

Leodis
Academies
Trust



HEALTH AND SAFETY POLICY

**Adopted by the Trustees of
Leodis Academies Trust
on 18 April 2016**

This is Leodis Academies Trust's over-arching Health and Safety Policy which must be implemented and adhered to in each Academy within the Trust.

Please note that PFI schools will adopt the agreed policy in line with their PFI agreement and the precise obligation as set out in the Project Agreement and the Facilities Management Agreement.

This document includes the Statement of Intent, organisational structure relating to health and safety roles and responsibilities, and the methodology by which the Trust will achieve a safe working environment for staff, students, visitors and other users of its sites.

The Trustees are responsible for the overall implementation of the Health and Safety Policy.

The Local Governing Board and Principal/Headteacher of each Academy are responsible for the implementation of the Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students, and the health, safety and security of contractors and visitors to the Academy.

The Local Governing Board delegates to the Principal/Headteacher of each Academy the necessity to develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under:

- the overall supervision of the Principal/Headteacher; and
- to fit within and comply with the overall Trust policy.

Distribution

East Ardsley Primary Academy
Hill Top Primary Academy
Westerton Primary Academy
Woodkirk Academy

Signed:

Print: S Rose

Chair of Trustees

Date: April 2016

Signed:

Print: S Talbot

Principal – East Ardsley Primary Academy

Date:

Signed:

Print: K Hyams

Principal – Hill Top Primary Academy

Date:

Signed:

Print: S Makin

Principal – Westerton Primary Academy

Date:

Signed:

Print: J Barton

Principal – Woodkirk Academy

Date:

The Health and Safety Management System Framework

The successful management of health and safety in each Academy is a key priority of the Principal/Headteacher, senior managers/leaders and the Governing Board. The Trust health and safety management system and health and safety policy document demonstrates:

- clear commitment to the safety and well-being of employees, students and visitors/other users of each Academy; and
- compliance with legal requirements and the enhancement of The Trust's reputation.

Those responsible for health and safety in each Academy will devise and develop appropriate policies, procedures and systems with the support of and access to information provided by our external health and safety advisors, which support the key principles contained within the Health and Safety Executive (HSE) document HSG65 of Plan, Do, Check, Act. This will ensure that each Academy:

- Achieves a realistic balance between the documented systems implemented and the physical behaviours of managers and staff.
- Treats health and safety management as an integral part of good management generally, ensuring we clearly demonstrate a sustained and systematic approach to health and safety management.

The Trust's health and safety management system will incorporate the following key elements:

Policy- An effective health and safety policy which sets out the key procedures and overall direction taken by each Academy and will contribute to the efficiency, effectiveness and continuous improvement of our organisation, it will demonstrate senior management commitment as well as clearly defining key roles and responsibilities of everyone within each Academy.

Organising- The Principal/Headteacher and Local Governing Board will ensure a strong and effective management structure is in place to proactively deliver this policy; there will be regular consultation on health and safety matters with all relevant stakeholders and a shared understanding by both managers and staff of each Academy's desire to promote a positive and risk aware culture.

Planning & Implementing- Each Academy will have a systematic approach to the implementation of this policy, by ensuring an effective management system integrating health and safety performance standards, targets, priorities and training is in place across all disciplines within each Academy. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk.

Training- This will be provided at a level suitable to the individual and the tasks they perform. This will be in addition to general awareness training as part of each Academy's induction programme for all new staff and or volunteer workers. Specialist training identified as appropriate to the post or through training & development plans or risk assessments will be provided. Details of all training attended must be reported to the relevant person in each Academy to ensure training records are kept up to date and the requirements of refresher training can be appropriately monitored.

Measuring, Auditing & Reviewing Performance- Each Academy will be responsible for measuring its own performance, so it can clearly identify when and where improvements are needed. This will be achieved through both internal review and external auditing of policies, premises and activities, in addition to monitoring accident and incident information. Both internal and external findings and reports will be provided to both Governor and staff representatives on at least an annual basis.

Policy Statement (of Intent)

The Principal/Headteacher, Governors and staff at each Academy are committed to providing a safe, healthy and statutory compliant environment for all users of their school.

