



School Health and Safety Policy

2025-26



**STOCKSBRIDGE
HIGH SCHOOL**

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Changes to this edition

Schools must update the tables with the PERSON RESPONSIBLE.

The following changes to the edition are highlighted in the document in yellow highlighted text to allow schools to update existing documentation.

- Addition of Hub Business and Operations Manager terminology
- Definition and Background
- Roles and Responsibilities

1. Purpose

The Governing Body of Stocksbridge High School will meet its responsibilities under the Health and Safety at Work Act 1974 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 Students, students, visitors and contractors. Details of how this will be done are given in this health and safety statement. The Local Governing Body will appoint a Governor with lead responsibility for Health and Safety.

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 with 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 school 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.

2. Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third-party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from advisory bodies to the correct user(s).
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

3. Links to other documents

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'
- Early Years Foundation Stage Statutory Framework (2024)
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

4. Roles and Responsibilities

4.1 Responsibilities of the Buildings Supervisor or PFI Facilities Management

- Ensure the premises and facilities are managed and maintained in line with current legislation and any PFI contract specification requirements where necessary.
- Ensure the health and safety matters which are brought to the attention of the helpdesk are dealt with in a prompt manner.
- Ensure the health and safety management of contractors to the site.
- Ensure appropriate health and safety systems and procedures are in place to effectively manage the site.
- Ensure that any health and safety concerns which may affect the operational activities of the school are promptly notified to the Headteacher/Business Support Manager.

4.2 Responsibilities of the Governing Body

- Appoint a Governor with lead responsibility for Health and Safety.
- Ensure that funding allocated for the safe running and health and safety matters is monitored to ensure its effectiveness and value for money.
- Ensuring a first aid needs assessment is undertaken to inform policy, practice and protocol.
- Ensure health and safety issues are reported to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.

- Ensure that the Trust Estates Management Policy and School Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Review the School level Health and Safety Policy and its implementation and monitoring to protect the safety of persons on site.
- Comply with statutory policies and procedures and monitor health and safety management within the school.
- Ensure that appropriate risk assessments have been carried out.
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance.
- Ensure adequate consultation takes place to allow everyone to contribute to safe working.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community

4.3 Responsibilities of the Headteacher

- Take overall responsibility for day-to-day management of health and safety issues
- Ensure that health and safety are incorporated into the planning and organisation of all school functions
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, Students and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk
- Attend health and safety training courses as appropriate
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers)
- Provide necessary information to staff members and their representatives on health and safety matters
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities
- Ensure staff have an appropriate workload in support of a reasonable work/life balance
- Ensure the reporting and investigation of any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working

4.4 Responsibilities of the Health and Safety Co-ordinator (Business Support Manager)

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses to enable the discharge of their duties effectively
- Ensuring routine liaison with the Trust Estates Team to ensure continuous compliance and identification of significant risk
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the Trust Estates Policy and the School's Health and Safety Procedures
- Ensuring that Health and Safety documentation and records (e.g. fire, asbestos, legionella, etc.) are kept up to date
- 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 are investigated
- Liaise with the Trust Estates Team to perform and report on termly health and safety inspections and ensure follow-up action is completed
- Ensuring appropriate procedures for the authorisation of school visits is followed
- Participating in any Health and Safety Audits with inspection and advisory bodies
- Providing health and safety induction training for all staff
- Keeping staff health and safety training records up to date
- Ensuring that all statutory inspections are completed, and records are kept
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness
- Where applicable, monitoring contractors on site in liaison with the facilities management team, inducting them in the school's site health & safety

4.5 Responsibilities of Heads of Departments

Heads of Department are responsible for:

- The day-to-day management of health and safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher 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

4.6 Responsibilities of all staff

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school policies and procedures and follow any guidance, policies and procedures issued by the school and/or other associated advisory bodies
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits
- Attend health and safety training and participate as a member of the health and safety committee as appropriate
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits
- Report to the Headteacher any problems that they feel that they cannot deal with themselves
- Take responsibility to do what they can to take care of themselves, their colleagues, Students and visitors. In particular, employees should cooperate with the health and safety policy of their employer

4.7 Responsibilities of First Aider:

- Completing and renewing training as directed by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with DfE guidance relating to first aid in schools.

Where the school's assessment of first aid needs identifies that a designated first aider is not required, it must appoint a person to take charge of the first aid arrangements. Arrangements should always be made for the appointed person to be available to undertake these duties when people are at work. Appointed persons do not need to have a first aid qualification, although they may benefit from training, such as completing at least an emergency first aid at work course. An appointed person is not necessary where there is an adequate number of appropriately trained first-aiders. More information on the role of the appointed person can be found [here](#).

