



Health & Safety Policy Park School

Document Control

Policy Level	Trust	Ref No	HS01
Approved by	LGB	Approved date	10 th October 2024
Responsibility	CFO	Next review	Autumn Term 2025
Version number	1.0	Update Information	From Trust Policy Template
		Date Issued	

Contents

Section	Page
Introduction	2
Trust Statement of Intent	3
Academy Statement of Intent	4
Organisation for H&S management	5
Arrangements	9

Trust Introduction

As a responsible employer, the Bolton Impact Trust (BIT) considers that the health, safety and welfare of all its employees, contractors, students, and others working, visiting and studying on its premises and outside those premises on associated activities to be of utmost importance. We develop our processes and procedures by following the Health & Safety at Work etc. Act 1974, associated Regulations and relevant Approved Codes of Practice.

This policy sets out the Trust's commitment to Health and Safety (H&S) via a Statement of Intent. This will be signed and dated by the CEO and made available to all staff and Trustees. An academy version is included within this policy, along with

Each Academy will:

- sign off its own Statement of Intent
- endorse and adopt the organisation responsibilities
- complete and adapt the Trust's Arrangements document demonstrating how Health and Safety is managed across their site

The full policy is shared with all staff and governors on induction and periodically by the Academy Lead across the academic year.

This policy is updated annually to take into account legislation changes and RPA best practice.

Trust Statement of Intent

BIT believes that ensuring the health and safety of staff, contractors and visitors is essential to the success of the Trust.

The Trust and our Academies are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Assessing and controlling risks from work activities on and off the premises.
- Providing a safe, healthy and secure working and learning environment for staff, pupils, visitors and contractors.
- Ensuring safe working methods and providing and maintaining safe work equipment.
- Providing appropriate H&S information, instruction, supervision and training.
- Consulting with employees on health and safety matters.
- Monitoring and reviewing our risk assessments and control measures to ensure that they are effective.
- Setting H&S KPIs to develop a culture of continuous improvement
- Ensuring adequate welfare facilities on site.
- Ensuring adequate resources are made available for effective H&S management.
- Learning from our own health and safety experiences and sharing learning opportunities with others. Implementing additional control measures where appropriate.
- Selecting and engaging competent contractors who will work safely.
- Providing adequate first aid cover and occupational health support.
- Keeping the H&S of pupils to the highest standards.

As the CEO, I am committed to integrating H&S into decision making and risk management processes within the Trust. BIT Trustees will support me in this role and, together with the Central Services Team and Academy Senior Leadership teams, we will ensure the effective leadership of health and safety for the Academies and others affected by the Trust's activities.



Paul Hodgkinson
CEO

Date 10th October 2024

Academy Statement of Intent

The Academy Lead and Governing Body of Park School Teaching Services recognises their responsibilities under the Health and Safety at Work Act. We understand and want to ensure that our Academy is as safe as possible for all those who come onto our site; our staff, pupils, visitors and contractors.

We endorse and will follow the Trusts Statement of intent, in doing so the Academy Lead and governors are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Assessing and controlling risks from work activities on and off the premises.
- Providing a safe, healthy and secure working and learning environment for staff, students, visitors +and contractors.
- Ensuring safe working methods and providing and maintaining safe work equipment.
- Providing appropriate H&S information, instruction, supervision and training.
- Consulting with employees on H&S matters.
- Monitoring and reviewing our risk assessments and control measures to ensure that they are effective.
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist for all.
- Ensuring adequate resources are made available for effective H&S management.
- Learning from our own H&S experiences and sharing learning opportunities with others, and implementing control measures where appropriate.
- Selecting and engaging competent contractors who will work safely.
- Providing adequate first aid cover and occupational health support.
- Keeping the H&S of pupils to the highest standards

All employees must follow instructions to ensure the maintenance of high standards of H&S in all academy activities. This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are set out in the Arrangements section.

