

St. Ethelbert's RCP Health and Safety Policy

(Including, statement, organisation and arrangements)

Our Mission

Our Trust Mission is simple, it is to make Christ known, making lives better for our communities, our children, and our young people.

Commitment to Equality

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation.

We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

Policy Level	Trust/Statutory	Ref No	HS02
Approved by	Trust Board	Approved date	3 rd October 2024
Responsibility	COO	Next review date	Autumn 2026
Published	STOC Shared Policy	Folder	
location			
Version number	Date Issued	Author	
1.0	15 November	H&S & Compliance Manager	
	2023		

Our Values



Hope

Inspired by St Teresa of Calcutta, we are people of hope. We have a complete belief in the future we will build together. By offering our children, staff and schools' opportunities to grow and flourish, we make aspiration and ambition a reality. Our people, just like St Teresa are relentless and fiercely ambitious. We will always reach for that which seems to be just out of our grasp.



Courage

As modelled for us by St Teresa of Calcutta, we will have the courage to do what is right. As a community, we will not shy away from making decisions that ensure our communities thrive. We will be brave in our actions. As a truly Catholic organisation this courage will be most apparent in how we collectively support the most vulnerable.



Innovation

St Teresa of Calcutta changed the world. Together, we will always be pursuing new ideas and best practice in all areas of our work. We will prepare our children and young people for the world that awaits them. A world which they will shape and change.

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Trust Introduction and Guidance to Complete this Policy Template:

As a responsible employer, Saint Teresa of Calcutta Catholic Academy Trust (STOCCAT) considers that the health, safety and welfare of all its employees, contractors, students, and others working, visiting and studying on its premises and outside those premises on associated activities to be of utmost importance. We develop our processes and procedures by following the Health & Safety at Work etc. Act 1974, associated Regulations and relevant Approved Codes of Practice.

This policy template helps schools to fulfil the Trusts commitment to health and safety (H&S) merging these requirements into the schools operating procedures.

Each school in the trust must:

- Sign off its own local policy statement (attached as section 2), they will also
- Review and adopt the organisation responsibilities, making tweaks as needed to roles, but ensuring tasks are moved to other responsible staff **and not removed** (attached as section 3).
- Complete and adapt (the trust's Arrangements document demonstrating how H&S is managed across their site (attached as section 3)

Once completed, schools should follow their consultation process and share the document with their Local Governing body.

The full policy is then shared with all staff on induction, be placed in a readily accessible place and communicated to all staff annually or when the policy is updated.

Individual H&S Policy Statement for Schools:

The Headteacher of St. Ethelbert's RCP recognises their responsibilities under the Health and Safety at Work Act. I understand and want to ensure that the school is as safe as possible for all those who visit the site. For example, our staff, students, visitors, contractors etc.).

I and the staff in school endorse and will follow the Trusts overarching H&S statement. in doing so the Headteacher and Local Governing Bodies are committed to

- Ensuring nominated staff complete their health and safety duties and responsibilities.
- Reducing accidents and work-related ill health as far as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Assessing and controlling risks from work activities on and off the premises.
- Providing a safe, healthy and secure working and learning environment for staff, students, visitors and contractors.
- Ensuring safe working methods and providing and maintaining safe work equipment.
- Providing appropriate H&S information, instruction, supervision and training.
- Consulting with employees on H&S matters.
- Monitoring and reviewing our risk assessments and control measures to ensure that they are effective.
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist for all.
- Ensuring adequate resources are made available for effective H&S management.
- Learning from our own H&S experiences and sharing learning opportunities with others and implementing control measures where appropriate.
- Selecting and engaging competent contractors who will work safely.
- Providing adequate first aid cover and occupational health support.
- Keeping the H&S of pupils to the highest standards

All employees must follow instructions to ensure the maintenance of high standards of H&S in all school activities. This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are set out in the Arrangements section.

