




Astrea Academy Trust

INSPIRING BEYOND MEASURE

Netherwood Academy

Secondary School Health and Safety Policy

Principal Signature:	
Date Adopted:	February 2022
Last Review Date:	January 2024
Next Review Date:	January 2025



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Statement of Intent



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

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

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

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

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

CEO	
Date	14 th February 2022
Principal	
Date	24 th January 2024



Organisational Structure and Responsibilities

Responsibilities of the Astrea Board of Trustees:

- Ensuring all Astrea schools comply with the Trust's Health and Safety Policy and arrangements.
- Ensuring all schools have formulated and ratified the school health and safety statement and health and safety plan.
- All Astrea Schools have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- All school sites and premises is maintained in a safe condition and that appropriate funding is allocated to this area from school budgets.
- Schools prioritise action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to Astrea's Estates Team.
- Health and safety arrangements are regularly reviewed (minimum annually) and new arrangements are implemented where necessary.
- Promoting high standards and developing a positive culture of health and safety within 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.
- All schools conduct active and reactive monitoring of health and safety matters in their school.

Responsibilities of the Principal

The Principal is responsible for:

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



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

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

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

Responsible to the Principal for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice – provided by AMEY to Astrea
- 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 – provided by AMEY to Astrea.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Trust.
- Providing health and safety induction training for all new employees
- Maintenance of health and safety training records including the provision of refresher training – through National College Framework.
- Statutory inspections are completed and records kept – actioned by AMEY
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction – actioned by AMEY

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

Heads of Curriculum

Heads of Curriculum are responsible for:

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



- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject-specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people

Acting on health and safety reports from above and below in the hierarchy

Responsibilities of all Employees

All employees at the school have responsibility to:

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

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Rachel Brannan, Operations Manager
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	Julia Neave
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Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Rachel Brannan, Operations Manager
A copy of the business continuity plan is available at:	Health & Safety Folder with Operations Manager and copy kept with all Senior Leadership Team



	PERSON RESPONSIBLE	DEPUTY
The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Jonny Mitchell, Principal	Kirsty Hubbert, Dan Bennett or Luke Harper (Vice Principals)
Summoning of the emergency services.	Michelle Knowles - AMEY	Rachel Brannan, Operations Manager
That a roll call is taken at the assembly point	Jonny Mitchell, Principal	Kirsty Hubbert, Dan Bennett or Luke Harper (Vice Principals)
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Rachel Brannan, Operations Manager	Michelle Knowles - AMEY

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	Indoor Plant Room
Gas	Service Risers
Electricity	Electric Risers

Severe Weather

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:	Michelle Knowles – AMEY liaise with Rachel Brannan
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event.

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

LOCATION OF ACCIDENT BOOK	PERSON IN CHARGE OF ACCIDENT BOOK
ACCIDENT BOOK: Student Reception (electronic Every)	Rachel Brannan, Operations Manager
NEAR MISS BOOK: Student Reception (electronic Every)	Rachel Brannan, Operations Manager
Accident reports must be drawn to the attention of the Principal and where necessary reported via the EVERY online system*:	Principal: Jonny Mitchell
	Deputy: Rachel Brannan
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Rachel Brannan, Operations Manager

The following types of incident must be reported using the Athena 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	Job Title	Expires
Shaun Coulson	Student Manager	12/12/2025
Rachael Flood	Teacher - English	12/12/2025
Evan Grieve	Teacher - English	30/03/2026
Mark Ibberston	Teacher - DT	30/03/2026
Mark Kneissl	Student Manager	12/12/2025
Lisa Lane	Science Technician	13/01/2026
Julia Neave	Student Manager	13/01/2026
Sarah Newsome	Exams Officer	13/01/2026
Jamie Utley	Teacher & Head of Year	10/02/2026
Thomas Wood	Teacher - English	13/09/2024
Stuart Hunter	Student Manager	12/12/2025
Louise Robinson	Student Manager	01/10/2024