Gareth Webb
Academy Lead

Date 10th October 2024

Emma Fletcher
Chair of Governors

Date 10th October 2024

Organisation for Health & Safety Management

BIT Trustees will:

- Ensure the Trust has in place appropriate arrangements for managing H&S
- Approve high level H&S policies
- Agree Academy H&S KPIs
- Receive and discuss annual reports on Academy H&S performance
- Receive reports regarding high level accidents and incidents and investigations

The Trustees delegate day to day, operational responsibility for H&S to the CEO and the CFO and performance is overseen by the Trust Finance and Resources Committee.

The Trust Executive team will:

- Ensure the adequate funding is provided to enable the Academy and the Trust to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another party (eg the landlord etc), the Trust, will support the Academy to ensure the problem is highlighted and assessed and managed
- Address any H&S concerns raised to them via the Academy Lead, site staff or parents as required.
- Ensure the Trust H&S Policy is brought to the attention of all staff.
- Appoint a competent person as the Trust's H&S Practitioner to provide advice and support on H&S matters.
- Ensure a system is implemented to manage safety and ensure compliance across all sites.
- Ensure there is a programme of H&S audit/monitoring in each Academy
- Ensure appropriate insurance arrangements are in place.
- Ensure appropriate policies and guidance are in place at Trust level and cascaded to all Academies.
- Ensure H&S is a regular part of the agenda at senior leadership team meetings.
- Ensure all Academies have a H&S committee in place.
- Consult regularly with staff and other relevant persons on matters of H&S.
- Ensure appropriate external H&S inspections, fire risk assessments, Tree audits, Glazing inspections etc. and other Trust wide statutory compliance activities take place

The Trust H&S lead will:

- Ensure the Trust and Academies all have a H&S policy in place, which is ratified and shared with staff.
- Ensure there are suitable and sufficient risk assessments in place for work activities.
- Ratify the Trusts H&S KPIs
- Receive reports on H&S from the Academy including performance against KPIs and reports on accidents or incidents and investigations.
- Receive reports on inspections and resulting actions.
- Ensure a positive H&S culture is established and maintained across each Academy.
- Seek to develop shared good practice across the Trust. This may be via a H&S forum or other meetings

The Academy Lead (with support from the SLT) will:

- Produce for approval and adoption a local H&S policy and procedure for the Academy.

- Ensure this is communicated along with the Trust's H&S Policy and other policies and procedures to all staff.
- Ensure staff understand their H&S responsibilities under the policy and procedure and appropriate training is put in place to support that.
- Ensure adequate accident and incident reporting processes are in place and appropriate investigations take place.
- Ensure findings from investigations are implemented.
- Ensure appropriate defect and maintenance reporting processes are in place.
- Ensure risk assessments are in place for significant risks across site.
- Ensure all statutory compliance work is undertaken for the Academy and servicing and maintenance is completed in a timely manner.
- Undertake regular site inspections with the Office Supervisor to ensure it is safe and secure.
- Raise with the Trust any serious issues and seek support where appropriate for advice and guidance on H&S matters.
- Ensure appropriate procedures are in place to ensure visitors, volunteers including work placements and contractors are aware of, and abide by, the H&S policy and procedures.
- Ensure the School has a trained Educational Visits Co Ordinator (EVC)
- Ensure leads in high-risk areas develop their own policy and procedures to manage safety in their area of responsibility.
- Delegate appropriate tasks to the Office Supervisor, the site supervisor/caretaker and engage suitable contractors where appropriate.
- Ensure sufficient first aid cover is in place and a first aid risk assessment completed.

The Office Supervisors will:

- Support the academy lead in all onsite H&S matters. Acting as the schools H&S Co-Ordinator alongside the Site manager/Caretaker.
- Investigate accident / incidents, escalate possible RIDDORs to the Trust and identify trends.
- Ensure policies and procedures are in place.
- Ensure staff H&S inductions are completed.
- Ensure the H&S law poster is displayed with up-to-date information.
- Complete reviews on checks completed by the site manager/caretaker.
- Ensure first aid equipment is stocked and AEDs working correctly.
- Liaise with the schools H&S Practitioner.
- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the academy lead if they remain unresolved.
- Provide a good example, guidance and support to staff on H&S issues.
- Carry out a H&S induction for all staff and keep records of that induction.
- Ensure any contractors on site are competent in H&S matters.
- Coordinate training for school staff.

