



Holmer Green Senior School

Health and Safety Policy

June 2018

HEALTH AND SAFETY STATEMENT

HOLMER GREEN SENIOR SCHOOL

This document consists of three parts:

- 1. Health and Safety Policy (Statement of Intent)**
- 2. Organisation**
- 3. Arrangements and Responsibilities**

1. STATEMENT OF INTENT

The Governing Body of Holmer Green Senior School is committed to high standards of health, safety and wellbeing. It will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation including the Regulatory Reform (Fire Safety) Order. It will also ensure that our health and safety policy and procedures are implemented with regard to the provision of:

- A safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities;
- An effective local organisation within the school to implement the policy;
- Full and effective consultation with employees on matters affecting their health and safety;
- Effective communication throughout the school on health and safety matters;
- Competent specialist advice on health and safety matters when this is not available in the school;
- Sufficient information, instruction and training for staff on health and safety;
- Staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this;
- The effective management of contractors;
- The effective monitoring and review of the implementation of the health and safety policy and health and safety performance.

Responsibilities of the Governing Body

The Governing Body recognises its responsibilities for:

- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Ensuring active and reactive monitoring of health and safety matters within the

school including health and safety inspection reports and accident reports;

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school's activities.

This Statement 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 addressed are given in the arrangements section.

Signed

Signed

(Chairman of Governors)

(Headteacher)

Date

Date

Sources of Health and Safety Information:-

- Buckinghamshire County Council Health and Safety Policies and Procedures;
- Buckinghamshire County Council Health and Safety Handbook for Schools (available on the Schools Web);
- Education Visits Policy Document;
- Asbestos Log;
- Legionella Log;
- Regulations for the Use of Vehicles 2007;
- Health and Safety Executive Website – Education www.hse.gov.uk;
- Buckinghamshire Fire and Rescue Website www.bucksfire.gov.uk.

2. ORGANISATION

2.1 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Being the "Responsible Person" under the Fire Safety Order within the School.
- Nominating themselves or a senior manager as Health and Safety Co-ordinator;
- Ensuring that subordinate managers meet their health and safety responsibilities;
- Ensuring that the arrangements for consultation with staff on health and safety matters are implemented;
- Ensuring effective communication on health and safety matters within the school;
- Ensuring school health and safety policies and procedures are implemented;
- Undertaking risk assessments in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensuring that incidents, accidents and near misses are reported to the County Council and HSE as appropriate;
- Ensuring that termly health and safety inspections are carried out and that a copy of the report is given to the Chairman of Governors and is placed on the staff room health and safety notice board;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring health and safety monitoring is undertaken, including:
 - Accident, incident and near miss reporting and investigation;
 - Specific equipment which requires statutory testing;
 - Termly health and safety inspections;
 - Job risk assessments are completed and health and safety issues are included in staff appraisals and performance management;
 - Providing an annual health and safety report to the Governing Body.
- Making recommendations to the Governing Body in relation to external independent audits;
- Reporting to the School's Governing Body any health and safety issues which cannot be resolved;
- Ensuring the requirements of the Occupier's Liability Acts 1957/1984 are complied with;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out, where practicable

with the health and safety governor;

- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for training to be provided as appropriate;
- Attending the establishment's health and safety committee;
- Drawing up the establishment's annual health and safety action plan;
- Co-operating with and providing necessary facilities for trade unions safety representatives;
- Participating in health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;

Note: in the absence of the Headteacher these responsibilities fall to their immediate deputy.

2.2 Responsibilities of the Senior Leadership Team

The Senior Leadership team will support the Headteacher with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing the annual health and safety report.

