ST TERESA of CALCUTTA
Catholic Academy Trust

MOUNT ST JOSEPH

VITAE VIA VIRTUS

SCHOOL HEALTH AND SAFETY POLICY

Policy Control Sheet			
1	Policy Title	School Health and Safety Policy (Including, Statement, Organisation and Arrangements)	
2	Reference No.	HS02	
3	Version number	1.3	
4	Policy Author	Head of Facilities and Estates	
5	Accountable SLG member	CFOO / FFIPS	
6	Approving Body	Full Board	
7	Date of Approval	Term 3 25/26 (for publication Term 1, 26/27)	
8	Date of next formal review	Term 3 26/27	
9	Policy Level	Trust wide	
10	Personalisation required?	☒ Y ☐ N	
11	Published on	Trust Website School Website Shared Policy Area	☐ Y ☒ N ☐ Y ☒ N ☒ Y ☐ N
12	Related documents (if applicable)	N/A	
13	Applies to	☒ All Staff ☐ Support Staff ☐ Teaching Staff	
14	Consulted on with relevant stakeholders (Union, legal, staff)	☐ Y ☒ N	

Summary of Changes

Date	Version	Action	Summary of Changes
13/11/2025	1.2	Minor amendments	Changes throughout document to the following titles, Chief Finance Operating Officer (CFOO), previously Chief Finance Officer (CFO) and Health & Safety Manger, previously Health, Safety and Compliance Manager.
May 2026	1.3	New sections Added	New sections added as follows: 3.6: The Trust Health, Safety and Sustainability Officer 3.12: The Educational Visits Coordinator (EVC)

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1.0 Trust Introduction and Guidance to Complete this Policy Template:

1.1 As a responsible employer, Saint Teresa of Calcutta Catholic Academy Trust (STOCCAT) considers that the health, safety and welfare of all its employees, contractors, students, and others working, visiting and studying on its premises and outside those premises on associated activities to be of utmost importance. We develop our processes and procedures by following the Health & Safety at Work etc. Act 1974 associated Regulations and relevant Approved Codes of Practice.

1.2 This policy template helps schools to fulfil the Trusts commitment to health and safety (H&S) merging these requirements into the schools operating procedures.

1.3 Each school in the trust must:

- Sign off its own local policy statement (attached as section 2), they will also
- Review and adopt the organisation responsibilities, making tweaks as needed to roles, but ensuring tasks are moved to other responsible staff **and not removed** (attached as section 3).
- Complete and adapt (the trust's Arrangements document demonstrating how H&S is managed across their site (attached as section 3)

1.4 Once completed, schools should follow their consultation process and share the document with their Local Governing body.

1.5 The full policy is then shared with all staff on induction, be placed in a readily accessible place and communicated to all staff annually or when the policy is updated.

2.0 Individual H&S Policy Statement for Schools:

2.1 The Headteacher of Mount St Joseph RC High School a Voluntary Academy recognises their responsibilities under the Health and Safety at Work Act. I understand and want to ensure that the school is as safe as possible for all those who visit the site. For example, our staff, students, visitors, contractors etc.).

2.2 I and the staff in school endorse and will follow the Trusts overarching H&S statement. in doing so the Headteacher and Local Governing Bodies are committed to

- Ensuring nominated staff fulfil their health and safety duties and responsibilities.
- Reducing accidents and work-related ill health as far as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Assessing and controlling risks from work activities on and off the premises.
- Providing a safe, healthy and secure working and learning environment for staff, students, visitors and contractors.
- Ensuring safe working methods and providing and maintaining safe work equipment.
- Providing appropriate H&S information, instruction, supervision and training.
- Consulting with employees on H&S matters.
- Monitoring and reviewing our risk assessments and control measures to ensure that they are effective.
- Setting targets and objectives to develop a culture of continuous improvement in H&S
- Ensuring adequate welfare facilities exist for all.
- Ensuring adequate resources are made available for effective H&S management.
- Learning from our own H&S experiences and sharing learning opportunities with others and implementing control measures where appropriate.

- Selecting and engaging competent contractors who will work safely.

- Providing adequate first aid cover and occupational health support.
- Keeping the H&S of pupils to the highest standards

All employees must follow instructions to ensure the maintenance of high standards of H&S in all school activities. This policy 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 managed are set out in the Arrangements section.

Signed Headteacher – Mrs A Devany

(Vice) Chair of Local Governing Board Mr A Chunilal

Date:

3.0 Organising for H&S (Trust and School Roles):

3.1 The Duties of the Trust Board includes the following:

- To ensure H&S is a standing agenda item on relevant committees/meetings.
- To regularly review and ratify the Health and Safety Policy for the Trust.
- To request information to help them monitor both compliance with, as well as the effectiveness of, this policy and local school arrangements.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy and local school arrangements
- To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- To confirm all schools which are part of STOCCAT have a separate school specific health and safety policy.
- To lead by example setting health and safety standards across the Trust.