Emma Currie	SEN Admin	13/01/2026
Sam Reed	DE and PE Technician	13/01/2026
Charlotte Small	Art Teacher	22/01/2026
Torrah King	Alternative Provision	10/02/2026
Ben Ota	Alternative Provision Teacher	10/02/2026
Emma Moxon	Admin Assistant - Communications	10/02/2026
Nic Talbot	PE Teacher	30/03/2026
Matt Stones	PE Teacher	30/03/2026
Clark O'Keefe	Geography Teacher	30/03/2026
Lindsey Wigley	Admin Assistant - Data	21/09/2026
Jade Mortimer	Attendance Officer	21/09/2026
Fiona Gwynnette	Assistant Principal	04/12/2026
Lauren Kaye	Alternative Provision	04/12/2026
Stacey Massey	Admin Assistant - Attendance	04/12/2026
Rebecca Leach	Attendance Officer	21/09/2026

Person responsible for ensuring first aid qualifications are maintained:	Rachel Brannan, Operations Manager
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Rachel Brannan, Operations Manager and Michelle Knowles, AMEY

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)
Student Reception	First Aid Room
Department Open Areas	

A termly check on the location and contents of all first aid boxes is carried out by:	Admin team supervised by Rachel Brannan, Operations Manager
Use of first aid materials and deficiencies should be reported to:	Rachel Brannan, Operations Manager
Address and telephone number of the nearest medical centre / NHS GP:	Wombwell GMS Practice Mayflower Way Wombwell Barnsley S73 0AJ 01226 752361
Address and telephone number of the nearest hospital with accident and emergency facilities:	Barnsley District General Hospital Gawber Road Barnsley



	S75 2EP 01226 730000
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Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Kirsty Hubbert, Vice Principal Astrea Academy Central team
A copy of the medicines policy is available at:	Staff Shared Drive – Health and Safety
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:	Trained Admin team supervised by Rachel Brannan, Operations Manager
	Deputy: Paula Flaherty
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:	Trained Admin team supervised by Rachel Brannan, Operations Manager
	Deputy: Paula Flaherty
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Progress Leaders and Student Manager's for each Year Group

Hazard Identification and Control

Risk Assessment

Person(s) (other than Heads of Department) 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:	Trip Leader - authorised by Mark Ibbertson/Richard Wordsworth as EVCs via EVOLVE Michelle Knowles – AMEY – Premises
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Hazard Reporting and Follow Up

All employees, LECC/TMB and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Rachel Brannan, Operations Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Michelle Knowles – AMEY



Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Rachel Brannan, Operations Manager
Defective furniture must be taken out of use immediately and reported to:	Rachel Brannan, Operations Manager
Person responsible for ordering repairs and maintenance:	Michelle Knowles – AMEY (Lifecycle) Rachel Brannan (School Purchase)

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Trust:	Jonny Mitchell, Rachel Brannan
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	Athena / Every
The HSE Health and Safety Law Poster is displayed:	Main Reception

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Rachel Brannan, Operations Manager
<ul style="list-style-type: none"> • Health and Safety Policy (Trust and Departmental) • Local asbestos register and disturbance procedure • Risk assessments • Fire and other emergency arrangements • Accident reporting arrangements • First aid arrangements • Safe use of work equipment • Good housekeeping, waste disposal and cleaning arrangements • Hazard reporting and maintenance procedures • Special hazards and responsibilities associated with their work activity • Special needs of young employees (e.g. work experience placements). 	
Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Rachel Brannan, Operations Manager
Person responsible for compiling and implementing the school's annual health and safety training plan:	Rachel Brannan, Operations Manager



Person responsible for reviewing the effectiveness of health and safety training:	Rachel Brannan, Operations Manager
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Rachel Brannan, Operations Manager

Premises

Asbestos

Person with overall responsibility for managing asbestos:	New build no asbestos on site
The asbestos register is kept at:	N/A
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Michelle Knowles – AMEY
The disturbance procedure is displayed in a (staff only) area, at:	N/A
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	N/A
The LAMP is kept in:	N/A