Site Supervisors/Caretakers will:

- Ensure the site is safe and secure at all times.
- Ensure there are safe means of access and egress and these are clear of obstructions at all times.

- Ensure contractors see and sign for the asbestos register before undertaking work.
- Ensure the Academy is free of slip/trip hazards and adequate welfare facilities are provided.
- Ensure they operate safe working arrangements when undertaking maintenance tasks.
- Monitor contractors whilst on site and ensure they are working safely.
- Ensure adequate fire safety arrangements are implemented.
- Ensure regular testing and maintenance of fire equipment, doors, alarms, emergency lighting is undertaken and recorded.
- Ensure statutory compliance and is recorded including asbestos management and legionella testing amongst others.
- Take responsibility for acting on reports of defects and maintenance escalating any action that cannot be completed to the Office Supervisor/Academy Lead.
- Conduct regular site inspections both daily/weekly alone and termly with the Academy Lead or relevant senior leader to identify, record and act upon any issues needing attention.
- Ensure COSHH procedures are followed at all times and stored appropriately
- Keep records of checks completed and action taken ready for review by the Office Supervisor, Academy Lead or Academy H&S Practitioner
- Take part in relevant training and development.

Area leads are responsible for implementing the H&S policy within the work activities/area under their control.

In particular they will:

- Develop H&S guidelines for high-risk areas (they may wish to use templates provided by CLEAPSS or AFpE for example)
- Ensure their guidelines, risk assessments and procedures are shared with all those in their department who could be harmed by the equipment, substances, or activities.
- Ensure activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensure any staff they line manage have completed a H&S induction and a department induction.
- Ensure any curriculum specific H&S training is completed by staff and that staff are adequately instructed and supervised.
- Ensure that all equipment is maintained and safe for use.
- Complete termly inspections of their work area to ensure it is fit for purpose and free of hazards.
- Ensure any hazards relating to their work area are communicated to the Office Supervisor and Academy Lead.
- Ensure first aid equipment near their work area covers any department risks.
- Ensure accidents in their area of responsibility are reported and investigated. If needed escalated to the Trust to RIDDOR report.

Teachers and Learning Mentors will:

Be responsible for the safety of pupils in classrooms, laboratories, workshops and learning activities including sports, trips and co-curricular. In particular they are responsible for:

- Knowing the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Exercising effective supervision of students and ensuring students are aware of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- Giving clear instructions and warnings.
- Ensuring that coats, bags, cases etc. are safely stowed away, that fire escape routes are kept clear at all times and not obstructed, and that fire doors are not held open.
- Following safe working procedures personally.
- Always using appropriate protective clothing and guards and special safe working procedures when appropriate or required.
- Ensuring that all accidents/incidents (including 'near-misses') occurring in the class and/or during an activity are recorded and investigated.

All other academy staff

It is the responsibility of all employees and volunteers to

- Take reasonable care of their own H&S and that of all persons who could be affected by their acts or omissions at work.
- Ensure they follow risk assessments and procedures relevant to their role.
- Co-operate with line managers so far as it is necessary to enable them to work safely.
- Use work equipment provided correctly in accordance with instructions and training.
- Inform their line managers of any matters that could pose a H&S risk.
- Report any accidents/incidents (including a 'near-miss') which occurs at work.

Pupils will:

- Follow safety and hygiene rules intended to protect the H&S of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Reporting any H&S hazards they notice to a member of staff as soon as possible.