Signed Headteacher: Mandy Messham

Chair of Local Governing Board: Karen Baxendale

Date 4th February 2025

Reviewed September 2025

Organising for H&S (Trust and School Roles):

The Duties of the Trust Board includes the following:

- To ensure H&S is an agenda item on relevant committees/meetings.
- To regularly review and ratify the Health and Safety Policy for the Trust.
- To request information to help them monitor both compliance with, as well as the effectiveness of, this policy and local school arrangements.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy and local school arrangements
- To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- To confirm all schools which are part of STOCCAT have a separate school specific health and safety policy
- To lead by example setting health and safety standards across the Trust

Chief Senior Executive's Leader Responsibilities:

The Chief Senior Executive Leader has overall responsibility as the Senior Responsible Officer (SRO) for health and safety within the Trust and for achieving the principles and objectives outlined in the Trust's Health and Safety Policy. They are supported by the Chief Operating Officer (COO) to:

- Inform and advise the Trust Board of the resources required, and in place to comply with statutory requirements.
- Ensure that arrangements for the monitoring, and audit of health and safety are in place across the Trust's schools.
- Ensure an annual report to the Trust Board on health and safety including which includes Trust and school performance.
- Ensure schools work eliminate accident, incident and ill health potential, as far as is reasonably practicable.
- Ensure that Headteachers know and understand their individual responsibilities regarding health and safety, and that this is reviewed and challenged as needed.
- Ensure adequate communication and consultation between managers, any specialist advisers, employees and employees' representatives on health and safety matters.
- Ensure there is Competent health and safety advice/support for the schools across the Trust.
- Ensure that each school provides the correct level and standard of training to meet all aspects of health and safety.
- Create a positive health and safety culture across the Trust.

Chief Operating Officer (COO):

The Chief Operating Officer supports the Chief Senior Executive Leader in achieving the principles and objectives of the Trust's Health and Safety Policy as identified above and specifically;

- Will be the executive leader who chairs the trust health and safety strategic meetings with support from the Health Safety and Compliance Manager.
- Will manage the strategic safety of school buildings and major works programme with support from building specialists
- Will communicate expectations for H&S compliance with senior leaders (Trust level, school level).

- Line Manage the Health Safety and Compliance Manager supporting them in the development and introduction of a simple and affective, but robust, health and safety management framework.
- Furthermore, they will (with support from the Health Safety and Compliance Manager and Estates professionals where relevant)
- Ensure that there are effective policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- Ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- Ensure that there is provision of adequate training, information, instruction and supervision as far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- Ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to school sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- Ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- Ensure that at each school site an appropriate, competent member of staff is identified to co-ordinate and lead on health & safety matters.
- Be responsible for supporting compliance with all health & safety legislation affecting the operations and activities of the central team.
- Ensure that arrangements for the monitoring and audit of health & safety are in place across all academy sites.
- Provide the Trust Board with an annual report on all matters affecting health & safety.
- Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.
- Ensure that the Trust's Health & Safety Policy & procedures are reviewed

The Trust Health, Safety and Compliance Manager shall:

- Hold CMIOSH status.
- Be responsible to the COO, acting as the focal point for day-to-day H&S enquires or emerging/important issues on a school site. Providing advice or guidance as needed.
- Monitoring standards of health and safety matters as needed.
- Obtaining specialist advice on health and safety matters when required.
- Monitoring, investigating and acting where appropriate on issues of note.
- Reviewing information of accidents and hazardous situations. Escalating matters as needed to the COO.
- Reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR).
- Developing, implementing and reviewing health and safety arrangements.
- Providing information and training on request and within their competence.
- Reviewing, advising on, approving/processing adventurous or residential trips and visits for schools using the Trust EVOLVE system.
- Monitoring compliance with the Management of Health and Safety at Work Regulations and other relevant legislation and associated codes of practice.

Health, Safety and Compliance Manager shall have the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the Trust and the Head Teacher.

The Headteacher (with support from the SLT) will:

