



**Nottinghamshire
County Council**



DERRYMOUNT SCHOOL

Special Educational School Health and Safety Policy

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|--------------------------------|---------------|
| Head Teacher Signature: | |
| Date Adopted: | November 2020 |
| Review Date: | November 2021 |

Contents

| | |
|---|----|
| Statement of Intent | 3 |
| Organisational Structure and Responsibilities | 4 |
| Management Structure | 4 |
| Responsibilities of the Governing Body / Trustees | 4 |
| Responsibilities of the Head Teacher / Principal | 5 |
| Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff) | 6 |
| Heads of Subject Departments / Co-ordinators | 7 |
| Responsibilities of all Employees | 7 |
| Arrangements | 8 |
| Co-ordination and Communication | 8 |
| Emergencies | 8 |
| Accidents and Medical Arrangements | 9 |
| Hazard Identification and Control | 11 |
| Information, Instruction and Training | 12 |
| Premises | 13 |
| Security | 15 |
| Control of Contractors | 15 |
| Work Equipment | 15 |
| Substances and Personal Protective Equipment | 20 |
| Housekeeping and Waste | 21 |
| Manual Handling | 21 |
| Educational Visits | 22 |
| Inspections (External & Internal) | 22 |
| Management Review | 22 |

Statement of Intent

The Governing Body / Trustees of Derrymount School will meet their 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 statement.

The Governing Body / Trustees will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

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

The Governing Body / Trustees will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body / Trustees requires the support of all staff to enable the maintenance of high standards of health and safety in the schools 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.

Signed:

(Chair of Governors / Trustees)

Date:

Signed:

(Head Teacher / Principal)

Date:

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

Responsibilities of the Governing Body / Trustees

The Governing Body / Trustees are responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising 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 the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to 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.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Head Teacher / Principal

The Head Teacher / 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.
- 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.
- Establish and attend the schools health and safety committee (where appropriate).
- 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 Local Authority / 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 Head Teacher / 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 Head Teacher / 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 Head Teacher / 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 sure 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 Local Authority / 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.
- Attend the schools health and safety committee (where appropriate).

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

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 headteacher 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 Local Authority / Trust, Governors / Trustees and Head Teacher / 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 Head Teacher / Principal any serious or immediate danger.
- Reporting to their Head Teacher / 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.

- Participating in health and safety inspections and the health and safety committee (where appropriate).

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

| | |
|--|---|
| Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator): | Wendy Page School Business Manager Chris Peck Site Manager |
|--|---|

Safety Representatives and Safety Committees

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|---|--|
| Employee(s) appointed as a safety representative by their association or trade union: | |
|---|--|

Health and Safety Committee

The members of the School Health and Safety Committee are:

| Name | Job Title |
|------|-----------|
| | |
| | |
| | |

Emergencies

| | |
|---|----------------------------|
| Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan: | Cathy Clay |
| A copy of the emergency plan is available at: | School Offices/staff rooms |

| 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. | Person Responsible | Deputy |
|---|--------------------|------------------------------|
| | Cathy Clay | Coral Painter/Shirley Burman |
| Summoning of the emergency services. | Office team | |
| That a roll call is taken at the assembly point | Cathy Clay | Coral Painter/Shirley Burman |
| That no-one attempts to re-enter the building until the all clear is given by the emergency services | Cathy Clay | Coral Painter/Shirley Burman |

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 | Front lawn |
| Gas | Boiler House |
| Electricity | Kitchen |

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: | Cathy Clay Chris Peck |
|---|--------------------------|

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:

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

| Location of Accident Book | Person in Charge of Accident Book |
|---|-----------------------------------|
| School Office | SBM |
| | |
| Accident reports must be drawn to the attention of the Head Teacher / Principal and where necessary reported via the Wellworker online system*: | Head Teacher / Principal: |
| | Deputy: |
| Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns: | Cathy Clay |

The following types of incident must be reported using the Wellworker 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 |
|--|----------------------|----------------------------|
| Chris Peck | Both sites | July 2021 |
| Wendy O'Brien-Page | Both sites | July 2021 |
| Shirley Burman | Sherbrook Road site | July 2021 |
| Kevin Rowland | Sherbrook Road site | July 2021 |
| Lesley Turner | Sherbrook Road site | TBC |
| Rachel Ashford | Sherbrook Road site | TBC |
| Tarra Birkin | Churchmoor Lane site | TBC |
| Stephanie Weatherbed | Churchmoor Lane site | TBC |
| | | |
| Person responsible for ensuring first aid qualifications are maintained: | | Cathy Clay |
| Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours: | | Cathy Clay |

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) |
|--|--|
| Reception | School Offices |
| Medical Room | |
| Kitchen | |
| Science Room | |
| Design and Technology room | |
| Address and telephone number of the nearest medical centre / NHS GP: | Arnold Health Centre High Street, Arnold, Notts, NG5 7BQ 0115 9670888 |
| Address and telephone number of the nearest hospital with accident and emergency facilities: | Queens Medical Centre Derby Road, Nottingham, NG7 2UH 0115 924 9924 |
| | |