3.2 Chief Senior Executive's Leader Responsibilities:

3.2.1 The Chief Senior Executive Leader has overall responsibility as the Senior Responsible Officer (SRO) for health and safety within the Trust and for achieving the principles and objectives outlined in the Trust's Health and Safety Policy. They are supported by the Chief Finance Operating Officer (CFOO) to:

- Inform and advise the Trust Board of the resources required, and in place to comply with statutory requirements.
- Ensure that arrangements for the monitoring, and audit of health and safety are in place across the Trust's schools.

- Ensure an annual report to the Trust Board on health and safety including which includes Trust and school performance.
- Ensure schools work eliminates accident, incident and ill health potential, as far as is reasonably practicable.
- Ensure that Headteachers know and understand their individual responsibilities regarding health and safety, and that this is reviewed and challenged as needed.

- Ensure adequate communication and consultation between managers, any specialist advisers, employees and employees' representatives on health and safety matters.
- Ensure there is Competent health and safety advice/support for the schools across the Trust.
- Ensure that each school provides the correct level and standard of training to meet all aspects of health and safety.
- Create a positive health and safety culture across the Trust.

3.3 Chief Finance Operating Officer (CFOO):

3.3.1 The Chief Finance Operating Officer supports the Chief Senior Executive Leader in achieving the principles and objectives of the Trust's Health and Safety Policy as identified above and specifically;

- Will be the executive leader who chairs the trust health and safety strategic meetings with support from the Health and Safety Manager.
- Will manage the strategic safety of school buildings and major works programme with support from building specialists.
- Will communicate expectations for H&S compliance with senior leaders at Trust level,
- Furthermore, they will (with support from the Health and Safety Manager and Estates professionals where relevant)
- Ensure that there are effective policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- Ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- Ensure that there is provision of adequate training, information, instruction and supervision as far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- Ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to school sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- Ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- Ensure that at each school site an appropriate, competent member of staff is identified to co-ordinate and lead on health & safety matters.
- Be responsible for supporting compliance with all health & safety legislation affecting the operations and activities of the central team.
- Ensure that arrangements for the monitoring and audit of health & safety are in place across all academy sites.
- Provide the Trust Board with an annual report on all matters affecting health & safety.
- Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.
- Ensure that the Trust's Health & Safety Policy & procedures are reviewed.

3.4 Head of Facilities and Estates

- Support the CFOO to develop policies and procedures, infrastructure for the provision of Health and Safety throughout the Trust
- Will communicate expectations for H&S compliance with senior leaders at school level

- Develop and implement adequate training, information and instruction as required
- Line manages the Health & Safety Manager, ensuring robust systems are in place for compliance with health and safety legislation.
- Work collaboratively with the Health & Safety Manager to monitor standards, investigate incidents, and escalate concerns to the CFOO as appropriate.
- Ensure that health and safety considerations are embedded in all estates-related activities, including construction, maintenance, and site operations.
- Support the CFOO to ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to school sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.

3.5 **The Trust Health and Safety Manager shall:**

- Hold CMIOSH status.
- Be responsible to the Head of Facilities and Estates, acting as the focal point for day-to-day H&S enquires or emerging/important issues on a school site. Providing advice or guidance as needed.
- Monitoring standards of health and safety matters as needed.
- Obtaining specialist advice on health and safety matters when required.
- Monitoring, investigating and acting where appropriate on issues of note.
- Reviewing information of accidents and hazardous situations. Escalating matters as needed to the HFE / CFOO.
- Reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).
- Developing, implementing and reviewing health and safety arrangements.
- Providing information and training on request and within their competence.
- Reviewing, advising on, approving/processing adventurous or residential trips and visits for schools using the Trust EVOLVE system.
- Monitoring compliance with the Management of Health and Safety at Work Regulations and other relevant legislation and associated codes of practice.

The Health and Safety Manager shall have the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the Trust and the Head Teacher.

3.6 **The Trust Health, Safety and Sustainability Officer shall:**

- Hold IOSH membership
- Act as the competent person in Health and Safety when required in the absence of the Trust Health and Safety Manager
- Provide support to the Trust Health and Safety Manager as directed.
- Provide Health and Safety advice or guidance as needed.
- Monitor standards of health and safety matters as needed.
- Obtain specialist advice on health and safety matters when required.
- Review accidents and near miss reports.
- Escalate matters as needed to the Trust Health and Safety Manager.
- Provide information and training on request and within their competence.
- Review and approve/process adventurous or residential trips and visits for schools using the Trust EVOLVE system.

