POLICY

For

Health & Safety

Sep 2016	**Sep 2020**	**Jan 2022 (name change)**	**Sep 2024**
Sep 2017	**Sep 2021**	**Sep 2022**	**Sep 2025**
Sep 2018	**Oct 2021**	**Sep 2023**	**Dec 2025 (name changes)**
Sep 2019	**Nov 2021**	**Apr 2024 (name changes)**	**Feb 2026 (name changes)**

Striving for excellence, caring for all
Within a loving and caring Christian environment.

HEALTH AND SAFETY STATEMENT

2025-2026

STATEMENT OF INTENT

The Trustees and Local Governing Bodies of Abbey Academies 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 to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Trustees and Local Governing Bodies 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 Trustees and/or Local Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

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

The Trustees and Local Governing Bodies require the support of all staff to enable the maintenance of high standards of health and safety in all the schools' activities.

This Statement includes a description of the establishments' organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed:  Signed: 

(Chair of Trustees) (Interim CEO)

Date: 02.12.2025 Date: 02.12.2025

Other sources of Health and Safety information:-

- NCC Health and Safety Manual
- Education Visits Policy
- Asbestos Log
- Legionella Log
- Fire Log
- Accident/Incident Notification/Investigation Forms
- NCC Schools Portal – HASAW bought in services (see Executive Administrator for log in details)

Our Academy Vision

We are a community in which everyone is offered the opportunity to fulfil their full potential, to understand themselves and be valued for who they are. Through a stimulating and challenging learning environment, we pursue academic excellence and seek the flourishing of all. This is because we know we are all God's children.

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can" John Wesley

1. Responsibilities of the Trustees and Local Governing Bodies

The Trustees and Local Governing Bodies are responsible for:

- Complying with the Trust's Health and Safety Policy and Arrangements
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan
- Schools having access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations
- Reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary
- Ensuring that the sites and premises are maintained in a safe condition and that appropriate funding is allocated to achieve that from the schools' delegated budgets
- Ensuring that 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 or other persons
- Ensuring that the statement of intent and other relevant health and safety documentation is drawn to the attention of all employees
- Prioritising action on health and safety matters where resources are required from the establishments' budgets, seeking further advice where necessary and ensuring that action is taken
- Seeking specialist advice on health and safety which the establishments may not feel competent to deal with
- Promoting high standards of health and safety within the schools to develop a positive culture of health and safety
- Ensuring employees have the necessary competence to conduct their duties in relation to health and safety matters
- Active and reactive monitoring of health and safety matters within the schools including health and safety inspection reports and accident reports
- Managing asbestos effectively through an asbestos management policy and an asbestos management strategy

2. Responsibilities of the CEO / Executive Headteacher / Head of School

The CEO / Executive Headteacher / Head of School will also be responsible for ensuring, so far as is reasonably practicable, all health and safety matters affecting the operations and activities of the schools, including those organised on behalf of the schools but being undertaken away from the school sites.

To do this effectively the CEO / Executive Headteacher / Head of School will work with Trustees and Local Governing Bodies and keep them fully informed of policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility.

CEO / Executive Headteacher / Head of School therefore:

