



**Flying
High
Partnership**



Whipman Woods Flying High Academy

Health and Safety Policy – School Level

Date Policy Written	September 2025
Date Policy to be Reviewed	Autumn 2026
Signed (Headteacher)	Nicola Green
Signed (Chair of Governors)	Neil Robinson

Contents

Statement of Intent	3
Organisational Structure and Responsibilities.....	5
Management Structure.....	5
Responsibilities of the Governing Body / Trustees.....	5
Responsibilities of the Head Teacher / Principal	6
Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)	8
Responsibilities of all Employees	9
Arrangements	12
Co-ordination and Communication	12
Emergencies.....	13
Accidents and Medical Arrangements.....	13
Hazard Identification and Control	16
Information, Instruction and Training	16
Premises.....	17
Security	18
Use of Premises Outside School Hours.....	18
Control of Contractors	18
Work Equipment.....	19
Substances and Personal Protective Equipment	23
Housekeeping and Waste	24
Manual Handling.....	24
Educational Visits.....	25
Inspections (External & Internal)	25
Management Review	26

Statement of Intent

Health and Safety is of paramount importance to all schools. The Flying High Trust (FHT) has a responsibility to support schools in the Trust in effectively managing all Health and Safety matters in line with legislation, and in ensuring that the requirements of the Health and Safety at Work etc. Act 1974 and other relevant Acts are fully enforced.

The main legislation covering this area of Health and Safety is the Health and Safety at Work etc. Act 1974, in particular, the Management of Health and Safety at Work Regulations 1999. In considering this Policy other relevant Acts and guidance documents have been considered.

In line with the Health and Safety at Work etc. Act 1974 it is the responsibility of employers to ensure Health and Safety is effectively managed, and therefore it is the overall responsibility of head teachers, supported by their Governing Body, to ensure that an effective Health and Safety Policy is in place which is clearly understood by all members of the school community. It is also the responsibility of the Trust to provide support for Trust schools in relation to the development of Health and Safety Policy and Procedures, and also to ensure that all schools effectively comply with Health and Safety Legislation.

In response to the above the FHT will:

- Ensure there is competent person provision in place for all schools
- Provide relevant Health and Safety updates for schools to support them in keeping policies and procedures up-to-date and ensure the FHT policy is reviewed annually
- Work with schools to assess the effectiveness of Health and Safety procedures within their schools, including compliance with Health and Safety legislation
- Provide Health and Safety support, as required, for individual or groups of schools in line with identified need, or support schools in accessing external support from external sources
- Provide access to relevant Health and Safety Training in line with the identified needs of FHT schools or in response to individual school requests
- Support schools in monitoring Health and Safety incidents
- Provide an annual compliance audit to review, ensure compliance and to identify any wider support required
- Ensure each school has in place external Health and Safety support for external audit and support with compliance
- Ensure induction for all schools new to the Trust and key staff with Health and Safety responsibilities newly appointed to role/a Trust school.

The Flying High central team, Governing Body and Head teacher of **the school** 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. At a local level, schools should ensure the school policy and Trust policy is practically applied in school and seek advice from the central Trust team as required.

The Governing Body and Head teacher 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 Head teacher will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them working alongside the Trust central team.

The Flying High central team and Head teacher will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety by ensuring training records are maintained and training / update training booked as required.

The central team, Governing Body and Head teacher requires the support of all staff to enable the maintenance of high standards of health and safety in the school's activities through staff awareness of policy and procedures.

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.

The school, supported by the Flying High Trust central team is absolutely committed to ensuring the required resources are made available to deliver on the intent and practice of this policy.

Signed: Neil Robinson

(Chair of Governors)

Date: 01.09.2025

Signed: Nicola Green

(Head Teacher)

Date: 01.09.2025

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 Trust Central Team

The central Trust team is responsible for:

- Ensuring all schools have access to a competent persons service
- Provide relevant Health and Safety updates for schools to support them in keeping policies and procedures up-to-date and ensure the FHT policy is reviewed annually
- Work with schools to assess the effectiveness of Health and Safety procedures within their schools, including compliance with Health and Safety legislation
- Provide Health and Safety support, as required, for individual or groups of schools in line with identified need, or support schools in accessing external support from external sources
- Provide access to relevant Health and Safety Training in line with the identified needs of FHT schools or in response to individual school requests
- Induct new schools to the Trust and new appointments with key Health and Safety responsibilities as part of their role including, but not restricted to, Head Teacher and Site Manager
- Support Site Managers where areas of development have been identified or where performance is falling below the required standard
- Support schools in monitoring Health and Safety incidents
- Provide an annual compliance audit to review, ensure compliance and to identify any wider support required
- Ensure each school has in place external Health and Safety support for external audit and support with compliance
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Ensuring 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.

Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Trust Health and Safety Policy and arrangements
- Reviewing and approving the school policy document, ensuring all have staff have access to the document

- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Trust
- Promoting high standards and develop a positive culture of health and safety within the school
- Support the Headteacher to ensure employees have the necessary competence to conduct their duties in relation to health and safety matters
- Educational risk assessments are completed for site and off-site activities
- The statement of intent and other health and safety documentation is drawn to the attention of all employees

Responsibilities of the Head Teacher

The Headteacher 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
- Ensuring 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
- Conducting pro-active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk
- Ensuring information regarding health and safety matters is communicated to the relevant individuals
- Identifying staff health and safety training requirements and making arrangements for provision
- Ensuring governors are made aware of any Health and Safety incidents and actions as part of LGB meetings
- Employ only competent contractors to work on the school site led by Dave Morris and Nick Layfield
- 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 Trust health and safety auditing arrangements and ensuring audit action plans are implemented – through both the annual Flying High audit process and engagement with an external Health & Safety Audit completed by the appointed competent person service every three years
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards
- 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
- Maintaining the school Business Continuity Plan
- Ensuring staff are aware of their roles and responsibilities within Health and Safety

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

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

Responsible to the Headteacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively
- Promoting health and safety matters throughout the school and assisting the Head Teacher 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 noticeboard and ensure it is kept up to date
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions
- Implementing procedures for the authorisation of school visits
- Participating in health and safety audits arranged by the Central Trust team
- 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 to demonstrate appropriate remedial actions have been undertaken
- Emergency drills and procedures are carried out regularly and monitored for effectiveness
- Monitoring contractors on site and conduct a formal, documented induction
- Attend the school's health and safety committee (where appropriate – typically through the full governing body meeting or associated committee)

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Headteacher.

Responsibilities of all Employees

All employees at the school have responsibility to:

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

Pupils

All pupils are expected to behave in a manner that reflects the Academy standards of behaviour. In particular they are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be on the school premises.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and wellbeing.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union.

Trade Union appointed Health and Safety representatives will be allowed:

- To investigate accidents and potential hazards.
- To investigate complaints by constituents about matters relating to health, safety, and wellbeing.
- To make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety, and wellbeing in the workplace.
- To carry out inspections within directed time, but wherever practicable outside teaching time.
- To represent constituents in consultation with enforcement agencies.
- To receive information provided by inspectors.

Users on shared site

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The Academy as the primary site user will have the lead responsibility.

All users of the site must agree to:

- Co-operate and co-ordinate with the Academy on health and safety matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those at the Academy that may arise from their activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by The Academy so as to ensure the health, safety and wellbeing of all school staff and users.
- Meet the insurance requirements of the Academy and the school's insurance provider.
- Familiarise themselves with and communicate to their employees/users the Academy health and safety arrangements.

The Academy will ensure that:

- The premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted and are co-operated with on all relevant health and safety matters.
- The Academy's health and safety arrangements are co-ordinated and made available to shared users.

Persons Letting School premises

The Academy has a lettings procedure. The procedure covers arrangements for fire evacuation, security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the Academy on health and safety matters including arrangements for emergency and first aid procedures.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Academy that may arise from their activities.

The Academy will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation and first aid are in place and communicated.

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Nicola Green
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Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings.
- Central team briefings and updates to schools.
- Provision of information relating to safe systems of work and risk assessments.
- Provision of Training.
- Communications with relevant specialist advisors and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate and to Governors and the MAT as applicable.

Financial resources

The MAT, Governing Body along with the Headteacher and Business Lead will review the Academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

The MAT will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the MAT and Governing Body objectives; this will be achieved by accessing the services of a competent Health and Safety Advisor through YMD Boon.

Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Nicola Green	Headteacher
Louise Parkinson	Deputy Headteacher
Pete McLean	Site Manager
Caroline Matthews	Business Lead
Neil Robinson	Chair of Governors

Emergencies

Senior member of staff in the school with responsibility for the development, maintenance and implementation of the emergency plan and Business Continuity Plan:	Business Lead
A copy of the emergency plan is available from:	Staffroom / Teams space

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

Note: The priorities are as follows:

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Plant Room
Electricity	Plant Room

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:	Headteacher
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

Location(s) of Accident Book(s)	Person in Charge of Accident Book
School Office	Site Manager
Wraparound Classroom	Site Manager
Accident reports must be drawn to the attention of the Head Teacher and recorded on the relevant paperwork F45-5 Accident Information Form and, where applicable, F45-6 Incident Investigation Form)	Head Teacher:
	Deputy:
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Site Manager

The following types of incident must be reported using the F45-5 Accident Information 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.

First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Whole Staff Team		September 2028
Person responsible for ensuring first aid qualifications are maintained:		Business Lead
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Headteacher

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)
In all classrooms, kitchen and main office	All classrooms
A termly check on the location and contents of all first aid boxes is carried out by:	Site Manager
Use of first aid materials and deficiencies should be reported to:	Administrative Assistant
Address and telephone number of the nearest medical centre / NHS GP:	Larwood 01909 500233
Address and telephone number of the nearest hospital with accident and emergency facilities:	Bassetlaw Hospital, Kilton Hill, Worksop. S80 4HA 01909 500990

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Headteacher
A copy of the medicines policy is available:	Online – school website under policies
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: Business Lead
	Deputy: Administrative Assistant
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: SENDCo
	Deputy: Business Lead
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	SENDCO

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:	Site Manager Deputy Headteacher Approved by Headteacher
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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:	Site Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Site Manager

Repairs and Maintenance

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

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Site Manager
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Business Lead
The health and safety notice board is sited:	Staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Site Manager
The HSE Health and Safety Law Poster is displayed:	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:	Business Lead
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- Health and Safety Policy
- Risk assessments
- Fire and other emergency arrangements including lockdown procedures
- 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:	Business Lead
Person responsible for compiling and implementing the school's annual health and safety training plan:	Business Lead
Person responsible for reviewing the effectiveness of health and safety training:	Business Lead
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Business Lead

Premises

Legionella

Person with overall responsibility for managing Legionella:	Site Manager
The Legionella risk assessment is kept at:	Site Manager's file – main office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Site Manager
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Site Manager
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Site Manager
The log book is kept in:	Site Manager's file – main office

Fire

Person with overall responsibility for managing fire safety:	Headteacher
The fire risk assessment is kept at:	Site Manager's file – main office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Site Manager
Person responsible for routine maintenance and servicing of fire safety equipment:	Site Manager
The log book is kept in:	Site Manager's file – main office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Site Manager/Cleaner in Charge
	Deputy: Headteacher

Visitors

On arrival all visitors must report to:	Main office
Where they will be issued with; <ul style="list-style-type: none">• An identification badge• Relevant health and safety information• Sign in on the Ipad	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Site Manager
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Site Manager
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Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations:	Nick Layfield Dave Morris
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(Note: this may differ dependant on individual requirements of a project)	
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Site Manager
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Site Manager supported by Nick Layfield, Simon Chambers and Dave Morris
Responsibility for liaison and monitoring of contractors:	Site Manager

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	None - contractors

Ladders

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

Stepladders

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

Manual Handling Equipment

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

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Site Manager
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager / Cleaner in Charge

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	PE Lead
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Site Manager
Contractor responsible for annual full inspection and report:	Gymnasium Equipment Maintenance Services

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Headteacher
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Site Manager
Contractor responsible for annual full inspection and report:	Gymnasium Equipment Maintenance Services

Stage Lighting Equipment

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

Mobile Staging and Seating

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

Portable Electrical Appliances and Hard Wiring Circuits

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

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations (use HSE DSE checklist - <http://www.hse.gov.uk/pubns/ck1.htm>).

Employee Name	Job Title
Nicola Green	Headteacher
Caroline Matthews	Business Lead
Tanya Martin	Administrative Assistant

Person responsible for implementing the requirements of the DSE risk assessment:	Business Lead
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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.	Headteacher
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	Insurance – Flying High central team. Recommended staff also have private business insurance though not compulsory

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	Location / Extension
Science	Site Manager	Teams and Site Manager's file – main office
Art	Site Manager	Teams and Site Manager's file – main office
Caretaking	Site Manager	Teams and Site Manager's file – main office
Cleaning	Site Manager	Teams and Site Manager's file – main office
Catering	Site Manager	Teams and Site Manager's file – main office
Grounds Maintenance	Site Manager	Teams and Site Manager's file – main office
Copies of all the hazardous substances inventories are held centrally in:		Teams and Site Manager's file – main office
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:		Site Manager
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Site Manager

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:	Site Manager
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Site Manager

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 the Site Manager/caretaker 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:	Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Manager

Waste Management and Disposal

Waste will be collected daily by:	Site Manager
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Site Manager
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Manager

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)	Site Manager
Person responsible for the safe disposal of any hazardous substances or special waste :	Site Manager
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Site Manager

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Site Manager
Person responsible for monitoring the safety of manual handling activities:	Site Manager

Manual Handling of People

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

Educational Visits

The Educational Visits Co-ordinator at the school is:	Deputy Headteacher
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Deputy Headteacher
The Educational Visits Policy is located at:	Teams space

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Chef - NCC Catering
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Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Governing Body / Trust	Headteacher
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Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Site Manager
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Person responsible for ensuring follow up action on the report is completed:	Site Manager / Headteacher
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Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Headteacher
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Headteacher