

Appendix to Health & Safety Policy

Queen Elizabeth's Academy

Edition – September 2022

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1. CO-ORDINATION & COMMUNICATIONS

Health and Safety Co-ordinator

The member of staff in the academy with special responsibility for Health and Safety Matters (Health and Safety Co-ordinators) are:	Donna Percival - Principal Tracy Piper – Business Team Leader Roger Smedley – Site Manager
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Health and Safety Representatives

The members of the Academy's staff who are health and safety representatives for the professional associations are:

Professional Association	Name
NEU	Victoria Carefoot – Head of DT
GMB	Tony Hursthouse – Faculty Technician

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:	Donna Percival - Principal
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Health and Safety Meetings (Termly)

The constitution, membership and the minutes of the Academies Health & Safety Meetings are kept:	Saved on academy 365 portal
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2. EMERGENCIES (FIRE, ETC.)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	
Fire Evacuation Procedure	Staff Handbook, Site Posters
Bomb Alert	Emergency Plan
Gas Leak	Emergency plan
Electrical Fault	Emergency Plan
Water	Emergency Plan
Storm or Flood Damage	Emergency Plan
Persons Threatening Violence on Site	Emergency Plan
Dangerous Animal(s) on Site	Emergency Plan

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal 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.

The Academy's Emergency Plan should be followed according to the nature of the emergency.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety	Donna Percival, Principal	Lisa Taylor, Assistant Principal
<ul style="list-style-type: none"> summoning of the emergency services 	Donna Percival, Principal	Lisa Taylor, Assistant Principal
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Donna Percival, Principal	Lisa Taylor, Assistant Principal
<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 (eg <i>Exec. Principal, Vice Principal or other member of the senior management team</i>) 	Donna Percival, Principal	Lisa Taylor, Assistant Principal

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 emergency evacuation drills at least once per term is:	Donna Percival – Principal Roger Smedley - Site Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Science Prep Room DT Cellar Storage (Under room 25) Cleaning Cupboards (Science, Sports Hall, Summit, D&T, Maths, English, PLC) Old bunker behind boiler house
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Roger Smedley - Site Manager

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:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Site Managers Office	Roger Smedley - Site Manager

Emergency Lighting System	Site Managers Office	Roger Smedley - Site Manager
Smoke Detection System	Site Managers Office	Roger Smedley - Site Manager
The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Roger Smedley - Site Manager
The contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:		Nottinghamshire Fire Safety Ltd
		Telephone Number 01623 825516

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	Main stop tap – top of school drive
Electricity	Mains cupboard – main building
Gas	Main stop tap – top of Linden Street

3. ACCIDENTS, DANGEROUS OCCURRENCES, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence 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(s) specified:

Location of Accident Book	Person in charge of accident book
Online wellworker system	Courtney Coupe/Andy Beastall/Ebonie Porter/Karen Wallace/Ryan Bennett – Business Operations Team
Accident reports should be drawn to the attention of and counter-signed by the Principal, Vice Principal of his/her Deputy before being sent to the Health and Safety Team via the Wellworker online system.	Donna Percival - Principal
	Deputy: Tracy Piper – Business Manager
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Tracy Piper – Business Manager

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.

4. FIRST AID

(Please insert a list of First Aiders/qualifications/dates as an Appendix)

Including the names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the academy

Name	Location/Extension	Date of expiry of certificate
Courtney Coupe	Main Office/3546	February 2023
Mark Sisson	PE/3507	February 2023

The person responsible for ensuring first aid qualifications are maintained is:	Donna Percival - Principal Tracy Piper – Business Manager
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Donna Percival - Principal Tracy Piper – Business Manager

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

Location of First Aid Boxes,	First Aid Record Book(s)
All faculties	Student Office
Main Office/Student Office	Main Office
DT Workshops	
Science Labs	
PE Department	