The appointed person will be responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Calling the emergency services where necessary.

5. Roles and Responsibilities

5.1 Co-ordination and Communication

System	Responsibility
Health and Safety Co-ordinator The person who has responsibility for operational Health and Safety	Business Support Manager
Safety Representatives and Safety Committees Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required	The Headteacher
Health and Safety Committee The constitution, membership and the minutes of the School Safety Committee	Business Support Manager

5.2 Emergencies (Fire, etc.)

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

Type of emergency procedure	Document Location(s)
Fire Evacuation Procedure	Every
Bomb Alert	Every
Gas Leak	Caretaker office
Electrical Fault	Caretaker office
Water	Caretaker office
Storm or Flood Damage	Caretaker office
Persons Threatening Violence on Site	Every
Lockdown	Every

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible person for ensuring and supervising (where appropriate)	Person	Deputy
The controlled evacuation of people from the building or on the site to a place of safety	Headteacher	Designated Deputy in Charge
Summoning of the emergency services	Premises Manager	Caretaker
Roll call is taken at the assembly point	Headteacher	Business Support Manager
That no person attempts to re-enter the building until the all clear is given by the emergency services	Headteacher	Designated Deputy in Charge

Note: The priorities are as follows:

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

System	Person Responsible
The person responsible for arranging, recording and monitoring fire drills at least once per term.	Premises Manager
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Business Support Manager - Copy 1
	Premises Manager – Copy 2
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Business Support Manager (in consultation with the Trust Estates Team)

5.3 Fire Prevention and Detection Equipment Arrangements

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

System	Location of test records	Person responsible
Fire Alarm	Every	Premises Manager
Emergency lighting system	Every	Premises Manager
Smoke detection system	Every	Premises Manager

System	Person responsible
The person responsible for carrying out termly visual inspections of all emergency fire fighting equipment (for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately report	Premises Manager
The contractor (if applicable) responsible for conducting the annual test of fire equipment inspection and maintenance	Walker Fire

5.4 Locations of main service isolation points

Service	Location of isolation point
Water	Tank Room North Block
Electricity	Caretaker Store and sub Station
Gas	Top store (Outside of school) Sports Hall boiler room Gym Boiler room

5.5 Severe Weather

System	Person responsible
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	Premises Manager

5.6 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:

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

Location of Accident Recording	Person in Charge
EVERY INCIDENTS	Business Support Manager

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy before being forwarded to reporting body.

System	Person responsible
The person responsible for monitoring accidents and incidents to and identify trends and patterns is:	Business Support Manager

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

5.7 First Aid

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

Display Points
Health & Safety Board
Reception
Outside Sports Hall

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

Location of First Aid Box(es)	First Aid Record Book(s)
Reception	
Sports Hall office	
Cover officer's office	
Science	
DT	

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

Cover Officers office

System	Person responsible
A termly check on the location and contents of all first aid boxes	Business Support Manager
Use of the first aid material and deficiencies should be reported	Business Support Manager
The address and telephone number of the nearest medical centre/NHS GP	Valley Medical Centre 11 Johnson Street S36 1BX
The address and telephone number of the nearest hospital with accident and emergency	Northern General Hospital Herries Rd, Sheffield, South Yorkshire, S5 7AU Telephone 0114 243 43 43

5.8 Administration of Medicines

The person responsible for dealing with the administration of medicines and controlled drugs in accordance with the Managing Health and Medical Needs of students 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:

Name	Position in school
Ruth Allen	Cover Officer
Katy Baker	Admin Assistant
Holly Jones	Attendance officer

Health Care Plans

The person(s) responsible for undertaking and reviewing the healthcare plans of Students with medical needs is:

Name	Position in school
Pastoral Team – Holly Jones	Attendance officer with input from pastoral
Kay Theobald	SENDSCO

Inhalers

The person responsible for the supervision and storage (where appropriate) of asthma inhalers is:

Name	Position in school
Ruth Allen	Cover officer
Katy Baker	Admin Assistant
Holly Jones	Attendance officer

5.9 Hazard Control

Task	Person Responsible
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:	Business Support Manager Premises Manager
Hazard Reporting and Follow up 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 verbal reports should be followed up in writing using the hazard reporting procedure	Using the Every Compliance helpdesk
Initiating Risk Assessments of Hazard Identified and any remedial action decided	Business Support Manager

