with; | Yes |
| ★ An identification badge | |
| ★ Relevant health and safety information | |
| ★ Sign the visitors book | |



Lone Working

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| Person(s) responsible for ensuring risk assessments are prepared and implemented for lone working activities: | SLT line manager |
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Use of Premises Outside School Hours

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| Person(s) responsible for co-ordinating lettings of the premises in accordance with the lettings procedure: | Anthony Ward, Director of Operations Dan Coulson, Site Manager Dawn Attersall, Finance Manager |
| Person(s) responsible for checking the letting organisations assessments and appropriate insurance: | Anthony Ward, Director of Operations Dan Coulson, Site Manager Dawn Attersall, Finance Manager |
| Person(s) responsible for checking that the premises are left in reasonable order by other users before locking up is: | Dan Coulson, Site Manager Duty site team |

Control of Contractors

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| Person(s) responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project) | Dan Coulson, Site Manager Astrea Estates Team External consultants |
| Person(s) responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner: | Dan Coulson, Site Manager |
| Person(s) responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance: | Dan Coulson, Site Manager Astrea Estates Team |
| Responsibility for liaison and monitoring of contractors: | Dan Coulson, Site Manager |

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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|--|--|
| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Dan Coulson, Site Manager |
| Person(s) authorised and competent to operate and use: | Dan Coulson, Site Manager Site team |



Ladders

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|--|---|
| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Dan Coulson, Site Manager |
| Person(s) authorised and competent to operate and use: | Dan Coulson, Site Manager Site team Science technicians |

Stepladders

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|--|---|
| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Dan Coulson, Site Manager |
| Person(s) authorised and competent to operate and use: | Dan Coulson, Site Manager Site team Science technicians |

Manual Handling Equipment

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| Person(s) responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition: | Dan Coulson, Site Manager Site team |
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Equipment Provided for Pupils with Special Educational Needs

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|---|-------------------|
| Person(s) responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order: | N/A |
| Person(s) responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition: | N/A |
| Person(s) responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order: | N/A |
| Person(s) responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately: | David West, SENCO |

Lifts

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| Person(s) responsible for ensuring lifts receive a thorough examination and service every six months: | Dan Coulson, Site Manager |
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Pressure Vessels

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| Person(s) responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels: | Dan Coulson, Site Manager |
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Caretaking and Cleaning Equipment

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| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Dan Coulson, Site Manager |
| Person(s) authorised and competent to operate and use: | Dan Coulson, Site Manager Site team Cleaning staff |

Science

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|---|---|
| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Caroline Marshall, Head of Science Senior Science Technician (vacancy) |
| Person(s) responsible for the chemical inventory: | Caroline Marshall, Head of Science Senior Science Technician (vacancy) |
| Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly: | Caroline Marshall, Head of Science Science teachers |
| Person(s) responsible for Science Codes of Practice / Policy / risk assessments: | Caroline Marshall, Head of Science Senior Science Technician (vacancy) |
| The Radiation Protection Supervisor: | Andrew Flower, Assistant Principal |

Design and Technology Equipment (Resistant and Compliant Materials)

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| Person(s) responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment: | Andrew Gower, Head of D&T |
| Person(s) responsible for the chemical inventory: | Andrew Gower, Head of D&T Andrew Phelps, D&T Technician |
| Person(s) authorised to operate and use: | Andrew Gower, Head of D&T Andrew Phelps, D&T Technician D&T teachers |
| Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly: | Andrew Gower, Head of D&T D&T teachers |
| Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use: | Andrew Gower, Head of D&T Andrew Phelps, D&T Technician D&T teachers |



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| Person(s) responsible for taking out of use any equipment which is inadequately guarded: | Andrew Gower, Head of D&T Andrew Phelps, D&T Technician D&T teachers |
| Person(s) responsible for DT Codes of Practice/ Policy / risk assessments: | Andrew Gower, Head of D&T |

