

Health and Safety Policy

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Version	Date	Reviewer	Note of revisions
V1	September 2021	CW1	Reformatted - minor amendments
V2	September 2022	CW1	Minor amendments
V3	October 2023	CW1	Minor amendments
V4	October 2024	CWH	Minor amendments: updated personnel & first aid trained staff list

Associated documents
This document is produced in respect of Monmouth Comprehensive School only and is published in addition to the Council's Statement of Safety Policy and in conjunction with the Children and Young People policy statement.

Statement of Intent

The governing body notes the provisions of the Health and Safety at Work, etc Act 1974 (s.2(1), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health and safety and welfare of employees, and (s.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.

The aim of the governing body is “To provide a safe and healthy working and learning environment for staff, students and visitors.”

The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of the safe methods and good practice by every individual can ensure everyone’s personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Signed:

Signed:

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Mrs Vicky Smith
(Chair of Governors)

Mr Hugo Hutchison
(Headteacher)

Date: October 2024

Date: October 2024

Organisation

Duties of the Governing Body

1. In the discharge of its duty the governing body, in consultation with the Headteacher, will:
 - a) make familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
 - b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
 - c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - d) identify and evaluate all risks relating to:
 - accidents
 - health
 - school-sponsored activities, including work experience
 - e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others
 - f) create and monitor the management structure

2. In particular the governing body undertakes to provide:
 - a) a safe place for staff and students to work including safe means of entry and exit
 - b) plant, equipment and systems of work which are safe
 - c) safe arrangements for the handling, storage and transport of articles and substances
 - d) safe and healthy working conditions which take account of all appropriate
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
 - e) supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner
 - f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - g) adequate welfare facilities

3. So far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including temporary, and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
 - a) this policy
 - b) all relevant and health and safety matters
 - c) instructions and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk

Duties of the Headteacher

1. Responsible for advising the Chief Officer for Children and Young People, in writing of any improvement necessary where these cannot be progressed through usual reporting procedures.
2. To encourage those with delegated managerial responsibilities to observe high standards of health, safety and hygiene and should review their performance regularly.
3. As well as the general duties which all members of staff have the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Faculty Leads/Subject Leaders, senior members of staff, teaching and others as appropriate.
4. The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at times.
5. Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
6. Ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
7. Ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
8. Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled.
9. Consult with members of staff, including the safety representatives, on health and safety issues.
10. Arrange systems of risk assessment to allow the prompt identification of potential hazards.
11. Carry out periodic reviews and safety audits on the findings of the risk assessment.
12. Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
13. Encourage staff, students and others to promote health and safety.
14. Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
15. Encourage all employees to suggest ways and means of reducing risks.
16. Collate accident and incident information and, when necessary, carry out accident and incident investigations.
17. Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
18. Monitor first aid and welfare provision.

Delegated Responsibilities

It is the Business Manager (Health and Safety Co-ordinator) who has delegated responsibility for Health and Safety, to ensure procedures are carried out in accordance with the Headteacher's instructions.

Supervisory Staff

1. All supervisory staff (e.g. Faculty Leads/Subject Leaders, Co-ordinators, Science Technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
2. In addition to the general duties which all members of staff have, they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day to day responsibility for the implementation and operation of the school's health and safety policy within their relevant Faculty/Departments and areas of responsibility.
3. They will take a direct interest in the School's Health and Safety Policy and in helping other members of staff, students and others to comply with its requirements.
4. As part of their day-to-day responsibilities they will ensure that:
 - a) safe methods of working exist and are implemented throughout their Faculty/Department
 - b) Health and Safety regulations, rules, procedures and codes of practice are being applied effectively
 - c) staff, students and others under their jurisdiction are instructed in safe working practices
 - d) new employees working within their Faculty/Department are given instruction in safe working practices
 - e) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
 - f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
 - g) all plant, machinery and equipment in the Faculty/Department in which they work is adequately guarded
 - h) all plant, machinery and equipment in the Faculty/Department in which they work is in good and safe working order
 - i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the Faculty/Department in which they work
 - j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the Faculty/Department in which they work
 - k) toxic, hazardous and highly flammable substances in the Faculty/Department in which they work are correctly used, stored and labelled
 - l) they monitor the standard of health and safety throughout the Faculty/Department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - m) all the signs used meet the statutory requirements
 - n) all health and safety information is communicated to the relevant persons
 - o) they report, as appropriate, any health and safety concerns to the appropriate individual

