



THE MINSTER SCHOOL

HEALTH AND SAFETY POLICY

School Lead: School Business Director

Governor Lead: Chair of FGP&P

Last reviewed: October 2018 (*LEA model last updated August 2017*)
Approved: October 2017

Date of next review: Autumn 2019

Signed by Chair of Committee: _____ **Date:** _____

This policy has been written with due regard to the school internal equality assessment.

HEALTH AND SAFETY POLICY

NAME OF ESTABLISHMENT: The Minster School

1. STATEMENT OF INTENT

The Governing Body of The Minster School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure 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 the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

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

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed

(Chair of Governors)

Date

Signed

(Head Teacher)

Date

Other sources of Health and Safety information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Minster School eSafety Policy
- Minster School Financial Risk Management
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service 'wired'. Health & Safety Community
- Managing Stress Risk in the Workplace Policy
- Pandemic Flu Planning
- CCTV Policy

2. ORGANISATION

2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the County Council's Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly at the FGP&P committee termly and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are completed and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or others;
- Ensuring that the statement of intent and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations;
- Employees to have necessary competence to conduct their duties in relation to health and safety matters;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports. Delegated to School Business Director and reported on agenda item for FGP&P committee;

2.2 Responsibilities of the Head Teacher

- Compliance with the requirements of the Occupier's Liability Act;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are completed and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or others;
- Conduct active and reactive monitoring of health and safety matters and take remedial action (where necessary) to reduce risk;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;

- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

2.3 Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of staff) – School Business Director (SBD)

Responsible to the Head Teacher for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Head in the implementation of the County Council's and School's Health and Safety Procedures;
- Maintenance of health and safety documentation associated records to ensure they remain up to date with current legislation and good practice;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents, incidents and near misses are investigated;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all new employees;
- Maintenance of health and safety training records including the provision of refresher training;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and conduct a formal, documented induction;
- Attend the health and safety committee (where appropriate).

2.4 Curriculum Team Leaders (CTL) & Subject Co-ordinators

Curriculum Team Leaders & Subject Co-ordinators 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 head 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

2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed as outlined within health and safety policy and risk assessments;
- co-operating with the LA, school governors and head on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Head/Line Manager any serious or immediate danger;
- reporting to their Head/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participating in health and safety inspections and the health and safety committee where appropriate.

LG	Leadership Group	CTL	Curriculum Team Leader
SBD	School Business Director	LA	Local Authority
SLA	Service Level Agreement	PSA	Pastoral Support Assistant

3 ARRANGEMENTS

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:	School Business Director
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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 – Union Bodies	
NASUWT	UNISON
NUT	ASCL
ATL	NAHT

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:	N/A
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Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	Part of the membership of the FGP&P with a nominated governor (A Wright) drawn from the committee with a responsibility for working with the SBD
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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	Location(s)
Fire Evacuation Procedure	Procedures set out in the Staff Handbook & Fire Risk Assessment
Bomb Alert	Appendix 2 & Emergency Plan
Gas Leak	Appendix 2 & Emergency Plan
Electrical Fault	Appendix 2 & Emergency Plan Location plans – SBD Office
Water	Appendix 2 & Emergency Plan Location plans – SBD Office
Storm or Flood Damage	Appendix 2 & Emergency Plan
Persons Threatening Violence on Site	Appendix 2 & Emergency Plan

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head, Deputy Head 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 Head of School	Deputy Deputy Head
the controlled evacuation of people from the building or on the site to a place of safety,	LG	LG
summoning of the emergency services	Reception	Office
that a roll call is taken at the assembly point	LG	LG
that no-one attempts to re-enter the building until the all clear is given by the emergency services is (e.g. <i>Head., Deputy Head or other member of the senior management team</i>)	Head of School	LG

Note: The priorities are as follows:

- **to ensure the safety of all 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 fire drills at least once per term is:	Site Manager
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The Senior Advisor Officer of NCC will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Head Teacher
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (e.g. in the school office)	First Copy School Business Director & on all Fire plans
	Second Copy Caretakers

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	School Business Director
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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:

<u>System</u>	Location of Test Records	<u>Person Responsible</u>
Fire Alarm	D Everett's Office	Caretaking Staff SLA – Quarterly check
Emergency Lighting System	D Everett's Office	Caretaking Staff SLA – Quarterly check

Sprinkler System	Plant Room	Caretaking Staff SLA – Quarterly check
Smoke Detection System	D Everett's Office	Caretaking Staff SLA – Quarterly check