- Amend, develop and approve the local H&S policy and for the school.
- Adopt the Trust "topic specific" health and safety amending relevant sections as needed.
- Ensure all policies and procedures are communicated to school staff and contractors as needed.
- Ensure staff understand their H&S responsibilities under the policy and associated procedures.
- Confirm appropriate training is put in place to help staff complete their roles.
- Identify person(s) who will act as H&S co Ordinator on the school site, these persons will support the Headteacher in the development and management of the schools H&S procedures and processes. Working alongside and liaising with the Trust Health, Safety and Compliance Manager.
- Ensure adequate accident and incident reporting processes are in place and appropriate investigations take place.
- Ensure findings from investigations are implemented.
- Ensure appropriate defect and maintenance reporting processes are in place.
- Ensure risk assessments are in place for significant risks across site.
- Ensure all statutory compliance work is undertaken for the school and servicing and maintenance is completed in a timely manner.
- Undertake regular site inspections with the site supervisor/caretaker to ensure it is safe and secure.
- Raise with the Trust any serious issues and seek support where appropriate for advice and guidance on H&S matters.
- Ensure appropriate procedures are in place to confirm visitors, volunteers including work placements and contractors are aware of, and abide by, the school/trust H&S policy and procedures.
- Ensure the school has a trained Educational Visits Co Ordinator (EVC).
- Ensure Heads of Department in high-risk areas develop their own policy and procedures to manage safety in their area of responsibility.
- Delegate appropriate tasks to the Business Managers, the site supervisor/caretaker and engage suitable contractors where appropriate
- Ensure staff are aware they must not bring their own equipment or substances onto school site without written approval
- Ensure staff are aware they must not bring their own equipment or substances onto school site (strongly advised by the Trust)
- Ensure sufficient first aid cover is in place and a first aid risk assessment completed.
- Liaise with, seek guidance from, the Trust Health, Safety and Compliance Manager as needed.
- Demonstrate a visible commitment to health and safety at all times, offering guidance and support to staff on H&S issues.

Each Headteacher will appoint: A School Health & Safety Lead.

Amanda Munro & Gill Nuttall are the school's health & safety leads. They will;

- Be the main point point of contact for health and safety matters, for monitoring and reporting, and for liaison with the Trust Health Safety and Compliance Manager.
- Send requests to other staff requesting H&S updates
- Task/remind staff to complete their main H&S duties. For example, the need to develop policies and
 risk assessments, the need to provide inductions, confirming accident reports are being completed,
 confirming H&S training is taking place.
- Be the focal point for requests for support from the Trust Health, Safety and Compliance Manager

The onsite Office Manager will:

- Support the headteacher in all onsite H&S matters.
- Investigate accident / incidents, escalate possible RIDDORs to the Trust and identify trends.
- Ensure relevant H&S policies and procedures are in place.
- Endure staff H&S inductions are completed and recorded.
- Ensure the H&S law poster is displayed with up-to-date information.
- Complete management reviews on the compliance / site inspection checks completed by the site manager/caretaker.
- Alongside the lead first aider, ensure first aid equipment is stocked and AEDs working correctly and accessories in date.
- Liaise with the schools H&S Practitioner.
- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved.
- Carry out a H&S induction for all staff and keep records of that induction.
- Ensure any contractors on site are competent in H&S matters.
- Coordinate H&S training for school staff.
- Liaise with, seek guidance from, the Trust Health, Safety and Compliance Manager as needed.
- Demonstrate a visible commitment to health and safety at all times, offering guidance and support to staff on H&S issues.

The Caretaker will:

- Ensure the site is safe and secure at all times.
- Ensure there are safe means of access and egress and these are clear of obstructions at all times.
- Ensure contractors see and sign for the asbestos register before undertaking work.
- Ensure the school is free of slip/trip hazards and adequate welfare facilities are provided.
- Ensure they operate safe working arrangements when undertaking maintenance tasks.
- Monitor contractors whilst on site and ensure they are working safely.
- Ensure adequate fire safety arrangements are implemented.
- Ensure regular testing and maintenance of fire equipment, doors, alarms, call points, emergency lighting is undertaken and recorded.
- Ensure all statutory compliance is recorded and records held for review. including asbestos management and legionella, electrical systems, glazing, trees, play equipment, etc.
- Take responsibility for acting on reports of defects and maintenance escalating any action that cannot be completed to the Office Manager/Headteacher.
- Conduct regular site inspections both daily/weekly alone and termly with the Headteacher or relevant senior leader to identify, record and act upon any issues needing attention.
- Ensure COSHH procedures are followed at all times and stored appropriately
- Keep records of checks completed and action taken ready for review by the business Manager, Headteacher or Trust Health, Safety and Compliance Manager.
- Take part in relevant training and development.
- Complete risk assessments for the areas they are tasked with keeping safe (internal and external), their activities and any other significant risks they are responsible for as part of their role in school.

Line Managers are responsible for:

Implementing the H&S policy within the work activities/area under their control.