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

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Minibus	
Main Office	

A termly check on the location and contents of all first aid boxes will be made by.	Karen Wallace – Business Operations
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Dawn Upex & Karen Wallace – Business Operations Team
The address and telephone number of the nearest medical centre/NHS GP is:	Rosemary Street Health Centre, Rosemary Street Mansfield NG19 6AB
	01623 623000
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Kings Mill Hospital Mansfield Road Sutton in Ashfield NG17 4JL

	01623 622515 999
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5. ADMINISTRATION OF MEDICINES

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Academy's Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Courtney Coupe- Business Operations Team
	Deputy Polly Pearson, Karen Wallace, Ryan Bennett, Dawn Upex, Ebonie Porter - Business Operations Team
The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Academy's 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 is:	First Courtney Coupe- Business Operations Team
	Second Polly Pearson, Karen Wallace, Ryan Bennett, Dawn Upex, Ebonie Porter - Business Operations Team
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Ceri Graham - SENco

Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Courtney Coupe, Polly Pearson - Business Operations Team
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6. CONTROLS;

6.1 Risk Assessments

The person responsible for carrying out a general survey of the Academy's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Donna Percival – Principal Tracy Piper – Business Manager Roger Smedley – Site Manager
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6.2 Maintenance of site, premises and hazard reporting

All employees and governors 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, by telephone to:	Tracy Piper – Business Manager Roger Smedley - Site Manager
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Verbal reports should be followed up in writing using the reporting form through the Every Database	Issues to be logged by staff using premises email or Every reporting software
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	Tracy Piper – Business Manager Roger Smedley – Site Manager
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Tracy Piper - Business Manager Roger Smedley - Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Donna Percival - Principal Tracy Piper - Business Manager

6.3 Housekeeping 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.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Roger Smedley - Site Manager
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All members of staff are responsible for ensuring the good house-keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

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.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Roger Smedley - Site Manager
The person responsible for the safe disposal of any hazardous substances or special wastes is:	Roger Smedley - Site Manager
The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Roger Smedley - Site Manager
The person responsible for checking that the oil tank bund wall is effective is:	N/A

6.4 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First: Roger Smedley - Site Manager
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	Second: Jamie Millward or Jake Lang or Chris Caunt - Site Assistants
The person(s) who has/have been trained to deal safely with burglar alarm call outs is;	ASGA Security Services LTD
	Second: Roger Smedley - Site Manager

6.5 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:	Roger Smedley - Site Manager Tracy Piper - Business Manager
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6.6 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Donna Percival - Principal
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6.7 Visitors

On arrival all visitors must 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 in on the visitors system 	Main Reception ✓ ✓ ✓
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found	Under safeguarding policies and procedures

6.8 Management Review

The person(s) responsible for carrying out an annual review of the H&S Policy Local Arrangements and its implementation in the academy is/are	Donna Percival – Principal Tracy Piper - Business Manager
The people responsible for compiling and implementing the academy's annual health and safety action plan, including action for improvements in the appropriate development plan are:	Donna Percival - Principal Tracy Piper - Business Manager

6.9 Enforcing Authorities e.g. Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Donna Percival - Principal Lisa Taylor – Assistant Principal
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6.10 Vehicles

Academy owned, hired or leased minibuses or coaches are only to be used for journeys approved

under the procedure.

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down is:	Roger Smedley – Site Manager Tracy Piper - Business Manager
The person responsible for authorising the use of the academy minibus, ensuring risk assessments are completed, have passed the minibus test etc. is:	Donna Percival - Principal
The person responsible for maintaining a list of authorised drivers of academy vehicles who have passed the County test is:	Tracy Piper - Business Manager

6.11 Insurance

In addition to the insurance arranged with RPA the Local Academy Board has decided to arrange the following additional cover.