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:	Caretakers carry out visual inspection – faults /short comings report to SBD
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The approved LA contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:	Name Notts Fire & Rescue- Hucknall
	Telephone Number 0115 9640311

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	The water supply is installed underground from the main in Nottingham Road into the storage tank room (Block E). Second turn off point external PE store (Block E). The main water meter is located in Nottingham Road in a pit in the ground. (The supply was installed by Severn Trent Ltd)
Electricity	Switch room – external plant room (Block A) next to the JD entrance. The electrical supply to the school is derived from an 800KVA sub station located adjacent to the entrance driveway. The substation is fed at 11,000 volts on a ring main system from the existing 11kv network in Southwell and the overhead lines in the Rugby club next door. From the substation the supply is metered at LV with the meters located on the substation. The supply was installed by Power On Connections and subsequently handed over to Central Networks.
Gas	Isolation valve is located in the Kitchen Area (Block E) male toilets. The gas supply is taken off the existing low pressure gas distribution system in Nottingham Road. The meter is located in a gas meter house situated adjacent to the new entrance drive. The gas supply enters the building via underground MDPE pipe work in to the kitchen area.
Telecoms	Telephone and internet services are provided by BT with the incoming services installed into the main electrical switch room and taken to the main server room by Phoenix using CAT 6 cables and a multi-core copper voice cable (50 pair CW1308)

Accident, Dangerous Occurrence, 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:

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

Location of Incident Book	Person in Charge of Accident Reports
Medical Room - PSAs	School Business Director

Accident reports should be drawn to the attention of and counter-signed by the Head or his/her Deputy before being sent to the Health and Safety Team at County Hall.	Head Teacher
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The person responsible for monitoring accidents and incidents to identify trends and patterns is:	School Business Director
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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 following employees are **first aiders** have been trained to First Aid at Work level

Name	Date of Expiry of Certificate
Appendix 1	Various dates

The following employees are **appointed persons** have been trained to Emergency Aid for Schools level:

Name	Date of Expiry of Certificate
See above	

The names (and extension numbers if appropriate) of current first aiders and appointed emergency aiders are displayed at the following points in the school.

Display Point	Display Point
Reception	
Medical Room	
Food Rooms	
All Laboratories	

The person responsible for ensuring first aid qualifications are maintained is:	Assistant Head N Lyons
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Assistant Head N Lyons
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
Reception	
Medical Room	PSAs
Laboratories x 13 boxes + 11 eyewash stations	
Workshops/ Food & Technology/Art Rooms	
PE	
Reprographics	
Kitchen	
Admin Offices situated in each block/floor	

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

Location of Travelling First Aid Box
Medical Room
PE – ex curriculum
Minibus

A termly check on the location and contents of all first aid boxes will be made by.	PSAs
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	PSAs
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The address and telephone number of the nearest medical centre/NHS GP is:	Southwell Medical Centre
	01636 813561

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Newark Hospital
	01636 681681

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools 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 PSAs
	No administration of medicines (PSAs will administrate epi-pen)

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 Schools 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:	First Controlled drugs are administrated by parents at home, not school
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The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Southwell Medical Centre
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	PSAs - storage of spare inhalers held in the medical room. In principle, students carry their own inhalers and in some cases have a medical box which is held at the reception.
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Risk Assessment

The person responsible for carrying out a general survey of the school'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:	Extra Curricular activities: – Assistant Head (NLL) Schools work activities:- CTL & Site Staff Contractors:- School Business Director
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Maintenance of Site, Premises, House Keeping 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:	School Business Director 01636 817304
Verbal reports should be followed up in writing using the hazard reporting form which can be found in the maintenance office or reported electronically using the premises 'help desk'.	Maintenance Book ICT – Helpdesk - Premises
It should then be placed/given to	Finance Office
Defective furniture must be taken out of use immediately and reported to:	Caretakers

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	School Business Director
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House Keeping 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:	Caretakers
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All staff are responsible for ensuring the good housekeeping 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).	Caretakers
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Departmental – CTL Technicians or Caretakers
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Pastoral Support Assistant & Caretakers SLA – PHS
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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	School Business Director
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Site Staff
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The person responsible for ordering repairs which are the school's responsibility is:	School Business Director
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	School Business Director
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The name and telephone number of the school's attached maintenance surveyor is:	Name: Nottinghamshire County Council
	DLO: 0115 9567777

