



Longsands Health and Safety Policy

Principal Signature:	
Principal Name:	Mr Neil Owen
Date Adopted:	February 2022
Next Review Date:	September 2022

Review Log			
Version	Review Date	Comments	Approval
V1.0	October 2021	Initial Issue	Steven Harrison (H&S Manager)
V1.1	February 2022	Annual Review of H&S Policy – changes have been made following staffing changes	Neil Owen - Principal



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Statement of Intent

Within Astrea Academy Trust the Board of Trustees, via the Astrea Executive and Principal of Longsands Academy, are responsible for:

- Ensuring the Trust meets 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 ensure their work does not adversely affect the health and safety of others (including students, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.
- Providing sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.
- Ensuring 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 seeking specialist advice to determine the risks to health and safety in the Academy and the precautions required to deal with them.

The Local Governance Committee, Astrea Executive, and Principal of Longsands Academy require the support of all staff to enable the maintenance of high standards of health and safety in the Academy's activities.

The Academy is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the Academy 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.

CEO	
Date	February 2022

Principal	
Date	February 2022



Organisational Structure and Responsibilities

Responsibilities of the Astrea Board of Trustees:

- Ensuring all Astrea Academy's comply with the Trust's Health and Safety Policy and arrangements.
- Ensuring all Academies have formulated and ratified the Academy health and safety statement and health and safety plan.
- All Astrea Academies have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- All Academy sites and premises is maintained in a safe condition and that appropriate funding is allocated to this area from Academy budgets.
- Academies prioritise action on health and safety matters where resources are required from the Academy budget. Any hazards which the Academy is unable to rectify from the Academy budget must be reported to Astrea's Estates Team.
- Health and safety arrangements are regularly reviewed (minimum annually) and new arrangements are implemented where necessary.
- Promoting high standards and developing a positive culture of health and safety within the Academy.
- 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 Academy'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.
- All Academy's conduct active and reactive monitoring of health and safety matters in their Academy.

Responsibilities of the Principal

The Principal is responsible for:

- The day-to-day management of health and safety matters in the Academy 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 Academy'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 Academy 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.
- Developing and/or reviewing the Academy annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the Academy 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 Principal these responsibilities fall to their immediate deputy(s).

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

Responsible to the Principal for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the Academy and assisting the Principal 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.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of Academy visits.
- Participating in health and safety audits arranged by the Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.



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

Heads of Subject Departments / Co-ordinators

Heads of Department are responsible for:

- The day-to-day management of health and safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Principal where appropriate
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject-specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people

Acting on health and safety reports from above and below in the hierarchy

Responsibilities of all Employees

All employees at the Academy have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Astrea Trustees, Executive, Estates Team and Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Principal any serious or immediate danger.
- Reporting to their Principal 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.



Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the Academy with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Dave Moore (Site Manager) Neil Owen (Principal)
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	Heads of Department and Dr Doug Cullen (NEU Health and Safety Rep)
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Emergencies

Senior member of staff in the Academy with responsibility the development, maintenance and implementation of the emergency plan:	Neil Owen (Principal)
A copy of the emergency plan is available at:	All SLT & Site Office



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.	Neil Owen (Principal)	Clare Greaney (Vice Principal)
Summoning of the emergency services. (Principal to delegate)	Marie Todd (Heads PA)	Admin (Receptionist)
That a roll call is taken at the assembly point	Clare Greaney (Vice Principal)	Steph Hills (Assistant Principal: Behaviour)
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Site Team	SLT

Note: The priorities are as follows:

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

Locations of Main Service Isolation Points

SERVICE	LOCATION OF ISOLATION POINT
Water	2x valves outside 6 th form, 2x valves in the Kings Lane car park
Gas	2x Gas Houses in Kings Lane Carpark
Electricity	Under Archway of main Academy and main corridor near reception

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:	Principal, SLT & Site Team (Contractor – Grounds Maintenance)
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First Aid

The following employees are named first aiders:

NAME	LOCATION / EXTENSION	EXPIRY DATE OF CERTIFICATE
<i>See appendix 1</i>		
Person responsible for ensuring first aid qualifications are maintained:		Clare Greaney (Vice Principal)
Person responsible for ensuring that first aid cover is provided for staff working out of normal Academy hours:		Dave Moore (Site Manager)