2.3 Responsibilities of the Health and Safety Co-ordinator

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school;
- Ensuring that Health and Safety Handbook for Schools (provided electronically), Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audit;
- Providing health and safety induction training for all staff;
- Providing basic fire awareness training for all staff at least annually;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

2.4 Other Managers including Heads of Subject Departments/Subject Co-ordinators and Managers of Non-Teaching Staff

Managers are responsible for implementing this policy in the area of their control. This includes:

- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;
- Ensuring risk assessments, including those relating to directly managed staff, are

carried out and implemented;

- Ensuring safe working procedures and codes of practice are developed for activities under their control;

Implementing health and safety monitoring arrangements within their area of responsibility, such as:

- Incident reporting and investigation;
- Statutory inspection of equipment as appropriate;
- Termly health and safety inspections;
- The schools annual monitoring checklist;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Reporting any health and safety issues which cannot be resolved to the Headteacher or Health and Safety Co-ordinator or to the Governing Body.

Heads of Subject Departments have the following specific Health and Safety Responsibilities:

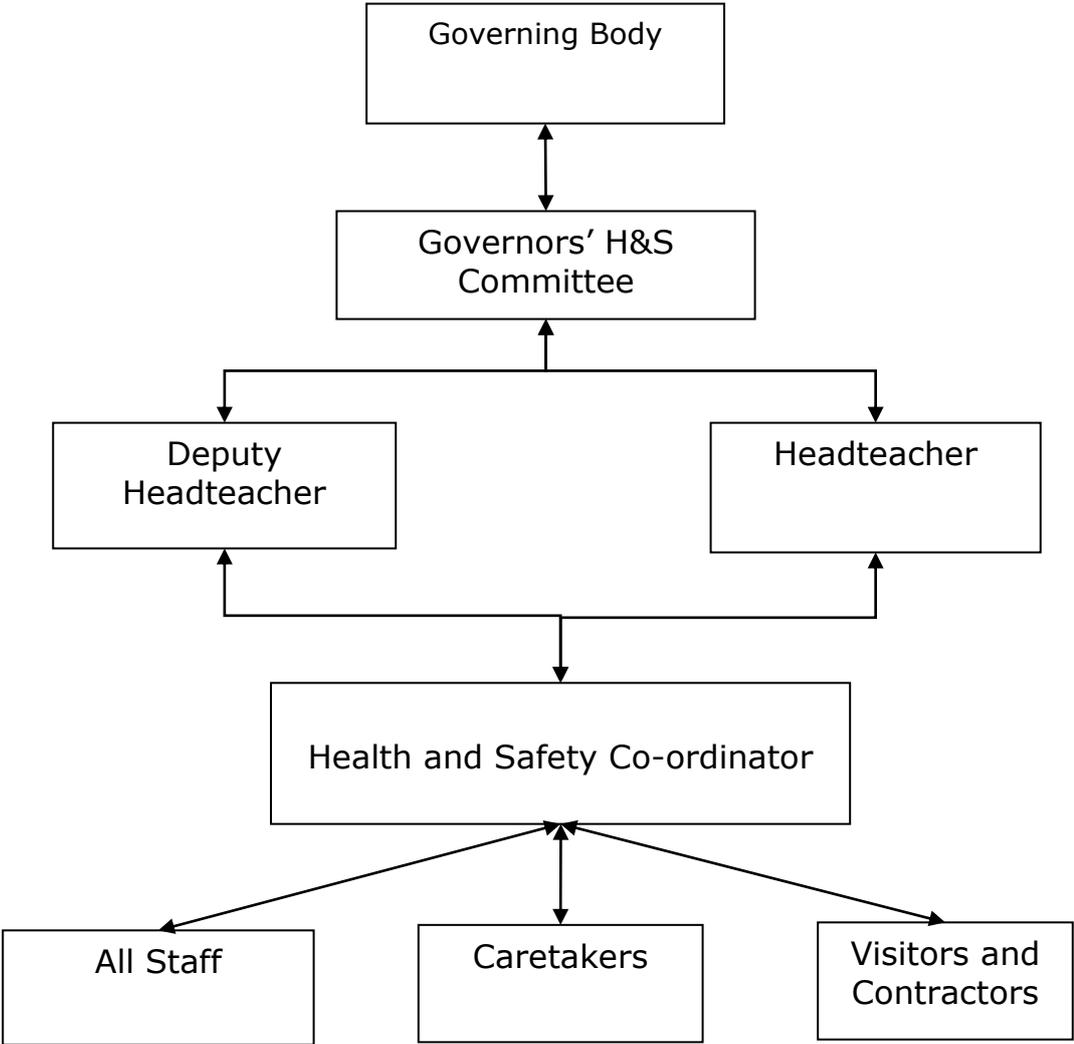
- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least annually);
- Carrying out regular health and safety monitoring inspections of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