Insurance Company	Details
N/A	

7. INFORMATION, INSTRUCTION AND TRAINING

Provision of Information

The person responsible for distributing all health and safety information received from the LA as our advisors and elsewhere, for the maintenance of a health and safety information reference system is:	Tracy Piper – Business Manager
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	H&S Folder – BM Office

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 in the Health and Safety manual located; however in most cases staff will be trained via an on-line portal	Educare /Site office/ Every portal
The people responsible for maintaining these records and deciding on the appropriate circulation of each document/policy are:	Donna Percival – Principal Tracy Piper - Business Manager
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 /noticeboard and keeping it up to date is:	Tracy Piper - Business Manager
The Health and Safety Law Poster is sited:	Staffroom

7.1 Health and Safety Training

The people responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training are:	Donna Percival - Principal
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- Health and Safety Policies: Trust and Academy
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The people 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 are:	Donna Percival - Principal
The people responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers are:	Donna Percival - Principal
The people responsible for compiling and implementing the academy's annual health and safety training plan is:	Donna Percival - Principal
The people responsible for reviewing the effectiveness of health and safety training are:	Donna Percival - Principal
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc.	Victoria Carefoot – Head of D&T
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Donna Percival - Principal

7.2 Manual Handling

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Donna Percival – Principal Tracy Piper - BM
The person responsible for monitoring the safety of manual handling activities is:	Donna Percival - Principal

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	N/A
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8. PREMISES

8.1 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the policy, and ensuring that the Local Asbestos Management Plan (LAMP) and premises asbestos log is consulted by visiting contractors and other relevant persons is:	Donna Percival – Principal Tracy Piper - BM Roger Smedley - Site Manager
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Site Office/Every Portal
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	Roger Smedley - Site Manager Tracy Piper - BM

8.2 Legionella

The person with overall responsibility for managing Legionella is:	Donna Percival – Principal Roger Smedley - Site Manager Tracy Piper - BM
The schools Legionella risk assessment is kept at:	Site Office/Every portal
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Roger Smedley - Site Manager Tracy Piper - BM
The water temperatures are taken (monthly) by:	Roger Smedley - Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants
The flushing of little used outlets is carried out by:	Roger Smedley - Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants
The log book is kept in:	Every system

8.3 Work Equipment

Specific Risks

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: -

8.4 Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Person(s) authorised to operate and use is/are:	N/A

Training in safe use received from: including dates	N/A
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8.5 Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Roger Smedley - Site Manager
Person(s) authorised to use is/are:	Roger Smedley - Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants

8.6 Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Roger Smedley - Site Manager
Person(s) authorised to use is/are:	Roger Smedley - Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants

8.7 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 sack barrows, flat-bed trolleys etc are maintained in a safe condition is	Roger Smedley - Site Manager
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8.8 Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	N/A
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A
The person responsible for ensuring that all wheelchairs, Standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	N/A
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	N/A

8.9 Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Donna Percival - Principal Roger Smedley - Site Manager
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8.10 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:	Roger Smedley – Site Manager Vertas
Person(s) authorised to operate and use is/are:	Roger Smedley - Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants Vertas Cleaning team

8.11 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Person(s) authorised to operate and use is/are:	N/A

8.12 Grounds Maintenance Equipment (Machinery and Tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	NCC Landscape Services Weedfree Landscape Services
Person(s) authorised to operate and use is/are	NCC Landscape Services Weedfree Landscape Services

8.13 Portable Electrical Appliances and Fixed Electrical Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Roger Smedley – Site Manager Tracy Piper – BM
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Roger Smedley - Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Roger Smedley – Site Manager Tracy Piper – BM
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Roger Smedley - Site Manager Tracy Piper – BM

The person responsible for ensuring that any remedial works are actioned is taken if identified in the hard wiring test is:	Roger Smedley - Site Manager Tracy Piper – BM
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8.14 Catering (For completion only by academies with an out-sourced catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Lesley Killey – Catering Manager
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In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Lesley Killey – Catering Manager
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Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Lesley Killey – catering Manager
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Person(s) authorised to operate and use is/are:	Lesley Killey – Catering Manager Kitchen staff
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8.15 Contractors (Non PFI Academies)

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	Roger Smedley - Site Manager
The person in control of contractors is:	Roger Smedley - Site Manager
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Roger Smedley - Site Manager

8.16 Hazardous Materials, used within Construction

It should be noted that due to the age of some buildings, the materials used in their construction requires special consideration when undertaking any building work, painting, refurbishments or demolition. Some likely hazards are as follows, this is not an extensive list so consider all aspects during the planning process;

- Paint (possible lead content pre 1990's)
- Lime (both in plaster and mortar)
- Horse/animal hair (used in lath & plaster wall construction)

Ensure that adequate measures are taken and documented in lines with current guidance and

legislation.