<p>1. Local Roles & Responsibilities for health and safety (H&S) management. Each academy in the Trust has key members of staff who have additional responsibilities for the health and safety of themselves, staff, students and others on site. In this academy;</p>	
<p>The senior member of staff with day-to-day accountability and responsibility for all health and safety</p>	<p>Gareth Webb, Academy Lead</p>
<p>The person who leads on health and safety matters in this school is: <i>They must have a good overview of the premises.</i></p>	<p>Colette Unsworth, Office Supervisor</p>
<p>The persons (in high-risk school departments, curriculum areas) who are responsible for their Departments H&S policy or procedure is: <i>(Normally the Head of Department suing guidance/templates from CLEAPSS etc. Primary might want to add their subject coordinators</i></p>	<p>Science: Mr Merritt</p> <p>DT: N/A</p> <p>Food Tech: N/A</p> <p>Art: Mr Heyes</p> <p>PE: Mr Batty</p> <p>Vocational: Mr Heyes (please list)</p>
<p>The Governor appointed for health and safety is:</p>	<p>To be confirmed at next LGB meeting.</p>
<p>In this academy we consult with staff, regarding health and safety regularly by: <i>(This might include staff briefings, committees, 1to1s)</i></p>	<p>Daily staff briefings.</p>
<p>2. The Trust works with academies to develop and communicate risk assessments for the significant risks on site. Staff undertaking risk assessments will have appropriate training. The risk assessment template includes guidance on scoring of risks, what tolerable risks are. A central database is held and will be reviewed regularly with the Competent H&S person to track additional controls. Risk assessments will consider the premises, our activities, the equipment we use and people at risk. In this academy we ensure all our <u>significant hazards</u> are risk assessed by staff in charge of those areas.</p>	
<p>The person with overall responsibility for ensuring risk assessments are carried out is: <i>(This is normally the AL with support of the H&S Coordinator and the appointed person)</i></p>	<p>Academy Lead / Compliance H&S - CFO</p>
<p>All staff that complete risk assessments can have additional training and support from our Competent H&S Practitioner. They should contact the Office Supervisor in the first instance so they can make arrangements.</p>	<p>Compliance H&S</p>
<p>2a On a day to day basis the persons responsible for completion of and sharing of their risk assessments is:</p>	

Premises (inside and outside)	Trust Site Manager	
Premises (statutory) Fire Risk Assessment Legionella Risk Assessment Asbestos	Compliance via LA SLA Trust Site Manager to coordinate	
Low risk classroom risk assessments	Classroom Teacher	
Higher risk classrooms or teaching area risk assessment	Subject Specialist Art/PE Teachers	
Curriculum and curriculum activities	Subject Specialist Teachers	
Staff risk assessments: (reasonable adjustments, pregnant worker, work related stress, work experience, Personal Emergency, Evacuation Plans (PEEPS))	Academy Lead/Deputy Academy Lead	
Student risk assessments, Health Care Plans including PEEPs	Deputy Academy Lead (Designated Safeguarding Lead)	
Trip / visit risk assessments (see section3)	Subject Teachers / Deputy Academy Lead	
Copies of risk assessments are kept in the following locations :	Premises:	HHTS Drive
	Classroom:	HHTS Drive
	High risk classroom:	HHTS Drive
	Curriculum:	HHTS Drive
	Staff:	HHTS Drive
	Trips/visit:	HHTS Drive
Risk assessments will be reviewed on every 1-2 years (or more regularly if required by the staff listed above		
3. Local low risk trips are signed off by the Academy Lead. Residential trips and adventurous trips are also reviewed by the Trust. These must be signed off by the Academy and sent to the Trust at least 3 weeks before the date of travel. This academy ensures staff and students regularly participate in Educational Trips and Visits and that these are well managed by;		
All trips and visits must be approved before they are arranged by:	Academy Lead / Deputy Academy Lead via email and discussion.	
The Educational Visits Co-ordinator (EVC) is:	Miss R Beattie	
The person responsible for Checking suitability of venues, activities, providers, coaches and their safety record is:	Organising Teacher / Mentor and Office Supervisor	
Educational visits risk assessments and documentation are entered onto a spreadsheet by	Organising Teacher / Mentor	
The person responsible for ensuring Residential trips/adventurous trips are sent to the Trust at least 3 weeks before the date of travel is	N/A	
4. The Trust expects its academies to ensure they have suitable and sufficient emergency procedures in place. All staff and pupils must be aware of the emergency arrangements and have a chance to participate in drills.		
The competent person responsible for reviewing the fire risk assessment and ensuring it is updated annually is:	Via Compliance H&S – CFO Trust Site Manager Office Supervisor	