2.5 Responsibilities of All Staff

All staff employed at the establishment have a responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work, for example;
 - check classrooms/work areas are safe;
 - check equipment is safe before use;
 - ensure safe working procedures are followed;
- Co-operate with School Governors and Headteacher on all matters relating to health and safety by complying with the Health and Safety Policy;
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Report immediately to their Health and Safety Co-ordinator/Headteacher/Line Manager any serious or immediate danger;
- Report to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Participate in health and safety inspections and the health and safety committee where appropriate.

Flow Chart showing main lines of communication in school with reference to Health and Safety



3 ARRANGEMENTS AND RESPONSIBILITIES

Named Staff

See appendix for names of current holders of named jobs.

Health and Safety Co-ordinator

The Health and Safety Co-ordinator is:	Lynda Jackson
The Site Manager is:	Alistair Angus

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Following an accident, incident, dangerous occurrence or near miss the employee or person who witnesses an accident or a nominated person will report the accident/incident to the The Headteacher and internal reporting procedures will apply.

The nominated person(s) are:

Name of Nominated Person (Reporter)	Job Title
Sandra Melhuish	Attendance and Medical Administrator

Name of Nominated Person (Verifier)	Job Title
Lynda Jackson	Director of Finance, HR and Resources

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Lynda Jackson Director of Finance, HR and Resources
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

Administration of Medicines

The persons responsible for dealing with the administration of medicines in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required are:	Medical Administrator
	Sandra Melhuish Deputy: Joyce Purslow

The persons responsible for dealing with the administration of controlled drugs such as Ritalin in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required are:	Medical Administrator
	Sandra Melhuish

The persons responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs are:	Medical Administrator Sandra Melhuish
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Asthma Inhalers/Epipens

The persons responsible for the supervision and storage where appropriate of asthma inhalers/epipens are:	Medical Administrator Sandra Melhuish
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Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations using Workstation Safety Plus on the Schools' Web. They will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

Employee Name	Job Title
Vivienne Ridgely	Finance Assistant
Lynne Lusby	Faculty Support Assistant
Kris Terry	Pastoral Manager
Deborah Brady	Inclusion Manager
Liz Plascott	Headteacher's PA
Stephen Sharrad	Network Manager
Sandra Hardie	Data Manager
Vicky Widdowson	Exams Manager
Joyce Purslow	Receptionist
Lynda Jackson	Director of Finance, HR and Resources
Tricia Graham	Receptionist
Sandra Melhuish	Attendance and Medical Administrator
Ali Shahbaz	ICT Technician
Victoria Law	Librarian
Pamela Cox	Finance Officer
Emma Carter	Faculty Support Assistant
Annabel Atkinson	Admin Assistant

The competent (trained) person responsible for administering Workstation Safety Plus Assessments (if there are five or more users) and offering basic advice to users is:	Director of Finance, HR and Resources
The person responsible for ensuring that the requirements of the risk assessment are implemented is:	Director of Finance, HR and Resources

Fire and Other Emergency Arrangements

Emergency procedures covering a range of hazardous situations, which may arise in the establishment, can be found in The Critical Incident Folder in Reception. Other information can be found:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	All rooms. Also Fire Action Plan in reception.
Bomb Alert	Critical Incident Folder
Gas Leak	*
Electrical Fault	*
Water	*
Storm or Flood Damage	*
Persons Threatening Violence on Site	*
Dangerous Animal(s) on Site	*

* Health and Safety Co-ordinator is informed, evaluates situation and takes appropriate action including informing Headteacher/SLT as appropriate.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

Fire Action Plan and Critical Incident File

Responsibilities in the event of an emergency are detailed in the Fire Action Plan and Critical Incident File. Copies of these documents are in Reception. Each member of staff who has a particular role to play also has a copy of these documents.