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Martyn Wilson – Premises Officer
	Deputy Peter Fox - Caretaker Jacqueline Straw - SBD

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Martyn Wilson – Premises Officer
	Deputy Peter Fox - Caretaker Jacqueline Straw – School Business Director

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:	Site Staff
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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:	SBD
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- Health and Safety Policies: County Council, Departmental, and School.
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Premises Asbestos 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 person 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 is:	Deputy Head R Price
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	School Business Director
The person responsible for compiling and implementing the school's annual health and safety training plan is:	School Business Director
The person responsible for reviewing the effectiveness of health and safety training is:	School Business Director
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	School Business Director
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	School Business Director

Manual Handling of Loads

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:	Caretakers
The person responsible for monitoring the safety of manual handling activities is:	Caretakers

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	SENCO link workers through Fountaindale
The load assessors for the moving and handling of people are:	Will review when inclusion of a pupil
	R/A
	Identify training needs

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: -

Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Ladders & Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	School Business Director
Person(s) authorised to use is/are:	Caretakers

Mobile Access Platforms. Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	School Business Director
Person(s) authorised to use is/are:	Caretakers Light & Sound Technician

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	Caretakers
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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:	N/A at present time
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A

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

Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	School Business Director > SLA (2 lifts)
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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:	School Business Director
Person(s) authorised to operate and use is/are:	Caretaking Staff

Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Catering Contractor
Person(s) authorised to operate and use is/are:	Catering Manager & Staff

Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	NCC – Landscape Services
Person(s) authorised to operate and use is/are:	Grounds Maintenance Staff

Grounds Maintenance Equipment (Machinery and Tools)

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

Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	CTL - Science
Person(s) authorised to operate and use is/are:	Curriculum teachers, Lab Technicians & Departmental Asst

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	CTL – D&T
Person(s) authorised to operate and use is/are:	Curriculum teachers, Technicians & Departmental Asst
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:	Curriculum teachers, Technicians & Departmental Asst
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:	CTL, Curriculum teachers & Technicians
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	CTL

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	CTL
Person(s) authorised to operate and use is/are	Curriculum teachers, Technicians & Departmental Asst

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Technicians
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	School Business Director
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Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	CTL
Person(s) authorised to operate and use is/are:	Teachers, Technicians & Departmental Asst

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	CTL
Persons authorised to operate and use is/are:	Teachers, Technicians & Departmental Asst

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	CTL
Person(s) responsible for regular (daily) visual inspection is/are:	Teachers & Departmental Asst
Contractor responsible for annual full inspection and report is:	Universal Services

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	CTL
Person(s) responsible for regular (daily) visual inspection is/are:	Teachers & Departmental Asst
Contractor responsible for annual full inspection and report is:	NCC Landscape Services

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Light & Sound Technician CTL - Drama
Person(s) authorised to operate and use is/are:	Light & Sound Technician CTL - Drama

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	School Business Director
Person(s) authorised to operate and use is /are:	Caretakers

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	CTL working with Arts Support Management
Person(s) authorised to operate and use is/are:	Curriculum Teachers & Arts Support Music Teacher

Portable Electrical Appliances

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

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
Risk Assessment file	All users – essential & casual

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Line Manager
The person responsible for implementing the requirements of the risk assessment is:	School Business Director

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	Teacher/technician
Design and Technology	Teacher/technician
Art and Design	Teacher/technician
Caretaking and Cleaning including swimming pools	Caretakers & Cleaner in Charge
Catering	Catering Manager
Grounds Maintenance	Grounds person

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Technicians/ Caretakers
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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:	N/A
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Hazardous Substances

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

Science	J Theobald
Design and Technology (Materials)	A Mellor
Design and technology (Food and Textiles)	A Zannetou
Art and Design (Fine Arts)	J Govinden
Art and Design (Ceramics)	J Govinden
Caretaking and Cleaning	3 x Caretakers
Swimming Pool Maintenance	N/A
Catering	Contract – 'Aspens Catering'
Grounds Maintenance	S Kent – County Provision

Copies of all the hazardous substances inventories are held centrally in:	DEPARTMENTS
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The person responsible for undertaking and updating the COSHH risk assessments is:	CTL , Site Staff & DLO
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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 the County Council approved contractor is:	School Business Director
The reports will be kept available for inspection by:	School Business Director