- Take day-to-day responsibility for all health and safety matters in the operations of the schools
- Ensure effective communications on health and safety matters exist between the schools and the NCC Health & Safety team
- Co-ordinate work with Trustees and Local Governing Bodies to achieve standards and the procedures prescribed for health and safety
- Provide Trustees and Governors with a report on all matters affecting health and safety in the schools
- Together with school staff, assess and control the risks to health and safety of all persons from hazards within the schools and any other activities, wherever they are undertaken
- Conduct active and reactive monitoring of health and safety matters in the schools and remedial action is taken (where necessary) to reduce risk
- Communicate information regarding health and safety matters to the relevant individuals
- Participate in the Trust health and safety auditing arrangements, ensuring audit action plans are implemented
- Provide equipment and articles for the schools that are adequate for their intended use, are correctly serviced and properly maintained by monitoring the purchase and maintenance of equipment and materials with regard to compliance with current health and safety standards
- Ensure hazardous materials and substances are properly used, stored and disposed of
- Maintain First Aid facilities and accident reporting schemes that are suitable for the schools
- Evaluate the need for health and safety training of staff and arrange its delivery
- Bring to the attention of the Board of Trustees and Local Governing Body any matters of health and safety that cannot be resolved, or are of imminent danger to any person
- Employ only competent contractors and liaise with contractors, or their representative undertaking any works on the school sites, to ensure the safety of all persons exposed
- Ensure guidance on fire precautions and fire safety in schools is implemented and complied with
- Co-operate with accredited safety representatives appointed by recognised Trade Unions

- Implement formal arrangements for managing emergency situations
- Comply with the requirements of the Occupier's Liability Act
- Keep the Trust's health and safety policy under review and bring any amendments to the notice of all staff

The CEO / Executive Headteacher / Head of School will be advised and guided in these responsibilities by specialist bought in service providers (currently Notts CC).

Note: In the absence of the CEO / Executive Headteacher / Head of School these responsibilities fall to their immediate deputy.

3. The Executive Administrator (Designated H&S Coordinator) supported by the relevant school's Senior Administrator is responsible to the CEO / Executive Headteacher / Head of School for:-

- All health and safety matters of the schools in the absence of the CEO / Executive Headteacher / Head of School
- Attending appropriate health and safety training courses to enable them to discharge their duties effectively
- Ensuring that all equipment provided for the schools is adequate for its intended use, is safe and correctly serviced, and properly maintained. Withdrawing from use any unsafe equipment, ensuring its proper repair and return, and where necessary its correct disposal
- Initiating the necessary action to remedy defects in the school buildings and grounds (e.g. heating, lighting and play equipment)
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice
- Implementing a health and safety notice board and ensuring it is kept up to date
- Ensuring the correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated
- Conducting routine health and safety inspections and implementing 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 Trust
- Providing health and safety induction training for all new employees
- Maintenance of health and safety training records including the provision of refresher training
- Ensuring statutory inspections are completed and records kept
- Ensuring emergency drills and procedures are carried out regularly and monitored for effectiveness

- Monitoring contractors on site and conducting a formal, documented induction. Liaising with contractors to ensure the safety of staff and pupils on school premises

- Reporting to the CEO / Executive Headteacher / Head of School any problems or imminent danger associated with their responsibility as soon as it is practicable to do so

Note: In the absence of a designated Health and Safety Co-Ordinator the above responsibilities will fall to the CEO / Executive Headteacher / Head of School

4. The Site Manager/Caretaker is responsible to the CEO / Executive Headteacher / Head of School for:-

- Ensuring, so far as is reasonably practicable, that health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to

- Ensuring that materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use

- Ensuring that all waste materials from the school are disposed of in accordance recommended guidelines

- Maintaining a clean and effective boiler area

- Maintaining a high standard of housekeeping

- Reporting to the CEO / Executive Headteacher / Head of School any problem, or imminent danger associated with their responsibilities, as soon as it is practicable to do so

5. Responsibilities of all staff:

All staff employed at the schools have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work

- Check classrooms/work areas and equipment are safe

- Ensure safe working procedures are followed as outlined within the health and safety policy and risk assessments

- Co-operate with the Trustees and Governors and the CEO / Executive Headteacher / Head of School on all matters relating to health and safety by complying with the health and safety policy

- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare

- Report immediately to the CEO / Executive Headteacher / Head of School / their Line Manager any serious or immediate danger

- Report to the CEO / Executive Headteacher / Head of School / their Line Manager any shortcomings in the arrangements for health and safety

- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use

- Participate in health and safety inspections and the health and safety committee where appropriate.