5.10 Repairs and Maintenance

Task	Person Responsible
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it by means of a hazard reporting procedure	Premises Manager
Defective furniture should be taken out of use immediately and reported to: (who will arrange for its replacement or repair)	Premises Manager
The person responsible for ordering repairs which are the school's	Business Support Manager

5.11 Security Please edit the person responsible as necessary

Premises Security

Task	Person Responsible
The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc	Premises Manager
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Premises Manager

Visitors

Task	Person Responsible
On arrival all visitors should report to Reception, where they will: <ul style="list-style-type: none">• Sign in using the electronic system• Be issued with an identification badge in line with the school policy• Receive relevant health and safety information (copy of emergency procedures should be printed on the reverse of the visitor badge)	Reception Staff
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found in the Visitor Access Policy.	Visitor Access Policy

Lone Working

Task	Person Responsible
The person responsible for ensuring risk assessments are prepared and implemented for lone work activities	Business Support Manager

5.12 Information, Instruction and Training

Provision of Information

Task	Person Responsible
The person responsible for distributing all health and safety information received from external bodies	Headteacher/Business Support Manager
New employees will be informed of all relevant health and safety information as part of the induction process	Business Support Manager Premises Manager
Health and safety documentation will be kept in the Health and Safety manual. The documentation will be maintained.	Every
The person responsible for deciding on the appropriate circulation of each item of documentation	Business Support Manager
The Health and Safety notice board is located	Upstairs outside Mat Clark's office

Health and Safety Training

Task	Person Responsible
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is	Business Support Manager or Head of Department
The person responsible for coordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and employees concerned	Business Support Manager
The person responsible for coordinating the provision of the health and safety training needs of support staff in consultation with their line managers	Business Support Manager
The person responsible for compiling and implementing the school's annual health and safety training plan is	Business Support Manager
The person responsible for reviewing the effectiveness of health and safety training is	Business Support Manager
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc. is	Curriculum Leader and Business Support Manager
Employees who feel that they have need for health and safety training of any kind should notify the contact person who is:	Business Support Manager

This will include:

- Health and Safety Policies
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures 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)

5.13 Manual Handling of People

Manual Handling of Objects

Task	Person Responsible
The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Curriculum Leaders and Departmental Managers
The person responsible for the monitoring of the safety of manual handling activities is:	Curriculum Leaders and Departmental Managers

Manual Handling of People

Task	Person Responsible
The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment	Curriculum Leaders and Departmental Managers

5.14 Premises

Task	Person Responsible
Asbestos and legionella controls are the responsibilities of:	Premises Manager or PFI provider

5.15 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.

Powered access equipment, mobile access platforms and tower scaffold

Task	Person Responsible
Person responsible for selection, inspection maintenance, training, supervision, safe use and risk assessment is	Premises Manager
Person(s) authorised to operate and use is/are:	Premises Manager
Training must be received from the following person/s:	Relevant training provider under no circumstance should equipment be used without required training

5.16 Ladders

The use of ladders/step ladders and working at heights is not permitted for staff other than the premises team or staff who have been trained in their use for the purpose of performing planned activities and/or preventative maintenance. Any such ladders should have routine inspections with the inspection being recorded and being available for quality assurance checks.

5.17 Manual Handling Equipment

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

Task	Person Responsible
The person responsible for ensuring that sack barrows, flat-bed trolleys, etc. are maintained in a safe condition	Premises Manager/PFI Rep

5.18 Equipment Provided for Students with Special Education Needs

Task	Person Responsible
The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is:	SENCO

5.19 Lifts

Task	Person Responsible
The person responsible for ensuring the passenger lifts are inspected and served every six months	Premises Manager/PFI Rep

5.20 Caretaking, Cleaning and Grounds Maintenance

Task	Person Responsible
General caretaking	Premises Manager/PFI Rep
Grounds maintenance	Premises Manager/PFI Rep
Cleaning equipment maintenance and inspection	Premises Manager/PFI Rep

5.21 Science, Laboratory Apparatus Equipment

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) authorised to operate and use is/are	All science department staff

5.22 Radioactive Sources

Task	Person Responsible
The Radiation Protection Supervisor	Lynn Burgess
The location of the following records:	
DFE Permission to purchase letter	Science Prep Room
History of the sources	Science Prep Room
Use log	Science Prep Room
Monitoring/Test records	Science Prep Room
Risk assessments for use	Science Prep Room
CLEAPSS Science Code of Practice	Science Prep Room