- Undertake School Health and Safety audits as required.

3.7 **The Headteacher (with support from the SLT) will:**

- Amend, develop and approve the local H&S policy and for the school.
- Adopt the Trust "topic specific" health and safety amending relevant sections as needed.
- Ensure all policies and procedures are communicated to school staff and contractors as needed.
- Ensure staff understand their H&S responsibilities under the policy and associated procedures.
- Confirm appropriate training is put in place to help staff complete their roles.
- Identify person(s) who will act as H&S Co Ordinator on the school site, these persons will support the Headteacher in the development and management of the schools H&S procedures and processes. Working alongside and liaising with the Trust Health and Safety Manager. ***(if a coordinator is not identified the role defaults to the headteacher)***
- Ensure adequate accident and incident reporting processes are in place and appropriate investigations take place.
- Ensure findings from investigations are implemented.
- Ensure appropriate defect and maintenance reporting processes are in place.
- Ensure risk assessments are in place for significant risks across site.
- Ensure all statutory compliance work is undertaken for the school and that servicing and maintenance is completed in a timely manner.
- Undertake regular site inspections with the site supervisor/caretaker to ensure it is safe and secure.
- Raise with the Trust any serious issues and seek support where appropriate for advice and guidance on H&S matters.
- Ensure appropriate procedures are in place to confirm visitors, volunteers including work placements and contractors are aware of, and abide by, the school/trust H&S policy and procedures.
- Ensure the school has a trained Educational Visits Co Ordinator (EVC).
- Ensure Heads of Department in high-risk areas develop their own policy and procedures to manage safety in their area of responsibility.
- Delegate appropriate tasks to the Business Managers, the site supervisor/caretaker and engage suitable contractors where appropriate.

3.7.1 **Ensure staff are aware they must not bring their own equipment or substances onto school site without written approval (strongly advised by the Trust)**

- Ensure sufficient first aid cover is in place and a first aid risk assessment completed.
- Liaise with, seek guidance from, the Trust Health and Safety Manager as needed.
- Always demonstrate a visible commitment to health and safety, offering guidance and support to staff on H&S issues.

3.7.2 **Each Headteacher will appoint:** A School Health & Safety Lead(s)

Mr Goldie is the schools a school health & safety lead. They will;

- Be the main point of contact for health and safety matters, for monitoring and reporting, and for liaison with the Trust Health and Safety Manager.
- Send requests to other staff requesting H&S updates.

- Task/remind staff (alongside the headteacher) to complete their main H&S duties. For example, the need to develop policies and risk assessments, the need to provide inductions, confirming accident reports are being completed, confirming H&S training is taking place.
- Be the focal point for requests for support from the Trust Health and Safety Manager.

3.8 The onsite Business Managers / Office Manager will:

- Support the headteacher in all onsite H&S matters.
- Investigate accident / incidents, escalate without delay any possible RIDDORs to the Trust and identify trends.
- Ensure relevant H&S policies and procedures are in place.
- Ensure staff H&S inductions are completed and recorded.

- Ensure the H&S law poster is displayed with up-to-date information.
- Complete management reviews on the compliance / site inspection checks completed by the site manager/caretaker.
- Alongside the lead first aider, ensure first aid equipment is stocked and AEDs working correctly and accessories in date.
- Liaise with the schools H&S Practitioner.

Ensure risk assessments are accurate, suitable and reviewed annually, or more often where necessary.

- Address any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved.
- Carry out a H&S induction for all staff and keep records of that induction.
- Ensure any contractors on site are competent in H&S matters.
- Coordinate H&S training for school staff.
- Liaise with, seek guidance from, the Trust Health and Safety Manager as needed.
- Always demonstrate a visible commitment to health and safety, offering guidance and support to staff on H&S issues.

3.9 Facilities / Site Managers / Caretakers will:

- Ensure the site is always safe and secure.
- Ensure there are safe means of access and egress, and that these are always kept clear of obstructions.
- Ensure contractors see and sign for the asbestos register before undertaking work.
- Ensure the school is free of slip/trip hazards and adequate welfare facilities are provided.
- Ensure they operate safe working arrangements when undertaking maintenance tasks.
- Monitor contractors whilst on site and ensure they are working safely.
- Ensure adequate fire safety arrangements are implemented.
- Ensure regular testing and maintenance of fire equipment, doors, alarms, call points, emergency lighting is undertaken and recorded.
- Ensure all statutory compliance is recorded and records held for review. including asbestos management and legionella, electrical systems, glazing, trees, play equipment, etc.
- Take responsibility for acting on reports of defects and maintenance escalating any action that cannot be completed to the Business Manager/Headteacher.