Duties of All Members of Staff

1. All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the Faculty/Department in which they work. They should:
 - a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
 - b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with
2. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
3. In particular all members of staff will:
 - a) be familiar with all safety policies and regulations as laid down by the governing body
 - b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students so that wellbeing is supported.
 - c) see that all plant, machinery and equipment is adequately guarded
 - d) see that all plant, machinery and equipment is in good and safe working order
 - e) not make unauthorised or improper use of plant, machinery and equipment
 - f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - g) ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
 - h) report any defects in the premises, plant, equipment and facilities which they observe
 - i) take an active interest in promoting health and safety for yourself and others and suggest ways of reducing risks

All policies can be viewed at:

[\MONStaffShare\Policies \(MCC and School Based\)](#)

Hirers, Contractors and Others

1. When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe premises.
2. The Headteacher or the Co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
3. When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

4. When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the governing body:
 - a) introduce equipment for use on the school premises
 - b) alter fixed installations
 - c) remove fire and safety notices or equipment
 - d) take any action that may create hazards for persons using the premises or the staff or students of the school

5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.

6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

7. The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

ARRANGEMENTS

Arrangements are as in Appendix 1

Appendix 1

Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Claire Whittaker
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Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
NEU	Rachel Robbins
NASUWT	Donna Vale Jenkins
We are aware that teachers / support staff may have other union representation. The School is happy to work with all official representative bodies.	

Governors Health & Safety & Premises (Resources) Committee

The Constitution, membership and the minutes of the school Health and Safety Committee are kept:	Chairman of Governors/ Governors Resources Committee
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Fire and Other Emergencies

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	Locations(s)
Fire Evacuation Procedure	Issued to all staff – Sept
Critical Incident Plan	On the shared area/Issued to all staff - Sept

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher 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 person (and deputy) responsible for ensuring and supervising (where appropriate)	Person Claire Whittaker	Deputy Louise Vitale
The controlled evacuation of people from the building or on the site to a place of safety,	Each building has its own team found in staff planner	
• Summoning of the emergency services	Jayne Jones	Wendy Baker
• That a roll call is taken at the assembly point	Form Tutors	Heads of Years
• That no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Headteacher, Deputy Headteacher or other member of the senior management team)	Headteacher	Claire Whittaker

The priority is 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;

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Claire Whittaker
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The person to be advised of an emergency out of school hours is:	Claire Whittaker
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Details of the locations of all hazardous and flammable substances (Including Radioactive Sources) on site in case of emergency are kept:	First Copy Fire Box Front Door Foyer
	Second Copy Leisure Centre Office

The competent person responsible for carrying out and updating the fire risk assessment for the premises (using documentation as issued by MCC) is:	Claire Whittaker
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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:

System	Location of Test Records	Person Responsible
Fire Alarm	Site Office	Weekly Louise Vitale/Atlas Site Staff/ Claire Whittaker
Fire Drill		
Emergency Lighting System	Site Office	Louise Vitale/Atlas Site Staff

The persons responsible for carrying out a monthly visual inspection of all emergency fire equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported are:	Louise Vitale/Atlas Site Staff
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Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, or near miss, or to whom one is reported, must send an e mail as soon as possible after the event to Claire Whittaker or report to reception.

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
Healthcare & Wellbeing Medical Room	Healthcare Team

Accident reports are counter-signed by the Headteacher before being sent to the Health and Safety Officer at County Hall.	Headteacher: Hugo Hutchison
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The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Claire Whittaker
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe system of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

Any employee who is verbally or actually abused or threatened violence or to whom one is reported will complete a Violent, Aggressive or Abusive Incident Notification Form.