5.23 Design and Technology Equipment (Resistant and Compliant Materials)

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) responsible for instructing Students in the safe use of equipment before they use it and checking they use it correctly	Technology Teacher
The person responsible for ensuring that all machinery is adequately guarded and that guards are in position when the equipment is in use	Technology Teacher/ Technology Technician
The person responsible for taking out of use any equipment which is inadequately guarded	Technology Teacher/ Technology Technician Contractor

5.24 Design and Technology Equipment (Food Technology)

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) responsible for instructing Students in the safe use of equipment before they use it and checking they use it correctly	Technology Teacher
The person responsible for ensuring that temperatures of the refrigerator and freezer are monitored and logged	Technology Teacher/ Technology Technician
The person responsible any deep cleaning is carried out in the food technology area	Technology Teacher/ Technology Technician PFI Contractor
The person responsible for ensuring that hot water supply is sufficient to allow equipment within Food Technology to be cleaned thoroughly, eliminating risk of bacteria.	Premises Manager PFI Contractor

5.25 Art and Design Equipment (Fine Arts/Ceramics)

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader All trained teaching and support staff

5.26 PE Equipment

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) responsible for regular (daily) visual inspection	All PE teaching and support staff
Contractor responsible for annual full inspection and report	Contractor

5.27 Stage Lighting, Mobile staging and seating

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) authorised to operate and use	Department staff Premises Manager/PFI
Mobile staging and seating	Premises Manager/PFI

5.28 Pianos, organs and other musical instruments

Task	Person Responsible
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment	Curriculum Leader
Person(s) authorised to operate and use	Department staff Supervised students and any other persons authorised by the department

5.29 Portable Electrical Appliances and Hard Wiring

Task	Person Responsible
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded	Business Support Manager /Premises Manager
Contractor responsible for carrying out formal visual inspection and testing	Premises Manager to arrange
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. This includes such items as mobile phone chargers, laptops or other tablets and associated chargers. The person responsible for authorising their use on the premises	Business Support Manager
The person responsible for ensuring that the premises hard wiring is periodically checked (5 years)	Business Support Manager/PFI

5.30 Display Screen Equipment Please complete with relevant detail

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations when there is discomfort being raised by the individual. They will be entitled to an eye test where it has been identified on the DSE as required.

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	Position
Helen Rabjohn	Business Support Manager
Hannah Taylor	PA to the Headteacher
Ruth Allen	Cover Officer
Katy Baker ,Emily Grindle & Kirtsy Hicks	Administrators
Dan Moss	Exams Data and timetabling Officer
Holly Jones	Attendance officer

Task	Person Responsible
The competent (trained) person responsible for carrying out display screen equipment risk assessments	Business Support Manager Trust Estates Team
The person responsible for implementing the requirements of the risk assessment	Business Support Manager

5.31 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 the Headteacher or Business Support Manager.

Task	Person Responsible
Person responsible for ensuring the driver has a valid driving license and appropriate insurance (B1) and the vehicle is roadworthy (current MOT) and fitted with suitable seat belts for each passenger.	Headteacher or Business Support Manager
The person responsible for arranging insurance and maintenance	Business Support Manager Insurance through Trust policy
The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test and that drivers have passed the MIDAS test	Headteacher or Business Support Manager

5.32 Substances and Personal Protective Equipment

Hazardous Substances

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

Department	Person responsible/ location
Science	Senior Technician – Prep Room
Design and Technology (materials)	Senior Technician – Prep Room
Design and Technology (food and textiles)	Senior Technician – Prep Room
Art and Design (Fine Art)	Curriculum Leader
Art and Design (Ceramics)	Curriculum Leader
Caretaking and Cleaning	Premises Manager/PFI contractor
Catering	
Grounds maintenance	Premises Manager/PFI contractor
Copies of all hazardous substances are held centrally	Paper file <i>Cleaning cupboards / BSM Office & Caretaker office</i>
Undertaking and updating of COSHH assessment	Department Technician/Premises Manager/PFI
Local exhaust ventilation (fume cupboard, dust extraction)	Department Technician/Premises Manager/PFI

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 following staff will be responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out as follows:

Task	Person responsible
Science	Senior Technician
Design and Technology	Senior Technician
Art and Design	Curriculum Leader
Caretaking and Cleaning	Premises Manager/PFI
Catering	Contractor – (External Provider)
Grounds Maintenance	Premises Manager/PFI
Laundering of soiled PPE equipment (overall, aprons etc)	Department technician

Respiratory Protective Equipment

Task	Person responsible
The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment	<ul style="list-style-type: none">• Business Support Manager (RA and Provision)• Curriculum Leader (ensure use, report and replacement)• Technician (support, maintain, store and notify, repair and inspect.