The person (and deputy) responsible for ensuring and supervising (where appropriate):	Person	Deputy
<ul style="list-style-type: none"> the controlled evacuation of people from the building or on the site to a place of safety, 	All staff	
<ul style="list-style-type: none"> the controlled evacuation of people with mobility problems from the site to a place of safety using appropriate equipment such as evacuation chairs, 	All staff	
<ul style="list-style-type: none"> the summoning of the emergency services 	Joyce Purslow	Tricia Graham
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Ed Hillyard	Peter Tang Nick Golding
<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (e.g. <i>Headteacher, Deputy Headteacher or other member of the senior management team</i>) 	Ed Hillyard	Lynda Jackson

Note: The priorities are as follows:

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

The person responsible for arranging, recording and monitoring training at least annually, for example, Fire Warden Training and Fire Risk Assessor Training is:	The Health and Safety Co-ordinator
The person responsible for arranging, recording and monitoring fire drills at least once per term including recording that time taken to evacuate the building is recorded in the fire log is:	The Health and Safety Co-ordinator
The Operations Manager, School Improvement will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	The Headteacher
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy Reception
	Second Copy (Off Site) Caretaker's house
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	The Health and Safety Co-ordinator

The person responsible for undertaking Personal Emergency Evacuation Plans (PEEPs) for staff and pupils with mobility problems is:	The Health and Safety Co-ordinator

Fire Prevention and Detection Equipment Arrangements

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

System	Location of Test Records	Person Responsible
Fire Alarm	Fire Log, Reception	The Site Manager with Contractor (MCFP)
Emergency Lighting System	Fire Log, Reception	The Site Manager with Contractor (MCFP)
Heat detection Systems	Fire Log, Reception	The Site Manager with Contractor (MCFP)
Smoke Detection System	Fire Log, Reception	The Site Manager with Contractor (MCFP)

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Teaching Areas Heads of Department Non-teaching areas The Site Manager
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The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Hazlemere Fire Protection Services
	Telephone Number 01494 817 594

Fire Wardens	
1. Joyce Purslow	Receptionist
2. Lynda Jackson	Director of Finance, HR and Resources
3. Shelley Bragazza	Food Tech Technician
4. Graham Barkus	Caretaker
5. Annabel Atkinson	Admin Assistant
6. Claire Hawkins	Assistant Headteacher, SENCO
7. Stephen Sharrad	IT Manager

First Aid

The following employee is a First Responder

Name	Extension/Location	Date of Expiry of Certificate
Mr Angus	0 Reception	Ongoing

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

Name	Extension/Location	Date of Expiry of Certificate
Mrs S Melhuish	226 Medical Room	June 2020
Mrs Joyce Purslow	0 Reception Office	23/08/2018
Mrs Jane Chamberlain	226 Medical Room	Dec 2020

The following employees are **appointed persons** and have been trained to Emergency First Aid for Schools level.