The Trust's educational priorities aim to:

- advance the education of our students by offering a broad and balanced curriculum within a safe and inspiring environment.
- fulfil our moral purpose by engaging and collaborating with other schools to help improve the life-chances of all young people locally.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work and study. This in turn can only be brought about by the dedicated co-operation of all within the Trust. Health and safety at each Academy is an area where governors, the Principal/Headteacher, staff, safety representatives and parents share common objectives. It is vital that all Academies understand each other's duties, functions and responsibilities as well as their own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in each Academy can be achieved.

Health and safety Aims of the Trust

- To ensure that each Academy is considered as a safe, healthy and compliant place in which to work and study
- To provide plant, equipment and safe systems of work that minimise the risk to health as far as reasonably practicable
- To raise awareness among all users of each Academy as to their responsibility for managing the health and safety of themselves and others.
- To ensure appropriate information, instruction, training and supervision is provided, to enable all employees to avoid hazards and contribute positively to their own and the health and safety of others whilst at work
- To ensure the dissemination of all relevant information from relevant bodies and organisations to the correct user[s].
- To regularly monitor and review safety procedures throughout each Academy.
- To create, maintain, update and communicate a central repository of relevant health and safety information.

Key Responsibilities

The key responsibilities for each Academy are detailed at Appendix A.

General Responsibilities

Each Academy's Local Governing Board will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another party (for example, the landlord), the governors, through the Principal/Headteacher, will ensure the problem is highlighted and assess the hazard in order to render the problem area safe.

- Deal with any health and safety problems brought to them by the Principal/Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Trust Health and Safety Policy is brought to the attention of all staff and is implemented in each Academy.
- Confirm compliance with statutory policies and procedures
- Ensure that appropriate risk assessments have been carried out
- Ensure that relevant members of staff receive appropriate health and safety related training.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. Ensure compliance with statutory maintenance and testing requirements
- Appoint a lead Health and Safety Governor from the Trustees and a Local Governing Board lead for each Academy.
- Hold PFI partners to account for health and safety.

The Principal/Headteacher will:

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that adequate communication takes place between managers and employees to allow everyone to contribute to safe working. This consultation and communication may take place through:
 - Email
 - Meeting
 - Staff briefings
 - Access to risk assessments and other key health& safety documents via the schools Intranet
 - Ensure relevant health and safety training is provided to staff
 - Internal ICT
- Carry out and or ensure that other appropriate staff (with delegated authority to) carry out suitable and sufficient assessments of hazards and risks within their areas of responsibility, to staff members, students and visitors/other users of each Academy. Ensuring the findings are recorded and acted upon in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, instruction and supervision for all members of staff.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their roles and responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the Local Governing Board.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done through bi-annual Risk Committee meetings.

Academy Health and Safety Committee

The Trustees leave the decision on whether to constitute a formal Health and Safety Working Group to the Principal/Headteacher in each Academy. If none is constituted then the Principal/Headteacher must document the procedures by which all staff may raise Health and Safety concerns.

Where constituted, the Academy Health and Safety Committee will:

- Ensure that membership is fully representative of staff of the school and members are fully aware of their roles and responsibilities.
- Meet bi-annually to discuss both operational and strategic health and safety issues, meetings will be minuted and minutes made available to all school staff and the Local Governing Board.
- Facilitate appropriate health and safety training, guidance and support for staff.

See Appendix B for Terms of Reference

All Staff & Authorised Volunteers will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with each Academy's policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and or on educational visits.
- Attend health and safety training courses/events as appropriate.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by the Principal/Headteacher.
- Bring to the attention of the Principal/Headteacher any accidents, near misses, close calls, dangerous equipment, defects or situations which may occur whilst in school or on educational visits, and in the case of PFI schools raise the event as appropriate on the helpdesk.
- Report to the Principal/Headteacher any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees should co-operate with their managers.

Other Persons Visiting an Academy site will:

Students and other regular visitors, contractors and users of Academy facilities will be required to observe the safety procedures in place, information and instructions provided, take reasonable care of themselves and others and cooperate with school staff. The Principal/Headteacher will ensure that suitable arrangements are in place to inform others visiting their school site of the health and safety arrangements in place and the expectations placed upon them during their visit. In addition person(s) hiring the facilities will also be provided with a safety induction.