6. Arrangements and Procedures in school: Coordination and Communication

a. Health and Safety Co-ordinator

Senior member of staff in the Trust with special responsibility for health and safety matters (Health and Safety Coordinator):	Megan Shears, Interim CEO Jill Bates, Executive Administrator

b. Emergency Plan

Most emergencies can be dealt with by school staff, those with emergency first aid training and with the aid of emergency services. The schools have a comprehensive Emergency Plan in place which is updated annually. A copy can be found in the school office. Telephone numbers for local medical centres and police stations are included in the Emergency Plan. All staff including supply staff are aware plans are in place through induction and annual updates.

Senior member of staff in the school with responsibility for the development, maintenance and implementation of the emergency plan:	Jill Bates, Executive Administrator
A copy of the emergency plan is available at:	Each school office

	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.	**BAP** Anna Petrie **BEP** Louise Jordan **CSW** Louise Jordan	Rachael Skidmore Lorna Ockwell Alex Worrall Lisa Abbey Sarah Croxall
Summoning of the emergency services.	**Senior Administrators** Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW	Jill Bates Alex Worrall Jo Dawes
That a roll call is taken at the assembly point	**BAP** Anna Petrie **BEP** Louise Jordan **CSW** Louise Jordan	Rachael Skidmore Lorna Ockwell Alex Worrall Lisa Abbey Sarah Croxall
That no-one attempts to re-enter the building until the all clear is given by the emergency services	**BAP** Anna Petrie **BEP** Louise Jordan **CSW** Louise Jordan	Rachael Skidmore Lorna Ockwell Alex Worrall Lisa Abbey Sarah Croxall

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

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:	Michael Pateman - BAP Howard Keeffe - BEP Darren Pinfold - CSW

c. Unauthorised persons

Procedures are already in place to ensure no entry to the premises is possible without notice by teaching, support or ancillary staff. There is a digital door lock between each front office and main school. Visitor procedures require signing in and out by other than regular staff. Each visitor must wear a school badge. Staff are required to approach visitors, especially without a school visitor badge, and request identification. If unsatisfied, police response should be sought. No member of staff should put themselves in a vulnerable/dangerous situation, but request police attendance promptly where any concerns exist.

d. Report suspicious person(s)

Where any concern is indicated by any of the reporting persons, police attendance should be sought. The CEO / Executive Headteacher / Head of School take responsibility for passing on information to other schools, parents/carers etc., as deemed appropriate.

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Michael Pateman - BAP Howard Keeffe - BEP Darren Pinfold - CSW
	Deputy: Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW

Visitors

On arrival all visitors must report to:	Main school office
Where they will be issued with; • An identification badge • Relevant health and safety information And sign the visitors book	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	**BAP** Anna Petrie **BEP** Louise Jordan **CSW** Louise Jordan

Use of Premises Outside School Hours

Person responsible for coordinating lettings of the premises in accordance with the lettings procedure:	Jill Bates/Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW

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 dependent on individual requirements of a project)	Megan Shears - Interim CEO Jill Bates – Exec Admin Tanya Jones – CFOO NB usually through a project manager
Person responsible for selecting contractors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Megan Shears - Interim CEO Jill Bates – Exec Admin Tanya Jones – CFOO NB usually through a project manager
Responsibility for liaison and monitoring of contractors:	Michael Pateman - BAP Howard Keeffe - BEP Darren Pinfold - CSW

e. Violence to staff

Staff are made aware of the *Violence, threatening behaviour and abuse against academy staff or other members of the school community* policy by the CEO / Executive Headteacher / Head of School. The policy is reviewed annually.

f. Injury Reporting Procedures

All accidents should be reported to the CEO / Executive Headteacher / Head of School / Executive Administrator who will ensure that all the necessary forms are completed.

