50 – Health and Safety & Local School Arrangements

Approving Body	Finance and Business Committee
Date Approved	Summer 2026
Version	
Supersedes Version	
Review Date	Summer 2027

The following assessments have been completed in relation to this policy

Workload impact ✓ Equality impact ✓ Trust virtues ✓

Associated Documents:

- MITRE annual Health and Safety Guidance
- MITRE Allergens Policy
- MITRE Asbestos and Management Strategy Policy
- Education Visits Policy Documents
- Asbestos Logs
- Legionella Logs
- Fire Logs
- Health and Safety Executive (Health and Safety at Work Act 1974)
- Control of Asbestos Regulations 2012

This policy has been adopted by the Board of Trustees of Minster Trust for Education (MITRE) and is applicable across all academies that make up the group. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Body. This policy will be monitored regularly and reviewed formally by the Board of Trustees in line with the agreed timetable for policy review or sooner as events or legislation requires such change.

MITRE schools will identify their local arrangements which will be regularly reviewed and approved by the Local Governing Body for the following areas (this is captured by completing Appendix A, Local Arrangements):

- Health and Safety Co-Ordinator's/representatives
- Health and Safety Training responsibility and documentation
- Fire and other emergencies including Fire prevention and detection equipment arrangements
- Locations of Main Service isolation points, i.e. water, electricity, gas
- Severe weather
- Arrangements for monitoring legionella and asbestos, fire management
- Premises security
- Location of Accident book – personnel in charge of Accident book
- List of First Aiders
- Location of First Aid boxes – quantity and staff ownership/Travelling First Aid box
- Address/Telephone numbers of nearest medical centre/hospital and emergency facilities
- Educational Visits and Journeys/Work Experience
- Risk Assessment register
- Housekeeping and Disposal of waste including hazard reporting
- Repairs and maintenance
- Lone working
- Manual Handling of People
- Manual Handling of Objects
- Manual Handling equipment including equipment provided for students with SEND
- Laboratory and Department Apparatus/ Equipment/Substances
- Portable electrical appliances
- Display Screen Equipment
- Personal Protective Equipment
- Respiratory Equipment
- Welfare Bullying/Harassment/Staff welfare
- Vehicles

Health and Safety Statement for Minster Trust for Education

Statement of Intent:

The Board of Trustees of MITRE will meet its 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 to ensure that their work does not adversely affect the health and safety of other people such as students, visitors, and contractors.

The Board, via Local Governing Bodies and Senior Leadership Teams, will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted trained and competent before allocating particular health and safety functions to them.

Where necessary, the board will seek specialist advice to determine the risks to health and safety in the establishments and the precautions required to deal with them. This will be through contracted services from Nottinghamshire Local Authority.

The Board via Local Governing Bodies and Senior Leadership Teams will provide sufficient information and training in health and safety matters to all employees in respect of the risk to their health and safety.

The Board via the Local Governing Bodies and Senior Leadership Teams requires the support of all staff to enable the maintenance of high standards of health and safety in all the groups' sites and activities.

Responsibilities of the Local Governing Bodies

- Ensuring that the school request Health and Safety advice from the Trust as required
- Full compliance with the Annual H&S Guidance document provided by MITRE
- Full compliance with the MITRE Allergens Policy
- Full compliance with the MITRE Asbestos and Management Strategy Policy
- Regular monitoring and review through a Health and Safety QA calendar and Health and Safety Committee meetings
- Reviewing Health and Safety arrangements regularly (at least once a year) and implementing new arrangements where necessary
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated
- Ensuring that risk assessments are made 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 or other persons
- Ensuring that any relevant guidance from MITRE is drawn to the attention of all employees
- Prioritising action on Health and Safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken
- Seeking specialist advice on Health and Safety (via MITRE) which the establishment may not feel competent to deal with
- Promoting high standards of health and safety within the establishment
- Active and reactive monitoring of Health and Safety matters within the schools including Health and Safety inspection reports and accident reports and ensuring that any matter raised through MITRE health and safety reviews are resolved in a timely manner.