Legionella

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

Fire

Person with overall responsibility for managing fire safety:	Michelle Knowles/Rachel Brannan
The fire risk assessment is kept at:	Premises Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Michelle Knowles/ Rachel Brannan
Person responsible for routine maintenance and servicing of fire safety equipment:	Michelle Knowles – AMEY
The log book is kept in:	Premises Office



Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Michelle Knowles – AMEY
	Deputy: AMEY Site Team (Doyle's Security for out of hours)

Visitors

On arrival all visitors must report to:	Main Reception – Contractors FM Office
Where they will be issued with; ★ An identification badge ★ Relevant health and safety information ★ Sign the visitors book or online booking system	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Michelle Knowles/ Rachel Brannan
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Rachel Brannan
Person responsible for checking that the letting organisation assessments and appropriate insurance:	Rachel Brannan
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Michelle Knowles – AMEY

Control of Contractors

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



Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michelle Knowles – AMEY
Person(s) authorised and competent to operate and use:	AMEY Site Team

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michelle Knowles – AMEY
Person(s) authorised and competent to operate and use:	AMEY Site Team

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michelle Knowles – AMEY
Person(s) authorised and competent to operate and use:	AMEY Site Team

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Michelle Knowles – AMEY
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Equipment Provided for Pupils with Special Educational Needs

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:	Michelle Knowles – AMEY
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Michelle Knowles – AMEY
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:	Michelle Knowles – AMEY
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Michelle Knowles – AMEY

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Michelle Knowles – AMEY
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Michelle Knowles – AMEY
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michelle Knowles – AMEY
Person(s) authorised and competent to operate and use:	AMEY Cleaners/Caretakers

Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Thomas Howley
Person responsible for the chemical inventory:	Thomas Howley
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:	Thomas Howley
Person responsible for Science Codes of Practice / Policy / risk assessments:	Thomas Howley
The Radiation Protection Supervisor:	Jonathan Lowe (Astrea Academy Trust)

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Kim Clee, Curriculum Leader for Art and Design Technology AMEY
Person responsible for the chemical inventory:	Sam Reed, DT and PE Technician
Person(s) authorised to operate and use:	Kim Clee, Curriculum Leader for Art and Design Technology
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:	Kim Clee, Curriculum Leader for Art and Design Technology
Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use:	Kim Clee, Curriculum Leader for Art and Design Technology AMEY
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Kim Clee, Curriculum Leader for Art and Design Technology

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Jo Wilson AMEY
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Person(s) authorised to operate and use:	Jo Wilson
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Michelle Knowles – AMEY
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Michelle Knowles – AMEY
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:	Jo Wilson
Person responsible for Food Technology and Textiles) Codes of Practice/ Policy / risk assessments:	Jo Wilson

Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Kim Clee, Curriculum Leader for Art and Design Technology
Person(s) authorised to operate and use:	Kim Clee, Curriculum Leader for Art and Design Technology
Person responsible for the chemical inventory:	Sam Reed, DT and PE Technician
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Kim Clee, Curriculum Leader for Art and Design Technology
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Kim Clee, Curriculum Leader for Art and Design Technology

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Kim Clee, Curriculum Leader for Art and Design Technology
Person(s) authorised to operate and use:	Kim Clee, Curriculum Leader for Art and Design Technology
Person responsible for the chemical inventory:	Sam Reed, DT and PE Technician
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Kim Clee, Curriculum Leader for Art and Design Technology
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Kim Clee, Curriculum Leader for Art and Design Technology

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Nic Talbot AMEY
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Nic Talbot



Contractor responsible for annual full inspection and report:	Michelle Knowles – AMEY
Person responsible for PE Codes of Practice/ Policy / risk assessments:	Nic Talbot

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michelle Knowles – AMEY
Person(s) authorised and competent to operate and use:	Dave Smallwood

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michelle Knowles – AMEY
Person(s) authorised and competent to operate and use:	AMEY Site Team

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Michelle Knowles – AMEY
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Michelle Knowles – AMEY
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Michelle Knowles – AMEY
Person(s) responsible for carrying out formal visual inspection and testing:	Michelle Knowles – AMEY All Staff
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:	Rachel Brannan