- Conduct regular site inspections both daily/weekly alone and termly with the Headteacher or relevant senior leader to identify, record and act upon any issues needing attention.
- Ensure COSHH procedures are always followed and stored appropriately.
- Keep records of checks completed and action taken ready for review by the Business Manager, Headteacher or Trust Health and Safety Manager.

- Take part in relevant training and development.
- Complete risk assessments for the areas they are tasked with keeping safe (internal and external), their activities and any other significant risks they are responsible for as part of their role in school.
- To always work safely using the correct equipment and to not undertake any specialist work activities (e.g. work at height) unless trained and competent to do so.

3.10 Heads of Department, Senior Technicians and line managers are responsible for:

3.10.1 Implementing the H&S policy within the work activities/area under their control.

3.10.2 They will:

- Develop H&S guidelines and departmental H&S policy for high-risk areas (they may wish to use templates provided by CLEAPSS or AFpE for example)
- Ensure their guidelines, risk assessments and procedures are shared with all those in their department who could be harmed by the equipment, substances, or activities.
- Ensure activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensure any staff they line manage have completed a H&S induction and a department induction.
- Ensure any curriculum specific H&S training is completed by staff and that staff are adequately instructed and supervised.
- Ensure that all equipment is maintained and safe for use.
- Complete termly inspections of their work area to ensure it is fit for purpose and free of hazards.
- Ensure any hazards relating to their work area are communicated to the Business Manager and headteacher.
- Ensure first aid equipment near their work area covers any foreseeable injuries in their work area.
- Ensure accidents in their area of responsibility are reported and investigated. If needed escalated without delay to the Trust to RIDDOR report.
- Ensure that, if H&S advice is needed from the Trust Health and Safety Manager they request her support via the Business Manager, Office Manager or Headteacher.
- Speak to the Headteacher if they need any technical H&S training to complete their subject. e.g. via CLEAPSS.

3.11 Teachers are responsible for:

3.11.1 At all times, for the safety of students in classrooms, laboratories, workshops and learning activities including sports, trips and co-curricular. They are responsible for:

- Knowing the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Exercising effective supervision of students and ensuring students are aware of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.

- Giving clear instructions and warnings.

- Ensuring that coats, bags, cases etc. are safely stowed away, that fire escape routes are always kept clear and not obstructed, and that fire doors are not held open.
- Following safe working procedures and always using the correct work equipment
- Always using appropriate protective clothing and guards and special safe working procedures when appropriate or required (as outlined in relevant risk assessments)
- Ensuring that all accidents/incidents (including 'near-misses') occurring in the class and/or during an activity are recorded and investigated.

3.12 The Educational Visits Coordinator (EVC)

- Have undertaken the required EVC training and / or refresher training as a minimum every 3 years.
- To coordinate the submission of all relevant information from trip leaders prior to submission of applications via EVOLVE.
- To ensure that all school trip applications (residential and adventurous) are submitted via EVOLVE for Trust review and approval a minimum of 4 weeks prior to the trip departure date.
- To oversee the response to any queries raised by the Trust in respect of planned school trips.

3.13 All other school staff: (Office staff, support staff, cleaners/kitchen staff)

It is the responsibility of all employees and volunteers to:

- Take reasonable care of their own H&S and that of all persons who could be affected by their acts or omissions at work.
- Ensure they follow risk assessments and procedures relevant to their role.
- Co-operate with line managers so far as it is necessary to enable them to work safely.
- Use work equipment provided correctly in accordance with instructions and training.
- Inform their line managers of any matters that could pose a H&S risk.
  Report any accidents/incidents (including a 'near-miss) which occurs at work.

3.14 Contractors:

It is the responsibility of contractors and their employees to:

- Comply with the School's Health & Safety Policy, Safe System of Work and local procedures
- Abide by relevant Codes of Practice for their trade or discipline.
- Report any accidents or dangerous occurrences to the Facilities Manager

3.15 Pupils will:

- Follow safety and hygiene rules intended to protect the H&S of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Reporting any H&S hazards they notice to a member of staff as soon as possible.

4.0 Health & Safety Form

ST TERESA of CALCUTTA Catholic Academy Trust	**STOCCAT** **HEALTH & SAFETY POLICY**			
	DATE:	September 2026	VERSION:	1
	REVIEW DATE:	January 2027		
	SUBJECT:	**ARRANGEMENTS FOR** **MOUNT ST JOSEPH SCHOOL**		

