




ASH LEA SCHOOL

**Special Educational School  
Health and Safety Policy**

<b>Headteacher Signature:</b>	
<b>Date Adopted:</b>	September 2025
<b>Review Dated:</b>	2 <sup>nd</sup> of September 2025

## Statement of Intent

This policy needs to be read in conjunction with fire procedures, RA for management of bodily fluids and First aid, Infection control policy and intimate care policy.

The Governing Body of 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:**

**Chris Hankinson (Chair of Governors)**

**Date:**

A handwritten signature in black ink, appearing to be 'CH', is written over a light blue rectangular background.

**Signed:**

**Kate Davies (Headteacher) Date: 5.9.25**

## 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

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 are 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.
- ☐ 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 headteacher

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.

- ☐ 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 headteacher, 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 regard 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 headteacher these responsibilities fall to their immediate assistant headteachers**

### 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 headteacher 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 pupils and staff).
- ☐ 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 (EVC)
- ☐ 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, Sharepoint)
- ☐ 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 headteacher.**

### **Assistant headteachers**

Are responsible for:

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

### **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. Completing appropriate risk assessments in the context of their classroom and off – site activities.
- ☐ Co-operating with the Local Authority; Governors and headteacher 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 headteachers, business manager, site manager or headteacher any serious or immediate danger.
- ☐ Reporting to their headteacher 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):	Kate Davies
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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
Kate Davies	Headteacher
Jamie Rawlinson	Site manager
Chris Hankinson	Governor

### Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Kate Davies
A copy of the emergency plan is available at: <a href="#">Emergency &amp; Recovery Plan 2024-25.docx</a>	Intranet Policy Page and H&S Sharepoint (see link)

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	Kate Davies	SLT on duty
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 people, 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:	Jamie Rawlinson (Site Manager)  Kate Davies
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#### Medical Arrangements

See separate policies for administration of medicines in school and supporting pupils with medical conditions – **this policy is undergoing significant review at the local authority level.**

#### 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) / records 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	Kate Davies
Accident for adult – Behaviour Watch	Kate Davies
Health and Safety issues – Behaviour Watch	Luke Skillington / Jamie Rawlinson / Kate Davies /
Accident reports must be drawn to the attention of the headteacher	Headteacher Kate Davies
	Assistant HTs: Luke Skillington / Caroline Morrison
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Kate Davies, Luke Skillington in relation incidents as a result of dysregulation / challenging behaviour

- ☐ Any incidents which are RIDDOR reportable – this is directly reported to the HSE by a member of the SLT

All other accidents must be recorded on the appropriate area on ‘behaviour watch’

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
Suki Chan (FA at work)	Admin (M, T, W, F)	11.7.27
Joanna Kench (FA at work)	HCA room -	11.7.27
Rachel Day (FA at work)	Admin	11.7.27
Karen Bloom (Paed)	Rowan	19.1.27
Louise Limon (Paed)	Pine	24.5.27
Mark Pollard (Outdoor & Paed)	Blackthorn +	21.7.28
Gilson Lavis (Outdoor & Paed)	Birch	24.05.26
For all other First Aid trained staff see training spreadsheet		
Person responsible for ensuring first aid qualifications are maintained:		Lead HCA
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Kate Davies & 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. 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) (This would be recorded on behaviour watch under the correct context)
Main Office	
Health room	
Mini buses	
Each class	
Staff who regularly lone work should have these in their vehicles	
A termly check on the location and contents of all first aid boxes is carried out by:	Karen Sedgewick and Jo Kench



Use of first aid materials and deficiencies should be reported to:	Karen Sedgewick and Jo Kench
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 ordinarily. 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:	Kate Davies, Karen Sedgewick and Jo Kench
A copy of the medicines policy is available at:	Policy area on the school share point (this policy is under review with the local authority)
Person responsible for ensuring that procedures are in place for safe infection control i.e. bodily fluids etc:	Kate Davies, Jo Kench
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:	Jo Kench, Karen Sedgewick, Deputy: named trained 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: Jo Kench, Karen Sedgewick Other members of the health team on duty trained named class staff
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Jo Kench, Karen Sedgewick

