

Health and Safety –appendix

East Leake Academy

Edition – October 2024

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1. CO-ORDINATION & COMMUNICATIONS

Health and Safety Co-ordinator

The member of staff in the academy with special responsibility for Health and Safety Matters (Health and Safety Co-ordinators) are:	Principal Business Manager
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Health and Safety Representatives

The members of the Academy's staff who are health and safety representatives for the professional associations are:

Professional Association	Name
IOSH	Principal
	Business Manager

Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in Accordance with the Authority's Code of Practice. and is required to inform:	Business manager
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Health and Safety Meetings

The constitution, membership and the minutes of the Academies Health & Safety Meetings are kept:	Principal's PA
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2. EMERGENCIES (FIRE, ETC.)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	All procedures are contained in the Emergency Plan/Teachers Toolkit/Website and also:
Fire Evacuation Procedure	Each room
Bomb Alert	Reception
Gas Leak	Mitie
Electrical Fault	Mitie
Water	Mitie
Storm or Flood Damage	Mitie
Persons Threatening Violence on Site	Reception
Dangerous Animal(s) on Site	Emergency Plan
Other	Emergency Plan

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them. The Academy's Emergency Plan should be followed according to the nature of the emergency.

The person(s) responsible for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Principal Mitie	Vice Principal
<ul style="list-style-type: none"> summoning of the emergency services 	Principal Mitie	Vice Principal
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Principal	Vice Principal
<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg <i>Exec. Principal, Vice Principal or other member of the senior management team</i>) 	Mitie	Principal / Vice Principal

Note: The priorities are as follows:

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

The person responsible for arranging, recording and monitoring emergency evacuation drills at least once per term is:	Principal Mitie
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Kept in a locked hazardous materials storage cupboard in the top plant room at the end of the MFL cupboard. They are very few. There are also cleaning chemicals in the cleaning cupboards around site and a small generator in the outside store. This has no fuel stored alongside it.
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Mitie CHUBB SLT

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Site Office	Mitie
Emergency Lighting System	Site Office	Mitie

Smoke Detection System	Site Office	Mitie
The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Mitie
The contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:		Supplier: Swift Services
		Telephone Number 0333 010 2000

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	There is a valve in the hall store is for the kitchen and there is one in the outside water compound by the swimming pool for the rest of the site.
Electricity	FM Room
Gas	Meter compound outside the school's main hall.

3. ACCIDENTS, DANGEROUS OCCURRENCES, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence 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(s) specified:

Location of Accident Book	Person in Charge of Accident Book
All logged on OSHENS Well Worker	Virginia Arnone-Youlton
Accident reports should be drawn to the attention of and counter-signed by the Principal, Vice Principal or his/her Deputy before being sent to the Health and Safety Team via the Wellworker online system.	Principal
	Deputy: Vice Principal
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Principal Business Manager

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.

4. FIRST AID

The person responsible for ensuring first aid qualifications are maintained is:	Virginia Arnone-Youlton
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Principal

List of those with first aid qualifications and dates are held in the main office.

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

Location of First Aid Boxes, all faculties	First Aid Record Book(s)
ADT workshops	Reception
Science Labs	
PE dept	
First aid room	
reception	

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	First aid room

A termly check on the location and contents of all first aid boxes will be made by.	Virginia Arnone-Youlton
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Virginia Arnone-Youlton
The address and telephone number of the nearest medical centre/NHS GP is:	East Leake Health Centre 01509 852181
The address and telephone number of the nearest hospital with accident and emergency facilities is:	QMC 0115 924 9924

5. ADMINISTRATION OF MEDICINES

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Academy's Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Aid Virginia Arnone-Youlton
The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Academy's Document, 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 is:	Inclusion Team
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENCO

Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Virginia Arnone-Youlton
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6. CONTROLS;