1. Local roles & responsibilities for Health and Safety (H&S) management: Each school has key members of staff who have additional responsibilities for the Health and Safety of themselves, staff, students and others on the school site. In this school:	
The senior member of staff in the establishment with day-to-day accountability and responsibility for all Health and Safety matters is:	**The Headteacher – Mrs Devany**
The person who leads on Health and Safety matters in this school is:	**The Facilities Manager – Mr Percival**
The persons (in high-risk school departments, curriculum areas) who are responsible for their Departments H&S policy or procedure is:	**Science: Head of Department – Mrs McLoughlin**
	Design Technology: Head of Department – Mr Giblin
	Food Technology: Head of Department – Mr Giblin
	Art: Head of Department – Mr Sanders

	PE: Head of Department – Mr Haydock
In this school we consult with staff, regarding health and safety regularly by:	**Sharing information at induction; weekly staff briefing notes ; departmental meetings and via One Drive shared files.**
Members of the school Health & Safety forum/committee are: Mr A Chunilal	
2. Risk assessments	
The Trust **Risk Assessment Policy** is available to all employees within SharePoint*:* Health and Safety It is recommended that employees read this policy in conjunction with the School Health & Safety Policy. **The Trust expects all schools to develop and communicate risk assessments for the significant risks on site. Risk assessments will consider the premises, our activities, the equipment we use and people at risk:** In this school we ensure all our significant hazards are risk assessed by staff in charge of those areas.	
The person with overall responsibility for ensuring risk assessments are carried out is:	**The Headteacher with the support of the H&S Co-ordinator**
	James Fortune-Clubb (CMIOSH)
2.1 On a day-to-day basis the persons responsible for completion of and sharing of their risk assessments is:	
Premises (inside and outside)	**Facilities Manager: Mr. Percival**
Premises (statutory)	**Fire Risk Assessment:** **Walker Fire UK Ltd**
	Legionella Risk Assessment: **GMS Services Ltd**
	Asbestos:

	A L Consultants
Low risk classroom risk assessments	**Facilities Manager: Mr Percival** Classroom Teachers
Higher risk classrooms or teaching area risk assessment	Science: Head of Department – Mrs McLoughlin Design Technology: Head of Department – Mr Giblin Food Technology: Head of Department – Mr Giblin Art: Head of Department – Mr Sanders PE: Head of Department – Mr Haydock
Curriculum and curriculum activities	**Teaching staff with the support from the subject coordinator, or CLEAPSS, AFPE etc. these assessments can be captured as part of lesson plans**
Staff risk assessments: (reasonable adjustments, pregnant worker, work related stress, work experience, Personal Emergency, Evacuation Plans (PEEPS)	Miss Pasquill
Student risk assessments, Health Care Plans including PEEPs	**Head of Pastoral Care: Mrs Burns** SENDco: Mr Hulton
Trip / visit risk assessments (see section 3)	**Visit leaders**
Copies of risk assessments are kept in the following locations:	**PREMISES**
	One Drive / Sharepoint
	GENERAL CLASSROOM ACTIVITIES
	One Drive/ Sharepoint
	HIGH RISK CLASSROOMS:

	One Drive/ Sharepoint
	CURRICULUM:
	One Drive
	STAFF:
	Staff personnel files
	EDUCATIONAL TRIPS & VISITS:
	EVOLVE
Risk assessments will be reviewed on every 1- 2 years (or more often if required) by the staff listed above	
3. The Trust has purchased an EVOLVE licence The Trust **Educational Visits Policy** is available to all employees within SharePoint*:* Health and Safety It is recommended that employees read this policy in conjunction with the School Health & Safety Policy. All schools should make full use of the system. Local low risk trips are signed off by the Headteacher. Residential trips and adventurous trips are also reviewed by the Trust. These must be signed off by the Headteacher and sent to the Trust at least 3 weeks before the date of travel. This school ensures staff and students regularly participate in Educational Trips and Visits and that these are well managed by:	
All trips and visits must be approved before they are arranged by:	By completing a trip approval and submitting this to the Headteacher
The schools Educational Visits Co-ordinator (EVC) is:	Mr Draper
The person responsible for: **Checking suitability of venues, activities, providers, coaches and their safety record is:**	**The visit leader**
Educational visits risk assessments and documentation are entered onto EVOLVE by:	The visit leader
The person responsible for ensuring Residential trips/adventurous trips are sent to the Trust (via EVOLVE) at least 3 weeks before the date of travel is:	The Headteacher