Fire drills will be carried <u>each term</u> the person responsible for ensuring this is:	Academy Lead, Deputy Academy Lead and Office Supervisor
The person responsible for ensuring the fire evacuation plan is fit for purpose after a drill is:	Academy Lead / Deputy Academy Lead
The responsibility for sharing the evacuation procedure with staff during induction and at the start of the school year is: <i>(Normally the Academy Lead and Office Supervisor with the Site Manager/Caretaker)</i>	Academy Lead / Deputy Academy Lead and Office Supervisor
Different fire alarm points will be tested on a weekly basis by:	Trust Site Manager
Means of escape will be checked on a weekly basis by:	Trust Site Manager
Firefighting equipment will be checked on a weekly basis by:	Trust Site Manager
Emergency lighting and exit lighting will be tested on a monthly basis by:	Trust Site Manager
Records of tests, checks and drills will be completed and held for review by:	Trust Site Manager
Fire extinguishers will be serviced on an annual basis by:	Parr Fire
The person responsible for ensuring all staff complete regular fire training with informal refresher training is:	Deputy Academy Lead
The person responsible for ensuring school has sufficient Fire Wardens to support a swift and smooth evacuation is:	Deputy Academy Lead
<i>All staff should undertake fire awareness training every 3 years with an annual informal in-house refresher</i>	
5. Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation	
<i>Any employee, contractor or member of public who has an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss on school premises must complete a Trust accident form.</i>	
<i>Minor pupil accidents/incidents which were not attributable to premises, activity management or supervision (and requires no medical intervention should be logged on a minor injury log.</i>	
<i>Pupil accidents that were attributable to premises activity management or supervision or where the child was sent home after medical intervention or those that went to hospital must be logged on a full Trust accident form (see accident flowchart)</i>	
The location of minor injury log is:	Accident Form / CPOMS
Each term the minor injury log will be reviewed to ensure full accident forms were not required by:	Deputy Academy Lead
Accident forms are located:	Main Office
Persons responsible for carrying out accident investigations is:	Academy Lead
Persons responsible for checking accident forms and escalating them to the Trust is:	Academy Lead
Persons responsible for RIDDOR reports is:	CFO with support from Compliance
The person responsible for monitoring and reviewing accidents and incidents to identify trends in this school is:	Academy Lead / Deputy Academy Lead
6. First Aid - The Trust expects all schools to have sufficient FA cover for staff, pupils and others	

at all times the academy is open or staff on site. On this site the following staff have received first aid training (FAW or Emergency FA)		
Name	Location/Extension	Type of training (FAW EFA) and date certificate expires
All staff		EFA
AL – Mr Webb	403	Advanced First Aid
English Lead – Miss Robinson	402	Advanced First Aid
The following staff have been trained in paediatric first aid (Primary Schools)		
Name	Location/Extension	Date of expiry of certificate
N/A		
The person responsible for ensuring first aid qualifications are maintained is:	Deputy Academy Lead / Office Supervisor	
First aid boxes are kept in the following areas in school:	33 – 35 CNR - Staff Room, Kitchen , Maths Room, Science Room, AL Office, Bubble, 31 CNR – Wellbeing room, English Room, DAL Office.	
Travelling first aid boxes are located:	School Vehicle	
The person responsible for administration of medication to our students is:	All Staff	
Student medications are located:	Locked drawer in staff room	
The location and contents of all first aid boxes will be checked on a bi-monthly basis by:	Mr I Newsham – Transport Co-Ordinator	
Deficiencies of first aid materials should be reported to:	Office Supervisor	
The address and telephone number of the nearest medical centre is:	Bolton General Practice	
	2 – 4 Moor Lane, Bolton. BL1 4TH	
	Tel - 01204 521000	
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital, Minerva Rd, Farnworth, Bolton. Tel – 01204 390390	
7. Pupils with medical/ particular needs. All academies in the Trust take the medical needs of pupils seriously. To ensure this we follow DfE guidance <u>Supporting Pupils at School with Medical Conditions</u> In this academy		
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils	Deputy Academy Lead	