Design and Technology Equipment (Food Technology and Textiles)

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

Art and Design Equipment (Fine Arts)

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| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Andrew Goold, Head of Art |
| Person(s) authorised to operate and use: | Andrew Goold, Head of Art Wendy Collins, Art technician Art teachers |
| Person(s) responsible for the chemical inventory: | Andrew Goold, Head of Art Wendy Collins, Art technician |
| Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly: | Andrew Goold, Head of Art Art teachers |
| Person(s) responsible for Art Codes of Practice/ Policy / risk assessments: | Andrew Goold, Head of Art |



Art and Design Equipment (Ceramics)

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|---|--|
| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Andrew Goold, Head of Art |
| Person(s) authorised to operate and use: | Andrew Goold, Head of Art Wendy Collins, Art technician Art teachers |
| Person(s) responsible for the chemical inventory: | Andrew Goold, Head of Art Wendy Collins, Art technician |
| Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly: | Andrew Goold, Head of Art Art teachers |
| Person(s) responsible for Art Codes of Practice/ Policy / risk assessments: | Andrew Goold, Head of Art |

PE Equipment

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| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Christopher Havard, Head of PE |
| Person(s) responsible for regular daily visual inspection and in-house routine inspection: | Christopher Havard, Head of PE PE teachers |
| Contractor responsible for annual full inspection and report: | N/A |
| Person responsible for PE Codes of Practice/Policy/risk assessment: | Christopher Havard, Head of PE |

Portable Electrical Appliances and Hard Wiring Circuits

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| Person(s) responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years): | Dan Coulson, Site Manager |
| Person(s) responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this: | Dan Coulson, Site Manager |
| Person(s) responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded: | Dan Coulson, Site Manager |
| Person(s) responsible for carrying out formal visual inspection and testing: | Dan Coulson, Site Manager |
| Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person(s) responsible for authorising their use on the premises: | Anthony Ward, Director of Operations Dan Coulson, Site Manager |



Stage Lighting Equipment

| | |
|--|--|
| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Dan Coulson, Site Manager |
| Person(s) authorised and competent to operate and use: | Dan Coulson, Site Manager Music, Drama and Dance teachers |

Mobile Staging and Seating

| | |
|--|--|
| Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Dan Coulson, Site Manager |
| Person(s) authorised and competent to operate and use: | Dan Coulson, Site Manager Site team |

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

| EMPLOYEE NAME | JOB TITLE |
|---|--|
| Tim Blake, Michael Craig, Clare Sherwood, James Rawlins, Daniel Wilson, Ben Daly, David Varey, Andrew Flower, Elaine Warriner, Anthony Ward | Senior Leadership Team |
| David West, Laura Brasher, Helen Kay | Learning Support – SENCO and Assistant SENCOs |
| Dawn Attersall, Susan Nelmes, Alison Scruton, Caroline Loader | Finance team |
| Emillie Newell, Sue Scally, Donna Hartley, Francesca Messervy, Tracey Reagen | Admin team – Principal’s PA, Admin Assistant, Receptionists, Sith Form Administrator |
| Jayne Stevens, Liz Miller, Amanda Warnes | Resource Centre team |
| Richard Jarvis | ICT technical team |
| Toni Abraham, Anna Cantrell | Exams team |
| Dawn Smith | Cover co-ordinator |
| Emma Cole, Matthew Asplin, vacancy | Science technicians |



Vehicles

| | |
|---|---|
| Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger. | SLT line manager Dawn Attersall, Finance Manager |
| Person(s) responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust. | N/A |
| Person(s) responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc. | N/A |
| Person(s) responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard: | N/A |
| Person(s) responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test: | N/A |