Responsibilities of the Head Teacher/Head of School

- Providing a robust Health and Safety management system which addresses the following key areas of responsibility: -

    - Adoption of MITRE Policy with local information added for the school
    - Adherence to the MITRE Annual H&S Guidance document

- Adherence to the MITRE Allergens Policy
- Adherence to the MITRE Asbestos and Management Strategy Policy
- Risk Assessments including a risk register which lists all assessments held
- Preparation for and participation in MITRE H&S reviews

• Ensuring that the MITRE staff induction booklet is completed for all new members of staff
• The day-to-day management of Health and Safety matters in the establishment in accordance with the policy and ensuring the Health and Safety arrangements are carried out in practice
• Ensuring that Risk Assessments are made 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 or other persons and also specific student and staff risk assessments for individuals working in and being educated in the School
• Engaging with the termly Health and Safety reviews and sharing the report with the Local Governing Body
• Ensuring that remedial action is taken following Health and Safety inspections/reviews
• Ensuring that information received on Health and Safety matters is passed to the appropriate people and that this policy is shared with all staff
• Identifying staff Health and Safety training needs and arranging for them to be provided
• Attending the establishment's Health and Safety meetings with appropriate representatives
• Drawing up the establishment's annual Health and Safety action plan
• Co-operating with and providing necessary facilities for trades union safety representatives
• Monitoring, purchasing, and maintenance of equipment and materials and ensuring that it complies with current Health and Safety standards
• Monitoring contractors and ensuring that only approved competent contractors are engaged to work on the school site
• Inducting contractors on site before any work commences
• Seeking specialist advice (via MITRE) on Health and Safety matters where appropriate
• Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs
• Keeping a record of any accidents on site, investigating when necessary, and reporting RIDDOR incidents when required. Ensuring that Trust leaders are aware of any serious accident/incident that takes place.

Note: All items remain the responsibility of the Head Teacher or Head of School, but should be delegated with the appropriate authority to ensure they are fully undertaken. The people delegated must be suitability trained and competent to undertake these duties. Records of delegated roles and authority should be maintained at all times.

Responsibilities of all staff

• Take reasonable care for the Health and Safety of themselves and others when undertaking their work/duties
• Ensure they undertake the relevant Health and Safety training as required by the school
• Check classrooms/work areas are safe
• Check equipment is safe before use

- Co-operate on all matters relating to Health and Safety by complying with the Health and Safety policies/procedures
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of Health, Safety and welfare
- Report immediately to their Head Teacher/line manager any serious or immediate danger
- Report to their Head Teacher/line manager any shortcomings in the arrangements for Health and Safety
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use
- Participate in Health and Safety reviews and committee where appropriate
- Ensure that all accidents and serious near miss accidents are reported in the school's accident report book and that the reports contain all relevant data as required by the report, additionally, any serious incidents are reported to MITRE.

Local Arrangements for Bleasby CofE School

Health and Safety Co-ordinator

Senior member of staff in the school with responsibility for health and safety matters (Health and Safety Co-ordinator):	Russyn Cast

Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	

Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Russyn Cast	Head teacher
Maxine Meaden	Office Administrator
Nicky Blacknall	Phase Leader & class teacher
Andrew Barnes	Site Manager
James Moring	Governor

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Russyn Cast
A copy of the emergency plan is available at:	Staff Hub and H&S folder in staffroom

	Person Responsible	Deputy
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.	Russyn Cast	Nicky Blacknall
Summoning of the emergency services.	Maxine Meaden	Nina Frost/Lisa Maloney
That a roll call is taken at the assembly point	Russyn Cast	Nicky Blacknall

That no-one attempts to re-enter the building until the all clear is given by the emergency services	Russyn Cast	Nicky Blacknall

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Boiler House
Gas	Outside, next to boiler house
Electricity	Staff room cupboard beside photocopier

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:	Andrew Barnes

Accidents and Medical Arrangements

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
School Office	Maxine Meaden
Accident reports must be drawn to the attention of the Head Teacher / Principal. Records must be retained. Incidents that meet the threshold must be reported to RIDDOR.	
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Russyn Cast with support of Maxine Meaden
Person responsible for investigating accidents/incidents:	Russyn Cast

The following types of incidents should be reported to MITRE:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees

- Any incidents which result in staff or members of the public requiring further medical treatment
- Any disturbance of asbestos
- Any incidents which are RIDDOR reportable.