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 Books	**Person in Charge of Accident Book**	
BAP – Year Groups BEP – Classes CSW - Classes	Year Group Leaders Class Teachers Class Teachers	
	Person Responsible	**Deputy**
Accident reports must be drawn to the attention of the Heads of School and where necessary reported via the Accident/Incident Notification form	**BAP** Anna Petrie **BEP** Louise Jordan **CSW** Louise Jordan	**Deputy/Asst** Rachael Skidmore Lorna Ockwell Alex Worrall Lisa Abbey Sarah Croxall
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	**BAP** Anna Petrie **BEP** Louise Jordan	

	CSW Louise Jordan

The following types of incident must be reported using an Accident/Incident Notification form:

- 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.

f. First Aid Procedures
(See also First Aid Policy)

Fully trained First Aiders are in place in each school and a training record is kept.

The majority of teaching and support staff also have one-day first aid or paediatric first aid training as appropriate.

First Aid Boxes are to be found:

BAP - in all year groups and the hygiene suite
BEP – in all classrooms and the school office
CSW – school office; Reception classroom; mid-days (on top of the lockers); hygiene suite; shared learning area

All boxes are clearly marked.

The First Aiders are responsible in the event of the occurrence of serious injuries for:

- Summoning ambulance if necessary – or making suitable arrangements to get the injured person to hospital
- Contacting local surgery if appropriate
- Informing the CEO / Executive Headteacher / Head of School / Executive Administrator
- Supporting a member of SLT in informing parents/carers or next of kin
- Having as much information about the injury as possible to pass on to experts
- Keeping a record of the injury
- Attending to minor injuries
- Ordering stock

In the absence of the Appointed First Aiders, the majority of staff have undertaken one day First Aid Training

The address and telephone number of the nearest medical centre/NHS GP is:	Galletly Practice, The Surgery, 40 North Road, Bourne, Lincs, PE10 9BT	Colsterworth Medical Practice, Back Lane, Colsterworth, Grantham NG33 5NJ
	01778 562200	01476 860243

g. School Outings

It is the responsibility of the teacher concerned to take a portable first aid kit. The school has an Educational Visits Coordinator – Jim Shore (BAP), Alex Worrall (BEP), Steph Cornish (CSW). The Executive Headteacher / Head of School and EVCs monitor all risk assessments and they are in turn monitored by the LA through EVOLVE.

h. Kitchen

Ideal School Meals is responsible for the kitchen first aid box at Bourne Abbey. All kitchen staff and Middays are made aware of risk assessments folder and the Emergency Plan by the Executive Headteacher / Head of School / Executive Administrator.

i. Medication

Medical opinion states that "only medically qualified persons should administer medication to the injured or ill". Therefore, medicines should **not** be brought into school. (Letter and regular reminders sent to parents.)

In line with school policy on the "Supporting Children with Medical Conditions' teachers may volunteer to administer drugs, however if a child is ill, they should not be at school.

In view of the increase in asthma related problems, the Trust has an Asthma Policy which is on each school's website.

Use of inhalers in school:

- It is the parents'/carers' responsibility to provide the correct medication for their child and inform the school/class teacher
- Inhalers should be clearly marked with the child's name and the correct dosage to be taken ("use as directed is <u>not</u> good enough")
- Children who need emergency inhalers, not preventers, must carry them at all times, especially on school visits, football matches, swimming sessions etc.
- Medication must not be "borrowed" from other children
- Inhalers may be the responsibility of the child, if self- treatment is recommended (Again regular reminders sent to parents/carers)

j. Fire Safety

Fire drills and shelter drills are carried out regularly at specially selected "different" times of the school week. Practice evacuations also involve the blocking of different routes out of the building.

Fire points are tested each week by the Site Manager/Caretaker. This is done in rotation.

In the event of a fire, the first adult to be aware, should ring the fire bell and alert the Fire Brigade. Classes should go to the fire assembly point (playgrounds), through the nearest doors, for registration. Staff are responsible for taking registers to ensure all children are accounted for. Staff are responsible for checking toilets and other areas where children may be.

