



**The White Hills Park Trust**  
*A Culture of Excellence*

# **Bramcote College**

## **Health and Safety Policy**

<b>Head Teacher Signature:</b>	
<b>Date Adopted:</b>	March 2020
<b>Review Date:</b>	March 2021

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## Statement of Intent

The Governing Body / Trustees of The White Hills Park Trust will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

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

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

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

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

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

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

### **Signed:**

(Chair of Governors / Trustees)

### **Date:**

### **Signed:**

(Head Teacher / Principal)

### **Date:**

# Organisational Structure and Responsibilities

## Management Structure

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

Role	Name	Responsibility
Governor		
Head Teacher	Heidi Gale	The day to day management of health and safety in accordance with the health and safety policy
Deputy Head	Jo Cooper	The day to day management of health and safety in accordance with the health and safety policy
Head of Property & Estates	Colin Strawbridge	<p>Attending appropriate health and safety training courses to enable them to discharge their duties effectively.</p> <p>Promoting health and safety matters throughout the school and assisting the Head Teacher / Principal in the implementation of the health and safety policy and arrangements.</p> <p>Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice</p>
Heads of Departments and Team Leader	Maths – Dominic Devlin English – Emma Lee Science – Alison Pascual Geography & History – Tom Staszkiwicz Technology – David Ramsden PE – Kieran Warner Social Science – Emma Heydon Art – Margaret Hewitt Performing Arts – Claire Franklin Business & IT – Jacqui Banger Spanish – Cristina Garcia & Emma Perczynski Citizenship & Trust Careers – Vicky Barnett Media – Lisa Deacon	<p>The day to day management of health and safety within their department in accordance with the health and safety policy;</p> <p>Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least annually);</p>

Teachers	All Bramcote College Teaching Staff	<p>Taking reasonable care for the health and safety of themselves and others when undertaking their work;</p> <p>Checking classrooms/work areas are safe;</p> <p>Checking equipment is safe before use;</p> <p>Ensuring safe working procedures are followed;</p>
Site Manager Site Team Assistants	Mick Goodson Lee Rigby June Cox	<p>Must familiarise themselves with the Trust Health and Safety Policy and what it means to their work activities.</p> <p>They must work in conjunction with any Policy Statement, health and safety rules and guidance issued by the NCC Catering and Facilities Management, Environment &amp; Resources Department where appropriate.</p>
Head Cleaner	Janet Brown	<p>Must familiarise themselves with the Trust Health and Safety Policy and what it means to their work activities.</p> <p>They must work in conjunction with any Policy Statement, health and safety rules and guidance issued by the NCC Catering and Facilities Management, Environment &amp; Resources Department where appropriate.</p>
Head of Estates & Property	Colin Strawbridge	<p>Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:</p>
Receptionist	Pat Rice/Nikki Ness	<p>Person Responsible for contacting the Fire Brigade in the event of a fire.</p>

# Responsibilities of the Governing Body / Trustees

The Governing Body / Trustees are responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

# Responsibilities of the Head Teacher / Principal

The Head Teacher / Principal is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the schools health and safety committee (where appropriate).
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Local Authority / Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

**Note: In the absence of the Head Teacher / Principal these responsibilities fall to their immediate deputy.**

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

Responsible to the Head Teacher / Principal for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher / Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and ensure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority / Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the schools health and safety committee (where appropriate).

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



## **Heads of Subject Departments / Co-ordinators**

Heads of Department are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy.
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually).
- Carrying out regular health and safety monitoring inspections of the department and making reports to the headteacher, where appropriate.
- Ensuring follow up and remedial action is taken following health and safety inspections.
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department.
- Passing on health and safety information received to the appropriate people.

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

## **Responsibilities of all Employees**

All employees at the school have responsibility to:

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

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

## Arrangements Co-ordination and Communication

### Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Head of Estates and Property
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### Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	
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### Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Heidi Gale	Head Teacher
Colin Strawbridge	Head of Property and Estates
	Governor with Responsibility for Health and Safety

## Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Head Teacher
A copy of the emergency plan is available at:	Trust Office

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety	Person Responsible	Deputy
	Head Teacher	Deputy Head
Summoning of the emergency services.	Receptionist	Site Officer
That a roll call is taken at the assembly point	Head Teacher	Deputy Head
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Head Teacher	Deputy ~Head