### **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:	Jamie Rawlinson Kate Davies Michele Ince Class teachers for off-site visits to be reviewed by headteacher and Neil Phipp. Forest school leads for forest school activities Named individuals for specialist activities – rebound, hydrotherapy etc. With headteacher responsible for approval Class teachers for pupils' individual BSPs or RAs to be reviewed by assistant headteacher with responsibility for behaviour. SSoW and associated RAs to be implemented and reviewed by IOSH for moving and handling - Jo Kench, Louise Limon, Alyx Elliot
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### **Hazard Reporting and Follow Up**

All employees and governors 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:	Jamie Rawlinson / Kate Davies

### **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:	Jamie Rawlinson
Person responsible for ordering repairs and maintenance:	Kelly Ginley

### **Information, Instruction and Training**

#### **Provision of Information**

Person responsible for distributing all health and safety information received from the Local Authority	Kate Davies
Records of employees signatures indicating that they have received and understood health and safety information is kept:	CPOMs
The health and safety notice board is sited:	Reception
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Kate Davies
The HSE Health and Safety Law Poster is displayed:	Staffroom & reception
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	Staffroom & reception

### 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:	Kate Davies 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:	Kate Davies
Person responsible for compiling and implementing the school's annual health and safety training plan:	Kate Davies
Person responsible for reviewing the effectiveness of health and safety training:	Kate Davies
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Kate Davies

### Premises

#### Asbestos

Person with overall responsibility for managing asbestos:	Kate Davies
The asbestos register is kept at:	Yellow H & S file in main office / online yellow folder
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Jamie Rawlinson Kate Davies
The distribution procedure is displayed in a (staff only) area, at:	H&S board in reception
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Jamie Rawlinson
The LAMP is kept in:	Yellow H & S file in main office / H&S folder on the sharepoint

## Legionella

Person with overall responsibility for managing Legionella:	Kate Davies
The Legionella risk assessment is kept at:	Yellow H & S file in main office / sharepoint
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Kate Davies
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:	Jamie Rawlinson - site manager
The log book is kept in:	Yellow H & S file in main office / Sharepoint

## Fire

Person with overall responsibility for managing fire safety:	Kate Davies
The fire risk assessment is kept at:	Yellow H & S file in main office / sharepoint
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Kate Davies
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 / Sharepoint

## Security

### Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Jamie Rawlinson
	Second: Kate Davies SLT Keyholders (Foremost Security for call out of hours call out)

### Visitors

On arrival all visitors must report to:	Reception
Where they will be issued with; <input type="checkbox"/> An identification badge via the digital sign in system <input type="checkbox"/> Relevant health and safety information	

### Lone Working

See Lone Worker Policy	
Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Kate Davies

### 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)	Kate Davies
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Kate Davies / Kelly Ginley
Person responsible for selecting contractors and vetting contractor's health and safety, policies, risk assessments,	Kate Davies and Governors

method statements, insurance and past health and safety performance:	
Responsibility for liaison and monitoring of contractors:	Jamie Rawlinson, Kelly Ginley

## 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:	Jamie Rawlinson (no lone working)
Person(s) authorised and competent to operate and use:	Jamie Rawlinson

### Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Jamie Rawlinson
Person(s) authorised and competent to operate and use:	All Staff. Staff need to complete the online training course on the National College portal to do so

### Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Jamie Rawlinson
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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:	Jo Kench Louise Limon Alyx Elliot
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	Physiotherapists (linked to appropriate wheelchair services)

person, kept in a hygienic condition and in good working order:	Class staff
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Physiotherapist OT

### Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Jamie Rawlinson Kelly Ginley
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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:	Jamie Rawlinson
Person(s) authorised and competent to operate and use:	Jamie Rawlinson

### 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
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	N/A

machinery is adequately guarded and that the guards are in position when the equipment is in use:	
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:	Kate Davies
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:	Sports and playground services

### Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Kate Davies
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Class based staff Jamie Rawlinson to do regular checks
Contractor responsible for annual full inspection and report:	Sports and playground services

### Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Kate Davies
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Kate Davies
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Rachel Day / Jamie Rawlinson



Person(s) responsible for carrying out formal visual inspection and testing:	AGG Electrical 01623810400 Jamie Rawlinson / Rachel Day
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:	Kate Davies

### Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations. Individuals (whether they are on this list or not) needs to self assess through the DSE assessment on the

Employee Name	Job Title
Kelly Ginley	Senior Administrator
Suki Chan	Administrator
Kerry Harris	Receptionist / Administrator
Kate Davies	Headteacher
Luke Skillington	Assistant headteacher
Caroline Morrison	Assistant headteacher
Rachel Day	IT Development co-ordinator
TBC	EHCP, Transitions and life after Ash Lea co-ordinator
Louise Staples	TA with responsibility for pupil wellbeing and family support
Joanna Kench	HCA lead
Karen Sedgewick	HCA

Person responsible for implementing the requirements of the DSE risk assessment:	Kate Davies (delegated to Kelly Ginley if equipment is needed as informed by members of staff following self-assessment)
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### Hydrotherapy Pools

Person responsible for ensuring the hydrotherapy pool is: <ul style="list-style-type: none"> <li><input type="checkbox"/> Correctly and safely maintained</li> <li><input type="checkbox"/> Regular inspections are carried out</li> <li><input type="checkbox"/> Remedial action is taken or, if necessary the pool is taken out of use where necessary</li> </ul>	N/A
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<input type="checkbox"/> Appropriate records are kept	
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: 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.	Staff do not use their vehicles for transporting pupils
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Kelly Ginley
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Jamie Rawlinson
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Kate Davies
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Kelly Ginley

## 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 / Jamie Rawlinson	Main caretaker cupboard
Cleaning	NCC / Jamie Rawlinson	Main caretaker cupboard
Catering	NCC / School cook	Locked in kitchen cupboard
Grounds Maintenance	Michele Ince	
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 Jamie Rawlinson 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 Kate Davies / Kelly Ginley

**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 Jamie Rawlinson re; Asbestos
Person responsible for PPE for managing behaviour	Lucie Dale / Luke Skillington

## Housekeeping and Waste

### 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:	Jamie Rawlinson / Kelly Ginley / Kate Davies via Behaviour Watch

### Waste Management and Disposal

Waste will be collected daily by:	NCC Cleaners
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Jamie Rawlinson
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Jamie Rawlinson
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Jamie Rawlinson / Kelly Ginley
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	HCA/Health Staff

Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Lead HCA /Health Staff/ Jamie Rawlinson
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## Manual Handling

### Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Jamie Rawlinson
Person responsible for monitoring the safety of manual handling activities:	Jamie Rawlinson Kate Davies

### Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Jo Kench / Alyx Elliot / Louise Limon
Person responsible for monitoring the safety of manual handling activities:	Jo Kench / Alyx Elliot / Louise Limon

### Educational Visits

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:	Kate Davies / Neil Phipp
The Educational Visits Policy is located at:	Evolve portal / Sharepoint

### Inspections (External & Internal)

#### Catering

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 (however, their support is based on a referral system and pupils are not always open to their support)

### Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Kate Davies/Health and Safety Team / F&P committee
Person responsible for ensuring follow up action on the report is completed:	Kate Davies/Health and Safety Team / F&P committee

### **Management Review**

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Kate Davies/Health and Safety Team / F&P 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:	Kate Davies/Health and Safety Team / F&P committee