A specific fire risk assessment for each school has been written and is kept in the

relevant school office. All staff are aware of procedures. It is reviewed annually and updated by external contractors every two years.

k. Physical Intervention

At Abbey Academies Trust we believe that everyone is entitled to feel safe. To ensure the safety and well-being of pupils, staff and visitors it may be necessary to physically intervene if a pupil is likely to hurt themselves or others and the pupil has not responded to verbal requests to modify their behaviour. We have a Physical Intervention Policy which is reviewed annually. Most teaching staff and relevant support staff have undergone 'Team Teach' training.

l. Arrangements for consultations with staff on health, safety and welfare matters affecting the school

On an informal basis, the Senior Leader at each school has an "Open door" policy and is available at all times to discuss current matters of concern. On a more formal basis, staff meetings and Senior Leadership Team meetings (held weekly), provide a forum at which Health and Safety matters are discussed.

m. Equipment Maintenance Procedures

The Trust has annual contracts as appropriate to have fire, PE and electrical equipment checked routinely.

In addition, the Site Managers/Caretaker, SLT and support staff complete a visual check of portable appliances at appropriate intervals.

n. Smoking

The Trust has prohibited smoking and vaping on all school premises and in vehicles under its control.

Notes:
Employees are not permitted to smoke or vape when teaching or supervising pupils or when they may otherwise come into contact with pupils including school visits and residentials.

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

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

No Smoking/No Vaping signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

The Trustees and Local Governing Bodies recognise that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to the Executive Headteacher/Head of School.

o. Hazard Identification and Control

Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Megan Shears - Interim CEO Jill Bates – Exec Admin Anna Petrie - BAP Louise Jordan - BEP Louise Jordan - CSW

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:	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Anna Petrie - BAP Louise Jordan - BEP Louise Jordan - CSW

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW
Defective furniture must be taken out of use immediately and reported to:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
Person responsible for ordering repairs and maintenance:	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW

p. Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Jill Bates – Exec Admin
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Issued to all staff annually through Edupay workflow and at induction for new staff starting during the year
The health and safety notice boards are sited:	Staff rooms
Person responsible for ensuring documents are displayed.	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW
The HSE Health and Safety Law Poster is displayed:	Staff room in each school

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:	Anna Petrie - BAP Louise Jordan - BEP Louise Jordan - CSW

- 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 coordinating the provision of health and safety training needs of employees in consultation with their line managers:	Jill Bates – Exec Admin
Person responsible for compiling and implementing the school's annual health and safety training plan:	Jill Bates – Exec Admin
Person responsible for reviewing the effectiveness of health and safety training:	Jill Bates – Exec Admin
Employees who feel that they have need of health and safety training of any kind must notify in writing the contact person:	Jill Bates – Exec Admin

q. Premises

Asbestos (N/A for BEP)

Person with overall responsibility for managing asbestos:	Anna Petrie - BAP Louise Jordan - CSW
The asbestos register is kept at:	School office – BAP School office – CSW
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Anna Petrie - BAP Louise Jordan - CSW
The disturbance procedure is displayed in a (staff only) area, at:	School office – BAP School office – CSW
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Michael Pateman – BAP Darren Pinfold - CSW
The LAMP is kept in:	School office – BAP School office – CSW

Legionella

Person with overall responsibility for managing Legionella:	Anna Petrie - BAP Louise Jordan - BEP Louise Jordan - CSW
The Legionella risk assessment is kept at:	School office all 3 schools
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Anna Petrie - BAP Louise Jordan - BEP Louise Jordan - CSW
The water temperatures and other maintenance	Sci Tech

tasks associated with the water system are taken (monthly) by:	
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
The log book is kept in:	School office/site manager room – all 3 schools