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

LOCATION OF FIRST AID BOX(ES)	LOCATION OF FIRST AID RECORD BOOK(S)
Main Admin / PE / Technology / Science / Site Office	Incidents are recorded on a first aid proforma available from main admin

A monthly check on the location and contents of all first aid boxes is carried out by:	Amie Blocksidge
Use of first aid materials and deficiencies should be reported to:	Amie Blocksidge
Address and telephone number of the nearest medical centre / NHS GP:	Almond Road GP Surgery, Almond Road, St. Neots, PE19 1DX Tel: 01480 473413
Address and telephone number of the nearest hospital with accident and emergency facilities:	Hinchingbrooke Hospital, Huntingdon, PE29 6NT Tel: 01480 416416



Administration of Medicines

Member of staff in the Academy with responsibility the development, maintenance and implementation of the medicines policy:	Amie Blocksidge /Lisa Hall/Clare Greaney
A copy of the medicines policy is available at:	Admin Office

Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines	Amie Blocksidge
secure, keeping records of administration, and safely disposing of medicines which are no longer required:	Deputy: Admin Team & SLT
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: Amie Blocksidge
	Deputy: Admin Team & SLT
Person(s) responsible for undertaking and reviewing the care plans of students with medical needs:	Patricia Martin-Morales (SENCO)

Hazard Identification and Control

Risk Assessment

Person(s) (other than Heads of Department) responsible for carrying out an assessment of the Academy's work activities including extra-curricular, off-site activities (inc. Academy trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Dave Moore (Site Manager) Clare Greaney (EVC)
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Hazard Reporting and Follow Up

All employees, LECC/TMB 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:	Dave Moore (Site Manager)
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Dave Moore (Site Manager)

Repairs and Maintenance

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

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Trust:	Neil Owen (Principal)
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	On CPOMS
The health and safety notice board is sited:	In the main staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Neil Owen (Principal)
The HSE Health and Safety Law Poster is displayed:	In the main staffroom
The Astrea Academy Trust Health and Safety Policy Statement is displayed:	In the main 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:	Dave Moore (Site Manager)
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- Health and Safety Policy (Trust and Departmental)
- 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:	Neil Owen (Principal)
Person responsible for compiling and implementing the Academy's annual health and safety training plan:	Neil Owen (Principal)
Person responsible for reviewing the effectiveness of health and safety training:	Neil Owen (Principal)
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Neil Owen (Principal)

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Dave Moore (Site Manager)
The asbestos register is kept at:	Front Reception Desk



Person with responsibility for ensuring the local asbestos management plan is implemented and maintained: Dave Moore (Site Manager)	Dave Moore (Site Manager) in conjunction with Cambridgeshire County Council
The disturbance procedure is displayed in a (staff only) area: in the main staffroom and in a folder in reception	
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by: Phil Hill at Cambridgeshire County Council	
The LAMP is kept in: The Site Office	

Legionella

Person with overall responsibility for managing Legionella:	Dave Moore (Site Manager) in conjunction with Cambridgeshire County Council
The Legionella risk assessment is kept at: Site Office	
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through: Dave Moore	
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by: Aquatide	
The flushing of little used outlets is carried out (weekly, including Academy closure periods) by: Site Team	
The log book is kept in: Site Office	

Fire

Person with overall responsibility for managing fire safety:	Dave Moore (Site Manager) in conjunction with Cambridgeshire County Council
The fire risk assessment is kept at: Site Office	
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through: Dave Moore	
Person responsible for routine maintenance and servicing of fire safety equipment: Dave Moore and Chubb	
The log book is kept in: Site Office	



Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Dave Moore (Site Manager)
	Deputy: Site Team

Visitors

On arrival all visitors must report to:	Reception
Where they will be issued with:	
★ An identification badge	
★ Relevant health and safety information	
★ Sign in using the visitor sign in system	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Dave Moore (Site Manager)
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Use of Premises Outside Academy Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Dave Moore (Site Manager) Kelly Hawkins (Finance)
Person responsible for checking that the letting organisation assessments and appropriate insurance:	Kelly Hawkins (Finance)
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Team



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 dependant on individual requirements of a project)	SLT & Site Team Steven Harrison (Astrea Central Team)
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	SLT & Site Team Steven Harrison (Astrea Central Team)
Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	SLT & Site Team Steven Harrison (Astrea Central Team)
Responsibility for liaison and monitoring of contractors:	Dave Moore (Site Manager) Neil Owen (Principal)