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	N/A new build August 2007
The premises asbestos log is kept:	N/A since August 2007
The person responsible for ensuring that the log is updated annually and as appropriate following work on the fabric of the building is:	Prior to August 2007 SBM. Not applicable from 21 August 2007 – new build

Radioactive Sources

The Radiation Protection Supervisor is:	J Theobald
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The location of the following records is:

DFE permission to purchase letter	Purchases pre 1991
History of the sources	Physics Prep Room
Use log	Physics Prep Room
Monitoring/Test records	J Theobald
Risk assessments for use	CLEAPSS risk assessments undertaken
CLEAPSS Science Codes of Practice	Attached to radioactive storage cupboard

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	School Business Director
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Waste Management

Waste will be collected weekly by:	NSDC
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Site Staff
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Site Staff
The person responsible for checking that the oil tank bund wall is effective is:	N/A in new school build

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 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.

Advice may be sought from the Health and Safety Team at County Hall.

The person responsible for the collection and management of soiled laundry is: (Residential establishments only)	N/A
The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	Caretakers
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	School Business Director

Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	School Business Director > Finance Committee – A Wright Link Governor
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

A copy will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	School Business Director
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Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	Head Teacher
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	School Business Director's office

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 which is kept:	SBD office Plus electronic version
The person responsible for maintaining it is:	School Business Director

The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Head Teacher
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The health and safety notice board is sited:	Reception
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The person responsible for ensuring documents are displayed for two weeks on the health and safety notice board and keeping it up to date is:	School Business Director
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The Health and Safety Law Poster is sited:	In the reception area
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The person responsible for maintaining it is	School Business Director
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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:	Assistant Head N Lyons
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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:	Assistant Head N Lyons
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Assistant Head N Lyons
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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:	CTL C McKeever-Williams
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Team Teach

The person responsible for arranging for team teach training and monitoring its effectiveness is:	N/A
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The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme is:	N/A
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The person responsible for following up the annual play	N/A
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equipment inspection report is:	
The person responsible for the weekly 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:	N/A
The person responsible for ensuring that the equipment is adequately supervised when in use is:	N/A

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 	N/A
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

Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	School Business Director Appendix 3 – “Lettings Emergency Action Plan”
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Caretaker
The person responsible for checking that the premises are left in order by other users before locking up is:	Caretaker

Visitors

On arrival all visitors should 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 	Receptionist
An employee seeing an unidentified person should report to:	A member of senior staff

Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

The person responsible for submitting proposals to the LA for approval through the self-help scheme procedure is:	N/A
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Contractors

Note: The School will normally use contractors on the LA's approved list.

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on the LA's approved lists is,	School Business Director
The person in control of contractors is:	School Business Director
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Caretakers

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. This procedure is delegated to the Head & School Business Director.

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, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Types of Order
Executive Head	Refer to 'Finance Policy'
Head of School	Refer to 'Finance Policy'
School Business Director	Refer to 'Finance Policy'

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Reception
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Catering (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Contract Catering Company
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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:	Contract Catering Company
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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-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	School Business Director
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Smoking

The Governing Body has prohibited smoking in the school and in vehicles under its control.

The only exceptions will be in or during:

- certain areas outside work;
- car parks and areas outside the school buildings
- any other area designated by the Head where, due to special circumstances, a ban would be unreasonable

Notes: Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.

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

No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

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:	Head Teacher School Business Director
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Vehicles

School owned, 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 and fully compliant with all appropriate legislation.	School Business Director
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	School Business Director
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The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed. All authorised	M Wilson
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<p>drivers must possess a NCC permit to drive a minibus. An authorised driver:-</p> <ul style="list-style-type: none"> • is an employee of NCC • is usually a member of staff of the Minster School • holds a full driving licence • has at least 3 years driving experience • holds a certificate from the NCC • has been approved by the Head • has been listed with the Authority according to the regulations governing the issue of a Minibus permit <ul style="list-style-type: none"> ○ the driver should have a break of at least 30 minutes for every 2 hour driving ○ the working day for any driver should not exceed 15 hours except in the case of short journeys 	
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:	M Wilson
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	LG
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Lone Working

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

The school's policy on behaviour (including bullying) is kept:	Electronic version
Records of bullying incidents and action taken are kept:	Assistant Head Pastoral J Partridge

Insurance

In addition to the insurance arranged by the LA the Governing Body has decided to arrange the following additional cover.