6.1 Risk Assessments

The person responsible for carrying out a general survey of the Academy's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Mitie Trip Leaders Heads of Faculty
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6.2 Maintenance of site, premises and hazard reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to: .	Business Manager / Mitie
Verbal reports should be followed up in writing using the reporting form through the Every Database	All issues to be logged by staff on the reporting software
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Business Manager / Mitie
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Business Manager / Mitie
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Business Manager / Mitie

6.3 Housekeeping and disposal of waste

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

The person who should be contacted if circulation routes are obstructed by rubbish is:	Mitie
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All members of staff are responsible for ensuring the good house-keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

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 the Caretaker who will arrange for them to be dealt with.

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 sheet.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Mitie
The person responsible for the safe disposal of any hazardous substances or special wastes is:	Mitie
The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Mitie
The person responsible for checking that the oil tank bund wall is effective is:	Mitie

6.4 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Mitie
The person(s) who has/have been trained to deal safely with burglar alarm call outs is;	Mitie

6.5 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:	Mitie Principal
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6.6 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Head of Faculty
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6.7 Visitors

On arrival all visitors must report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	Main Reception
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Teacher Toolkit / handbook Reception

6.8 Management Review

The person(s) responsible for carrying out an annual review of the H&S Policy Local Arrangements and its implementation in the academy is/are	Governors BM
The people responsible for compiling and implementing the academy's annual health and safety action plan, including action for improvements in the appropriate development plan are:	Governors BM

6.9 Enforcing Authorities e.g. Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Principal EVC co-ordinator
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6.10 Vehicles

Academy owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down is:	Central purchasing / finance
The person responsible for authorising the use of the academy minibus, ensuring risk assessments are completed, and drivers have passed the minibus test etc is:	Virginia Arnone-Youlton
The person responsible for maintaining a list of authorised drivers of academy vehicles who have passed the County test is:	Virginia Arnone-Youlton

6.11 Insurance

In addition to the insurance arranged with RPA the Local Academy Board has decided to arrange the following additional cover.

Insurance Company	Details
AIG Europe Ltd	Travel
AON Academia	Offsite Travel
QBE Insurance Ltd	Motor insurance

7. INFORMATION, INSTRUCTION AND TRAINING

Provision of Information

The person responsible for distributing all health and safety information received from the LA as our advisors and elsewhere, for the maintenance of a health and safety information reference system is:	DAT
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Emails / MS Forms

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual located; however in most cases staff will be trained via an on-line portal	School network
The people responsible for maintaining these records and	Line Managers

deciding on the appropriate circulation of each document/policy are:	BM
The health and safety notice board is sited:	Staff room
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	BM
The Health and Safety Law Poster is sited:	Staff room

7.1 Health and Safety Training

The people responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training are:	Line Managers - Induction booklet
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- Health and Safety Policies: Trust and Academy
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The people responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned are:	Principal BM
The people responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers are:	Principal BM
The people responsible for compiling and implementing the academy's annual health and safety training plan is:	Principal BM
The people responsible for reviewing the effectiveness of health and safety training are:	NCC H&S
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Heads of Faculty/ADT Dept
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Line Manager BM

7.2 Manual Handling

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	All staff should be vigilant and report to Business Manager / Mitie
The person responsible for monitoring the safety of manual handling activities is:	Mitie

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Mitie
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8. PREMISES

8.1 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the policy, and ensuring that the Local Asbestos Management Plan (LAMP) and premises asbestos log is consulted by visiting contractors and other relevant persons is:	n/a
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	n/a
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	n/a

8.2 Legionella

The person with overall responsibility for managing Legionella is:	Mitie
The schools Legionella risk assessment is kept at:	Mitie Office
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Mitie
The water temperatures are taken (monthly) by:	Mitie
The flushing of little used outlets is carried out by:	Mitie
The log book is kept in:	Mitie Office