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 – None held on Site
Person(s) authorised and competent to operate and use:	Dave Moore (Site Manager)

Ladders

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

Stepladders

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



Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Site Team
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Equipment Provided for Students 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:	Dave Moore (Site Manager) Contractor Used
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Patricia Martin Morales (SENCO)
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:	Amie Blocksidge (First Aider) / Adrian Moore (Teaching Assistant)
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Patricia Martin-Morales (SENCO) Dave Moore (Site Manager)

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Dave Moore (Site Manager)
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Dave Moore (Site Manager) Contractor Used
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Caretaking and Cleaning Equipment

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



Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Rachel Dowling (Senior Science Technician)
Person responsible for the chemical inventory:	Rachel Dowling (Senior Science Technician)
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Science Department
Person responsible for Science Codes of Practice / Policy / risk assessments:	Pete Martin (HOD Science)
The Radiation Protection Supervisor:	Rachel Dowling (Senior Science Technician) and Pete Martin (HOD Science)

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Donna Kirk (HOD D&T)
Person responsible for the chemical inventory:	
Person(s) authorised to operate and use:	
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use:	
Person responsible for DT Codes of Practice/ Policy / risk assessments:	

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Donna Kirk (HOD D&T)
Person(s) authorised to operate and use:	
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	



Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Food Technology and Textiles) Codes of Practice/ Policy / risk assessments:	

Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Gina Sanders (HOD Visual Arts)
Person(s) authorised to operate and use:	
Person responsible for the chemical inventory:	
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Art Codes of Practice/ Policy / risk assessments:	

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Gina Sanders (HOD Visual Arts)
Person(s) authorised to operate and use:	
Person responsible for the chemical inventory:	
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Art Codes of Practice/ Policy / risk assessments:	

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Sebastian Hood (Head of PE)
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	In conjunction with Site team
Contractor responsible for annual full inspection and report:	Contractor Used: Sport Safe Ltd
Person responsible for PE Codes of Practice/ Policy / risk assessments:	



Stage Lighting Equipment

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

Mobile Staging and Seating

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

Portable Electrical Appliances and Hard Wiring Circuits

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

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
All Employees	
Person responsible for implementing the requirements of the DSE risk assessment:	Neil Owen (Principal)



Swimming Pools

<p>Person responsible for ensuring the swimming pool is:</p> <ul style="list-style-type: none"> ★ Correctly and safely maintained ★ Regular inspections are carried out ★ Remedial action is taken or if necessary the pool is taken out of use where necessary ★ Appropriate records are kept 	N/A
<p>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.</p>	N/A

Vehicles

<p>Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from:</p> <p>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.</p>	<p>Clare Greaney (Vice Principal) Neil Owen (Principal)</p> <p>through EVOLVE system for educational visits</p>
<p>Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.</p>	<p>Site Team Finance Team</p>
<p>Person responsible for authorising the use of the Academy minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.</p>	<p>Kelly Hawkins (Finance) Dave Moore (Site Manager)</p>
<p>Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:</p>	<p>Dave Moore (Site Manager)</p>
<p>Person responsible for maintaining a list of authorised drivers of Academy vehicles who have passed the required test:</p>	<p>Dave Moore (Site Manager) Kelly Hawkins (Finance)</p>

Substances and Personal Protective Equipment

Hazardous Substances

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

	PERSON RESPONSIBLE	LOCATION
Caretaking	Dave Moore	Site Office
Cleaning	Dave Moore	Site Office/Cleaning Cupboards



Catering	Taylor Shaw (Jacqui Farrer)	Kitchen
Grounds Maintenance	Dave Moore	Site Office
Other (please state):	Rachel Dowling	Science Prep Rooms

Copies of all the hazardous substances inventories are held centrally in:	Stored with Chemicals & in Site Office
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	Dave Moore (Site Manager)
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Dave Moore (Site Manager)

Personal Protective Equipment (PPE)

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Dave Moore (Site Manager)
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	N/A

Housekeeping and Waste

Cleaning Arrangements

Person(s) (other than Heads of Departments) responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Site Team
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Team