In particular they will:

- Develop H&S guidelines and key stage H&S policy for high-risk areas (they may wish to use templates provided by CLEAPSS or AFpE for example)
- Ensure their guidelines, risk assessments and procedures are shared with all those in their key stage who could be harmed by the equipment, substances, or activities.
- Ensure activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensure any staff they line manage have completed a H&S induction and a key stage induction.
- Ensure any curriculum specific H&S training is completed by staff and that staff are adequately instructed and supervised.
- Ensure that all equipment is maintained and safe for use.
- Complete termly inspections of their work area to ensure it is fit for purpose and free of hazards.
- Ensure any hazards relating to their work area are communicated to the Office Manager, Caretaker and headteacher.
- Ensure first aid equipment near their work area covers any foreseeable injuries in their work area.
- Ensure accidents in their area of responsibility are reported and investigated. If needed escalated to the Trust to RIDDOR report.
- Ensure that, if H&S advice is needed from the Trust Health Safety and Compliance Manager they request her support via the Office Manager or Headteacher.
- Speak to the Headteacher if they need any technical H&S training to complete their subject. E.g. via CLEAPSS.

Teachers are responsible for:

At all times, for the safety of students in classrooms, laboratories, workshops and learning activities including sports, trips and co-curricular. In particular they are responsible for:

- Knowing the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Exercising effective supervision of students and ensuring students are aware of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- Giving clear instructions and warnings.
- Ensuring that coats, bags, cases etc. are safely stowed away, that fire escape routes are kept clear at all times and not obstructed, and that fire doors are not held open.
- Following safe working procedures
- Always using appropriate protective clothing and guards and special safe working procedures when appropriate or required.
- Ensuring that all accidents/incidents (including 'near-misses') occurring in the class and/or during an activity are recorded and investigated.
- Ensure that, if H&S advice is needed from the Trust Health Safety and Compliance Manger they request her support via the Business Manager, Office Manager or Headteacher.

All other school staff: (Office staff, support staff, cleaners/kitchen staff)

It is the responsibility of all employees and volunteers to:

- Take reasonable care of their own H&S and that of all persons who could be affected by their acts or omissions at work.
- Ensure they follow risk assessments and procedures relevant to their role.
- Co-operate with line managers so far as it is necessary to enable them to work safely.
- Use work equipment provided correctly in accordance with instructions and training.
- Inform their line managers of any matters that could pose a H&S risk.
- Report any accidents/incidents (including a 'near-miss) which occurs at work.

Contractors:

It is the responsibility of contractors and their employees to:

- comply with the School's Health & Safety Policy, Safe System of Work and local procedures
- abide by relevant Codes of Practice for their trade or discipline
- report any accidents or dangerous occurrences to the **Office Manager or Caretaker**

Pupils will:

- Follow safety and hygiene rules intended to protect the H&S of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Reporting any H&S hazards they notice to a member of staff as soon as possible.

Health & Safety Form



STOCCAT

HEALTH & SAFETY POLICY

DATE:	February 2025	VERSION:	1
REVIEW DATE:	February 2026		
SUBJECT:	ARRAN	GEMENTS FO	R
	ST. ETHELBE	RT'S RCP SCI	HOOL

1. Local roles & responsibilities for Health and Safety (H&S) management:

Each school has key members of staff who have additional responsibilities for the Health and Safety of themselves, staff, students and others on the school site. In this school:

The senior member of staff in the establishment with day-to-day accountability and responsibility for all Health and Safety matters is:	Mandy Messham (Headteacher)
The person who leads on Health and Safety matters in this school is: This person is often called the H&S lead.	Amanda Munro (Office) Gill Nuttall (Caretaker)
The persons (in high-risk school departments, curriculum areas) who are responsible for their Departments H&S policy or procedure is:	Science: Liane Scholes DT: Amy Jones Art: Claire Coyle PE: Joe Gavin
In this school we consult with staff, regarding health and safety regularly by: Members of the school Health & Safety forum/o	Staff briefings

Mandy Messham; Damien Walsh; Peter Morley; Karen Baxendale

2. The Trust expects all schools to develop and communicate risk assessments for the significant risks on site. Risk assessments will consider the premises, our activities, the equipment we use and people at risk:

In this school we ensure all our <u>significant hazards</u> are risk assessed by staff in charge of those areas.