**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	Located on the east side of the drive uphill from the Electric Gate
Gas	Northern end of the drive at the top of the hill "Gas Building". Also Green Buildings Bottom of the Drive on the right hand side (when facing up hill)
Electricity	Green Buildings Bottom of the Drive on the right-hand side (when facing up hill)

### 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:	Site Officer / Site Assistants
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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
Reception	Nikki Ness
Student Support	Kate Wood
Science	Emily Palmer
Learning Support	Janine Harrison
PE	Kieran Warner
Accident reports must be drawn to the attention of the Head Teacher / Principal and where necessary reported via the Wellworker online system*:	Head Teacher: Heidi Gale
	Deputy: Jo Cooper

Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Members of the Health and Safety Committee
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The following types of incident must be reported using the Wellworker online system:

- All accidents, incidents and near misses involving employees.
- All instances of verbal abuse, aggressive behaviour and violence towards employees.
- Any incidents which result in pupils or members of the public requiring further medical treatment.
- Any incidents which are RIDDOR reportable.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

## First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Rachel Ainley	Food Technology – Ext: 325	22/03/2020
Sophie Anderson	PHSE - Ext: 321	28/09/2020
Ann Curran	Learning Support - Ext: 331	18/12/2021
Lisa Deacon	Photography - Ext: 322	21/06/2021
Janine Harrison	Learning Support – Ext: 331	20/11/2021
Claire Holland	Geography – Ext: 321	18/03/2022
Gaynor King	PE - Ext: 319	22/01/2022
Ruth Maddison	Learning Support - Ext: 331	25/02/2022
Kate Marriott	Social Science – Ext: 326	16/05/2022
Simon Morton	Assistant Head: KS4 - xt: 352	18/12/2021
Nikki Ness	Reception – Ext: 301	08/03/2021
Emily Palmer	Science – Ext: 313	02/10/2021
David Ramsden	Technology – Ext: 325	18/09/2022
Melissa Rigley	Ext: 305	25/01/2021
Bethan Scurrah	History – Ext: 321	22/01/2021
Tom Staszkiwicz	Geography – Ext: 321	16/01/2023
Caryn Welch	Library - Ext: 317	10/01/2021
Kate Wood	Student Support – Ext: 310	04/12/2021
Jackie Zedgitt	Technology – Ext: 325	13/05/2022
Person responsible for ensuring first aid qualifications are maintained:	Tracey Tacey	
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		

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

Location of First Aid Box(es)	Location of First Aid Record Book(s)
Reception	Reception
PE	PE
Student Support	Student Support
Learning Support	Learning Support
Science	Science
A termly check on the location and contents of all first aid boxes is carried out by:	Nikki Ness (Reception)
Use of first aid materials and deficiencies should be reported to:	Nikki Ness
Address and telephone number of the nearest medical centre / NHS GP:	Bramcote Surgery 2A Hanley Ave, Bramcote, Nottingham NG9 3HF  <b>Phone:</b> 0115 922 4960
Address and telephone number of the nearest hospital with accident and emergency facilities:	Queens Medical Centre Derby Rd, Lenton, Nottingham NG7 2UH <b>Phone:</b> 0115 924 9924

### Administration of Medicines

Member of staff in the school with responsibility for the development, maintenance and implementation of the medicines policy:	Janine Harrison
A copy of the medicines policy is available at:	L:/Drive
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Janine Harrison
	Deputy: First Aiders/TAs
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Janine Harrison
	Deputy: First Aiders/TAs
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Janine Harrison

# 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 (including school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Head of Estates and Property Site Officer School trips: EVC (Educational Visits Co-Ordinator)
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## Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Head of Estates and Property
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Head of Estates and Property

## Repairs and Maintenance

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

# Information, Instruction and Training

## Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Head of Estates and Property
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Head of Estates and Property
The health and safety notice board is sited:	In Reception
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Head of Estates and Property

The HSE Health and Safety Law Poster is displayed:	In Reception
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## 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:	Head of Estates and Property
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- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements)

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Head of Estates and Property
Person responsible for compiling and implementing the school's annual health and safety training plan:	Head Teacher / Head of Property and Estates
Person responsible for reviewing the effectiveness of health and safety training:	Head of Estates and Property
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Head of Estates and Property

## Premises

### Asbestos

Person with overall responsibility for managing asbestos:	Head of Estates and Property
The asbestos register is kept at:	Site Office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Head of Estates and Property Site Officer
The disturbance procedure is displayed in an area (staff only) at:	Site Office
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Site Officer
The LAMP is kept in:	Site Office