Risk Assessment – Also see SG1

The Trustees acknowledge that risk assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

Each Academy will record risk assessments, in part this will be through using curriculum lesson planning/schemes of work documentation, as well as by using generic risk assessment templates downloaded from the Health and Safety Advice Portal, and these will be adapted to each Academy's specific requirements. In addition, each Academy will also undertake activity, person or situation specific risk assessments and where appropriate document Safe Systems of Working (SSOW) as and when required. All staff are expected to make themselves aware of risk assessments. They are signposted for accessibility to those who require them. Risk assessments are reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/substance or other significant change in circumstances.

All Educational visits undertaken by each Academy will also be subject to a written risk assessment.

See Appendix C for details of staff assisting with the assessment process

It is the Principal's/Headteacher's responsibility (as duty holder) to ensure that risk assessments are carried out. However the Principal/Headteacher may request the assistance of competent staff in carrying out risk assessments across various curriculum and non-curriculum areas of activity within their school.

KEY AREAS OF HEALTH AND SAFETY MANAGEMENT

Fire

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.

The nominated member of staff in each Academy is responsible for ensuring that **a suitable and sufficient Fire Risk Assessment has been carried out**, that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing/updating this on a regular basis.

Fire drills in each Academy are carried out at the beginning of each academic term and are recorded in the School Fire Precautions Log Book. For PFI schools this will be managed and undertaken by the FMCo.

The Principal/Headteacher/senior member of staff is responsible for ensuring that fire drills are carried out, and that the findings are recorded and acted upon.

Each Academy will also record the following in its fire precautions log book; fire alarm and emergency lighting maintenance, fire extinguisher maintenance, fire door checks and Fire Officers visits.

The nominated member of staff in each Academy is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment are kept in nominated areas at each Academy.

In addition, each Academy will ensure that when areas of their school require painting, only paints providing a flame retardant surface will be used in high risk areas. This will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.

Each Academy will monitor on an ongoing basis our use and storage of combustible materials (liquids, solids or gases) to ensure they do not come into contact with sources of heat.

See Appendix D for details of nominated staff.

Permission to Work (Including Hot Working)

Each Academy operates Permission to Work (including Hot Working) permit process.

Intrusive Work

Each Academy must follow the permission to work process for any work that is intrusive to the structure of the building.

The nominated member of staff at each Academy is responsible for ensuring that this process is implemented.

See Appendix D for details of nominated staff.

Hot Working

The nominated member of staff at each Academy is responsible for ensuring that a Hot Work Permit is completed and that on completion of the works, the permit is retained, with the contract of work, for inspection by Insurance Surveyor, HSE or Fire Service if required.

Asbestos Also see SG36 (not relevant to the PFI schools)

Asbestos is a naturally occurring mineral that has previously been used in the construction of buildings and other products (especially before the year 2000). Academy buildings built before 1960 may contain Asbestos Containing Material (ACMs).

The Trustees take the management of asbestos seriously. Where it is known that asbestos is present an Asbestos Register is maintained; this is readily available to all who need to consult it and sign it.

The Principal/Headteacher, is the duty holder under the **Control of Asbestos Regulations 2006**, and has overall responsibility for the management of asbestos on their school site, although some functions and day-to-day issues may be delegated to other competent and trained members of staff.

The nominated member of staff at each Academy is responsible for ensuring that the asbestos register and the information within it is brought to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work.

(Examples may include staff, surveyors, contractors, alarm/CCTV installers, visitors, helpers etc.)

Staff must not undertake any activity that could disturb the fabric of an Academy building, for example walls, floors without first seeking advice from a member of the site team

Asbestos survey information in the form of Asbestos Management Reports and localised survey reports are kept in the asbestos register. Each Academy also operates a permission to work process for any work that is intrusive to the structure of the building.

Where invasive building works are to be carried out on an Academy's premises (for example, refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc.) a more in depth, asbestos survey will be carried out at the planning stage and certainly before work commences. **This survey must cover the full scope of works and findings cross referenced to the asbestos register.**

The nominated member of staff at each Academy is responsible for liaison with the landlord/contractors etc. to ensure:

- The condition of asbestos materials is reviewed.
- Any asbestos hazard risk assessments reviewed.
- Any floor plan changes are recorded and updated.

