

DAWN HOUSE SCHOOL – STAFF HANDBOOK	
<b>Policy Title: Health &amp; Safety</b>	
<b>Version Date:</b> June 2023	<b>Review Date:</b> June 2024
<b>Name of Originator:</b> Jenny McConnell	<b>Designation:</b> Principal



# Health and Safety Policy

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# Statement of Intent

The School Advisory Board of Dawn House School / Trustees of **Speech and Language UK** 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 School Advisory Board of Dawn House School / Trustees of **Speech and Language UK** 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 School Advisory Board of Dawn House School / Trustees of **Speech and Language UK** will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The School Advisory Board of Dawn House School / Trustees of **Speech and Language UK** 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 School Advisory Board of Dawn House School / Trustees of **Speech and Language UK** 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)

**Date:**

**Signed:**

(Principal)-

**Date:**

# Organisational Structure and Responsibilities

## Management Structure

The structure chart outlines key roles and responsibilities within the school's health and safety management system.

## Responsibilities of the School Advisory Board of Dawn House School / Trustees of Speech and Language UK

The School Advisory Board / Trustees are responsible for:

- Complying with the SPEECH AND LANGUAGE UK 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 SPEECH AND LANGUAGE UK 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 Principal

The Principal is responsible for:

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

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



# Responsibilities of the Health and Safety Management Team

Responsible to the Principal for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure 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 SPEECH AND LANGUAGE UK 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.
- Facilitate and attend the schools health and safety committee.

**Note: In the absence of a designated Health and Safety Management team the above responsibilities will fall to the Principal.**

## **Facilitator of lessons/ sessions**

Facilitators are responsible for:

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

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

## **Responsibilities of all Employees**

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Compliance of Dawn House School's Health and Safety Policy
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Report and record any Health and Safety defects to the Premises Manager
- Report and record any serious breaches or defects in Health and Safety immediately to the Principal
- 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 Management team

Senior members of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinators):	Jenny McConnell Karen Lindley Glenn McPherson
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#### Safety Representatives and Safety Committees

##### Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Karen Lindley	School Business Manager
Glenn McPherson	Premises Manager
Danielle Chadwick	T.A
Donna Smith	Senior T.A 6 <sup>th</sup> Form
Kay Sumner	Catering Manager
Rebecca Evans	T.A
Natalie Hawkins	T.A - Chimes
Laura Cohen	Teacher
Wendy Gardner	O.T
David Ellis	Teacher

## Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Jenny McConnell
A copy of the emergency plan is available at:	S.3 Staff Handbook on Staff Common

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the	<b>Person Responsible</b>	<b>Deputy</b>
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building or on the site to a place of safety.		
Summoning of the emergency services.	Jenny McConnell to instruct Admin	Ben Norman
That a roll call is taken at the assembly point	Jenny McConnell	Ben Norman
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Glenn McPherson	Karen Lindley/ Premises Staff

**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**

<b>Service</b>	<b>Location of Isolation Point</b>
Water	Main Boiler Rooms
Gas	Main Gate – then Boiler Rooms
Electricity	Main Boiler Rooms

**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:	SLG with Glenn McPherson
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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:

<b>Location of Accident Book</b>	<b>Person in Charge of Accident Book</b>
Reception – Counter cupboard	Karen Lindley
Accident reports must be drawn to the attention of the Principal	Jenny McConnell
	Deputy: Ben Norman
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Emma Oram

The following types of incident must be reported using the accident reporting book:

- 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:

A FULL LIST OF EMPLOYEES WHO ARE TRAINED IN FIRST AID CAN BE FOUND ON STAFF COMMON OR DISPLAYED IN THE MAIN STAFF ROOM

Person responsible for ensuring first aid qualifications are maintained:	Emma Oram
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Ben Norman

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)
File Room	Reception Office
Staff room	
Kitchen	
T.A Office	
Science Room	
Food Tech Room	
D.T Room	
Sixth Form	
Medical Room	
Residential Department	
A termly check on the location and contents of all first aid boxes is carried out by:	Emma Oram
Use of first aid materials and deficiencies should be reported to:	Emma Oram
Address and telephone number of the nearest medical centre / NHS GP:	Rainworth Health Centre 01623 794293
Address and telephone number of the nearest hospital with accident and emergency facilities:	Kings Mill Hospital NG17 4JL 01623 422702

## Administration of Medicines

See First Aid and Medical Policy

## Hazard Identification and Control

### Risk Assessment

Person(s) (other than Heads of Department) responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Ben Norman, Rebecca Baxter, Glenn McPherson
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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:	Glenn McPherson
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Glenn McPherson

## Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Share Point ' Premises Log a job'
Defective furniture must be taken out of use immediately and reported to:	Glenn McPherson
Person responsible for ordering repairs and maintenance:	Glenn McPherson

## Information, Instruction and Training

### Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Jenny McConnell
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Glenn McPherson
The health and safety notice board is sited:	School Staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Glenn McPherson
The HSE Health and Safety Law Poster is displayed:	School Staffroom

### 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:	Karen Lindley
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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:	Karen Lindley, Glenn McPherson
Person responsible for compiling and implementing the school's annual health and safety training plan:	Karen Lindley, Glenn McPherson
Person responsible for reviewing the effectiveness of health and safety training:	Karen Lindley, Glenn McPherson