The person with overall responsibility for	Mandy Messham
ensuring risk assessments are carried out is:	Amanda Munro
	Gill Nuttall
All staff that complete risk assessments can	Sharen Draw (CMIOSH)
have additional training and support from our Competent H&S Manager. They should contact the school BM or H&S Lead in the first	Sharon Drew (CMIOSH)

2.1 On a day-to-day basis the persons responsible for completion of and sharing of their risk assessments is:

Premises (inside and outside	Gill Nuttall
Premises (statutory)	Gill Nuttall
Fire Risk Assessment	Norwood
Legionella Risk Assessment	IWS
Asbestos	RTA
Low risk classroom risk assessments	Gill Nuttall; Claire Coyle; Catherine Turner; Amy Jones; Jill Haslam; Robert Walsh; Kim Murphy; Joe Gavin; Emma Quinn; Liane Scholes; Joanne Ritchie; Claire Postlewaite; Mandy Messham
Curriculum and curriculum activities	Gill Nuttall; Claire Coyle; Catherine Turner; Amy Jones; Jill Haslam; Robert Walsh; Kim Murphy; Joe Gavin; Emma Quinn; Liane Scholes; Joanne Ritchie; Claire Postlewaite; Mandy Messham
Staff risk assessments: (reasonable adjustments, pregnant worker, work related stress, work experience, Personal Emergency, Evacuation Plans (PEEPS)	Amanda Munro
Student risk assessments, Health Care Plans including PEEPs	Claire Postlewaite

Visit or group leader, s	upported by Amanda Munro
Premises:	All saved electronically on the Share Point site:
Classroom:	Office Admin
	Staff Handbook
•	and and if required by the staff
iy i- 2 years (or more re	egularly in required by the stam
nce.	
also reviewed by the Trust	re signed off by the Headteacher. I. These must be signed off by the travel.
larly participate in Educatic	onal Trips and Visits and that these
Mandy Messham	
Amanda Munro	
Amanda Munro	
Visit leader, supported	by Amanda Munro
Mandy Messham Amanda Munro	
	Premises: Classroom: High risk classroom: Curriculum: Staff: Trips/visit: ery 1- 2 years (or more results and also reviewed by the Trust and also reviewed by the Trust and also reviewed by the date of all arly participate in Education Mandy Messham Amanda Munro Amanda Munro Visit Leader Wisit leader, supported

•	ey have suitable and sufficient emergency procedures in re of the emergency arrangements and have a chance to
The competent person responsible for reviewing the fire risk assessment and ensuring it is updated annually is:	Mandy Messham Amanda Munro Gill Nuttall
Fire drills will be carried <u>each term</u> the person responsible for ensuring this is:	Mandy Messham Gill Nuttall
The person responsible for ensuring the fire evacuation plan is fit for purpose after a drill is:	Mandy Messham Gill Nuttall
The responsibility for sharing the evacuation procedure with staff during induction and at the start of the school year is:	Mandy Messham Amanda Munro Gill Nuttall
Different fire alarm points will be tested on a weekly basis by:	Gill Nuttall
Means of escape will be checked on a weekly basis by:	Gill Nuttall
Firefighting equipment will be checked on a weekly basis by:	Gill Nuttall
Emergency lighting and exit lighting will be tested on a monthly basis by:	Gill Nuttall
Records of tests, checks and drills will be completed and held for review by:	Gill Nuttall
Fire extinguishers will be serviced on an annual basis by:	Click 24
The person responsible for ensuring all staff complete regular fire training with informal refresher training is:	Mandy Messham
The person responsible for ensuring school has sufficient Fire Wardens to support a swift and smooth evacuation is:	Mandy Messham
annual basis by: The person responsible for ensuring all staff complete regular fire training with informal refresher training is: The person responsible for ensuring school has sufficient Fire Wardens to support a swift	Mandy Messham Mandy Messham

All staff should undertake fire awareness training every 3 years with an annual informal in-house refresher

5. Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee, contractor or member of public who has an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss on school premises must complete a Trust accident form.

Minor student accidents/incidents which **were not** attributable to premises, activity management or supervision (and requires no medical intervention should be logged on a minor injury log.