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

First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Maxine Meaden	School Office	L3 First Aid 27/01/29
Nicky Blacknall	Apple Class	L3 Paediatric 21/01/29
Laura Dodd	Lunchtime – hall and Apple Class	Emergency First Aid at Work 04/09/28
Marie Flatt	Breakfast club and lunchtime – hall and playground	Emergency First Aid at Work 04/09/28 L3 Paediatric 21/01/29
Louise Theakstone	Apple Class	L3 Paediatric 03/07/28
Roxy Vickers	Upper School Lunchtime – hall and playground	Emergency First Aid at Work 04/09/28
Person responsible for ensuring first aid qualifications are maintained:		Maxine Meaden
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Russyn Cast

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

Location of First Aid Box(es)	Location of First Aid Record Book(s)
School Office	School Office
All classrooms	
Disabled changing room	

A termly check on the location and contents of all first aid boxes is carried out by:	Maxine Meaden
Use of first aid materials and deficiencies should be reported to:	Maxine Meaden
Address and telephone number of the nearest medical centre / NHS GP:	Southwell Medical Centre, The Ropewalk, Southwell NG25 0AL 01636 813561
Address and telephone number of the nearest hospital with accident and emergency facilities:	Queens Medical Centre, Derby Road, Lenton, Nottingham NG7 2UH Newark Urgent Treatment Centre Newark Hospital NG24 4DE

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Russyn Cast with Maxine Meaden
A copy of the medicines policy is available at:	Staff Hub and medicines folder in office
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:	Maxine Meaden Nicky Blacknall
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:	Maxine Meaden Nicky Blacknall
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Russyn Cast

Risk Assessments

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:	Russyn Cast (School activity and oversight) Sarah Smith (EVC) Andrew Barnes (Site Management)
Person responsible for retaining an up to date risk assessment register:	Russyn Cast

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:	1) Andrew Barnes (if on site) 2) Russyn Cast 3) Nicky Blacknall
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	1) Andrew Barnes (if on site) 2) Russyn Cast 3) Nicky Blacknall

Repairs and Maintenance

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

Provision of Information

Person responsible for distributing all health and safety information received from the Trust:	Russyn Cast
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	In the H&S folder in the staffroom
The health and safety notice board is sited:	In the staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Russyn Cast
The HSE Health and Safety Law Poster is displayed:	In the 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:	Russyn Cast

- Health and Safety Policy
- 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 coordinating the provision of health and safety training needs of employees in consultation with their line managers:	Russyn Cast
Person responsible for compiling and implementing the school's annual health and safety training plan:	Russyn Cast
Person responsible for reviewing the effectiveness of health and safety training:	Russyn Cast
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Russyn Cast

Asbestos

Person with overall responsibility for managing asbestos:	Russyn Cast
The asbestos register is kept at:	Buildings folder in HT office H&S folder in staff room
Contractor who will conduct the annual asbestos management survey is:	ARC
Person with responsibility for ensuring the local asbestos management plan (LAMP) is implemented, maintained and	Russyn Cast

reviewed after the annual asbestos management survey has been received is:	
The LAMP is kept in:	Buildings folder in HT office H&S folder on Staff Hub
The disturbance procedure is displayed in a (staff only) area, at:	Staffroom
Person responsible for maintaining and implementing the Suspected Asbestos Disturbance plan:	Russyn Cast Andrew Barnes
Person responsible for ensuring annual asbestos information is provided to all staff:	Russyn Cast Maxine Meaden
Person responsible for ensuring asbestos information is provided to relevant contractors:	Andrew Barnes Russyn Cast

Allergens

Named allergy lead for the school:	Nicky Blacknall
Location of register for pupils who are prescribed adrenaline auto-injectors:	School Office
Location of emergency adrenaline auto-injectors:	School Office (or by main entrance exit button)
Person responsible for checking that the emergency adrenaline auto-injectors are in date and for re-ordering:	Maxine Meaden

Legionella

Person with overall responsibility for managing Legionella:	Russyn Cast
The Legionella risk assessment is kept at:	School Office H&S folder of Staff Hub
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Andrew Barnes
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Second Element Ltd
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Andrew Barnes
The logbook is kept in:	School Office