4. The Trust expects its schools to ensure they have suitable and sufficient emergency procedures in place. All staff and students must be aware of the emergency arrangements and have a chance to participate in drills.	
The competent person responsible for reviewing the fire risk assessment and ensuring it is updated annually is:	**The Facilities Manager: Mr Percival**
Fire drills will be carried each term the person responsible for ensuring this is:	**The Deputy Headteacher – Mr Draper**
The person responsible for ensuring the fire evacuation plan is fit for purpose after a drill is:	**The Deputy Headteacher – Mr Draper**
The responsibility for sharing the evacuation procedure with staff during induction and at the start of the school year is:	**The Deputy Headteacher – Mr Draper**
Different fire alarm points will be tested on a weekly basis by:	**The Facilities Manager and/ or Caretakers**
Means of escape will be checked on a weekly basis by:	**The Facilities Manager and/ or Caretakers**
Firefighting equipment will be checked on a weekly basis by:	**The Facilities Manager and/ or Caretakers**
Emergency lighting and exit lighting will be tested on a monthly basis by:	**The Facilities Manager and/ or Caretakers**
Records of tests, checks and drills will be completed and held for review by:	**The Facilities Manager and/ or Caretakers**
Fire extinguishers will be serviced on an annual basis by:	**Pennine Fire & Safety Ltd**
The person responsible for ensuring all staff complete regular fire training with informal refresher training is:	**The Deputy Headteacher – Mr Draper**
The person responsible for ensuring school has sufficient Fire Wardens to support a swift and smooth evacuation is:	**The Deputy Headteacher – Mr Draper**
All staff should undertake fire awareness training every 3 years with an annual informal in-house refresher	

5. Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

The Trust **Accident and Reporting Policy** is available to all employees within SharePoint*:* Health and Safety It is recommended that employees read this policy in conjunction with the School Health & Safety Policy.

Any employee, contractor or member of public who has an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss on school premises must complete a Trust accident form.

***Minor student** accidents/incidents which **were not** attributable to premises, activity management or supervision (and requires no medical intervention) should be logged on a minor injury log.*

*Student accidents **that were** attributable to premises activity management or supervision or where the child was sent home after medical intervention or those that went to hospital **must be logged on a full Trust accident form** (see accident flowchart)*

The location of minor injury log is:	**OneDrive**
Each term the minor injury log will be reviewed to ensure full accident forms were not required by:	Mr Percival
Accident forms are located:	**One Drive**
Persons responsible for carrying out accident investigations is:	**Line Manager**
Persons responsible for checking accident forms and escalating them to the Trust is:	The Facilities Manager: Mr Percival
Persons responsible for RIDDOR reports is:	All RIDDOR reports to the HSE must only be made by the Trust with support from the trust Health and Safety Manager
The person responsible for monitoring and reviewing accidents and incidents to identify trends in this school is:	The Facilities Manager: Mr Percival

6. First Aid - The Trust expects all schools to have sufficient FA cover for staff, students and others always the school is open or staff on site.

The Trust **First Aid Policy** is available to all employees within SharePoint*:* Health and Safety It is recommended that employees read this policy in conjunction with the School Health & Safety Policy.

On this site the following staff have received first aid training (FAW or Emergency FA):

Name	Location/Extension	Type of training (FAW EFA) and date certificate expires

Mrs Burns – Head of Pastoral Care	HOPC Office ext 315	FAW – 02.09.2028
Miss Nolan – PCO	Pastoral Office ext 305	FAW – 02.09.2028
Mrs Clarke – PCO	Pastoral Office ext 526	FAW – 02.09.2028
Miss Pickup	Reflection Room ext 53/ Reset Room ext 544	FAW – 02.09.2028
Miss Aspinall	Reflection Room ext 53/ Reset Room ext 544	FAW – 02.09.2028
Miss Gillespie	Counsellor office ext 532	FAW – 02.09.2028
Mr Dorsett	PE office ext 414	FAW – 02.09.2028
The person responsible for ensuring first aid qualifications are maintained is:	Mrs Burns – Head of Pastoral Care	
First aid boxes are kept in the following areas in school:	Main reception; student reception; Head of Year offices	
Travelling first aid boxes are located:	Main reception; student reception	
The person responsible for administration of medication to our students is:	Pastoral care officers	
Student medications are located:	The Head of year office	
The location and contents of all first aid boxes will be checked on a bimonthly basis by: Deficiencies of first aid materials should be reported to:	Miss Nolan Miss Nolan	

The address and telephone number of the nearest medical centre is:	Willow Outpatient Department, Unit K Block, Bolton, BL4 0JR, Telephone 01204 483060
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Bolton Hospital, Minerva Road, Farnworth, Bolton, BL4 0JR Telephone: 01204 390390
7. Pupils with medical/ particular needs. All schools in the Trust take the medical needs of pupils seriously. To ensure this we follow DFE guidance Supporting Pupils at School with Medical Conditions in this school:	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Mrs Burns, Head of Pastoral Care
The person responsible for ensuring pupil specific risk assessments are completed and communicated is:	Mrs Burns, Head of Pastoral Care
The person responsible for the supervision and storage of pupil's medicines and ensuring parents sign relevant forms is:	Mrs Burns, Head of Pastoral Care
8. Maintenance and premises. We want to ensure our school buildings are as well maintained and as safe as possible. We do this by identifying staff to support us in following ways.	
All employees must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Name(s): Mr Percival – Facilities Manager, Mr Hoque – Caretaker, Mr Kenyon – Caretaker Telephone number(s): 01204 391800 ext 523
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: Equipment must be removed from use as soon as possible.	Name(s): Mr Percival – Facilities Manager, Mr Hoque – Caretaker, Mr Kenyon – Caretaker Telephone number(s): 01204 391800 ext 523
Tree audits are completed by:	Special Branch Tree Surgeons Ltd
Glazing Audits are completed by:	Durable