with medical needs is:	
The person responsible for ensuring pupil specific risk assessments are completed and communicated is:	Deputy Academy Lead
The person responsible for the supervision and storage of pupils medicines and ensuring parents sign relevant forms is:	All Form Teachers / Mentors
8. Maintenance and premises. We want to ensure our buildings are as well maintained and as safe as possible. We do this by identifying staff to support us in following ways.	
All employees 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:	Name(s) Mrs C Unsworth Telephone number(s) 01204 937115 ext 402
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: Equipment must be removed from use as soon as possible.	Name(s) Mrs C Unsworth Telephone number(s) 01204 937115 ext 402
Tree audits are completed by:	N/A
Glazing Audits are completed by:	ARC Window Films
internal and external site inspections are completed by:	Trust Site Manager, Office Supervisor
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	First Academy Lead
	Deputy Deputy Academy Lead
8. Health and safety induction and formal H&S training. The Trust provides <u>induction guidance</u> and checklist that must be used by our academies. The Trust also offers an <u>example training matrix</u> which advises academies on the H&S training staff should complete.	
The person responsible for the onsite H&S induction is:	Deputy Academy Lead
H&S induction records are kept:	Every System
The person responsible for reviewing the suggested training matrix and organising specific health and safety training for staff is:	Deputy Academy Lead
Advice on H&S training can be provided by	The Trust and Compliance H&S
9. Work Equipment (some parts of this section will not be relevant to <u>primary schools</u>. Answer N/A if needed	
<i>In this Trust, 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 competent persons only.</i>	
- Ladders Person responsible for selection of ladders to ensure they are BSEN rated is: <i>(Normally the Site Manager or Caretaker)</i>	Trust Site Manager
The person responsible for the ladder inventory and 6 monthly formal documented ladder checks is: <i>(Normally the Site Manager or Caretaker)</i>	Trust Site Manager
The person responsible for completing work	

at height risk assessments is: <i>(Normally the Site Manager or Caretaker)</i>	Trust Site Manager
The person(s) trained and authorised to use:	
<u>-Lifting equipment for students with additional requirements</u> 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:	N/A
- <u>Lifts</u> The person responsible for ensuring that lifts are inspected and serviced every six months is: <i>(Normally the Site Manager or Caretaker)</i>	N/A
- <u>Caretaking and cleaning equipment</u> <i>(including powered cleaning equipment, power and hand tools etc)</i> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Trust Site Manager
- <u>Kitchen equipment</u> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
- <u>Science Apparatus and Equipment</u> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
- <u>Science – Prep room and chemical store</u> The person responsible for storage, management and stock control (as per CLEAPSS guidance is:	N/A
- <u>Design and Technology Equipment</u> Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	N/A
Annual formal contractor maintenance checks workshop equipment are completed by:	N/A
Person(s) authorised to operate and use DT/workshop equipment is	N/A
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:	N/A
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:	N/A
The person responsible for taking out of use. any equipment which Is inadequately guarded is/are:	N/A