Substances and Personal Protective Equipment

Hazardous Substances

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

| | PERSON RESPONSIBLE | LOCATION / EXTENSION |
|-----------------------|--|---------------------------------|
| Caretaking | Dan Coulson, Site Manager | Site office |
| Cleaning | Dan Coulson, Site Manager | Site office & Cleaning cupboard |
| Catering | Tracey Goddard/Bev Hall, Catering Managers | Canteen |
| Grounds Maintenance | Dan Coulson, Site Manager | Site office |
| Other (please state): | Senior Science Technician (vacancy) | Science prep room |

| | |
|--|---|
| Copies of all the hazardous substances inventories are held centrally in: | Site office & Canteen |
| Person(s) responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments: | Dan Coulson, Site Manager Tracey Goddard/Bev Hall, Catering Managers Caroline Marshall, Head of Science |
| Person(s) responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will | Dan Coulson, Site Manager Tracey Goddard/Bev Hall, Catering Managers |



| | |
|--|--|
| receive a thorough examination by an appointed contractor: | |
|--|--|

Personal Protective Equipment (PPE)

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

| | |
|---|--|
| Person(s) responsible for inspecting PPE termly and replacing PPE when required are: | Dan Coulson, Site Manager Tracey Goddard/Bev Hall, Catering Managers Heads of practical subjects |
| Person(s) responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment: | Dan Coulson, Site Manager Andrew Gower, Head of D&T |

Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Dan Coulson, Site Manager or duty site team to be dealt with.

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

| | |
|---|---------------------------|
| Person(s) responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement: | Dan Coulson, 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: | Dan Coulson, Site Manager |

Waste Management and Disposal

| | |
|---|--|
| Waste will be collected daily by: | Amey Cespa |
| Person(s) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying: | Dan Coulson, Site Manager Site team |



| | |
|--|--|
| All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to: | Dan Coulson, Site Manager Site team |
|--|--|

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

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

| | |
|--|--|
| When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal) | Dan Coulson, Site Manager Site team |
| Person(s) responsible for the safe disposal of any hazardous substances or special waste : | Dan Coulson, Site Manager Senior Science Technician (vacancy) |
| Person(s) responsible for ensuring the safe and appropriate disposal of any clinical waste : | Dan Coulson, Site Manager |

Manual Handling

Manual handling of Objects

| | |
|--|---------------------------|
| Person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment: | Dan Coulson, Site Manager |
| Person(s) responsible for monitoring the safety of manual handling activities: | Dan Coulson, Site Manager |

Manual Handling of People

| | |
|--|---|
| Person(s) responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment: | Dan Coulson, Site Manager David Varey, Assistant Principal |
| Person(s) responsible for monitoring the safety of manual handling activities: | Dan Coulson, Site Manager David Varey, Assistant Principal |

Educational Visits

| | |
|---|--------------------------------------|
| The Educational Visits Co-ordinator at the school is: | Anthony Ward, Director of Operations |
|---|--------------------------------------|



| | |
|--|--|
| Person(s) responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits: | Anthony Ward, Director of Operations Trip leaders |
| The Educational Visits Policy is located at: | Projects > Staff > School Policies & Procedures |

Inspections (External & Internal)

Catering

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

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

| | |
|--|--------------------------------------|
| Person(s) responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Trust: | Anthony Ward, Director of Operations |
|--|--------------------------------------|

Internal Health and Safety Inspections

| | |
|---|---------------------------|
| Person(s) responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting: | Dan Coulson, Site Manager |
| Person(s) responsible for ensuring follow up action on the report is completed: | Dan Coulson, Site Manager |

Management Review

| | |
|--|---------------------|
| Person(s) responsible for the review of health and safety performance and the effectiveness of the safety management system is: | Astrea Estates Team |
| Person(s) responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan: | Astrea Estates Team |

Document Control



| Version | Changes/Comments | Name | Date |
|----------------|-------------------------|-------------|-------------|
| V1.0 | | A Ward | 12/09/22 |
| V1.1 | Update to personnel | A Ward | 9/1/23 |
| V1.2 | Update to personnel | A Ward | 6/3/23 |