Student accidents **that were** attributable to premises activity management or supervision or where the child was sent home after medical intervention or those that went to hospital **must be logged on a full Trust accident form** (see accident flowchart)

The location of minor injury log is:	Office / EYFS
Each term the minor injury log will be reviewed to ensure full accident forms were	Amanda Munro
not required by:	
Accident forms are located:	Office
Persons responsible for carrying out accident investigations is:	Mandy Messham
	Amanda Munro
Persons responsible for checking accident forms and escalating them to the Trust is:	Amanda Munro
Persons responsible for RIDDOR reports is:	The Trust with support From Sharon Drew
The person responsible for monitoring and	Mandy Messham
reviewing accidents and incidents to identify trends in this school is:	Amanda Munro

6. First Aid - The Trust expects all schools to have sufficient FA cover for staff, students and others at all times the school is open or staff on site. On this site the following staff have received first aid training (FAW or Emergency FA):

Name	Location/Extension	Type of training (FAW EFA) and date certificate expires
Gillian Nuttall	Caretaker	FAW (July 2026)
Lee Wardle	TA	FAW (January 2026)

The following staff have been trained in page	ediatric first aid (Prima	ry Schools):
Name	Location/Extension	Date of expiry of certificate
Farzeala Patel	EYFS TA	PFA (May 2025)
Tracy Carter	ТА	PFA (May 2025)
Claire Coyle	Nursery Teacher	PFA (March 2026)
Amanda Munro	Office	PFA (January 2028)
Lorna Woodcock	ТА	PFA (January 2027)
Evie Munro	TA	PFA (December 2025)
Joseph Gavin	PE subject leader	PFA (July 2027)
Kathryn Ramwell	EYFS TA	PFA (February 2027)
Robert Walsh	Teacher	PFA (February 2027)
The person responsible for ensuring first aid qualifications are maintained is:	Amanda Munro	
First aid boxes are kept in the following areas in school:	EYFS, Office, ICT Suit	e & outside Headteacher's office
Travelling first aid boxes are located:	PE stock cupboard	
The person responsible for administration of	Amanda Munro	
medication to our students is:	Farzeala Patel	
	Kim Murphy	
	Tracy Carter	
Student medications are located:	Asthma inhalers are I	ocated in classrooms
	All other medicatio refrigerator	n is in the office / medicines
The location and contents of all first aid boxes will be checked on a bi monthly basis by:	Amanda Munro	
Deficiencies of first aid materials should be reported to:	Amanda Munro	

The address and telephone number of the	Pikes Lane Medical Centre
nearest medical centre is:	Deane Road
	Bolton
	BL3 5HP
	Tel: 01204 463636
The address and telephone number of the	Royal Bolton Hospital
nearest hospital with accident and emergency facilities is:	Minerva Road
	Bolton
	BL4 0JR
	Tel: 01204 390390
seriously. To ensure this we follow DF	2 guidance <u>supporting rupins at school with medicar</u>
•	Il schools in the Trust take the medical needs of pupils
Conditions In this school:	
Conditions In this school: The person(s) responsible for undertaking and reviewing the healthcare plans of pupils	Amanda Munro
Conditions In this school: The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Amanda Munro
Conditions In this school: The person(s) responsible for undertaking and reviewing the healthcare plans of pupils	
Conditions In this school: The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: The person responsible for ensuring pupil specific risk assessments are completed and	Amanda Munro Amanda Munro
Conditions In this school: The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: The person responsible for ensuring pupil specific risk assessments are completed and communicated is: The person responsible for the supervision and storage of pupils medicines and ensuring parents sign relevant forms is: 8. Maintenance and premises. We want to	Amanda Munro Amanda Munro
Conditions In this school: The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: The person responsible for ensuring pupil specific risk assessments are completed and communicated is: The person responsible for the supervision and storage of pupils medicines and ensuring parents sign relevant forms is: 8. Maintenance and premises. We want to as safe as possible. We do this by identify All employees must report any hazards that	Amanda Munro Amanda Munro Amanda Munro ensure our school buildings are as well maintained and ving staff to support us in following ways.
Conditions In this school: The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: The person responsible for ensuring pupil specific risk assessments are completed and communicated is: The person responsible for the supervision and storage of pupils medicines and ensuring parents sign relevant forms is: 8. Maintenance and premises. We want to as safe as possible. We do this by identify All employees must report any hazards that could be a cause of serious or imminent	Amanda Munro Amanda Munro Amanda Munro ensure our school buildings are as well maintained and ving staff to support us in following ways.
Conditions In this school: The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: The person responsible for ensuring pupil specific risk assessments are completed and communicated is: The person responsible for the supervision and storage of pupils medicines and ensuring parents sign relevant forms is: 8. Maintenance and premises. We want to as safe as possible. We do this by identify All employees must report any hazards that	Amanda Munro Amanda Munro Amanda Munro ensure our school buildings are as well maintained and ving staff to support us in following ways.