Location of Violent, Aggressive or Abusive Forms by students	Christian Hampshire/SLT
Team Teach training – for SRB STAFF	MCC (Hayley Page)/Mike Hobbs

VAAI Forms are counter-signed by the Headteacher – as above	Headteacher: Hugo Hutchison
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The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Claire Whittaker
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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 person responsible for ensuring first aid qualifications are maintained is:	Mandy Davies/Claire Whittaker
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Claire Whittaker
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Please see **Appendix 2** for list of employees who have been trained in First Aid

First Aid Qualified Staff at MCS:				
Name	Department	Course attended	Date of First Aid Qualification	Date FA renewal required
Sarah Bradley	Admin	Outdoor First Aid	Dec-22	Dec-25
Wesley Harry	Daly Newdd	Emergency First Aid at Work	Jun-24	Jun-27
Stephanie Painter	English	Emergency First Aid at Work	Jan-23	Jan-26
Rachel Fry	Geography	Emergency First Aid at Work	Sep-23	Sep-26
Rhiannon Davies	Geography	Emergency First Aid at Work	Sep-23	Sep-26
Ben Green	History	Emergency First Aid at Work	Sep-23	Sep-26

Anthony Lewis	Hums	Emergency First Aid at Work	Jun-22	Jun-25
Catherine Gabaldani	Inclusion	Emergency First Aid at Work	Jan-22	Jan-25
Emma Puttock	Inclusion	Emergency First Aid at Work	Jan-22	Jan-25
Kate Thomas	Inclusion	Emergency First Aid at Work	Jan-22	Jan-25
Rachel McCarron	Inclusion	Emergency First Aid at Work	Jan-22	Jan-25
Matt Royston	Inclusion	Outdoor First Aid	Dec-22	Dec-25
Hilary Parker	Inclusion	Emergency First Aid at Work	Jan-23	Jan-26
Kate Davies-Maddocks	Inclusion	Emergency First Aid at Work	Jan-23	Jan-26
Nolan Phillips	Inclusion	Emergency First Aid at Work	Jan-23	Jan-26
Linda O-Leary	Inclusion	Emergency First Aid at Work	Jun-22	Jun-25
Mansan Walker	Inclusion	Emergency First Aid at Work	Jun-22	Jun-25
Natalie Beaumont	Inclusion	Emergency First Aid at Work	Jun-22	Jun-25
Sharron Clarke	Inclusion	Emergency First Aid at Work	Jun-22	Jun-25
Rachel Wells	Inclusion	Emergency First Aid at Work	Oct-22	Oct-25
Jessica Robertson-Spence	Inclusion	Emergency First Aid at Work	Jan-23	Jan-26
Sophia Brewer	Inclusion	Emergency First Aid at Work	Jan-23	Jan-26
Yasmin Atout	Inclusion	Emergency First Aid at Work	Jan-23	Jan-26
Gemma Barrington	Inclusion	Emergency First Aid at Work	Sep-23	Sep-26
Sarah Smith	Inclusion	Emergency First Aid at Work	Sep-23	Sep-26
Carol Wheeler	Inclusion	Emergency First Aid at Work	Jun-24	Jun-27
James Winter	Maths	Emergency First Aid at Work	Sep-23	Sep-26
Louisa Draper	Maths	Emergency First Aid at Work	Sep-23	Sep-26
Charlotte Evans	MFL	Emergency First Aid at Work	Jun-22	Jun-25
Rebecca Banyai	MFL	Emergency First Aid at Work	Jun-22	Jun-25
Tom Gardiner	MFL	Emergency First Aid at Work	Sep-23	Sep-26
Emma Biddle	PE	Emergency First Aid at Work	Jan-22	Jan-25
Jon Owen	PE	Emergency First Aid at Work	Jan-22	Jan-25
Lucy Taylor	PE	Emergency First Aid at Work	Jan-22	Jan-25
Paul Hancocke	PE	Emergency First Aid at Work	Jan-22	Jan-25