Internal and external site inspections are completed by: *(normally Site Manager or Caretaker daily with a more formal Termly inspection with the SBM and/or Headteacher)*	Name(s): Mr Percival – Facilities Manager, Mr Hoque – Caretaker, Mr Kenyon – Caretaker
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc. is:	First: Mr Percival – Facilities Manager Deputy: Mr Hoque – Caretaker
8. Health and safety induction and formal H&S training. The Trust provides *induction guidance* and checklist that must be used by our schools. The Trust also offers an *example training matrix* which advises schools on the H&S training staff should complete.	
The person responsible for the onsite H&S induction is:	Miss Pasquill
H&S induction records are kept:	Personnel files
The person responsible for reviewing the suggested training matrix and organising specific health and safety training for staff is:	Mr Percival
Advice on H&S training can be provided by	The Trust Health and Safety Manager
9. Work Equipment (some parts of this section will not be relevant to *primary schools*. Answer N/A if needed	
In this Trust, 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 competent persons only.	
Ladders **Person responsible for selection of ladders to ensure they are BSEN rated is**:	Mr Percival – Facilities Manager
The person responsible for the ladder inventory and 6 monthly formal documented ladder checks is:	Mr Percival – Facilities Manager
The person responsible for completing work at height risk assessments is:	Mr Percival – Facilities Manager
The person(s) trained and authorised to use:	Mr Percival – Facilities Manager

	Mr Hoque – Caretaker Mr Kenyon – Caretaker
Lifting equipment for students with additional requirements 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:	Mr Percival – Facilities Manager
Lifts: The person responsible for ensuring that lifts are inspected and serviced every six months is:	Mr Percival – Facilities Manager
Caretaking and cleaning equipment: *(including powered cleaning equipment, power and hand tools etc.)* Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mr Percival – Facilities Manager
Kitchen Equipment: Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mrs Livesey – Catering Manager
Science Apparatus and Equipment: Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mrs McLoughlin – Head of Science
Science - Prep room and chemical store: The person responsible for storage, management and stock control (as per CLEAPSS guidance is:	Mrs McLoughlin – Head of Science
Design and Technology Equipment:	Mr Giblin – Head of Computing and Technology

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	
Annual formal contractor maintenance checks workshop equipment is completed by:	School Workshop Services Ltd
Person(s) authorised to operate and use DT/workshop equipment is	Mr Drummond, Mr Bullough, Mr Tomlinson, Mrs McKeown
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:	*Teachers of Technology*
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:	Mr Giblin – Head of Computing and Technology
The person responsible for taking out of use. any equipment which Is inadequately guarded is/are:	MR Giblin – Head of Computing and Technology
The person responsible for testing emergency stops and equipment stopping times is:	MR Giblin – Head of Computing and Technology
Art, Design and Textiles Equipment: Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mr Sanders – Head of Creative Arts
Person(s) authorised to operate, and use is/are:	Teachers of Art
The person responsible for Kiln or Photography areas is:	Mr Sanders – Head of Creative Arts
PE Equipment (indoor and outdoor):	Mr Haydock – Head of PE

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	
Person(s) responsible for regular (daily) visual inspection is/are:	Mr Haydock – Head of PE
Contractor(s) responsible for annual full inspection (PE equipment, Fitness area, trim trails and other play equipment) and report is:	Sports Safe UK
Theatres: The person responsible for seating, access ladders and fire safety is:	Mr Sanders – Head of Creative Arts
The persons responsible for stage lighting **checks are:**	Mr Sanders – Head of Creative Arts
10. Portable Electrical Appliances:	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Mr Percival – Facilities Manager
Person(s) responsible for pre use checks are:	Mr Percival – Facilities Manager
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
11. Personal Protective Equipment (PPE):	
The Trust expects that suitable PPE is provided free of charge, where identified as necessary in a risk assessment. In this school.	
The persons responsible for inspecting PPE termly and replacing personal protective equipment are as follows • Science • Design Technology • Art and Design • Food Tech • Caretaking and cleaning	• Mrs McLoughlin – Head of Science • Mr Giblin – Head of Computing and Technology • Mr Sanders – Head of Creative Arts • Mr Giblin -Head of Computing and Technology • Mr Percival– Facilities Manager

• Catering • Kitchen	• Mrs Livesey – Catering Manager • Mrs Livesey – Catering Manager

12. Hazardous substances

The Trust **COSHH Policy** is available to all employees within SharePoint*:* Health and Safety It is recommended that employees read this policy in conjunction with the School Health & Safety Policy.