The Trustees acknowledge that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health, regular checks on ACMs will be undertaken and

See Appendix D for details of nominated staff.

Administration of Medication See also Administration of Medicines Policy

Each Academy will take all reasonable steps to safely store medicines and make them available to the students for whom they are prescribed. There are, however, no legal or contractual requirements for staff to administer medication. If students cannot self-medicate and a parent cannot attend school then first aid staff may volunteer to support the student. Any staff member volunteering will be provided with suitable training and the relevant documentation (for example, care plan). Records of medicines administered will be kept.

Legionella Risk Management See also SG34

People may catch Legionnaires' disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill. Consideration should be given to any immune suppressed staff or students in the facility and appropriate risk assessment's drafted.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, for example in cooling towers, evaporative condensers and whirlpool spas (trade name Jacuzzi) and from water used for domestic purposes in buildings such as hotels and schools.

Legionella Monitoring is carried out and relevant checks undertaken by each Academy. The Legionella Survey Reports are kept by each Academy. For PFI schools this will be undertaken by the FMCo.

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is in place at each Academy; the Legionella Maintenance Program is located within the Log Book which accompanies the Legionella Survey Report. Additional information on Legionella is also contained within each Academy's property & facilities handbook.

The nominated member of staff at each Academy (excepting PFI schools) is responsible for ensuring:

- that the recommendations of the report are carried out; and
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance programme.

The nominated member of staff at each Academy is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

The nominated member of staff at each Academy is responsible ensuring the activities in the maintenance program are up to date and carried out on time.

The nominated member of staff at each Academy is responsible for carrying out or arranging the maintenance program and documenting the activities in the Log Book which accompanies the Legionella Survey Report.

See Appendix D for details of nominated staff.

Accidents See also SG10

Even in a safety conscious school, accidents may still occur. All accidents to Trust staff or students will be recorded and investigated, at a level appropriate to the severity of the incident.

The nominated member of staff at each Academy will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (RIDDOR), are reported to the incident call centre (0845 300 9923) and where appropriate to the Trust's Health and Safety Consultant (Arthur J Gallagher), who will where appropriate provide advice and or investigate significant accidents on the Trust's behalf.

All staff have a responsibility to report and record accidents in line with Academy policies and procedures. Each Academy will keep its own accident book.

The member of staff dealing with the incident will be responsible for undertaking an initial assessment of the incident and recording this on the appropriate form before passing the completed form to the relevant member of staff.

If the accident occurs on a trip or visit, the **Educational Visits Co-ordinator (or similar)** will carry out an additional accident investigation to see what lessons can be learnt and how similar incidents can be avoided where necessary. Risk assessments will also be reviewed in light of any lessons learnt

The nominated member of staff at each Academy will review any accident reports to identify any patterns or trends. In addition referring relevant reports to the Principal/Headteacher/other senior manager to decide if and how investigations should be undertaken in line with school policy.

This will also be reported to Local Governing Boards.

First Aid Also see SG3

The Trustees recognise that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Details of staff who hold a relevant first aid qualification (Appendix E) will be reproduced and displayed in prominent locations at each Academy site (for example, school office, staff room, first aid room).

Each Academy is responsible for keeping records of qualifications on site and there is a procedure in place for revalidating first aid certificates before they expire. **The First Aider** is responsible for ensuring that the First Aid boxes, located around the premises, are restocked.

Each Academy has given consideration to the level and type of first aid provision that is required both within school and also on off-site activities, this forms part of their first aid risk assessment.

Electricity

The Trustees acknowledge that electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair work. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained. Maintenance and repair of electrical equipment is the responsibility of each Academy.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least **every five years** by a competent electrician.

Portable electrical equipment will be inspected, tested and maintained in accordance with current Health and Safety Executive and the Institute of Electrical Engineers Guidance, further information is available in Risk Advice Note RAN12. In PFI schools, testing will be undertaken by the FMCo

Where personal electrical equipment brought in by staff is permitted by their senior manager it will be classed as school equipment and should not be used until it has been PAT tested. The nominated member of staff at each Academy is responsible for testing once notified.