Administration of Medicines / Infection Control

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|---|---------------------------------|
| Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy: | Cathy Clay |
| A copy of the medicines policy is available at: | School office |
| Person responsible for ensuring that procedures are in place for safe infection control i.e. bodily fluids etc: | |
| Person 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: | First: Head Teacher |
| | Deputy: Assistant Head Teachers |
| Person 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: | First: Head Teacher |
| | Deputy: Assistant Head Teachers |
| Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs: | Head Teacher |

Hazard Identification and Control

Risk Assessment

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|--|--------------------------------------|
| Person 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: | The Site Manager/Head Teacher |
|--|--------------------------------------|

Hazard Reporting and Follow Up

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|--|--------------------------------------|
| All employees, governors 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: | The Site Manager/Head Teacher |
| Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon: | The Site Manager/Head Teacher |

Repairs and Maintenance

| | |
|--|------------------|
| A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: | SBM/Site Manager |
| Defective furniture must be taken out of use immediately and reported to: | SBM/Site Manager |
| Person responsible for ordering repairs and maintenance: | SBM/Site Manager |

Information, Instruction and Training

Provision of Information

| | |
|--|------------------|
| Person responsible for distributing all health and safety information received from the Local Authority / Trust: | Head Teacher |
| Records of employees signatures indicating that they have received and understood health and safety information is kept: | Head Teacher |
| The health and safety notice board is sited: | Head Teacher |
| Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date: | SBM |
| The HSE Health and Safety Law Poster is displayed: | SBM/Site Manager |
| The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only): | SBM/Site Manager |

Health and Safety Training

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| Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training: | Cathy Clay |
|---|------------|

- Health and Safety Policy (Local Authority / 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 responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers: | Cathy Clay |
|---|------------|

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|---|------------|
| Person responsible for compiling and implementing the school's annual health and safety training plan: | Cathy Clay |
| Person responsible for reviewing the effectiveness of health and safety training: | Cathy Clay |
| Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person: | Cathy Clay |

Premises

Asbestos

| | |
|---|-------------------|
| Person with overall responsibility for managing asbestos: | Site Manager |
| The asbestos register is kept at: | Site Manager room |
| Person with responsibility for ensuring the local asbestos management plan is implemented and maintained: | Site Manager |
| The disturbance procedure is displayed in a (staff only) area, at: | Site Manager |
| The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by: | Site Manager |
| The LAMP is kept in: | Site Manager room |

Legionella

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

Fire

| | |
|--|-------------------|
| Person with overall responsibility for managing fire safety: | Site Manager |
| The fire risk assessment is kept at: | Site Manager room |
| Person with responsibility for ensuring that remedial actions from the risk assessment are followed through: | Site Manager |

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|--|-------------------|
| Person responsible for routine maintenance and servicing of fire safety equipment: | Site Manager |
| The log book is kept in: | Site Manager room |

Security

Premises

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|---|------------------------|
| Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc: | First: Site Manager |
| | Deputy: Site Assistant |

Visitors

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|---|-----------|
| On arrival all visitors must report to: | Reception |
| Where they will be issued with; <ul style="list-style-type: none">• An identification badge• Relevant health and safety information• Sign the visitors book | |

Lone Working

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| Person responsible for ensuring risk assessments are prepared and implemented for lone working activities: | Head Teacher |
|--|--------------|

Control of Contractors

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|---|--------------|
| Person 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) | Site Manager |
| Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner: | Site Manager |
| Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance: | Site Manager |
| Responsibility for liaison and monitoring of contractors: | Site Manager |

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Ladders

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

Stepladders

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

Manual Handling Equipment

| | |
|---|-----|
| Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition: | N/A |
|---|-----|

Equipment Provided for Pupils with Special Educational Needs

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|--|-----|
| Person 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 responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition: | N/A |
| Person 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 responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately: | N/A |

Lifts

| | |
|--|-----|
| Person responsible for ensuring lifts receive a thorough examination and service every six months: | N/A |
|--|-----|

Pressure Vessels

| | |
|--|-----|
| Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels: | N/A |
|--|-----|

Caretaking and Cleaning Equipment

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

Science

| | |
|---|------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Science Teachers |
| Person(s) authorised to operate and use: | Science Teachers |
| Person responsible for the chemical inventory: | Science Teachers |
| | |
| Person responsible for Science Codes of Practice / Policy / risk assessments: | Science Teachers |

Design and Technology Equipment

| | |
|---|------------------|
| Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment: | D T Co-ordinator |
| Person(s) authorised to operate and use: | D T Co-ordinator |
| Person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly: | D T Co-ordinator |
| Person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use: | D T Co-ordinator |
| Person responsible for taking out of use any equipment which is inadequately guarded: | D T Co-ordinator |
| Person responsible for DT Codes of Practice/ Policy / risk assessments: | D T Co-ordinator |