Matt Penny	PE	Emergency First Aid at Work	Jun-22	Jun-25
Tim Pustka	PE	Outdoor First Aid	Jul-22	Jul-25
Aaron Davies	PE	Emergency First Aid at Work	Sep-23	Sep-26
Carly Hagerty	PE	Emergency First Aid at Work	Sep-23	Sep-26
Sarah Richards	PE	Emergency First Aid at Work	Sep-23	Sep-26
Justin Wildridge	PEA	Emergency First Aid at Work	Jun-22	Jun-25
Kate Kelly	PEA	Emergency First Aid at Work	Jun-22	Jun-25
Marisa Riordan	PEA	Emergency First Aid at Work	Sep-23	Sep-26
Vicky Rees	RE	Emergency First Aid at Work	Sep-23	Sep-26
Tasha Bradley	Rowing	Outdoor First Aid	Dec-22	Dec-25
Guy Williams	Rowing	EFAW	Jun-24	Jun-27
Charlotte Seymour	Science	Emergency First Aid at Work	Jun-22	Jun-25
John LeBeouf	Science	Emergency First Aid at Work	Jun-22	Jun-25
Steve Chaplin	Science	Emergency First Aid at Work	Jan-23	Jan-26
Rachel Hipkiss	Science	Emergency First Aid at Work	Sep-23	Sep-26
Katie Lloyd	SRB	Emergency First Aid at Work	Jan-22	Jan-25
Morgan Bidmead	SRB	Emergency First Aid at Work	Jan-23	Jan-26
Rebecca Chandler	SRB	Emergency First Aid at Work	Jan-23	Jan-26
Rebecca Roberts	SRB	Emergency First Aid at Work	Sep-23	Sep-26
Karen Armitage	SRB	Emergency First Aid at Work	Jan-22	Jan-25
Nina Booker	SRB	Emergency First Aid at Work	Jan-22	Jan-25
Tracey Herbert	SRB	Emergency First Aid at Work	Jan-22	Jan-25
Francis Vaughan	SRB	Emergency First Aid at Work	Jun-22	Jun-25
Lorna Best	SRB	Emergency First Aid at Work	Jun-22	Jun-25
Emma Tingey	SRB	Emergency First Aid at Work	Jun-22	Jun-25
Steve Taylor	SRB	Emergency First Aid at Work	Jun-22	Jun-25
Ellie Dunton-Baker	SRB	Emergency First Aid at Work	Sep-23	Sep-26
Jane Myhan	SRB	Emergency First Aid at Work	Sep-23	Sep-26
Marion Rule	SRB	Emergency First Aid at Work	Sep-23	Sep-26
Sarah Edwards	SRB	Emergency First Aid at Work	Sep-23	Sep-26

Katie Scrivens	SRB	Emergency First Aid at Work	Sep-23	Sep-26
Sarah Wadley	Wellbeing	First Aid at Work	Oct-24	Oct-27
Rachel Bailey	Wellbeing	Emergency First Aid at Work	Jan-23	Jan-26
Bekki Evans	Wellbeing	Emergency First Aid at Work	Jun-24	Jun-27
Claire Powell	Wellbeing	Emergency First Aid at Work	Jun-24	Jun-27
Emma Daley	Wellbeing	Emergency First Aid at Work	Jun-24	Jun-27
Liam James	Wellbeing	Emergency First Aid at Work	Jun-24	Jun-27
Peter Jenkins	Wellbeing	Emergency First Aid at Work	Jun-24	Jun-27
Sian Fletcher	Wellbeing	First Aid at Work	Apr-23	Apr-26
Angharad Thomas	Welsh	Emergency First Aid at Work	Jun-22	Jun-25
Laura Jones	Welsh	Emergency First Aid at Work	Jun-22	Jun-25

First aid boxes and first aid record books are kept in Faculty Staff bases in the school and clearly labelled.