## Legionella

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

## Fire

Person with overall responsibility for managing fire safety:	Head of Estates and Property
The fire risk assessment is kept at:	Site Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Head of Estates and Property
Person responsible for routine maintenance and servicing of fire safety equipment:	Site Officer / Nuero Systems
The log book is kept in:	Site Office

## Security

### Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Site Officer
	Deputy: Site Staff

### Visitors

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

### Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Head of Estates and Property
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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:	Site Officer
Person responsible for checking that the letting organisation have Risk assessments and appropriate insurance:	Site Officer
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Officer

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

## Work Equipment

### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Outside contractors
Person(s) authorised and competent to operate and use:	Outside Contractors

### Ladders

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

## Stepladders

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

## Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Site Officer
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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:	None on Site
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	None on Site
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:	None on Site
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Site Officer

## Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	None on Site
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## Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Head of Estates and Property
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## Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Officer
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Person(s) authorised and competent to operate and use:	Site Officer
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## Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Alison Pascual
Person responsible for the chemical inventory:	Alison Pascual
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:	Alison Pascual
Person responsible for Science Codes of Practice / Policy / risk assessments:	Alison Pascual
The Radiation Protection Supervisor:	Alison Pascual

## Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	David Ramsden
Person responsible for the chemical inventory:	David Ramsden
Person(s) authorised to operate and use:	David Ramsden
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:	David Ramsden
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:	David Ramsden
Person responsible for DT Codes of Practice/ Policy / risk assessments:	David Ramsden

## Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	David Ramsden
Person(s) authorised to operate and use:	David Ramsden
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	David Ramsden
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	David Ramsden
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:	David Ramsden
Person responsible for Food Technology and Textiles)	David Ramsden

Codes of Practice/ Policy / risk assessments:	
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### Art and Design Equipment (Fine Arts)

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

### Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Persons authorised to operate and use:	N/A
Person responsible for the chemical inventory:	N/A
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:	N/A
Person responsible for Art Codes of Practice/ Policy / risk assessments:	N/A

### PE

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Keiran Warner
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Keiran Warner
Contractor responsible for annual full inspection and report:	Keiran Warner
Person responsible for PE Codes of Practice/ Policy / risk assessments:	Keiran Warner

### Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Claire Franklin
Person(s) authorised and competent to operate and use:	Claire Franklin

## Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Claire Franklin
Person(s) authorised and competent to operate and use:	Claire Franklin

## Portable Electrical Appliances and Hard Wiring Circuits

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

## 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
Paul Bedford	Trust IT Manager
Dan Goulding	Senior IT Technician
Person responsible for implementing the requirements of the DSE risk assessment:	Paul Bedford

## Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> <li>• Correctly and safely maintained</li> <li>• Regular inspections are carried out</li> <li>• Remedial action is taken or if necessary the pool is taken out of use where necessary</li> <li>• Appropriate records are kept</li> </ul>	None on Site
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.	None on Site

## 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.	Head of Estates and Property
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Head of Estates and Property
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Site Officer
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Site Officer
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Site Officer

## Hazardous Substances

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

	<b>Person Responsible</b>	<b>Location / Extension</b>
Caretaking	Mick Goodson	Site Office – Ext: 308
Cleaning	Janet Brown	
Catering	Nottingham County Council	School Dining Hall – Ext 315
Grounds Maintenance	Nottingham County Council	
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Site Office
Person responsible for obtaining the latest MSDS and undertaking / updating the COSHH risk assessments:		Site Officer
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Head of Property and Estates

## Personal Protective Equipment (PPE)

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Site Officer
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Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Site Officer
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## 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:	Head of Estates and Property
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Officer

### Waste Management and Disposal

Waste will be collected weekly by:	Broxtowe Borough Council
Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Site Officer
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Officer
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Site Officer
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	Head of Estates and Property
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Head of Estates and Property

## 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:	Head of Estates and Property
Person responsible for monitoring the safety of manual handling activities:	Head of Estates and Property

### Manual Handling of People

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

## Educational Visits

Educational Visits Co-ordinator at the school is:	Louise Jordan
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	EVC
The Educational Visits Policy is located at:	L:/Drive

## Inspections (External & Internal)

### Catering

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

### 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:	Head of Estates and Property
Person responsible for ensuring follow up action on the report is completed:	Head Teacher

## 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:	Trust Operations Director
Person responsible for compiling and implementing the school's annual health and safety action plan,	Head of Estates and Property



including action for improvements in the appropriate development plan:	
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