Equipment must be removed from use as	
soon as possible.	
Tree audits are completed by:	Special Branch
Glazing Audits are completed by:	tba
Internal and external site inspections are completed by:	Gill Nuttall
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and	First: Gill Nuttall
arming and disarming security alarms etc. is:	Deputy: Mandy Messham; Kim Murphy
•	s. The Trust also offers an <u>example training matrix</u> which
checklist that must be used by our school	s. The Trust also offers an <u>example training matrix</u> which
checklist that must be used by our schools advises schools on the H&S training staff The person responsible for the onsite H&S	s. The Trust also offers an <u>example training matrix</u> which should complete.
checklist that must be used by our schools advises schools on the H&S training staff The person responsible for the onsite H&S induction is:	Amanda Munro
checklist that must be used by our schools advises schools on the H&S training staff. The person responsible for the onsite H&S induction is: H&S induction records are kept: The person responsible for reviewing the suggested training matrix and organising	s. The Trust also offers an <u>example training matrix</u> which should complete. Amanda Munro In locked staff records cupboard
checklist that must be used by our schools advises schools on the H&S training staff. The person responsible for the onsite H&S induction is: H&S induction records are kept: The person responsible for reviewing the suggested training matrix and organising specific health and safety training for staff is:	s. The Trust also offers an <u>example training matrix</u> which should complete. Amanda Munro In locked staff records cupboard Amanda Munro

In this Trust, the following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to competent persons only.

<u>Ladders</u>	Gill Nuttall
Person responsible for selection of ladders to ensure they are BSEN rated is:	
The person responsible for the ladder inventory and 6 monthly formal documented ladder checks is:	Gill Nuttall
The person responsible for completing work at height risk assessments is:	Gill Nuttall

The person(s) trained and authorised to use:	Gill Nuttall
Lifting equipment for students with additional requirements	n/a
The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	
Lifts:	n/a
The person responsible for ensuring that lifts are inspected and serviced every six months is:	
Caretaking and cleaning equipment:	Gill Nuttall
(including powered cleaning equipment, power and hand tools etc)	
Person responsible for selection, inspection, maintenance, training,	
supervision, safe use and risk assessment is:	
Kitchen equipment:	Julie Stanley (Kitchen Manager)
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	
Science Apparatus and Equipment:	Liane Scholes
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	
Science - Prep room and chemical store:	n/a
The person responsible for storage, management and stock control (as per CLEAPSS guidance is:	
Design and Technology Equipment:	Amy Jones
Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	

Annual formal contractor maintenance	n/a
checks workshop equipment is completed	
by:	
Person(s) authorised to operate and use	n/a
DT/workshop equipment is	
The person(s) responsible for instructing	All teaching staff, including teaching assistants
pupils in the safe use of equipment before	
they use it and checking they use it correctly	
is/are:	
The person(s) responsible for ensuring that all	n/a
machinery is adequately guarded and that the	11/ 4
guards are in position when the equipment is	
in use is/are:	
111 43C 137 41 C.	
The person responsible for taking out of use	n/a
any equipment which Is inadequately	
guarded is/are:	
The person responsible for testing	n/a
]	п/а
emergency stops and equipment stopping times is:	
times is:	
Art, Design and Textiles Equipment:	Claire Coyle
Person responsible for selection, inspection,	
maintenance, training, supervision, safe use	
and risk assessment is:	
and not assessment is.	
Person(s) authorised to operate, and use	All teaching staff, including teaching assistants
is/are:	
The person responsible for Kiln or	n/a
Photography areas is:	
The sage apony areas is:	
PE Equipment (indoor and outdoor):	Gill Nuttall
Person responsible for selection, inspection,	Joe Gavin
maintenance, training, supervision, safe use	
and risk assessment is:	
and not assessificities.	
Person(s) responsible for regular (daily) visual	Gill Nuttall
inspection is/are:	
Contractor(s) responsible for annual full	Sportsafe UK Ltd
	Sportsale OK Liu
inspection (PE equipment, Fitness area, trim	