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

Location of Travelling First Aid Box	Healthcare
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A termly check on the location and contents of all first aid boxes will be made by:	Healthcare Staff
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment	Healthcare Staff
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	The Grange University Hospital 01633 493100
Nearest Minor Injuries Unit is:	Nevill Hall Hospital Abergavenny 01873 732732

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the first aid policy is:	Healthcare Staff/Mandy Davies
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Healthcare Staff/Mandy Davies
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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, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Claire Whittaker/Louise Vitale
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Disposal 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 persons who should be contacted if circulation routes are obstructed by rubbish are:	Louise Vitale
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All 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.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal):	Louise Vitale
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The persons responsible for ensuring the safe and appropriate disposal of any clinical waste are:	Healthcare Staff
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Repairs and Maintenance

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	Claire Whittaker/Louise Vitale
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Premises Security

The company responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Atlas Cleaning/Monmouth Leisure Centre Staff
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Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises will be determined by:	Head Teacher Hugo Hutchison
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Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Rachel Gardiner/Claire Whittaker
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- Health and Safety Policies: County Council, Departmental, and School.
- Health and Safety Handbook
- Risk Management Handbook
- Codes of Safe Practice and Guidance
- Education Visits Policy Document
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Hazard Reporting and Maintenance Procedures

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff and support staff in consultation with their line managers and the employees concerned is:	Claire Whittaker
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The person responsible for compiling the annual health and safety review is:	Claire Whittaker
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	Gavin Sinkowski/Louisa Egan/Claire Ryan
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Claire Whittaker
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Manual Handling of Loads

Manual Handling of Objects

The person responsible for identifying manual handling activities involving people is:	Middle Leaders/Claire Whittaker
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Work Equipment

Ladders

Under no circumstances are ladders to be used. Only I Atlas staff on this campus are trained to work at height.

Step Ladders

On this campus step ladders can be used within Faculty/departments subject to a risk assessment (by the individual), adequate supervision etc. Their use is limited to short tasks, e.g. placing/removing items from shelves.

Scaffold Tower – only to be used by staff trained subject to Risk Assessment by the trained individual

Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Louise Vitale/MCC (via SLA)
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Caretaking and Cleaning Equipment

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Atlas Cleaning
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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:	Aramark
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Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	LEA Grounds Staff
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Laboratory Apparatus and Equipment

Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	Lab Technicians (Bridgett Merrett/Steve Chaplin)
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Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	Gavin Sinkowski/D&T Department
Person(s) responsible to operate and use is/are:	Gavin Sinkowski and D&T Department
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Gavin Sinkowski and D&T Department
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:	Gavin Sinkowski and D&T Department
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Gavin Sinkowski and D&T Department

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Louisa Egan/Clare Ryan
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The Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Louisa Egan
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Louisa Egan
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Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Kathryn Rosser/Art Department
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P E Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Emma Biddle/PE Department
Person(s) responsible for regular (daily) visual inspection is/are:	Emma Biddle/PE Department
Contractor responsible for annual full inspection and report is:	SportSafe

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Emma Biddle/PE Department
Person(s) responsible for regular (daily) visual inspection is/are:	Emma Biddle/PE Department
Contractor responsible for annual full inspection and report is:	Grounds - LEA

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Amy Pearce
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Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Atlas
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Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Claire Whittaker/Louise Vitale
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Claire Whittaker/Louise Vitale
Staff must not bring onto the premises any portable electrical appliances unless they have been authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Claire Whittaker

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	Bridgett Merrett
Design and Technology	Gavin Sinkowski
Art and Design	Kathryn Rosser/Claire Bristow/Janet Chaplin
Caretaking and Cleaning	Atlas Cleaning
Catering	Aramark
Grounds Maintenance	LEA

Hazardous Substances

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

Science	Bridgett Merrett
Design and Technology (Materials)	Gavin Sinkowski
Design and Technology (Food and Textiles)	Louisa Egan/Clare Ryan