8.3 Work Equipment

Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to	D&T equipment – restricted use
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8.4 Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mitie
Person(s) authorised to operate and use is/are:	Training required for Academy site if applicable. Only qualified contractors to be used for this work
Training in safe use received from: including dates	MITIE – if applicable

8.5 Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mitie
Person(s) authorised to use is/are:	Site team and other staff given suitable training by the site staff on correct usage

8.6 Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mitie
Person(s) authorised to use is/are:	Site team and other staff given suitable training by the site staff on correct usage

8.7 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	Any staff using equipment Line Managers Mitie
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8.8 Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	SENCO / Inclusion
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	SENCO/ Inclusion
The person responsible for ensuring that all wheelchairs, Standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	SENCO/ Inclusion

The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	SENCO / Inclusion
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8.9 Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Mitie
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8.10 Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mitie
Person(s) authorised to operate and use is/are:	Mitie staff NCC Staff

8.11 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mitie
Person(s) authorised to operate and use is/are:	Mitie Staff NCC staff

Grounds Maintenance Equipment (Machinery and Tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mitie
Person(s) authorised to operate and use is/are	Mitie NCC Staff

8.12 Portable Electrical Appliances and Fixed Electrical Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Mitie
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Mitie
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Mitie
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Mitie
The person responsible for ensuring that any remedial works are actioned is taken if identified in the hard wiring test is:	Mitie

8.13 Catering (For completion only by academies with an out-sourced catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	NCC catering manager
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In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	n/a
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Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	NCC catering manager
Person(s) authorised to operate and use is/are:	NCC Catering Staff

8.14 Contractors (Non PFI Academies)

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	n/a
The person in control of contractors is:	n/a
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	n/a

8.15 Hazardous Materials, used within Construction

It should be noted that due to the age of some buildings, the materials used in their construction requires special consideration when undertaking any building work, painting, refurbishments or demolition. Some likely hazards are as follows, this is not an extensive list so consider all aspects during the planning process;

- Paint (possible lead content pre 1990's)
- Lime (both in plaster and mortar)
- Horse/animal hair (used in lath & plaster wall construction)

Ensure that adequate measures are taken and documented in lines with current guidance and legislation.

If there are any concerns highlight this prior to undertaking any work.

9 EDUCATIONAL ACTIVITIES AND EQUIPMENT

9.1 Laboratory Apparatus/Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Science Department. Advised by Science Technicians.
Person(s) authorised to operate and use is/are:	Science Faculty Staff that have been trained, students under supervision of trained staff
Organisation responsible for guidance on the safe use of Laboratory materials and processes	CLEAPSS

9.2 Radioactive Sources

The Radiation Protection Supervisor is:	Paul Collins (Radiation Protection Officer: Angela Howat, NCC) (Radiation Protection Advisor: Mike Gooding)
The location of the following records is:	Science department prep room (ring binder) and radioactive sources storeroom in science dept.
DfE permission to purchase letter	Science dept. prep room folder.
History of the sources	Science dept. prep room folder.
Use log	Log book kept with radioactive sources in radioactive sources storeroom.
Monitoring/Test records	Science dept. prep room folder.
Risk assessments for use	Safety information available from the CLEAPSS website is followed.
CLEAPSS Science Codes of Practice	Science dept. prep room ring binder. (NCC code of practice).

9.3 Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	Head of Faculty
Person(s) authorised to operate and use is/are:	D&T Faculty Staff that have been trained, students under supervision of trained staff
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Head of Faculty ADT Technicians
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Head of Faculty ADT Technicians
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Head of Faculty ADT Technician

9.4 Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Faculty
Person(s) authorised to operate and use is/are	Food & Textile staff that have been trained, students under supervision of trained staff
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Food teacher ADT Technician
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Food teacher ADT Technician

9.5 Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Faculty
Person(s) authorised to operate and use is/are:	Head of Faculty ADT Technician

9.6 Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Faculty
Persons authorised to operate and use is/are:	Head of Faculty ADT Technicians