trails and other play equipment) and report		
is:		
<u>Theatres:</u>	n/a	
The person responsible for seating, access ladders and fire safety is:		
The persons responsible for stage lighting	Gill Nuttall	
checks are:	Makerfield Systems Limited	
10. Portable Electrical Appliances:		
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Gill Nuttall	
Person(s) responsible for pre use checks are:	AV Services	
	any personal portable electrical appliances unless	
	horised to do so	
11. Personal Protective Equipment (PPE):		
The Trust expects that suitable PPE is provided free of charge, where identified as necessary in a risk assessment. In this school.		
The persons responsible for inspecting PPE	Gill Nuttall (general)	
termly and replacing personal protective equipment are as follows	Julie Stanley (kitchen)	
 Science Design Technology Art and Design Food Tech Caretaking and cleaning Catering Kitchen 		
12. Hazardous substances - The Trust does not allow staff to bring their own COSHH items into school. In this school:		
The person responsible for purchase of COSHH items and keeping an inventory is:	Site Team/caretaker/cleaners: Gill Nuttall	
COSHITITEMS and keeping an inventory is.	Kitchen: Julie Stanley	
	Food Tech: Amanda Munro	
	Art: Amanda Munro / Claire Coyle	
	Science: Amanda Munro / Liane Scholes	

	DT: Amanda Munro / Amy Jones
Copies of all the hazardous substances inventories are held:	Caretaker's room Kitchen Office
The person responsible for undertaking and	Site Team/caretaker/cleaners: Gill Nuttall
updating the COSHH risk assessments is:	Kitchen: Julie Stanley
	Food Tech: Amanda Munro
	Art: Amanda Munro
	Science: Amanda Munro
	DT: Amanda Munro
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:	n/a
The Radiation Protection Supervisor is:	n/a
13. Asbestos - The Trust expects asbestos t all times. In this school:	o be identified and managed as per HSE regulations at
The person responsible for making arrangements for managing asbestos on the site is:	Gill Nuttall
The asbestos survey and management plan is held:	Reprographics Room
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Gill Nuttall
The person responsible for providing Contractors with information on the location of asbestos is:	Gill Nuttall Amanda Munro
Records of Contractor signing sheets are held:	In Caretaker's records

The person responsible for informing staff of	Gill Nuttall
any asbestos in their work area that could be	
inadvertently damaged is:	

14. Legionella and water management. The Trust expects risks from legionella to be always identified and managed as per HSE regulations. In this school; The person with overall responsibility for ensuring the Legionella risk assessment is up to date is: The person in control of ensuring the scheme of works is followed is: Temperature checks Acting on recommendations TMV servicing Shower cleaning and flushing of infrequently

15. Visitors - The person who the visitor comes to see becomes their "host" they are responsible for the visitor H&S whilst they remain on site and during an emergency.

On arrival <u>all visitors</u> should report to reception, where they will be issued with:

• an identification badge

used outlets

- relevant health and safety information
- and will sign into school

Only those who have provided a valid DBS will be able to move around school with a green lanyard

16. Contractors - The Trust expects schools to manage the selection of contractors and to control their movement and work on site. In this school we do this by: The person responsible for selecting and vetting contractors' health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is: The person in control of contractors whilst on site is: Gill Nuttall Amanda Munro

17. Noise at work: Any employee concerned about the noise levels at **Gill Nuttall** work should report the matter to: 18. Slip trip or fall hazards - spills or contamination: All members of staff are responsible for arranging **Gill Nuttall** 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: Who will arrange for them to be dealt with? The area Gill Nuttall must be made safe using a sign before it is left. Other slip, trip or fall hazards should be reported to: 19. Display Screen Equipment - The Trust provides a template that schools can use to complete **DSE** self-assessments: The person who will provide staff, who use **Amanda Munro** computers for the majority of their working day with an advice form/self-assessment is: (The form must be returned to them, if needed they

20. Miscellaneous:		
The Health and Safety Law Poster is sited:	Outside the main office	
	I	

will arrange a DSE assessment or support for staff)

Signed (Head): Mandy Messham	Date: 4.2.25
Signed (Local Governing Board): Karen Baxendale	Date: 4.2.25
Review date: February 2026	