The Trust does not allow staff to bring their own COSHH items into school. In this school:

The person responsible for purchase of COSHH items and keeping an inventory is	
Site Team/caretaker:	Mr Percival – Facilities Manager
Cleaners:	Cole Facilities & Security
Kitchen:	Mrs Livesey – Catering Manager
Food Tech:	Mr Giblin – Head of Computing and Technology
Art:	Mr Sanders – Head of Creative Arts
Science:	Mrs McLoughlin – Head of Science
DT:	Mr Giblin – Head of Computing and Technology
Copies of all the hazardous substances inventories are held in the following locations	
Site Team/caretaker/cleaners: Kitchen: Food Tech: Art: Science: DT:	All inventories are stored within departments on OneDrive.
The person responsible for undertaking and updating the COSHH risk assessments is:	
Site Team/caretaker	Mr Percival – Facilities Manager

cleaners: Kitchen: Food Tech: Art: Science: DT	Cole Facilities and Security Mrs Livesey – Catering Manager Mr Giblin – Head of Computing and Technology Mr Sanders – Head of Creative Arts Mrs McLoughlin – Head of Science Mr Giblin – Head of Computing and Technology
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined annually is:	Mr Percival – Facilities Manager
The Radiation Protection Supervisor is: *(The RPS is responsible for the correct use, storage and management of radioactive sources as per CLEAPSS guidance)*	Mr Cerro-Hughes
13. Asbestos	
The Trust **Asbestos Policy** is available to all employees within SharePoint*:* Health and Safety It is recommended that employees read this policy in conjunction with the School Health & Safety Policy. **The Trust expects asbestos to be identified and managed as per HSE regulations at all times. In this school:**	
The person responsible for planning for managing asbestos on the site is:	Mr Percival – Facilities Manager
The asbestos survey and management plan is held:	OneDrive / Sharepoint
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Mr Percival – Facilities Manager
The person responsible for providing Contractors with information on the location of asbestos is: Records of Contractor signing sheets are held:	Mr Percival – Facilities Manager

The person responsible for informing staff of any asbestos in their work area that could be inadvertently damaged is:	Mr Percival – Facilities Manager
14. Legionella and water management. **The Trust expects risks from legionella to be always identified and managed as per** **HSE regulations. In this school;**	
The person with overall responsibility for ensuring the Legionella risk assessment is up to date is:	Mr Percival – Facilities Manager
The person in control of ensuring the scheme of works is followed is: - Temperature checks - Acting on recommendations - TMV servicing - Shower cleaning and flushing of infrequently. - used outlets	Mr Percival – Facilities Manager
15. Visitors	
The Trust **Visitor Policy** is available to all employees within SharePoint*:* Administrative and Governance It is recommended that employees read this policy in conjunction with the School Health & Safety Policy. **The person who the visitor comes to see becomes their "host" they are responsible for the visitor H&S whilst they remain on site and during an emergency.**	
On arrival all visitors should report to reception, where they will be issued with: • an identification badge • relevant health and safety information • and will sign into school Only those who have provided a valid DBS will be able to move around school with a blue lanyard	
16. Contractors - The Trust expects schools to manage the selection of contractors and to contro their movement and work on site. In this school we do this by:	

The person responsible for selecting and vetting contractors' health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Mr Percival – Facilities Manager
The person in control of contractors whilst on site is:	Mr Percival – Facilities Manager
17. Noise at work:	
Any employee concerned about the noise levels at work should report the matter to:	Miss Pasquill
18. Slip trip or fall hazards - spills or contamination:	
All members of staff are responsible for arranging to clear up spillages (where safe to do so) which occur whilst they oversee the area concerned. Other spillages, leaks or wet floors should be reported to: Who will arrange for them to be dealt with? The area must be made safe using a sign before it is vacated. Other slip, trip or fall hazards should be reported to:	Mr Percival – Facilities Manager
19. Display Screen Equipment - The Trust provides a template that schools can use to complete DSE self-assessments:	
The person who will provide staff, who use computers for most of their working day with an advice form/self-assessment is: ***(The form must be returned to them, if needed they will arrange a DSE assessment or support for staff)***	Miss Pasquill

20. Miscellaneous:

The Health and Safety Law Poster is sited:	The Main office and Staff Room

Signed (Head):	Date:
Signed (Local Governing Board):	Date:
Review date:	