If there are any concerns highlight this prior to undertaking any work.

9 EDUCATIONAL ACTIVITIES AND EQUIPMENT

9.1 Laboratory Apparatus/Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Donna Percival - Principal Jane Davies – Head of Science
Person(s) authorised to operate and use is/are:	Jane Davies – Head of Science Ceri Graham – Teacher Tanya Jones – Teacher Matthew Barton – Teacher Carrie Morris – Teacher Nicola Hallam - Teacher Anthony Hursthouse – Technician
Organisation responsible for guidance on the safe use of Laboratory materials and processes	CLEAPSS

9.2 Radioactive Sources

The Radiation Protection Supervisor is:	Jane Davies – Head of Science
The location of the following records is:	Science Prep Room

DfE permission to purchase letter	On site
History of the sources	Science Prep Room
Use log	Science Prep Room
Monitoring/Test records	Science Prep Room
Risk assessments for use	Science Prep room
CLEAPSS Science Codes of Practice	Science Prep Room (L93, GL258)

9.3 Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	Donna Percival - Principal Victoria Carefoot – Head of D&T
Person(s) authorised to operate and use is/are:	Victoria Carefoot – Head of D&T Cory Crutchley – Teacher Daiga Berkolde – Technician Dean Crutchley - Technician

The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Victoria Carefoot – Head of D&T Cory Crutchley – Teacher Daiga Berkolde – Technician Dean Crutchley – Technician
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Victoria Carefoot – Head of D&T Cory Crutchley – Teacher Daiga Berkolde – Technician Dean Crutchley – Technician
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Victoria Carefoot – Head of D&T

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Donna Percival - Principal Victoria Carefoot – Head of D&T
Person(s) authorised to operate and use is/are	Victoria Carefoot – Head of D&T Lindsey Bland – Teacher Daiga Berkolde - Technician
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Victoria Carefoot – Head of D&T Lindsey Bland – Teacher Daiga Berkolde – Technician
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Victoria Carefoot – Head of D&T Lindsey Bland – Teacher Daiga Berkolde – Technician

9.4 Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Donna Percival - Principal Laura Burrridge – Head of Creative Arts
Person(s) authorised to operate and use is/are:	Laura Burrridge – Head of Creative Arts Paul Burton – Teacher Lily Burford – Teacher

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Persons authorised to operate and use is/are:	N/A

9.5 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Donna Percival - Principal Mark Sisson – Head of PE
Person(s) responsible for regular (daily) visual inspection is/are:	Mark Sisson – Head of PE Lisa Taylor – Teacher Amy Shaw – Teacher Jamie Scothern - Teacher
Contractor responsible for annual full inspection and report is:	Sportsafe

9.6 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Donna Percival - Principal Roger Smedley – Site Manager Tracy Piper - BM
Contractor responsible for annual full inspection and report is:	Sports & Playground Services
Person(s) responsible for regular (daily) visual inspection is/are:	Roger Smedley – Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants
The person responsible for the monthly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Roger Smedley – Site Manager
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Donna Percival - Principal

9.7 Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Donna Percival – Principal Laura Burrridge – Head of Creative Arts
Person(s) authorised to operate and use is/are:	Laura Burrridge – Head of Creative Arts Joe Williams – Teacher Emily Brunt – Teacher Callie Egan - Teacher

9.8 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Donna Percival - Principal Laura Burrridge – Head of Creative Arts
Person(s) authorised to operate and use is /are:	Laura Burrridge – Head of Creative Arts Joe Williams – Teacher Emily Brunt – Teacher

	Callie Egan - Teacher Roger Smedley – Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants
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9.9 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Donna Percival - Principal Laura Burrridge – Head of Creative Arts
Person(s) authorised to operate and use is/are:	Laura Burrridge – Head of Creative Arts Joe Williams - Teacher