Name	Extension/Location	Date of Expiry of Certificate
RICHARD ELLIS	c/o Reception	Nov-20
GIDEON THOMAS	c/o Reception	Nov-20
ALI ANGUS	c/o Reception	Nov-20
ANN KNIGHT	c/o Reception	Nov-20
DARREN WOODS	c/o Reception	Nov-20
PILAR POSTIGO	c/o Reception	Nov-20
JANE PAINE	c/o Reception	Nov-20
ROBIN WHITBY	c/o Reception	Nov-20
STEPHEN SHARRAD	c/o Reception	Nov-20
KODEY MCMASTER	c/o Reception	May-21
KERRY STRATTON	c/o Reception	Apr-22
LYNDA JACKSON	c/o Reception	Apr-22
KAREN CLARKE	c/o Reception	Apr-22
KAREN TEBBS	c/o Reception	Apr-22
VICTORIA WILSON	c/o Reception	Apr-22
CLAIRE HAWKINS	c/o Reception	Apr-22
EMMA BADDELEY	c/o Reception	Apr-22
ED HILLYARD	c/o Reception	Apr-22
PETER TANG	c/o Reception	Apr-22
BRITTANY READ	c/o Reception	Apr-22
JAVIER ORTEGO	c/o Reception	Apr-22
EMMA BADDELEY	c/o Reception	Nov-20
ED HILLYARD	c/o Reception	Nov-20
PETER TANG	c/o Reception	Nov-20
BRITTANY READ	c/o Reception	Nov-20
JAVIER ORTEGO	c/o Reception	Nov-20

The names (location and extension numbers if appropriate) of current

first aiders and appointed persons emergency aiders are displayed at the following points in the school.

Display Point	Display Point
Head of Faculty Rooms	Reception Office
Staff Room	Medical/Attendance Office

The person responsible for ensuring first aid qualifications are maintained is:	Director of Finance, HR and Resources
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Director of Finance, HR and Resources
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First aid is NOT always available on site. See Lone Working Policy for details.

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

Location of First Aid Box(es)	First Aid Record Book(s)
Medical Room	Medical Room
CDT	
Science (prep room)	

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box
Medical Room
Minibus

A termly check on the location and contents of all first aid boxes will be made by.	Medical Administrators
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Use of first aid materials and deficiencies should be reported to: who are responsible for their replenishment?	Medical Administrators
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The address and telephone number of the nearest medical centre/NHS GP is:	Dragon Cottage Brown Road Holmer Green
	01494 715 924 01494 715 656

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Stoke Mandeville Hospital Mandeville Road Aylesbury
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	01296 315000
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Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	Head's PA
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Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Lynda Jackson
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Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
	No names have been put forward

House Keeping and Disposal of Waste

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

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Site Manager
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	Health and Safety Co-ordinator and Senior Science Technician
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Medical Administrators
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Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	Location of Isolation Point Details
Water	In road near front gate next to Site Manager's house. Main boiler room.
Electricity	Main electrical inlet in cupboard near Reception
Gas	Main gas meter is inside front gate near Site Manager's house. Emergency gas cut off is in main boiler room. CDT gas meter is in the CDT boiler room.

Maintenance of Site, Premises, Housekeeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, for example, damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Site Manager (via receptionist if necessary)
Verbal reports may be followed up in writing:	Staff to log on Site Team Helpdesk
It should also be notified to:	Health and Safety Co-ordinator

Manual Handling of Loads

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	Health and Safety Co-ordinator
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The person responsible for arranging training in safe manual handling of objects is:	Health and Safety Co-ordinator
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The person responsible for monitoring the safety of manual handling activities is:	Health and Safety Co-ordinator
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Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Health and Safety Co-ordinator
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Manual handling of people on this site only takes place in emergencies.

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Site Manager
	Deputy Assistant Site Managers
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are:	First Site Manager
	Director of Finance, HR and Resources

Risk Assessment

The person responsible for carrying out a general survey of the school's work activities, identifying hazards and ensuring risk assessments relating to jobs are produced by appropriate persons and appropriately communicated is: This includes extra-curricular/extra-mural activities; work carried out by contractors or volunteers on site; work equipment; chemicals; activities .	Specialist teachers and Health and Safety Co-ordinator
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: by means of the hazard reporting procedure	Health and Safety Co-ordinator
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair as soon as reasonably practical.	Health and Safety Co-ordinator
The person responsible for ordering repairs which are the school's responsibility is:	Health and Safety Co-ordinator

Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required to inform:	Health and Safety Co-ordinator
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Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises, for example, clearing snow and ice, will be determined by:	Health and Safety Co-ordinator
The person responsible for gritting appropriate pedestrian and vehicle routes on the site is:	Site Manager

During periods of very hot weather, arrangements for minimising the risks from exposure to excessive amounts of sunlight or excessive heat will be determined by:	Health and Safety Co-ordinator
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Training for Health and Safety

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Health and Safety Co-ordinator
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- Health and Safety Policy: School.
- Health and Safety Handbook for Schools
- Education Visits Policy Document
- Premises Asbestos Log
- Premises Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Special Needs of Young Employees (e.g. Work Experience Placements)
- Hazard Reporting and Maintenance Procedures

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Heads of Departments
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- Special Hazards/Responsibilities Associated with their Work Activity
- Procures for Hazardous Substances
- Codes of Safe Practice and Guidance

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Health and Safety Co-ordinator
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Health and Safety Co-ordinator
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Health and Safety Co-ordinator
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The persons responsible for reviewing the effectiveness of health and safety training are:	Heads of Departments
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The persons responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc are:	Heads of Departments
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Health and Safety Co-ordinator
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Work Equipment

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: -

Working at Height - Access Equipment

Tower Scaffolds

Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	Health and Safety Co-ordinator and Specialist Teachers supervising Tech Crew
Persons authorised to operate and use are: Staff - Ali Angus/ Students – Andrew Richmond, James Waker, Daniel Wood, Joe Terry, Bradley Richardson, Finley Thomas	Trained staff and pupils. With at least one trained adult present.
Training in safe use received from: (including dates)	Pasma Exp: 23.01.2023

Non-Powered Access Equipment: Assistant Headteacherders, StepAssistant Headteacherders, Platform Steps etc

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Health and Safety Co-ordinator
Persons authorised to use are:	Site Manager and trained staff

Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that manual handling equipment such as sack barrows, flat-bed trolleys, evac. chairs etc are maintained in a safe condition is:	Site Manager
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Equipment Provided for Pupils with Special Educational Needs

The persons responsible for ensuring that all wheelchairs and Standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis are:	Medical Administrator
The persons responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately are:	Medical Administrator

Lifts

The person responsible for ensuring that the passenger lift is inspected and serviced every six months is:	Health and Safety Co-ordinator
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The person responsible for ensuring that the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place is:	Health and Safety Co-ordinator
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Caretaking and Cleaning Equipment

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

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

Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Catering Contractor
Persons authorised to operate and use are:	Catering contractor's staff

Grounds Maintenance Equipment (Machinery and Tools)

Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	Health and Safety Co-ordinator and Grounds Maintenance contractor
Persons authorised to operate and use are:	Site Management Staff and Grounds Maintenance contractor

Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Science and Senior Science Technician
Person(s) authorised to operate and use is/are:	Trained Science Staff

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of DT
Persons authorised to operate and use are:	Trained DT staff and DT Technician

The persons responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use are:	Trained DT teachers
The person responsible for taking out of use any equipment which is inadequately guarded is:	DT Technician

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of DT
Persons authorised to operate and use are:	Trained DT Teachers and Food Technology Technician

The persons responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is:	Food Technology Technician
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Food Technology Technician
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Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Art
Persons authorised to operate and use are:	Trained Teachers and Art Technician

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Art
Persons authorised to operate and use are:	Trained Teachers and Art Technician

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of PE
Persons responsible for regular (daily) visual inspection are:	Trained PE Teachers
Person responsible for ensuring the PE equipment is inspected annually by a competent contractor is:	Head of PE
Contractor responsible for annual full inspection and report is:	Universal

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Drama
Persons authorised to operate and use are:	Ali Angus Tech Crew
Contractor responsible for regular inspection and maintenance of the stage lighting equipment is:	No Regular Contractor

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Music
Persons authorised to operate and use are:	Music teachers and supervised students