Fire

Person with overall responsibility for managing fire safety:	Anna Petrie - BAP Louise Jordan - BEP Louise Jordan - CSW
The fire risk assessment is kept at:	School office – all 3 schools
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Anna Petrie - BAP Louise Jordan - BEP Louise Jordan - CSW
Person responsible for routine maintenance and servicing of fire safety equipment:	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW
The log book is kept in:	School office – all 3 schools

r. Work Equipment

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
Person(s) authorised and competent to operate and use:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
Person(s) authorised and competent to operate and use:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold – CSW Teachers/other support staff

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW

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:	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced	Danielle Gould - BAP Deborah Newnham – BAP

annually by a competent person, kept in a hygienic condition and in good working order:	Louise Jordan – BEP/CSW
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Danielle Gould - BAP Deborah Newnham – BAP Louise Jordan – BEP/CSW

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW

Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
Person(s) authorised and competent to operate and use:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Anna Petrie - BAP Jim Shore – BAP Louise Jordan – BEP Cat Evans/Jenni Trafford – BEP Louise Jordan - CSW Steph Cornish - CSW
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
Contractor responsible for annual full inspection and report:	GM Services – indoor

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Anna Petrie - BAP Jim Shore – BAP Louise Jordan – BEP Cat Evans/Jenni Trafford – BEP Louise Jordan - CSW Steph Cornish - CSW
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
Contractor responsible for annual full inspection and report:	Creative Play – trim trails Caloo – outdoor gym BAP HSB – statutory inspections

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW

Mobile Staging and Seating

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW
Person(s) responsible for carrying out formal visual inspection and testing:	Sherwood Contractors
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:	Jill Bates – Exec Admin

Display Screen Equipment (DSE)
For those employees classified as users of display screen equipment e.g. office staff and SLT, an assessment will be undertaken of their workstations.

Person responsible for implementing the requirements of the DSE risk assessment:	Jill Bates – Exec Admin

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.	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW

s. 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 for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Jill Bates through Ideal School Meals (BAP)

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 line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Anna Petrie - BAP Debi Yeats – BAP Louise Jordan – BEP Gemma Jones– BEP Louise Jordan - CSW Nikki Rogers - CSW
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Anna Petrie - BAP Debi Yeats – BAP Louise Jordan – BEP Gemma Jones– BEP Louise Jordan - CSW Nikki Rogers - CSW

t. Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Michael Pateman (BAP); Howard Keeffe (BEP); Darren Pinfold (CSW) 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.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Debi Yeats – BAP Gemma Jones – BEP Nikki Rogers - CSW

Waste Management and Disposal

Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW

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

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW
Person responsible for the safe disposal of any **hazardous substances** or **special waste**:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW

Person responsible for ensuring the safe and appropriate disposal of any **clinical waste**:	Michael Pateman – BAP Howard Keeffe – BEP Darren Pinfold - CSW

u. Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW
Person responsible for monitoring the safety of manual handling activities:	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW
Person responsible for monitoring the safety of manual handling activities:	**EHT/HT/HoS** Anna Petrie – BAP Louise Jordan – BEP Louise Jordan - CSW

v. Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Ann-Marie Burrows – BAP KC Jo Clarke – BEP KC Jo Dawes – CSW KC Hollie Dalgleish – Abbey Ark Tsetse Stoeva – BEP Hot Meals Lisa Abbey – CSW Hot Meals

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for coordinating visits and recommendations, coordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body / Trust	Jill Bates – Exec Admin

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Jill Bates – Exec Admin
Person responsible for ensuring follow up action on the report is completed:	Jill Bates – Exec Admin

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Megan Shears - Interim CEO
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Jill Bates – Exec Admin

Please read this policy in conjunction with the schools' First Aid Policy, Supporting Children with Medical Conditions Policy, Risk Assessment folder, Lettings Policy, Emergency Plan, Fire Risk Assessment document, Staff Handbook, Physical Intervention Policy, Volunteers in School Policy.

Updated**: December 2025**

Review date: **September 2026**