Each Academy is responsible for fixed electrical installation and portable appliance (PAT) testing on their site.

See Appendix D for details of nominated staff.

Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe Register formally CORGI registered) Contractor on an annual basis. In PFI schools this is the responsibility of the FMCo.

Each Academy is responsible for arranging the inspection, testing and maintenance of gas appliances and for the storing of gas servicing certificates and recommendation documentation.

Substances also see SG15

The Trustees recognise that the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum substances.

Data sheets are available on site for all hazardous substances that are being used; these are kept in locations where hazardous substances are stored. Additionally separate risk assessments are carried out for the work processes which involve particularly hazardous substances.

See Appendix F for details of staff responsible for the purchase of hazardous substances and Inventory information.

DSE (SG4)

Those staff identified as 'regular users' will be subject to a documented DSE assessment on taking up their post, a review will take place if their duties or working environment change significantly. In addition occasional users will be provided with general advice using the information provided in the 'Five Steps to Comfort document'.

Educational Visits

The Trustees recognise that risks as well as benefits exist in any curriculum related off site activity and each Academy has a robust educational visits procedure and approval process in place. Relevant staff are appropriately trained to ensure they adhere to the expected standards for planning, approving and supervising all off site activities.

Lone Working/Working at Height/Manual Handling

Whilst these activities will be discouraged wherever practical to do so the Trustees recognise that from time to time staff will work alone, or at height or undertake manual handling tasks. Each Academy is responsible for identifying those individuals likely to undertake such tasks and ensure that suitable instruction, training, information and risk assessments are in place.

New and Expectant Mothers

Female employees are advised to notify their manager in writing of pregnancy or when returning to work having recently given birth, to ensure their tasks will not cause any detrimental health effects. Such information will be treated in the strictest confidence.

A New and Expectant Mothers Risk Assessment will be undertaken to identify any specific hazards/risks and implement suitable and sufficient control measures. The New and Expectant Mothers Risk Assessment will be regularly updated at agreed intervals to reflect any changes; including health advice provided by the employee's GP or Midwife.

Staff Wellbeing & Health Surveillance

The Trustees recognise that stress caused either in the work place or by external factors can occur from time to time and we are committed to providing support and advice wherever possible if this occurs. If appropriate, staff can access support via Occupational Health. If anyone feels they would benefit from support and advice in respect of their wellbeing they should contact, the HR Manager or named person in each Academy, for further advice.

Use of Machinery

Only those persons with appropriate training and who can use equipment safely should do so, in addition manufacturers information must be made available to staff. All machinery will conform to relevant safety standards and subjected to routine inspection, maintenance and servicing. Any students using machinery will only do so whilst under the supervision of competent and experienced staff.

Working in Noisy Environments/Using Vibrating Equipment

These activities will be minimised where possible, and staff encouraged to take regular breaks for such activities. Where staff are subject to regular exposure, noise and vibration testing will be undertaken and the findings discussed with the individual employees involved.

Safety and Security

The Trustees take the safety and security of staff, students and visitors seriously. **Secure perimeter fences and suitably robust and lockable gates secure all Academy sites.**

Any issues regarding damage or access to the site should be reported to the nominated member of staff at each Academy.

Each Academy site is also protected by a monitored intruder alarm system and CCTV.

All visitors to our site are received in a secure visitor lobby and are required to log in to the inventory system. This will generate an identity badge which must be worn whilst on site. Visitors are not left unaccompanied.

All staff are expected to challenge any adult on site not wearing an identity badge.

Safety Guidance Documents & Risk Advice Notes

The nominated person in each Academy is responsible for ensuring that both operational and strategic Health and Safety documentation is up to date and communicated to staff appropriately.

The nominated person in each Academy is responsible for ensuring that all key safety procedure documents have been brought to the attention of all members of staff.

In addition to the generic and specific departmental responsibilities outlined in this policy, specific roles and responsibilities have also been assigned with regard to key identified activities/tasks. This is part of our commitment to safety management and promoting a positive safety culture – please see Appendix G.