Portable Electrical Appliances

The persons responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded are:	Health and Safety Co-ordinator and Network Manager
Persons responsible for carrying out formal visual inspection and testing are:	Specialist contractor Kingsmead
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Health and Safety Co-ordinator

Personal Protective Equipment (PPE)

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	Senior Science Technician
Design and Technology	Head of DT
Art and Design	Head of Art
Caretaking and Cleaning	Site Manager or Cleaning Contractor
Catering	Catering Manager
Grounds Maintenance	Site Manager or Grounds Maintenance Contractor

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	As above
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Respiratory Protective Equipment

The person responsible for the risk assessment, provision, training in use, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	As above
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Hazardous Substances

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

Science	Senior Science Technician
Design and Technology (Materials)	DT Technician
Design and Technology (Food and Textiles)	DT Technicians
Art and Design (Fine Arts)	Art technician
Art and Design (Ceramics)	Art Technician
Caretaking and Cleaning	Site Manager or Cleaning Contractor
Catering	Catering Contractor
Grounds Maintenance	Site Manager or Grounds Maintenance Contractor

Copies of all the hazardous substances inventories are held centrally in:	Health and Safety Co-ordinator's office
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The person responsible for undertaking and updating the hazardous substance risk assessments is:	Heads of Department
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) is examined annually and tested by the County Council approved contractor is:	Health and Safety Co-ordinator
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The reports are kept available for inspection by:	Health and Safety Co-ordinator
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Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises Asbestos Log is consulted by visiting contractors and other relevant persons is:	Health and Safety Co-ordinator
The premises Asbestos Log is kept at the following location in the building:	Site Manager's office
The person responsible for ensuring that the Asbestos Log is updated, annually and as appropriate following work on the fabric of the building is:	Site Manager

Legionella

The premises Legionella Log is kept:	Site Manager's Office
The Premises Responsible Person who has been trained to be responsible for the management of legionella in the school is:	Headteacher
The Nominated Legionella Controller person who has been trained to be responsible for checking water temperatures as part of the legionella programme is:	Site Manager

Radioactive Sources

The Radiation Protection Supervisor is:	Head of Science
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The location of the following records is:

History of the sources	S2
Use log	S2
Monitoring/Test records	S2
Risk assessments for use	Science Prep Room
County Council Science Code of Practice	Science Prep Room

Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.	Health and Safety Co-ordinator
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Waste Management

Waste will be collected daily by:	Cleaners
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers is:	Site Manager
The person responsible for ensuring the containers are secured after emptying to prevent them being moved and set on fire by arsonists is:	Site Manager
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Site Manager
The person responsible for checking that the oil tank bund wall is effective is:	Site Manager
The company responsible for collecting the schools general waste is:	Chiltern District Council
The company responsible for collecting the schools special waste for example, clinical waste, sharps is:	Grundon
The company responsible for collecting the schools waste electronic equipment is:	Grundon

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

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

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the Local Authority is:	Health and Safety Co-ordinator
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Director of Finance, HR and Resources
Spill kits can be found at the following locations:	Site Workshop

Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Health and Safety Co-ordinator
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

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

The person responsible for ensuring follow up action on the report is completed is:	Health and Safety Co-ordinator
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Provision of Information

The person responsible for distributing all health and safety information received from the Health and Safety Team and elsewhere for the maintenance of a health and safety information reference system is:	Health and Safety Co-ordinator
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept by:	Health and Safety Co-ordinator
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept by:	Health and Safety Co-ordinator
The person responsible for maintaining it is:	Health and Safety Co-ordinator

The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Health and Safety Co-ordinator
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The health and safety notice board is sited:	Staffroom
The person responsible for ensuring documents are displayed for two weeks on the health and safety notice board and keeping it up to date is:	Health and Safety Co-ordinator

The Health and Safety Law Poster is sited:	Staffroom
The person responsible for maintaining it is	Health and Safety Coordinator