Fire

Person with overall responsibility for managing fire safety:	Russyn Cast
The fire risk assessment is kept at:	Buildings folder in HT office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Andrew Barnes
Person responsible for routine maintenance and servicing of fire safety equipment:	Andrew Barnes

The logbook is kept in:	Site Manager's office
Person responsible for ensuring that termly fire drills are carried out:	Russyn Cast

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	Andrew Barnes
	Russyn Cast

Visitors

On arrival all visitors must report to:	School Office
Where they will be issued with: • An identification badge • Relevant health and safety information They will be required to: • Sign the visitors book	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Russyn Cast

Use of Premises Outside School Hours

Person responsible for coordinating lettings of the premises in accordance with the lettings procedure:	Russyn Cast

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependent on individual requirements of a project)	Russyn Cast Andrew Barnes
Person responsible for informing the Trust of any build works to take place (before the work commences):	Russyn Cast
Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Russyn Cast
Responsibility for liaison and monitoring of contractors:	Andrew Barnes
Person responsible for ensuring that contractors sign the Local Asbestos Management Plan (if asbestos on site)	Andrew Barnes

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:	none

Ladders and Stepladders

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

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Andrew Barnes

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:	Nicky Blacknall via PDSS
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Nicky Blacknall
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:	Nicky Blacknall via PDSS/Physio
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Nicky Blacknall via PDSS

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	n/a

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Russyn Cast with Maxine Meaden

Caretaking and Cleaning Equipment

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

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Nicky Blacknall Sophie Iremonger
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Nicky Blacknall Sophie Iremonger Andrew Barnes
Contractor responsible for annual full inspection and report:	Gymnasium Equipment Maintenance Services

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Nicky Blacknall
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Marie Flatt Andrew Barnes
Contractor responsible for annual full inspection and report:	Gymnasium Equipment Maintenance Services

Stage Lighting Equipment

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

Mobile Staging and Seating

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

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Russyn Cast with Maxine Meaden & Andrew Barnes
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Andrew Barnes
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Maxine Meaden
Person(s) responsible for carrying out formal visual inspection and testing:	Andrew Barnes Staff users of the equipment
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:	Russyn Cast

Laboratory Equipment

Person responsible for ensuring the safety of laboratory equipment:	n/a
Person responsible for ensuring the safety of laboratory substances:	n/a

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
Maxine Meaden	Office Administrator
Russyn Cast	Head teacher

Person responsible for implementing the requirements of the DSE risk assessment:	Russyn Cast

Swimming Pools

Person responsible for ensuring the swimming pool is: • Correctly and safely maintained	n/a

• 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	
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, 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.	Russyn Cast
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	n/a
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	n/a
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	n/a

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Cleaning products	Andrew Barnes	Site manager cupboard
Copies of all the hazardous substances inventories are held centrally in:		Site manager cupboard
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		Andrew Barnes
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Maxine Meaden and kitchen staff

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Maxine Meaden Currently n/a
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Maxine Meaden Currently n/a

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Andrew Barnes (e.g. Site Manager / Caretaker) to be dealt with. (Russyn Cast if site manager not on site)

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

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

Waste Management and Disposal

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

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Andrew Barnes
Person responsible for the safe disposal of any **hazardous substances** or **special waste**:	Andrew Barmes
Person responsible for ensuring the safe and appropriate disposal of any **clinical waste**:	Maxine Meaden (via PPS)

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Andrew Barnes
Person responsible for monitoring the safety of manual handling activities:	Andrew Barnes (Vertas to oversee AB)

Manual Handling of People

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

Educational Visits

The Educational Visits Co-ordinator at the school is:	Sarah Smith
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Russyn Cast
The Educational Visits Policy is located at:	Staff hub offsite visits folder

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Innovate

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation or action to the Trust	Russyn Cast

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	James Moring (governor) Russyn Cast
Person responsible for ensuring follow up action on the report is completed:	Russyn Cast Andrew Barnes

Management Review

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

Signed by Head Teacher_____ Date _____

Signed by Chair of Governors _____ _____Date _____