East Ardsley

- 1 Overall responsibility for the management of health and safety in the school is that of the duty holder who is:

Ms Sarah Talbot (Principal)

- 2 Responsibility for the day to day health & safety in the following key areas is that of:

Area of Work - Site / Cleaning / Catering Responsibility: Site Manager PFI

Area of Work Catering Responsibility: Catering Manager PFI
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Area of Work PE Responsibility: Mr D McTernan

Area of Work Educational Visits Responsibility: Miss S Shires

Governors with responsibility for Health and Safety: Steve Rose
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Hill Top

- 1 Overall responsibility for the management of health and safety in the school is that of the duty holder who is:

Mrs Karen Hyams (Principal)

- 2 Responsibility for the day to day health & safety in the following key areas is that of:

Area of Work - Site / Cleaning / Catering Responsibility: ***Site Manager Susan Ashmore PFI

Area of Work Catering Responsibility: ***Catering Manager Marie Kerfoot PFI

Area of Work PE Responsibility: ***Mrs Rebecca Secker

Area of Work

Educational Visits

Responsibility: ***Mrs Karen Hyams**Governors with responsibility for Health and Safety:** ***Mr Richard Charlston**Westerton**

- 1 Overall responsibility for the management of health and safety in the school is that of the duty holder who is:

Mrs Stephanie Makin (Principal)

- 2 Responsibility for the day to day health and safety in the following key areas is that of:

Area of Work

Educational Visits

Responsibility: Vice Principal/ H&S Manager – Angela Booth**Area of Work**

PE

Responsibility: Sport Leader – Jeremy Whawell**Area of Work -**

Site / Cleaning / Catering

Responsibility: Site Manager – Stuart Canning**Area of Work**

Catering

Responsibility: Catering Manager - Sonia McDermott**Governors with responsibility for Health and Safety:** Alan Curry**Woodkirk**

- 1 Overall responsibility for the management of health and safety in the school is that of the duty holder who is:

Mrs Joanne Barton (Principal)

- 2 Responsibility for the day to day health and safety in the following key areas is that of:

Area of Work -

Site / Cleaning / Catering

Responsibility: Bursar**Area of Work**

Science

Responsibility: Director of Science**Area of Work**

Art, Design and Technology

Responsibility: Head of Art

Area of Work

Catering

Responsibility: Hospitality Liaison Manager**Area of Work**

PE

Responsibility: Head of PE**Area of Work**

Educational Visits

Responsibility: Educational Visits Co-ordinator**Governors with responsibility for Health and Safety:** Bill Bartholomew and Philip Long

The Terms of Reference for the Academy Health and Safety Committee

Our school recognises the importance of consultation and cooperation with staff in the successful implementation of a fully integrated and aware health and safety ethos and culture and sets out below the terms of reference for the school health and safety committee.

- To examine both internal and external health and safety reports and audits and discuss areas of improvement
- Review health and safety arrangements, policy & procedure on a continuous basis implementing revisions where necessary
- Review new legislation and or guidance and interpret its impact on our school, students and others visiting our site
- Monitor and review health and safety training and communication
- Undertake ad hoc health and safety tours and reviews
- Review risk assessment procedures and documentation
- Monitor and review accident, incident, near miss and ill health reports and statistics
- Lead on accident and incident reporting and lessons learnt as and when appropriate
- Facilitate the sharing of information and expertise across all departments

Risk Assessments

East Ardsley

<p>Name: Sue Shires</p> <p>Area(s) of Work Educational Visits Location of RA's Evolve</p>
<p>Name: Dan McTernan</p> <p>Area(s) of Work PE Location of RA's PE Department</p>
<p>Name: Catering Manager PFI</p> <p>Area(s) of Work Kitchen / Catering Location of RA's Kitchen / Centrally</p>
<p>Name: First Aider – Janet Paver</p> <p>Area(s) of Work Student Services Location of RA's Medical Room</p>

Hill Top

<p>Name: ***Karen Hyams</p> <p>Area(s) of Work Educational Visits Location of RA's Evolve</p>
<p>Name: ***Rebecca Secker</p> <p>Area(s) of Work PE Location of RA's PE Department</p>
<p>Name: ***Catering Manager PFI</p> <p>Area(s) of Work Kitchen / Catering Location of RA's Kitchen / Centrally</p>
<p>Name: ***First Aider</p> <p>Area(s) of Work Student Services Location of RA's Medical Room</p>