Insurance Company	Details
LA	

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	School Business Director
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	School Business Director
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The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	School Business Director LA, H & S Officer
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	School Business Director

Note: The Schools Business Director is responsible for arranging an external health and safety audit of the management of health and safety in the establishment via the LA

Appendix 1

First Aid Trained Staff as at October 2018

Name	Expires December 2018	Expires October 2019	Expires June 2020	Expires January 2021	Faculty
Chris Aldred		X			Geography
Emily Aves		Jul-19			TAD
Amie Baker		Jul-19			PSA
Lisa Ball	X				TAD
Paul Bowes	X				Social Studies
Luce Brailsford		X			PE
Stella Britten	X				Junior School
Joe Brookes				Dec-20	PE
Andy Brookes			X		MFL
Gail Burles		X			PE
Zoe Carter			X		Learning Support
Helen Charnley			X		Mathematics
Andy Craig		X			Maintenance Staff
Harley Cox	Jan-19				PSA
Katy Dent			Mar-20		PSA
Pete Fox			X		Caretaker
Helen Feehily			X		Humanities
Natalie Gardiner				Apr-21	MFL
Rachel Gibson			X		Humanities
Alice Garnett		X			Humanities
Sarah Gratton		X			PE
Molly Harper				Apr-21	Humanities
Rosanna Hudd-Smith				X	Administrative Staff
Andrew Jarmyn		X			Science
Dawn Lawrenson	X				Administrative Staff
Franc Leitheiser			Mar-20		Pastoral
Zak Lounds				X	Support Staff
James Manners			Apr-20		Cover supervisor
Laura Martin			X		Humanities
Clare Morgan	X				English
Helen McGregor					Mathematics
Clare McKeever-Williams			X		TAD
Mike Musson			X		PE
Nicola Richards			Apr-20		PSA
Sophie Reah	X				Science

Lisa Rowley		Feb-19			Midday Supervisor
Gisele Sogas				Apr-21	MFL
Chris Stanley		X			PE
Jennifer Stewart	X				Science
Fran Summers			Jul-20		Humanities
Virginie Texier –Salter				X	MFL
James Theobald	X				Science
Paul Tilley			X		ICT
Paul Tipple					Mathematics
Amy Walter		X			MFL
Matthew Wood		X			MFL
Roger Wood			Mar-20		Science
Jo Woodhouse		X			Learning Support
Angela Zannetou			X		TAD
Kerstin Zindler		X			MFL

Activation - initial action – also see Full Emergency Plan

Immediately inform the Head Teacher or nominated emergency contact. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below.

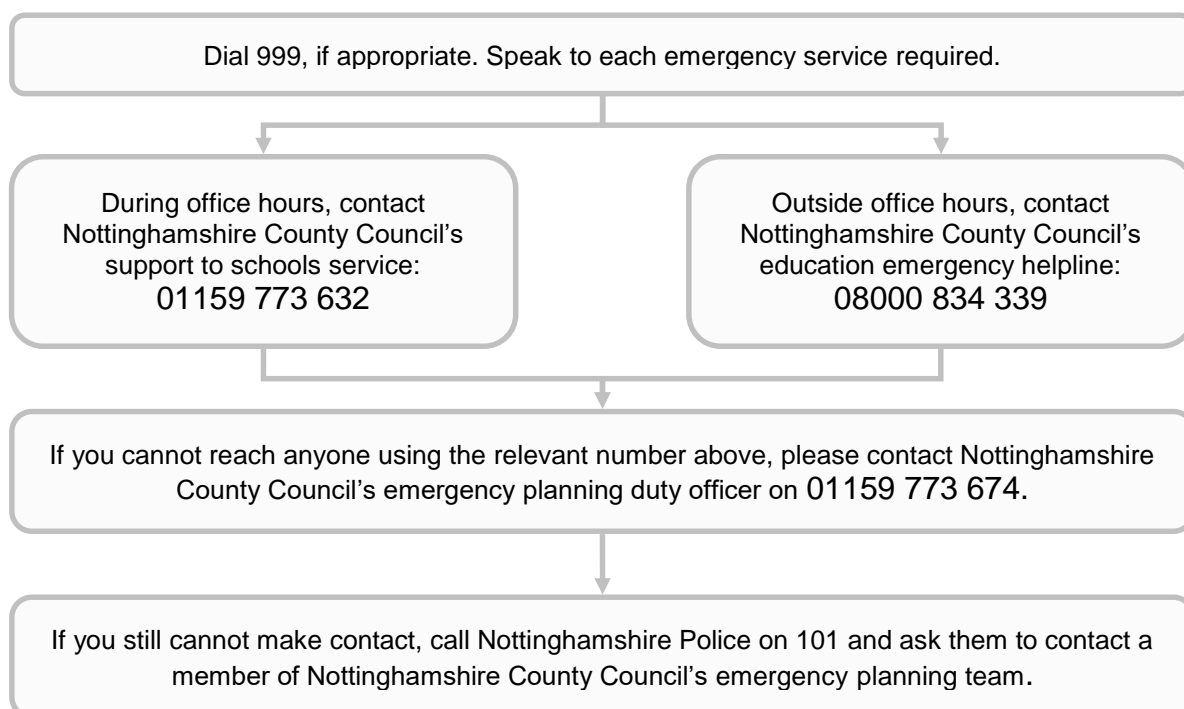
Assess the situation and establish a basic overview of the incident (page 8).