9.7 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Faculty
Person(s) responsible for regular (daily) visual inspection is/are:	All PE Staff
Contractor responsible for annual full inspection and report is:	Sports Safe

9.8 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mitie Head of Faculty
Contractor responsible for annual full inspection and report is:	Sports Safe
Person(s) responsible for regular (daily) visual inspection is/are:	All Staff
The person responsible for the monthly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Mitie Head of Faculty

The person responsible for ensuring that the equipment is adequately supervised when in use is:	Staff
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9.9 Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Mitie
Person(s) authorised to operate and use is/are:	Music & Performing Arts staff that have been trained, students under supervision of trained staff

9.10 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mitie
Person(s) authorised to operate and use is /are:	Site Staff, Music & Performing Arts staff that have been trained, students under supervision of trained staff

9.11 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Music Lead Teacher
Person(s) authorised to operate and use is/are:	Music & Performing Arts staff that have been trained, students under supervision of trained staff

9.12 Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
All staff working with VDUs	

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	BM
The person responsible for implementing the requirements of the risk assessment is:	BM

9.13 Swimming Pools

The person responsible for ensuring that the pool is <ul style="list-style-type: none"> • correctly and safely maintained • regular inspections are carried out • remedial action is taken or if necessary the pool is taken out of use where necessary • appropriate records are kept is: 	n/a
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The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:	n/a
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9.14 Hazardous Substances

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

Science	Science Technicians / Head of Faculty
Design and Technology (Materials)	ADT Technicians / Head of Faculty
Design and technology (Food and Textiles)	ADT Technicians / Head of Faculty
Art and Design (Fine Arts)	ADT Technicians/ Head of Faculty
Art and Design (Ceramics)	ADT Technicians / Head of Faculty
Caretaking and Cleaning	Mitie
Swimming Pool Maintenance	Mitie
Catering	NCC catering manager
Grounds Maintenance	NCC/Mitie
Other	

Copies of all the hazardous substances inventories are held centrally in:	Mitie.
The person responsible for undertaking and updating the COSHH risk assessments is:	Mitie
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	Mitie
The reports will be kept available for inspection by:	External contractor 'Howorth' can be contacted by Mitie to obtain reports upon request.

9.15 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 manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and Replacing personal protective equipment when it is worn out are as follows	
Science	Head of Faculty / Technicians
Design and Technology	Head of Faculty / Technicians
Art and Design	Head of Faculty / Technicians
Caretaking and Cleaning including swimming pools	Mitie
Catering	Mitie / NCC

Grounds Maintenance	Mitie / NCC
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Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment is:	SENCO / Inclusion, if applicable Mitie staff may use disposable RPE for certain non-routine tasks. E.g. Disposable dust masks
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10 STUDENTS OUTSIDE THE ACADEMY

10.1 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including an overnight stay is:	Principal EVC Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	Principal EVC Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Principal EVC Co-ordinator

10.2 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	WE Co-ordinator
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11 USE OF PREMISES OUTSIDE SCHOOL HOURS

11.1 Lettings, Etc.

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure checking that the letting organisation have Risk assessments and appropriate insurance is:	Mitie
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Mitie
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Mitie

12 WELFARE

12.1 Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Website Staffroom Teacher Toolkit
Records of bullying incidents and action taken are kept:	Principal's Office DSL Incident log

12.2 Stress

The persons responsible for monitoring absence owing to stress related illness is:	HR / Principal Line Managers
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12.3 Staff Welfare

The persons responsible for ensuring the working environment is suitable for activities (e.g. ventilation, heating, safety of the facilities, etc);	Mitie Principal
The person/s responsible for organising appropriate occupational health referrals are	Line Managers HR Principal

12.4 Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Line Managers Mitie
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12.5 Smoking

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. The academy's Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

Notes:

The policy applies equally to all people who have business in the premises including staff employees, students, parents, contractors and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed on the premises at access and egress points.