Westerton

Name: Angela Booth Area(s) of Work Educational Visits Location of RA's Evolve
Name: Jeremy Whawell Area(s) of Work PE Location of RA's PE Department
Name: Catering Manager Sonia McDermott Area(s) of Work Kitchen / Catering Location of RA's Kitchen / Centrally
Name: First Aider (Office Manager – Lorna Goddard) Area(s) of Work Student Services Location of RA's Medical Room

Woodkirk

Name: Educational Visits Co-ordinator Area(s) of Work Educational Visits Location of RA's Evolve
Name: Design & Technology Technician Area(s) of Work Design & Technology Location of RA's Centrally Located
Name: Head of PE Area(s) of Work PE Location of RA's PE Department
Name: Senior Science Technician Area(s) of Work Science Location of RA's Prep Room / Centrally
Name: Hospitality Liaison Manager Area(s) of Work Kitchen / Catering Location of RA's Kitchen / Centrally
Name: First Aider Area(s) of Work Student Services Location of RA's Medical Room
Name: HR Manager Area(s) of Work Staff Support Location of RA's HR Manager's Office

Nominated Staff

East Ardsley

Fire

School Business Manager	Fire risk assessment
Principal	Fire evacuations and drills
Premises Manager PFI	Fire Precautions log book

Intrusive Work

Premises Manager PFI

Asbestos

Principal	Duty holder
PFI Manager	Asbestos register
PFI Manager	Contractors

Legionella Monitoring

PFI Manager	Compliance with recommendations, training of staff, maintenance programme and upkeep of log book
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Electricity

PFI Manager	PAT testing of staff personal equipment
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Hill Top

Fire

School Business Manager	Fire risk assessment
Principal	Fire evacuations and drills
Premises Manager PFI	Fire Precautions log book

Intrusive Work

Premises Manager PFI

Asbestos

Principal	Duty holder
PFI Manager	Asbestos register
PFI Manager	Contractors

Legionella Monitoring

PFI Manager	Compliance with recommendations, training of staff, maintenance programme and upkeep of log book
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Electricity

PFI Manager	PAT testing of staff personal equipment
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Westerton

Fire

Principal	Fire risk assessment
Health and Safety Manager	Fire evacuations and drills
Site Manager	
Governor	

Intrusive Work

Site Manager	
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Asbestos

Principal	Duty holder
Health and Safety Manager SBM	Asbestos register
Site Manager	Contractors

Legionella Monitoring

Principal, SBM, Site Manager	Compliance with recommendations, training of staff, maintenance programme and upkeep of log book
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Electricity

SBM, Site Manager	PAT testing of staff personal equipment
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Woodkirk

Fire

Bursar	Fire risk assessment
Principal and Vice Behaviour & Safety	Fire evacuations and drills
Site Supervisor	Fire Precautions log book

Intrusive Work

Site Supervisor

Asbestos

Principal

Duty holder

Bursar

Asbestos register

Bursar/Site Supervisor

Contractors

Legionella Monitoring

Bursar

Compliance with recommendations, training of staff, maintenance programme and upkeep of log book

Electricity

Site Team

PAT testing of staff personal equipment

First Aiders

East Ardsley

Name	Usual Location on Site
Kirsty Hopkins	Teaching Staff
Gaynor Wyard	Teaching Staff
Barbara Whittleston	Learning Mentor
Janet Steers	Teaching Staff
Mohammed Shabbir	Teaching Staff
Helen Loy	Teaching Staff
Julie Fletcher	Teaching Staff
Dan McTernan	Teaching Staff
Chelsea Miles	Teaching Staff
Jayne Wigglesworth	Teaching Staff
Janet Paver	Teaching Staff
Catherine Shore	Teaching Staff
Samantha Hirst	Leadership Team

Hill Top

Name	Usual Location on Site
Helen Keating – Senior FA (3 day)	Teaching Assistant/HLTA
Elizabeth Wade	Office Learning Mentor
Beverley Hudson	Teaching Assistant
Tracy Nicholls	Teaching Assistant
Tina Moorhouse Paediatric	Teaching Assistant
Jo Colquhoun	Teaching Assistant
Sharon O'Donovan	Teaching Assistant
Ailsa Sunderland	Teaching Assistant
Jenny Willert	LTA
Roisin Rushfirth	LTA
Janet Blakeley Paediatric	Teaching Staff (EYFS)
Lynn Hopkinson	Office/LTAd