9.10 Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
Courtney Coupe	Business Team Leader
Andy Beastall	Business Team
Dawn Upex	Business Team
Ebonie Porter	Business Team
Karen Wallace	Business Team
Tracy Piper	Business Manager
Polly Pearson	Business Team
Ryan Bennett	Business Team Leader
Sam Meakin	Business Team
Emily Williams	Business Team

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Tracy Piper – Business Manager
The person responsible for implementing the requirements of the risk assessment is:	Donna Percival - Principal

9.11 Swimming Pools

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

9.12 Hazardous Substances

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

Science	Jane Davies – Head of Science Anthony Hursthouse - Technician
Design and Technology (Materials)	Victoria Carefoot- Head of D&T Dean Crutchley - Technician
Design and technology (Food and Textiles)	Victoria Carefoot- Head of D&T Daiga Berkolde - Technician
Art and Design (Fine Arts)	Laura Burrige – Head of Creative Arts
Art and Design (Ceramics)	N/A
Caretaking and Cleaning	Roger Smedley- Site Manager
Swimming Pool Maintenance	N/A
Catering	Lesley Killey – Catering Manager
Grounds Maintenance	Roger Smedley – Site Manager Weedfree and NCC
Other	

Copies of all the hazardous substances inventories are held centrally in:	NCC Cleaners – Understairs cupboard (main block) Science Prep room DT Technicians room Site office
The person responsible for undertaking and updating the COSHH risk assessments is:	Jane Davies – Head of Science Anthony Hursthouse – Science Technician Dawn Johnson – NCC Cleaning Lesley Killey - Caterlink Tracy Piper – BM Roger Smedley – Site Manager
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	Victoria Carefoot- Head of D&T Roger Smedley – Site Manager
The reports will be kept available for inspection by:	Victoria Carefoot- Head of D&T Roger Smedley – Site Manager

9.13 Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their 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	
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Science	Jane Davies – Head of Science
Design and Technology	Victoria Carefoot- Head of D&T
Art and Design	Laura Burrige – Head of Creative A
Caretaking and Cleaning including swimming pools	Roger Smedley - Site Manager VertasL
Catering	Lesley Killey – Catering Manager
Grounds Maintenance	Weedfree and NCC

Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment is:	N/A
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10 STUDENTS OUTSIDE THE ACADEMY

10.1 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:	Donna Percival - Principal Fiona Garlick – Assistant Principal
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	Donna Percival – Principal Fiona Garlick – Assistant Principal Rachel Chrispin – Executive Leader
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Donna Percival - Principal Fiona Garlick – Assistant Principal Rachel Chrispin – Executive Leader

10.2 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	Donna Percival – Principal Fiona Garlick – Assistant Principal
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11 USE OF PREMISES OUTSIDE SCHOOL HOURS

11.1 Lettings, Etc.

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure checking that the letting organisation have Risk assessments and appropriate insurance is:	Donna Percival – Principal
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Roger Smedley - Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants

The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Roger Smedley Site Manager Jamie Millward, Jake Lang, Chris Caunt – Site Assistants
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12 WELFARE

12.1 Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	QEA website
Records of bullying incidents and action taken are kept:	Bullying email and evidence linked to SIMS

12.2 Stress

The persons responsible for monitoring absence owing to stress related illness is:	Donna Percival – Principal Tracy Piper – Business Manager
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12.3 Staff Welfare

The persons responsible for ensuring the working environment is suitable for activities (e.g. ventilation, heating, safety of the facilities, etc);	Donna Percival - Principal Roger Smedley – Site Manager Tracy Piper – Business Manager
The person/s responsible for organising appropriate occupational health referrals are	Donna Percival - Principal Tracy Piper – Business Manager Central HR Team

12.4 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	Donna Percival - Principal
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12.5 Smoking

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. The academy's Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

Notes:

The policy applies equally to all people who have business in the premises including staff employees, students, parents, contractors and other visitors.

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

No Smoking signs will be displayed on the premises at access and egress points.



Signed:Principal

Date: 29.09.22

Signed:Chair of Governors

Date: