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ASH LEA SCHOOL

Special Educational School Health and Safety Policy

Head Teacher Signature:	
Date Adopted:	March 2018
Review Dated:	September 2019 Amended due to Covid-19 1 st June 2020 Reviewed and amended 3 rd August 2020

All staff attended a H&S briefing Thursday 4th June 2020 or watched a video training session prior to return to work



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All staff and volunteers to attend a training on Tuesday 1st September or to listen to the recording

To be read in conjunction with Infection Control, Fire Procedures, Covid 19 RA, Intimate care policy

Statement of Intent

This policy, needs to be read in conjunction with updated Covid 19 Risk Assessment, Fire procedures, RA for management of bodily fluids and First aid, Infection control policy and intimate care policy.

The Governing Body Ash Lea 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.

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

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

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

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in the school's 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:

(Head Teacher)

Date:



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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 Governing Body

If the chair or vice chair are unable to do their duties Jane Cooper will step up

The Governing Body are responsible for:

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



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- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Head Teacher

If the head teacher is unable to undertake her duties Kate Davies / Sandra Gell will step up

The Head Teacher 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 school's work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the school's health and safety committee which are at least once a term consisting of Head Teacher, Business manager, Site Manager and H&S governor.
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Local Authority / Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Head Teacher these responsibilities fall to their immediate assistant head teachers.

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

If the head teacher is unable to undertake her duties Kate Davies / Sandra Gell / Sandra Fletcher will step up

Responsible to the Head Teacher for:



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- 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 notice board and ensure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated. (Behaviour Watch for pupil, accident book for adults and Well Worker system).
- 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. An internal inspection will take place at least once a term without any notice and any concerns reported to HT and / or governors.
- Implementing procedures for the authorisation of school visits. At Ash Lea this is through the Evolve recording system and is co-ordinated by Neil Phipp.
- Participating in health and safety audits arranged by the Local Authority.
- Providing health and safety induction training for all new employees. (conducted by any member of staff that has completed the IOSH H&S course)
- Maintenance of health and safety training records including the provision of refresher training. (H&S group)
- Statutory inspections are completed and records kept. (Yellow file and H&S folder, office server)
- 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).

Note: The designated Health and Safety Co-ordinator is the Head Teacher.

Assistant Head Teachers

Are responsible for:

- The day to day management of health and safety within the school in the absence of the HT in accordance with the health and safety policy

Responsibilities of all Employees

All employees at the school have responsibility to:

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- 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. Completing appropriate risk assessments in the context of their classroom and off – site activities.
- Co-operating with the Local Authority, 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 the Assistant Head Teachers, Business Manager, Site Manager or Head Teacher any serious or immediate danger.
- 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).

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):	Dawn Wigley
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Safety Representatives and Safety Committees

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

The members of the School Health and Safety Committee are:

Name	Job Title
Dawn Wigley	Head Teacher
Glen Meldrum	Site manager
Sadie Fletcher	Office Manager
Steve Gardner	Governor

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Dawn Wigley
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A copy of the emergency plan is available at:	H & S yellow folder kept in main office / in staff room policy box
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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.	Dawn Wigley	SLT on duty (Sandra, Kate, Sadie)
That a roll call is taken at the assembly point	SLT on duty	SLT on duty
That no-one attempts to re-enter the building until the all clear is given by the emergency services	SLT on duty	SLT on duty

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	Boiler room
Gas	Boiler room / main kitchen
Electricity	Cupboard in kitchen (behind serving hatch – master key)

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:	Glen Meldrum Dawn Wigley
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Medical Arrangements

See separate policies for administration of medicines in school and supporting pupils with medical conditions

Accident, Incident and Near Miss Reporting and Investigation

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

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

Location of Accident Book	Person in Charge of Accident Book
Accident for pupil – Behaviour Watch	Dawn Wigley
Accident for adult – book in main office	Dawn Wigley
Health and Safety issues – Behaviour Watch	Luke Skillington / Glen Meldrum / Dawn Wigley



Accident reports must be drawn to the attention of the Head Teacher and where necessary reported via the Wellworker online system*:	Head Teacher Dawn Wigley
	Assistant HT: Sandra Gell/Kate Davies / Luke Skillington
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Dawn Wigley

The following types of incident must be reported using the Wellworker online system:

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

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

First Aid

The following employees are named first aiders:

In each Hub there will be a first aider and first aid kits. The kits will be checked on a regularly basis by the health team.

Locations may change so please check who is a first aider in your Hub

Name	Location / Extension	Expiry Date of Certificate
Sadie Fletcher	Office	11/7/20
Karen Bloom (Paed)	Rowan	15/9/20
Rebecca Biddles	Office	12/07/21
Samantha Howells (Paed)	Hawthorn	04/ 05/ 22
Louise Limon (Paed)	Pine	15/9/20
Rebecca Walker	Cherry	20.9.2021
Person responsible for ensuring first aid qualifications are maintained:		HCA CPD group
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Dawn Wigley & SLT

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

There will be a basic first kit in each classroom pupils A full first aid kit can still be located in health room and main office

Location of First Aid Box(es)	Location of First Aid Record Book(s)
	Main Office – staff only
	Health room
	Mini buses
A termly check on the location and contents of all first aid boxes is carried out by:	Karen Sedgewick and Helen Davey & HCA's
Use of first aid materials and deficiencies should be reported to:	Karen Sedgewick and Helen Davey & HCA's



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Address and telephone number of the nearest medical centre / NHS GP:	COTGRAVE The Health Centre Candleby Lane Cotgrave Nottingham NG12 3JG Tel: 0115 896 9991, press 2 for Cotgrave
Address and telephone number of the nearest hospital with accident and emergency facilities:	QMC, Derby Road, Nottingham. NG7 2UH 0115 9249924

Administration of Medicines / Infection Control

There will be two members of the health team on duty each day. If they are needing to enter a room to administer medicines they need to wear PPE (aprons, gloves and mask)

There is now an updated Infection Control Policy which all staff have read and signed (CPOMs)

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Dawn Wigley, Karen Sedgewick and Helen Davey, Kate Davies, Lisa Brown
A copy of the medicines policy is available at:	Health Room Policy box in staff room Policy folder on staff shared
Person responsible for ensuring that procedures are in place for safe infection control i.e. bodily fluids etc:	Dawn Wigley, , Karen Sedgewick, and Helen Davey
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: Helen Davey, Karen Sedgewick, Deputy: SLT & Rebecca Biddles then named class staff
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: Karen Sedgewick and Helen Davey Other members of the Health team on duty Deputy: SLT & Rebecca Biddles then named class staff
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Karen Sedgewick and Helen Davey

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:	Glen Meldrum Neil Phipp (off –site) Dawn Wigley
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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:	Reporting system on Behaviour Watch monitored by H&S team See page 11
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Glen Meldrum / Ian Minty Savage Dawn Wigley

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Health and Safety on Behaviour Watch, Main Office and SLT on Duty
Defective furniture must be taken out of use immediately and reported to:	Glen Meldrum site manager
Person responsible for ordering repairs and maintenance:	Sadie Fletcher

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority	Dawn Wigley
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Yellow H&S file, H&S folder on office server
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:	Dawn Wigley
The HSE Health and Safety Law Poster is displayed:	Staffroom
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	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:	Dawn Wigley SLT anyone with IOSH H&S qualification
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- Health and Safety Policy (Local Authority)
- 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:	Dawn Wigley
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Person responsible for compiling and implementing the school's annual health and safety training plan:	CPD group / Dawn Wigley
Person responsible for reviewing the effectiveness of health and safety training:	CPD group / Dawn Wigley
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	CPD group / Dawn Wigley

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Dawn Wigley
The asbestos register is kept at:	Yellow H & S file in main office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Glen Meldrum Dawn Wigley
The distribution procedure is displayed in a (staff only) area, at:	H&S board in staff room
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Glen Meldrum
The LAMP is kept in:	Yellow H & S file in main office / H&S folder on office server

Legionella

Person with overall responsibility for managing Legionella:	Dawn Wigley
The Legionella risk assessment is kept at:	Yellow H & S file in main office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Dawn Wigley
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Second Element
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Glen Meldrum site manager
The log book is kept in:	Yellow H & S file in main office

Fire

Person with overall responsibility for managing fire safety:	Dawn Wigley
The fire risk assessment is kept at:	Yellow H & S file in main office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Dawn Wigley
Person responsible for routine maintenance and servicing of fire safety equipment:	Nottinghamshire Fire and Rescue Service
The log book is kept in:	Yellow H & S file in main office

Security



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Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Glen Meldrum
	Second: Ian Savage Dawn Wigley SLT

Visitors

Visitor will be greatly limited and will only come on to site by appointment

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

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Dawn Wigley
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Control of Contractors

Contractors will be limited to site when no staff or pupils are not here, only on site with others in an emergency

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)	Dawn Wigley
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Dawn Wigley
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Dawn Wigley and Governors
Responsibility for liaison and monitoring of contractors:	Glen Meldrum, Dawn Wigley, Sadie Fletcher

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:	Glen Meldrum (no lone working)
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Person(s) authorised and competent to operate and use:	Glen Meldrum
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Stepladders

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

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Glen Meldrum
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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:	Helen Davey Elaine McNicholas Debbie Seward
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Slings sent home to parents
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:	Physiotherapists Class staff (hygiene)
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Elaine McNicholas Debbie Seward Physiotherapist OT

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Dawn Wigley Sadie Fletcher Glen Meldrum
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	N/A
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Caretaking and Cleaning Equipment

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

Science

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



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Person responsible for the chemical inventory:	N/A
	N/A
Person responsible for Science Codes of Practice / Policy / risk assessments:	N/A

Design and Technology Equipment

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	N/A
Person(s) authorised to operate and use:	N/A
Person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly:	N/A
Person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use:	N/A
Person responsible for taking out of use any equipment which is inadequately guarded:	N/A
Person responsible for DT Codes of Practice/ Policy / risk assessments:	N/A

Art and Design Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	N/A
Person responsible for Art Codes of Practice/ Policy / risk assessments:	N/A

PE

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Dawn Wigley
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	All staff before use
Contractor responsible for annual full inspection and report:	Sport Safe

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Dawn Wigley
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Class based staff Glen Meldrum to do regular checks
Contractor responsible for annual full inspection and report:	Sport Safe

Portable Electrical Appliances and Hard Wiring Circuits



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Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Dawn Wigley
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Dawn Wigley
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Sadie Fletcher
Person(s) responsible for carrying out formal visual inspection and testing:	AGG Electrical 01623810400
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:	Dawn Wigley

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title
Sadie Fletcher	Office Manager
Rebecca Biddles	Administrator
Rachel Day	Receptionist
Sally Pratt	Receptionist
Dawn Wigley	Head Teacher
Kate Davies	Assistant head
Sandra Gell	Assistant head
IT manager	Brendon Stephens

Person responsible for implementing the requirements of the DSE risk assessment:	Dawn Wigley
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Hydrotherapy Pools

Person responsible for ensuring the hydrotherapy pool is: <ul style="list-style-type: none">• Correctly and safely maintained• Regular inspections are carried out• Remedial action is taken or if necessary the pool is taken out of use where necessary• Appropriate records are kept	N/A
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person responsible for ensuring the hydrotherapy pool is used only by authorised persons in accordance with legal standards and guidance, with lifesavers and adequate supervision etc.	N/A

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from:	Sadie Fletcher
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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.	
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Sadie Fletcher
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Sadie Fletcher
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Sadie Fletcher
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Sadie Fletcher

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	N/A	N/A
Art	N/A	N/A
Caretaking	NCC / Glen Meldrum Ian Minty Savage	Main caretaker cupboard
Cleaning	NCC / Glen Meldrum	Main caretaker cupboard
Catering	NCC / Venice	Locked in kitchen cupboard
Grounds Maintenance	Sadie Fletcher	
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		site managers room and main offices
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:		site manager Glen Meldrum and NCC
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		NCC for the kitchen Dawn Wigley/Sadie Fletcher

Personal Protective Equipment (PPE) – suitable PPE will be provided free of charge where identified by a risk assessment.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Lucie Dale / Luke Skillington (re; behaviour as identified on RA / Behaviour support plans)
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	HCA's re: personal care Glen Meldrum re; Asbestos
Person responsible for PPE for managing behaviour	Lucie Dale

Housekeeping and Waste



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Cleaning Arrangements

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Nottinghamshire County Council
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Sadie Fletcher

Waste Management and Disposal

Waste will be collected daily by:	
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Glen Meldrum
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Glen Meldrum Ian Minty Savage
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Glen Meldrum Ian Minty Savage /Sadie Fletcher
Person responsible for the safe disposal of any hazardous substances or special waste :	HCA/Health Staff
Person responsible for ensuring the safe and appropriate disposal of any clinical waste:	Helen Davey/Health Staff/ Glen Meldrum

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Glen Meldrum
Person responsible for monitoring the safety of manual handling activities:	Glen Meldrum Dawn Wigley

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Helen Davey/Elaine McNicholas/Debbie Seward
Person responsible for monitoring the safety of manual handling activities:	Helen Davey/Elaine McNicholas/Debbie Seward

Educational Visits

Limited off-site visits at this time; all have to be RA and agreed in advance with SLT

The Educational Visits Co-ordinator at the school is:	Neil Phipp
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Neil Phipp
The Educational Visits Policy is located at:	Staffroom Policy Box/Staff shared Server

Inspections (External & Internal)



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Catering

No eating in the main hall; children to eat in classrooms; food to be delivered by adults on trolleys

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Nottinghamshire County Council
Staff working with children who need support in eating and drinking to undertake training by SaLT team	SLT to organise with SaLT
All Lunch Time Assistants (LTA) and at least 1 person from each class to undertake level 2 food hygiene	Sadie Fletcher

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Dawn Wigley/Health and Safety Committee
Person responsible for ensuring follow up action on the report is completed:	Dawn Wigley/Health and Safety Committee

Management Review

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