Westerton

Name	Usual Location on Site
Lorna Goddard	Main Office
Stuart Canning	Site Manager's Office / Staffroom
Michelle Cassar	Main Office
Kath Edmondson	Main Office
Angela Booth	Vice Principal
Sonia McDermott	Catering Manager / Kitchen
TAs -	Year Groups

Woodkirk

Name	Usual Location on Site
Deborah Dudley	Attendance Office
James Wall	Construction – Teaching Staff
Leona Clayton	Medical Room / Student Services
Dorothy Hill	Cleaning Supervisor
Leila Newton	Teaching Staff
Michael Tutt	Teaching Staff
Rachel Ineson	Kitchen Staff

Hazardous substances

East Ardsley

Inventory Location	Type of Inventory
Premises Manager – Office	Cleaning and janitorial
Premises Manager - Office	Premises & Maintenance

Hill Top

Inventory Location	Type of Inventory
Premises Manager - Office	Cleaning and janitorial
Premises Manager - Office	Premises and Maintenance

Westerton

Inventory Location	Type of Inventory
Site Manager – Site Manager’s Office	Cleaning, Janitorial, Premises, Maintenance

Woodkirk

Inventory Location	Type of Inventory
Site Supervisor – Site Office	Cleaning & Janitorial
Senior Science Technician – Prep Room	Science
Head of Art – Art	Art
DT Technician	DT
Site Supervisor – Site Office	Premises & Maintenance

Additional Arrangements for Keeping Academies Safe

East Ardsley

Named Person	Area(s) of Responsibility
Mike Hall	Premises Related PFI Management Representative
Michael Shaughnessy	Premises – day to day
B Whittleston	Administration of Medicines
S Shires	Educational Visits
J Courtney	Student placements in school
S Shires	Volunteers in school
M Smith	Science
D McTernan	PE Activities
J Wigglesworth	Early Years Foundation Stage
J Wigglesworth	Forest School

Hill Top

Named Person	Area(s) of Responsibility
Emma Gilbert, Jill Hirst (Catering), Kelly Jones	Premises Related PFI Management Representative
Sue Ashmore Karen Hyams	Premises – day to day
Karen Hyams Elizabeth Wade	Administration of medicines
Karen Hyams	Educational Visits
Janet Blakeley	College/Uni Student placements in school
Julie Parkinson	Sixth Form/Work Exp placements
Karen Hyams	Volunteers in school
Rebecca Noble	Science
Rebecca Secker	PE Activities
Janet Blakeley	EYFS
Sarah Kerry	DT/Art/ Cookery in school
Karen Hyams	All out of hours activities

Westerton

Named Person	Area(s) of Responsibility
A Booth / S Canning	Premises related issues such as trip/slip hazards, deterioration of condition, etc.
S Canning / M Cassar	Premises related issues such as visitors / contractors supervision, lettings, etc.
A Booth / A Lazarus	Work Experience / Volunteers (Including Secondary School Pupils) / Student Placements
L Goddard / M Cassar / K Edmondson / E Millward	First Aid / Administration of Medicines
S Canning / M Cassar	Minibus
A Booth	Educational Visits
A Salter	Specific Medical Needs of Pupils
A Lazarus	Safeguarding & CP
S Makin / A Lazarus / A Booth	Curriculum

Woodkirk

Named Person	Area(s) of Responsibility
P Bayley/L Wrigley	Premises Related issues such as visitor/contractor supervision, deterioration in condition, trip/slip hazards, management of lettings etc.
L Clayton	Administration of Medicines
L Wrigley	Work Experience (for Secondary Schools)
P Bayley	Transport/Minibus issues
L Wrigley	Educational Visits
H Chorley	Volunteers/Student Placements
C Worsley	Science
A Cox	PE Activities
F Hunter	Design & Technology
F Hunter	Food Technology
L White and K Clarke	Drama/Special Events
N Cook	Curriculum Areas