Art and Design (Fine Arts)	Kathryn Rosser/Claire Bristow/Janet Chaplin
Art and Design (Ceramics)	Kathryn Rosser/Claire Bristow/Janet Chaplin
Caretaking and Cleaning	Atlas Cleaning
Catering	Aramark
Grounds Maintenance	LEA
Other	

The person responsible for undertaking and updating the COSHH risk assessment is:	Within each Faculty/department
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment of woodworking machines etc) will be examined annually and tested by the County Council approved contractor is:	Claire Whittaker/Louise Vitale
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Radioactive Sources

The Radiation Protection Supervisor is:	John LeBoeuf
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The location of the following records is:

DFE permission to purchase letter	Will be applied for any future purchases
History of the sources	John LeBoeuf

Use log	John LeBoeuf
Monitoring/Test records	John LeBoeuf
Risk assessments for use	John LeBoeuf
LEA Science Code of Practice	John LeBoeuf

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	Claire Whittaker
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are secured to prevent them being set on fire by arsonists is:	Claire Whittaker/Louise Vitale
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Louise Vitale

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 the Site Co-ordinator 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 of safely and in accordance with the appropriate risk assessment sheet.

Provision of Information

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 Policies Folder and can be accessed electronically in the 'Staff Shared' area on the school network	School Network
The person responsible for maintaining it is:	Claire Whittaker

The Health and Safety Law Poster is sited:	Reception Area
The person responsible for maintaining it is:	Claire Whittaker

Educational Visits and Journeys

The persons responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including an overnight stay are:	Claire Whittaker /Hugo Hutchison
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The persons responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay are:	Claire Whittaker /Hugo Hutchison/LA
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The persons responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay are:	Claire Whittaker /Hugo Hutchison/LA
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Anthony Lewis/Charlotte Seymour/Claire Whittaker
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Swimming Pools

The person responsible for ensuring that appropriate records are kept and <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 is: 	Leisure Centre
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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:	Leisure Centre
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Use of Premises Outside School Hours

The persons responsible for co-ordinating lettings of the premises in accordance with the lettings procedure are:	Leisure Centre
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The persons responsible for informing other users of the building of the presence of any hazards which have not been rectified are:	Claire Whittaker
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On arrival all visitors should report to reception where they will sign in and be issued with: <ul style="list-style-type: none"> • An identification badge Relevant health and safety and Safeguarding information	School reception
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The person in control of contractors is:	Claire Whittaker/Louise Vitale
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Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, students and visitors or others.

Name
Eirian Hilton
Claire Whittaker
Jennifer Jenkins

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Site Office
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The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Aramark
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Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinates action and reports matters requiring authorisation/action to the Governing Body or LEA is:	Claire Whittaker
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Smoking

The Governing Body has a no smoking policy for the whole of the campus.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Headteacher Hugo Hutchison
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Vehicles

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council policy contained in “Regulations for the Use of Vehicles 2000”.

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	Claire Whittaker
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The persons responsible for authorising the use of a minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc are:	Claire Whittaker
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Stress

The person responsible for monitoring absence owing to stress related illness is:	Hugo Hutchison
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Claire Whittaker
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Bullying/Harassment

The schools policy on behaviour (including bullying) is available in :	School Network
Records of bullying incidents and action taken are kept:	Headteacher

Insurance

In addition to the insurance arranged by the County Council for all LEA maintained schools, the Governing Body had decided not to arrange any additional cover.

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Policy to the Education Department Health and Safety Team within one term of the date of the issuing of this model is:	Claire Whittaker
The person(s) responsible for carrying out an annual review of the Policy and its implementation in the school is/are	Claire Whittaker
The person responsible for completing and returning the Annual Health and Safety Review to Will Mc Clean, Chief Officer for Children and Young People is:	Claire Whittaker
The person responsible for compiling and implementing the School's Annual Health and Safety Action Plan, including action for improvements in the appropriate development plan is:	Claire Whittaker