Take immediate action to safeguard pupils, staff and visitors.

If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.

Attend to any casualties and administer first-aid, if appropriate.

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.



These contact details should only be used in an emergency. Do not give them to the media, pupils, parents / carers or members of the public.

Fetch any equipment that may prove useful (e.g. first-aid kit, grab bag).

Log all communications and actions.

Notify staff and consider assembling a School Emergency Management Team (SEMT).

Refer to the list of emergency contact numbers for additional support if required.

Where possible, avoid closing the school and try to maintain normal routines.



LETTINGS

Responsibilities of the responsible person holding or hiring facilities in The Minster School

1. Read and understand The Minster School 'Emergency Action Plan' and familiarisation with the Fire Precautions; signage as such. A telephone for emergency use only can be located in the entrance area, dial 9 for an outside line.
2. Ensure '**No Smoking**' on the premises.
3. Be aware of the number of people attending for the purposes of emergency evacuation.
4. Ensure all attendees vacate premises at the end of the event.
5. Check location of first aid kit (on wall next to the reception desk).
6. Ensure that all electrical appliances are switched off, plugs removed from sockets, lights switched off, doors and windows closed and locked. Ask a colleague to check with you.
7. Please do not attach signs or posters to any wall or doors.
8. I have read and understand The Minster School's 'Emergency Action Plan' and familiarised myself with the Fire Procedures.
9. Please return the slip at the bottom of this page with your booking form.

✂

My organisation has designated _____ as 'Fire Officer' for the duration of the meeting/function to be held on

At the commencement of the meeting this person will brief the meeting with the Fire Procedures and exit routes (please ask a caretaker on arrival to show you the exit routes)

Signed _____

Date _____

On behalf of _____

THE MINSTER SCHOOL FIRE ACTION PLAN

IN THE EVENT OF A FIRE

- The school alarm system must be activated and evacuation of the building(s) affected by the fire should be carried out in accordance with the school procedure
- Any outbreak or suspicion of fire, should be reported to the Fire Brigade by dialing (9)999
- Phone the Caretaker on duty
- It should be the responsibility of the designated 'Fire Officer', at the time of the incident to ensure that the fire has been reported and that arrangements are made to receive the Fire Brigade and give information about the location of the fire
- Do not re-enter the building affected by the fire if there is any doubt about safety, the Fire & Rescue Service advice must be followed
- In the event of an emergency situation **FIRE-FIGHTING EQUIPMENT** is provided to enable **personnel** to control outbreaks sufficiently to enable occupants to evacuate the building. Only **trained personnel** should use fire-fighting equipment
- Only attempt to tackle small fires if confident to do so
- **Do not put yourself at risk**

ACTION OF HEARING ALARM

- Leave the building by the nearest fire exit
- Do not re-enter the building
- Report to the MUSTER POINT (assembly point) front entrance, end of public footpath facing Nottingham Road. If the fire prevents this exit from being used then move to the fire assembly point on the school field next to the external sports/maintenance building
- Call the Fire Brigade by mobile phone (after leaving the building)
- Phone the Caretaker on duty
- Liaise with the Fire Brigade on their arrival
- **Do not put yourself at risk**

AFTER THE INCIDENT

- Details of the incident should be made in the school Fire Log Book and passed to the School Business Director. A brief outline should be provided of the damage resulting from the fire, the location of the fire and the suspected cause of it. The Area Building Surveyor will be responsible for carrying out any remedial work and must also be informed of the details of the incident.

J A Straw – School Business Director
Facilities Management