Art and Design Equipment

| | |
|---|------------------|
| Person responsible for selection, inspection, | Art Co-ordinator |
|---|------------------|

| | |
|---|------------------|
| maintenance, training, supervision, safe use and risk assessment: | |
| 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: | Art Co-ordinator |
| Person responsible for Art Codes of Practice/ Policy / risk assessments: | Art Co-ordinator |

PE

| | |
|---|---|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | PE Staff |
| Person(s) responsible for regular daily visual inspection and in-house routine inspection: | PE Staff |
| Contractor responsible for annual full inspection and report: | Sportsafe UK/GM services Leicester |

Outdoor Play Equipment

| | |
|---|--|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | Site Manager |
| Person(s) responsible for regular daily visual inspection and in-house routine inspection: | Site Manager |
| Contractor responsible for annual full inspection and report: | Sportsafe UK/ GM services Leicester |

Portable Electrical Appliances and Hard Wiring Circuits

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

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 |
|-----------------|--|
| WENDY PAGE | SCHOOL BUSINESS SCHOOL MANAGER |
| MICHELLE MORGAN | OFFICE MANAGER |
| LESLEY TURNER | ADMINISTRATOR/EXAMS OFFICER |
| SUE RICHARDS | ADMIN ASSISTANT ADMIN ASSISTANT |
| ROZEENA SHEIKH | ADMIN AS ADMIN ASSISTANT/RECEPTIONIST |
| EMILY LISSETT | ADMIN ASSISTANT /RECEPTIONIST |

| | |
|--|-------------------------|
| Person responsible for implementing the requirements of the DSE risk assessment: | School Business Manager |
|--|-------------------------|

Hydrotherapy Pools

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|---|----|
| Person responsible for ensuring the hydrotherapy pool is: <ul style="list-style-type: none"> • Correctly and safely maintained • Regular inspections are carried out • Remedial action is taken or if necessary the pool is taken out of use where necessary • Appropriate records are kept | NA |
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment: | |
| Person responsible for ensuring the hydrotherapy pool is used only by authorised persons in accordance with legal standards and guidance, with lifesavers and adequate supervision etc. | |

Vehicles

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|---|-------------------------|
| 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. | Site Manager |
| Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust. | School Business Manager |
| Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard: | Site Manager |

| | |
|--|-------------------------|
| Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc. | School Business Manager |
| Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test: | Head Teacher |

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 |
|--|----------------------|----------------------|
| Science | Science co-ordinator | Site Managers room |
| Art | Art Co-ordinator | Site Managers room |
| Caretaking | Site Manager | Site Managers room |
| Cleaning | Site Manager | Site Managers room |
| Catering | Catering Manager | Site Managers room |
| Grounds Maintenance | Site manager | Site Managers room |
| Other (please state): | | |
| Copies of all the hazardous substances inventories are held centrally in: | | Site Managers room |
| Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments: | | Site Managers |
| Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor: | | Site Managers |

Personal Protective Equipment (PPE)

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|--|---------------|
| Person(s) responsible for inspecting PPE termly and replacing PPE when required are: | Site Managers |
| Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment: | N/A |

Housekeeping and Waste

Cleaning Arrangements

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|---|---------------------------------------|
| Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement: | Site Managers |
| A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to: | Site Managers/School Business Manager |

Waste Management and Disposal

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| Waste will be collected daily by: | Site Assistant/Cleaner |
| Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying: | Site Manager |
| All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to: | Site Manager |
| When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal) | Site Manager |
| Person responsible for the safe disposal of any hazardous substances or special waste : | Site Manager |
| Person responsible for ensuring the safe and appropriate disposal of any clinical waste : | N/A |

Manual Handling

Manual handling of Objects

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

Manual Handling of People

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|---|--------------|
| Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment: | Head Teacher |
| Person responsible for monitoring the safety of manual handling activities: | Head Teacher |

Educational Visits

| | |
|---|---|
| The Educational Visits Co-ordinator at the school is: | The Head Teacher/ Offsite Trips Co-ordinator |
| Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits: | The Head Teacher/ Offsite Trips Co-ordinator |
| The Educational Visits Policy is located at: | School Office |

Inspections (External & Internal)

Catering

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| Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards: | Notts County Council Catering |
|--|----------------------------------|

Internal Health and Safety Inspections

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| Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting: | Head Teacher/School Business Manager |
| Person responsible for ensuring follow up action on the report is completed: | Head Teacher/School Business Manager |

Management Review

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|---|---|
| Person responsible for the review of health and safety performance and the effectiveness of the safety management system is: | Head Teacher/School Business Manager |
| Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan: | Head Teacher/School Business Manager/Governing Body |