Waste Management and Disposal

Waste will be collected twice weekly by: VEOLIA

Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Site Team & Cleaning Team
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Team
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Site Team
Person responsible for the safe disposal of any hazardous substances or special waste :	Site Team
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Site Team

Manual Handling

Person responsible for monitoring the safety of manual handling activities:	Departmental / Dave Moore
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Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Patricia Martin-Morales (SENCO)
Person responsible for monitoring the safety of manual handling activities:	Patricia Martin-Morales (SENCO)

Manual handling of Objects

Person(s) (other than Heads of Departments) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Dave Moore (Site Manager) Neil Owen (Principal)
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Educational Visits

The Educational Visits Co-ordinator at the Academy is:	Clare Greaney (Vice Principal) James Powell (Assistant Principal) through EVOLVE system
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	
The Educational Visits Policy is located at:	

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Contractors: Taylor Shaw
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) responsible for regular daily visual inspection and in-house routine periodic statutory inspection:	
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	

Internal Health and Safety Inspections

Person(s) (other than Heads of Departments) responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Site Team / Steven Harrison (Trust H&S Manager)
Person responsible for ensuring follow up action on the report is completed:	Dave Moore (Site Manager)



Management Review

Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Dave Moore (Site Manager) Neil Owen (Principal)
	Steven Harrison (Trust H&S Manager)
Person responsible for compiling and implementing the Academy's annual health and safety action plan, including action for improvements in the appropriate development plan:	Dave Moore (Site Manager) Neil Owen (Principal)



Appendix 1

First Aid Trained Staff

Surname	Forename	Dept	Qualification	Passed Date	Exp Date
Allison	Michelle	Admin	First Aid at Work	Dec 20	Nov 23
Bishop	Tony	Site Staff	Emergency First Aid at Work	Jan 19	Dec 22
Blockside	Amie	First Aider	First Aid at Work	Oct 21	Sep 24
Bloodworth	Jack	PE	Emergency First Aid at Work	Jan 19	Dec 22
Chilton	Claire	Head of Computing	Emergency First Aid at Work	Jun 19	May 22
Collingwood	Tracey	Teaching Assistant	Emergency First Aid at Work	Sep 21	Aug 24
Dickerson	Brad	DofE Co-ordinator/ Geography	Emergency First Aid at Work	Sep 21	Aug 24
French	Beth	Teaching Assistant	Emergency First Aid at Work	Sep 21	Aug 24
Hills	Stephanie	Assistant Principal: Pastoral/PE	Emergency First Aid at Work	Sep 21	Aug 24
Hall	Lisa	Admin Manager	Emergency First Aid at Work	Jan 19	Dec 22
Hansford	Anna	Science Technician	Emergency First Aid at Work	Sep 21	Aug 24
Hood	Seb	Head of PE	Emergency First Aid at Work	Jan 19	Dec 22
Kirk	Donna	Head of Technology	Emergency First Aid at Work	Jun 19	May 22
Koncewicz	Chris	Computing	Emergency First Aid at Work	Jun 19	May 22
Lampett	James	Assistant Head of Year/RE	Emergency First Aid at Work	Jan 19	Dec 22
Little	Kate	Student Support Officer	First Aid at Work	Aug 20	Jul 23
Milne	Jay	Head of Year 10/History	Emergency First Aid at Work	Jan 19	Dec 22
Redmond	Polly	Teacher of Food Technology	Emergency First Aid at Work	Sep 21	Aug 24



Saunders	Kate	Head of Year 11/PE	Emergency First Aid at Work	Jan 19	Dec 22
Simpson	Mike	PE	Emergency First Aid at Work	Jun 19	Jun 22
Smith	Kelly	Teacher of English	Emergency First Aid at Work	Sep 21	Aug 24
Swainston	Janette	Head of MFL	Emergency First Aid at Work	Jun 19	Jun 22
Thompson	Deanna	Admin	Emergency First Aid at Work	Jun 19	Jun 22
Villarta	Elena	Teaching Assistant	Emergency First Aid at Work	Sep 21	Aug 24
Walton	Eliz	KS5	Emergency First Aid at Work	Sep 21	Aug 24
Walker	Belinda	Attendance Officer/Admin	Emergency First Aid at Work	Sep 21	Aug 24
Ward	Georgina	Teacher of Visual Arts	Emergency First Aid at Work	Jan 19	Dec 22