5.33 Housekeeping and Waste

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 Trust Estates Team (Depending on H&S system)

Task	Person responsible
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter immediately.	Premises Manager/PFI Contractor

Waste Management and Disposal

Task	Person responsible
Waste will be collected daily	Cleaning/premises staff or PFI contractor
Waste will be stored safely in appropriate sited secure containers and containers are securely locked after emptying to prevent them being moved or set on fire	Premises Manager/PFI contractor
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention.	All staff to report to Premises Manager/PFI contractor
If rubbish or waste is causing an obstruction staff should inform	Premises Manager or PFI contractor
When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Premises Manager / PFI Contractor
The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special waste</i>	Senior Support Technicians
The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i>	Premises Manager / PFI Contractor

All staff are responsible for ensuring the good house-keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

5.34 Students Outside School

Educational Visits and Journeys

Task	Person responsible
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom (this includes all routine visits, overnight stay and Residential visits	Headteacher (authoriser) Business Support Manager or other designated staff member (EVC)

Work Experience

Task	Person responsible
The person responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring Students are visited, liaising with work-related learning partners	Headteacher and/or Careers Coordinator

5.35 Use of Premises Outside School Hours

Task	Person responsible
Coordinating lettings of the premises in accordance with the letting procedure	Premises Manager/PFI Contractor
Informing other users of the building of the presence of any hazards which have not been rectified	Premises Manager/PFI Contractor
Checking that the letting organisation has Risk assessments and appropriate insurance	Premises Manager/PFI Contractor
Checking that the premises are left in reasonable order by other users before locking up	Premises Manager/PFI Contractor

5.36 Premises Alterations, Contractor and Deliveries

Adaptations or Improvements to Premises (Buildings and Grounds)

Task	Person responsible
The person responsible for submitting proposals and ensuring that the relevant Asbestos protocols are completed	Premises Manager / PFI Contractor

Contractors

Task	Person responsible
Selecting contractors and vetting contractor health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance	Premises Manager and Business Support Manager for contractors employed directly by the school <i>PFI if applicable to related contractors</i>

5.37 Supplies (Purchasing, Procurement and Deliveries)

The Trust will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards (e.g. PUWER and COSHH regulations). Staff responsible for procurement will work with subject staff and technical support in the school to establish requirements and appropriate suppliers of such equipment and materials. In doing so, reassurances that suppliers can provide any relevant supporting documentation in relation to hazardous substances and materials must be obtained.

Deliveries of goods will be reported to Caretakers who will arrange for them to be taken to the appropriate location.

Name	Role
Helen Rabjohn	Business Support Manager
Katy Baker	Administrator

5.38 Welfare

Bullying/Harassment

Task	Role/Location
The school's policy on behaviour (including bullying)	On the school network
Records of bullying incidents and action taken	Pupil record and log

Stress

Task	Role/Location
The person responsible for monitoring absence owing to stress-related illness	Business Support Manager

Noise

Task	Role/Location
Any employee who has concerns regarding the level of noise should report the matter	Business Support Manager Trust Estates Team

5.39 Smoking

Smoking in public buildings is prohibited since the implementation of the Health Act 2005. All staff will be made aware of the law as part of their induction. The Trust also prohibits smoking on any part of its premises, including outside areas right up to the boundary of the property. Please see the Trust's No Smoking Policy.

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

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

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

5.40 Inspections (External and Internal)

Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), Environmental Health Officer

Task	Role/Location
The person responsible for organising and carrying out termly safety inspections, including planning, inspection and reporting	Business Support Manager/PFI
The person responsible for ensuring follow-up action on the report	Business Support Manager/PFI

Where possible Health and Safety Inspections will be carried out with the Trust health and safety representative. Members of the Governing Body will participate with safety inspections where practicable.

5.41 Management Review

Audit, Review, Performance Measurement and Action Plan

Task	Role/Location
The person responsible for sending a copy of the school's Health and Safety Statement to the trusts Health and Safety representative within one term of the date of the issuing of this mode	Business Support Manager
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school	Business Support Manager
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement	Business Support Manager/ HTs PA.