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including an overnight stay is:	Director of Finance, HR, Resources
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom including an overnight stay is:	Director of Finance, HR, Resources
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Director of Finance, HR, Resources
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Buckinghamshire Education Business Partnership as appropriate is:	Work Experience Co-ordinator
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Team Teach

The person responsible for arranging for Team Teach training and monitoring its effectiveness is:	Headteacher
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises in accordance with the lettings procedure is:	Director of Finance, HR, Resources
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Site Manager
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Manager
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Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	Reception
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Staff Handbook
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Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and

arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

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

Name	Types of Order
Director of Finance, HR and Resources	Educational and Furniture, etc.
Director of Finance, HR and Resources	Repairs and Maintenance and Security

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location.	Site Manager
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Catering

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Director of Finance, HR and Resources/ Catering Manager
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The person responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Director of Finance, HR and Resources/ Catering Manager
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out is:	Director of Finance, HR and Resources/ Catering Manager
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The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Director of Finance, HR and Resources/ Catering Manager
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Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Health and Safety (HSE), County Council, Health and Safety Advisers, Environmental Health Officer, Buckinghamshire Fire and Rescue Officers

The persons responsible for co-ordinating visits and recommendations; co-ordinating action and reporting matters requiring authorisation/action to the Governing Body or LEA are:	Director of Finance, HR and Resources/ Health and Safety Coordinator
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Smoking/Vaping

Smoking/Vaping in the school and in vehicles under its control is prohibited by law.

Smoking/Vaping may be permitted in:

- areas outside the school buildings and premises
- any other area designated by the Headteacher where, due to special circumstances, a ban would be unreasonable.

Notes:

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.

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

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Health and Safety Co-ordinator
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Vehicles

The Headteacher is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council policy contained in "*Regulations for the Use of Vehicles 2007*"

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and child seats where necessary.	Headteacher
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The person responsible for arranging insurance and maintenance of vehicles.	Director of Finance, HR and Resources
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The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	Director of Finance, HR and Resources
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the Bucks County test is:	Director of Finance, HR and Resources
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Stress and Well Being

The persons responsible for monitoring absence owing to stress related illness and promoting well being is:	Director of Finance, HR and Resources
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Health and Safety Co-ordinator
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Bullying/Harassment

The school's policy on behaviour (including bullying) is kept by:	ASSISTANT HEADTEACHER
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Records of bullying incidents and action taken are kept by:	ASSISTANT HEADTEACHER
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Insurance

Insurance Company	RPA – DfE Scheme
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Audit, Review, Performance Measurement and Action Plan

The person responsible for carrying out an annual review of the School’s Health and Safety Policy and ensuring its dissemination and implementation in the school is:	Director of Finance, HR and Resources
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The person responsible for ensuring the implementation of the recommendations of any audit reports is:	Headteacher
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The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Director of Finance, HR and Resources
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Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	Director of Finance, HR and Resources
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Signed Date
Headteacher

Signed Date
Chairman of Governors

Reviewed: June 2018
Next Review: June 2019

8. Appendix
Names of current holders of named jobs

Position	Held by
Site Manager	Alistair Angus
Health and Safety Co-ordinator	Lynda Jackson
Work Experience Co-ordinator	Emma Panayiotou
Deputy Headteacher	Peter Tang
Qualified PAT personnel	Gideon Thomas
Headteacher	Ed Hillyard
Director of Finance, HR and Resources	Lynda Jackson
Attendance and Medical Administrator	Sandra Melhuish
Catering Manager	GMS Catering
Head of Science	Claire Theobald
Head of Drama/Dance	Jesse Sheahan
Head of Art	Annie Hearne
Head of DT	Kirpal Gill
Head of PE	Richard Ellis
Head of Music	Emma Baddeley
Network Manager	Stephen Sharrad
Senior Science Technician	Anthony Buxton
DT Technician	Gideon Thomas
Food Tech. Technician	Karen Clarke
Art/Textiles Technician	Karen Tebbs