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
Jonny Mitchell	Principal
Kirsty Hubbert	Vice Principal
Eddie Child	Vice Principal
Dan Bennett	Vice Principal



Luke Harper	Vice Principal
Amir Arezoo	Vice Principal
Fiona Gwynnette	Assistant Principal
Alexandra Olsen	Assistant Principal
Sarah Priest	Assistant Principal
Jess Bains	Assistant Principal
Emma-Jane Ghataurhae	AAP – Director of SEND
Paula Flaherty	DSL
Rachel Brannan	Operations Manager
Jade Crossland	HR & Payroll Manager
Rebecca Taylor	PA to SLT
Emma Moxon	Admin Assistant
Lindsey Wigley	Admin Assistant
Sarah Jayne Carnevale	Attendance and Safeguarding Officer
Sam Reed	DT and PE Technician
Lisa Lane	Science Technician
Emma Currie	Admin Assistant
Sarah Newsome	Exams Officer
Jill Richards	Data Manager
Julie Scott	Admin Assistant
David Smallwood	IT Manager
Kevin Duke	IT Technician
Carlo Van De Watering	Safeguarding & Wellbeing Officer
Kay Greaves	Attendance Manager
Jade Fawcett	DDSL
Jade Mortimer	Attendance Officer
Rebecca Leach	Attendance Officer
Stacey Massey	Admin Assistant
Person responsible for implementing the requirements of the DSE risk assessment:	Rachel Brannan



Swimming Pools

Person responsible for ensuring the swimming 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 	N/A
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	N/A

Vehicles

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

Substances and Personal Protective Equipment

Hazardous Substances

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

	PERSON RESPONSIBLE	LOCATION / EXTENSION
Caretaking	Michelle Knowles	Premises Office (Ext 1071)
Cleaning	Michelle Knowles	Premises Office (Ext 1071)
Catering	Bruce Atkins	Kitchens (Ext 1020)
Grounds Maintenance	Michelle Knowles	Premises Office (Ext 1071)
Other (please state):		



Copies of all the hazardous substances inventories are held centrally in:	Premises Office - AMEY
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	Science – Tom Howley DT – Kim Clee / Mark Ibbertson Site – Michelle Knowles – AMEY
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Michelle Knowles – AMEY

Personal Protective Equipment (PPE)

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Rachel Brannan / Michelle Knowles
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Michelle Knowles – AMEY

Housekeeping and Waste

Cleaning Arrangements

Person(s) (other than Heads of Departments) responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Michelle Knowles – AMEY
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Rachel Brannan

Waste Management and Disposal

Waste will be collected daily by:

Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Michelle Knowles – AMEY
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Rachel Brannan
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Michelle Knowles – AMEY



Person responsible for the safe disposal of any hazardous substances or special waste :	Michelle Knowles – AMEY
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Michelle Knowles – AMEY

Manual Handling

Manual handling of Objects

Person(s) (other than Heads of Departments) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Michelle Knowles – AMEY Rachel Brannan
Person responsible for monitoring the safety of manual handling activities:	Rachel Brannan – School Staff Only Michelle Knowles – AMEY

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Rachel Brannan – School Staff Only Michelle Knowles – AMEY
Person responsible for monitoring the safety of manual handling activities:	Rachel Brannan – School Staff Only Michelle Knowles – AMEY

Educational Visits

The Educational Visits Co-ordinator at the school is:	Richard Wordsworth/Mark Ibbertson
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Richard Wordsworth/Mark Ibbertson
The Educational Visits Policy is located at:	EVOLVE

Inspections (External & Internal)

Catering

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



Internal Health and Safety Inspections

Person(s) (other than Heads of Departments) responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Rachel Brannan / Michelle Knowles
Person responsible for ensuring follow up action on the report is completed:	Rachel Brannan / Michelle Knowles

Management Review

Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Rachel Brannan / Michelle Knowles
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Rachel Brannan / Michelle Knowles