## Premises

### Asbestos

Person with overall responsibility for managing asbestos:	Glenn McPherson
The asbestos register is kept at:	Premises Manager Office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Glenn McPherson
The disturbance procedure is displayed in a (staff only) area, at:	Upon signing in for contractors, Induction for staff members
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Glenn McPherson, Nathan King
The LAMP is kept in:	Premises Manager Office

## Legionella

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

## Fire

Person with overall responsibility for managing fire safety:	Glenn McPherson
The fire risk assessment is kept at:	Premises Manager Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Glenn McPherson
Person responsible for routine maintenance and servicing of fire safety equipment:	Glenn McPherson
The log book is kept in:	Premises Manager Office

## Security

### Premises

	First: Glenn McPherson
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Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	Deputy: Premises Team
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## Visitors

On arrival all visitors must report to:	Main Reception
Where they will be issued with; <ul style="list-style-type: none"> <li>• An identification badge</li> <li>• Relevant health and safety information- contractor induction for contractors</li> <li>• Log in on the ipad</li> <li>• Relevant Safeguarding information</li> </ul>	

## Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Karen Lindley
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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:	Karen Lindley
Person responsible for checking that the letting organisation have Risk assessments and appropriate insurance:	Karen Lindley
Person responsible for checking that the premises are left in reasonable order by other users before locking up:	Premises Team on duty

## 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)	Glenn McPherson
Person responsible for selecting contractors and vetting contractors health and safety, policies,	Glenn McPherson

risk assessments, method statements, insurance and past health and safety performance:	
Responsibility for liaison and monitoring of contractors:	Glenn McPherson

## Work Equipment

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

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

### Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Glenn McPherson
Person(s) authorised and competent to operate and use:	Premises Team and authorised contactors

### Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Glenn McPherson
Person(s) authorised and competent to operate and use:	Premises Team and authorised contactors, <b>School staff trained at working at height only</b>

### Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Glenn McPherson
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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:	N/A
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A
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:	Occupational Therapists
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Occupational Therapists

## Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A
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## Pressure Vessels

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Glenn McPherson, Joy Harvey
Person(s) authorised and competent to operate and use:	Premises and Cleaning Team

## Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Jayne Dutton
Person responsible for the chemical inventory:	Jayne Dutton
Person(s) responsible for instructing pupils in the	Jayne Dutton

safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Science Codes of Practice / Policy / risk assessments:	Jayne Dutton
The Radiation Protection Supervisor:	No radiation materials held on site

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

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Sue Walker
Person responsible for the chemical inventory:	Sue Walker
Person(s) authorised to operate and use:	Sue Walker plus trained staff named in RA
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:	Sue Walker
Person(s) responsible for ensuring that all machinery is adequately maintained including guards and that the guards are in position when the equipment is in use:	Sue Walker
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Sue Walker

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

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

### **Art and Design Equipment (Fine Arts)**

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

## PE

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

## Stage Lighting Equipment

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

## Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Glenn McPherson
Person(s) authorised and competent to operate and use:	Glenn McPherson and Premises Team

## Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Glenn McPherson
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Glenn McPherson

Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Glenn McPherson
Person(s) responsible for carrying out formal visual inspection and testing:	Glenn McPherson
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:	Glenn McPherson

### Display Screen Equipment (DSE)

Employees who are classified as users of display screen equipment will be entitled to an assessment of their workstations.

Employee Name	Job Title
Karen Lindley	SBM
Catherine Ingram	SBMA
Sheila Tuckwell	Admin Manager
Jeanette Alvey	Admin Assistant
Andrea Robinson	Head of Therapy
Jenny McConnell	Principal
Ben Norman	Deputy Principal
Person responsible for implementing the requirements of the DSE risk assessment:	Karen Lindley

### 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>	Glenn McPherson and Nathan King
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.	Glenn McPherson and Nathan King

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

## Hazardous Substances

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

	Person Responsible	Location / Extension
Maintenance	Glenn McPherson	Premises Managers Off
Domestic	Joy Harvey	Cleaning Supervisor Off
Catering	Kay Sumner	Kitchen Office
Grounds Maintenance	Glenn McPherson	Premises Managers Off
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Cleaning Supervisors Office Electronic copies on staff common
Person responsible for obtaining the latest MSDS and undertaking / updating the COSHH risk assessments:	Glenn McPherson Jayne Dutton Joy Harvey	
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Glenn McPherson Kay Sumner	

## Personal Protective Equipment (PPE)

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Glenn McPherson
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Glenn McPherson

## 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:	Glenn McPherson
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Joy Harvey

### Waste Management and Disposal

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

## 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:	Glenn McPherson
Person responsible for monitoring the safety of manual handling activities:	Glenn McPherson

### **Manual Handling of People**

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

### **Educational Visits**

Educational Visits Co-ordinator at the school is:	Jenny McConnell
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Jenny McConnell
The Educational Visits Policy is located at:	Head of Education office and on staff common

### **Inspections (External & Internal)**

#### **Catering**

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

## 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:	Glenn McPherson and Karen Lindley
Person responsible for ensuring follow up action on the report is completed:	Glenn McPherson and Karen Lindley

## 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:	Glenn McPherson and Karen Lindley
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Jenny McConnell