5.42 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations, i.e. sockets, light fittings and general wiring throughout the school, will be tested at least every five years by a competent electrician.

Task	Role/Location
Inventory of portable appliances	Premises Manager
PAT Testing Certificates	Premises Manager
Fixed installation test certificate	Premises Manager
Visually checking portable electrical appliances	All staff before use
Arranging the testing of portable appliances	Business Support Manager
Ensuring the five-yearly checks are carried out on the fixed installation	Business Support Manager / PFI Contractor
Arranging repairs / remedial work	Business Support Manager / PFI Contractor
Showing key members of staff how to isolate the electrical supply in an emergency situation	Premises Manager / PFI Contractor

5.43 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters, etc.) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Task	Role/Location
Gas Servicing Certificates	Premises Manager / PFI Contractor
Arranging the testing and maintenance of gas appliances	Premises Manager, Business Support Manager/PFI Contractor
Arranging repairs / remedial work	Premises Manager, Business Support Manager/PFI Contractor
Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation	Premises Manager, Business Support Manager/PFI Contractor

5.44 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school, we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances, and a documented risk assessment is available for all work processes.

Task	Role/Location
Hazardous substances inventory (cleaning/janitorial substances, science chemicals, glues and paints for art, etc.)	<ul style="list-style-type: none">• Science prep room• Technology prep room• Premises Manager's Office
Hazard Data Sheets	As above
Documented risk assessments	As above

The following members of staff have responsibility for:

Task	Role/Location
Keeping an inventory up to date	Curriculum Leader/Senior Science Technician
Ensuring hazardous data sheets are available	Senior Technician
Making sure that risk assessments are documented	Curriculum Leader
Making sure PPE (where necessary) is provided and worn	Curriculum Leader
Training staff in the safe use and handling of substances	Curriculum Leader
Disposing of surplus substances safely	Curriculum Leader, may delegate to Science Technician.

Premises Manager / PFI Contractors have responsibility in relation to all items listed above for the purposes of operations and management of contractors on the site.

5.45 Educational Visits and Off-site Activities

The School complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. We currently use the EVOLVE online approval system which includes the external scrutiny of risk assessments, especially for overnight and overseas trips.

The School has a named Educational Visits co-ordinator who has received the appropriate training and is responsible for:

- Supporting the Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visits
- Ensuring that all members of staff receive induction training in the school process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

The following people have responsibilities for:

Task	Role/Location
Educational visits documentation and risk assessment on Evolve.	Visit Leaders Business Support Manager
Ensuring staff receive induction training in educational visits	Business Support Manager

The following people have received training and also have received Evolve Training:

Name	Date	Type of Training
Helen Rabjohn	30 01 2025	Full EVC
Dave Williams	tbc	Full EVC

5.46 Medical Needs

This school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and the medical needs of children, and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Managing Health Needs and Medicines Policy	Central Policy folder MLE
Students individual care plans	First Aid room/electronic stored
Consent Forms	First Aid room/electronic stored
Asthma Forms	First Aid room/electronic stored

The following people can administer medicines and have received relevant training:

Name	Date of Training	Type of training, i.e. use of epi-pen
Katy Baker	26.09.2025	Managing Medicines
Ruth Allen	20.02.2016	Managing Medicines
Holly Jones	09.05.2017	Managing Medicines

5.47 Loaning of PE Footwear to Students

All staff **must** check footwear prior to issuing and on return by Students that there is no damage or excess wear that may cause injury.

5.48 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate. Available documents related to safety in departments.

Document	Location
CLEAPSS	Science/Technology
AfPE	PE
DATA	Technology
Curriculum Leaders	Activities

Useful Websites

www.hse.gov.uk

www.cleapps.org.uk

5.49 Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the school risk assessment process. All members of staff have the opportunity to contribute to the school stress risk assessment. This is reviewed periodically, and the findings shared with staff.

6. Monitoring and Evaluation

The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance. The health and wellbeing of all members of our staff is considered as part of the school risk assessment process. All members of staff have the opportunity to contribute to the school stress risk assessment. This is reviewed periodically, and the findings shared with staff.

This policy will be updated bi-annually and will be ratified by the Local Governing Body.

7. Equality Impact Assessment

The Health & Safety policy represents a commitment by Minerva Learning Trust to ensure its standard of health, safety and welfare is provided at all levels of the organisation and ensure that Health and Safety is an integral part of the overall management culture. The policy reflects the legal obligations placed upon Minerva Learning Trust by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.