The person responsible for testing emergency stops and equipment stopping times is:	N/A
- Art, Design and Textiles Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Subject Specialist
Person(s) authorised to operate and use is/are:	Subject Specialist
The person responsible for Kiln or Photography areas is:	N/A
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Subject Specialist
Person(s) responsible for regular (daily) visual inspection is/are:	N/A (off-site facilities)
Contractor(s) responsible for annual full inspection (PE equipment, Fitness area, trim trails and other play equipment) and report is:	N/A
-Theatres the person responsible for seating, access ladders and fire safety is:	N/A
The persons responsible for stage lighting checks is:	N/A
10. Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Trust Site Manager
Person(s) responsible for pre use checks are:	All staff
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
11. Personal Protective Equipment (PPE)	
The Trust expects that suitable PPE is provided free of charge, where identified as necessary in a risk assessment. In this academy.	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment are as follows <ul style="list-style-type: none"> - Science - Design Technology - Art and Design - Food Tech - Caretaking and cleaning - Catering - kitchen 	N/A
12. Hazardous substances. The Trust does not allow staff to bring their own COSHH items into the academy. In this academy	
The person responsible for purchase of COSHH items and keeping an inventory is Site Team/caretaker/cleaners: Kitchen: Food Tech: Art:	N/A

Science: DT:	
Copies of all the hazardous substances inventories are held Site Team/caretaker/cleaners: Kitchen: Food Tech: Art: Science: DT:	Office Supervisor
The person responsible for undertaking and updating the COSHH risk assessments is: Site Team/caretaker/cleaners: Kitchen: Food Tech: Art: Science: DT	N/A
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:	N/A
The Radiation Protection Supervisor is: <i>(The RPS is responsible for the correct use, storage and management of radioactive sources as per CLEAPSS guidance)</i>	N/A
13. Asbestos. The Trust expects asbestos to be identified and managed as per HSE regulations at all times. In this academy	
The person responsible for making arrangements for managing asbestos on the site is:	Trust Site Manager / Office Supervisor
The asbestos survey and management plan is held:	On Every System
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Trust Site Manager / Office Supervisor
The person responsible for providing Contractors with information on the location of asbestos is: Records of Contractor signing sheets are held:	N/A
The person responsible for informing staff of any asbestos in their work area that could be inadvertently damaged is:	Trust Site Manager / Academy Lead
14. Legionella and water management. The Trust expects risks from legionella to be identified and managed as per HSE regulations at all times. In this academy	
The person with overall responsibility for ensuring the Legionella risk assessment is up to date is:	Trust Site Manager / Office Supervisor
The person in control of ensuring the scheme of works is followed is: - Temperature checks - Acting on recommendations - TMV servicing - Shower cleaning and flushing of	Trust Site Manager

infrequently used outlets	
15. Visitors. The person who the visitor comes to see becomes their “host” they are responsible for the visitor H&S whilst they remain on site and during an emergency	
On arrival <u>all visitors</u> should report to reception, where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign into school Only those who have provided a valid DBS will be able to move around school with a green lanyard	Office Supervisor
16 Contractors - The Trust expects schools to manage the selection of contractors and to control their movement and work on site. In this academy we do this by:	
The person responsible for selecting and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	CFO / Trust Site Manager
The person in control of contractors whilst on site is:	Office Supervisor
17 Noise at work	
Any employee concerned about the noise levels at work should report the matter to:	Academy Lead
18 Slip trip or fall hazards - spills or contamination	
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: who will arrange for them to be dealt with. The area must be made safe using a sign before it is left. Other slip, trip or fall hazards should be reported to:	Office Supervisor
19. Display Screen Equipment. The Trust provides a template that schools can use to complete DSE self assessments	
The person who will provide staff, who use computers <u>for the majority of their working day</u> with an advice form/self-assessment is: <i>(The form must be returned to them, if needed they will arrange a DSE assessment or support for staff)</i>	Deputy Academy Lead and Office Supervisor
20. Miscellaneous	
The Health and Safety Law Poster is sited:	Kitchen
21. Other H&S topics relevant to this academy. This arrangements section is meant to be as thorough as possible. The Trust recognises individual academies may have risks relevant to that site only. These should be added here. This could include Lettings management, Pool safety etc	

Signed (Academy Lead)	Date: 10 th October 2024
Signed (Governors)	Date: 10 th October 2024
Review date: Autumn Term 2025	