

Title: Health and Safety Policy	
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Contents: <ul style="list-style-type: none"> • Definitions • Mary Hare Statement of Health and Safety • Delivering the Policy • Organisation Charts • Appendix 1 – Health and Safety Committee • Appendix 2 – Particulars of Arrangements • Appendix 3 – Key Roles • Appendix 4 - The Pro-Forma Faculty Statement of Safety Organisation • Appendix 5- Legislation, Policies , Regulations, Orders and Code of Practice referenced in this Policy and available on the Portal • Appendix 6 – Policies available on the Portal • Appendix 7 – Health and Safety Inspection Checklist • Appendix 8 – First Aiders • Appendix 9 – Responsibilities • Appendix 10 – Insurance Schedule • Appendix 11 – Schedule of Equipment Requiring Statutory Maintenance and Certification. • Appendix 12 – Electrical Meters. 	

1. Mary Hare Health and Safety Policy

2. Mary Hare Health and Safety Policy

The Health and Safety at Work etc Act 1974 (Sec. 2(3)) requires employers to draw up and bring to the notice of their employees a statement of safety policy. Mary Hare's Policy states the health and safety objectives of Mary Hare and describes the managerial structure for their implementation. It consists of three parts:

- 1.1. Statement of health and safety policy.
- 1.2. Organisation.
- 1.3. Detailed safety arrangements.

2. Definitions

- 2.1 “The Board” – the corporation of Mary Hare: the Board of Governors, Trustees and Directors.
- 2.2. “Mary Hare” - the Primary and Secondary School divisions of Mary Hare and associated activities, but excluding joint ventures supervised by the Business Committee of the Board

3. Mary Hare Statement of Health and Safety Policy

The following statement fulfils the duty of the Board under the Health and Safety at Work Act 1974 (“The Act”) to prepare a written statement of policy with respect to the health and safety at work of Mary Hare’s employees, and arrangements for delivering that policy.

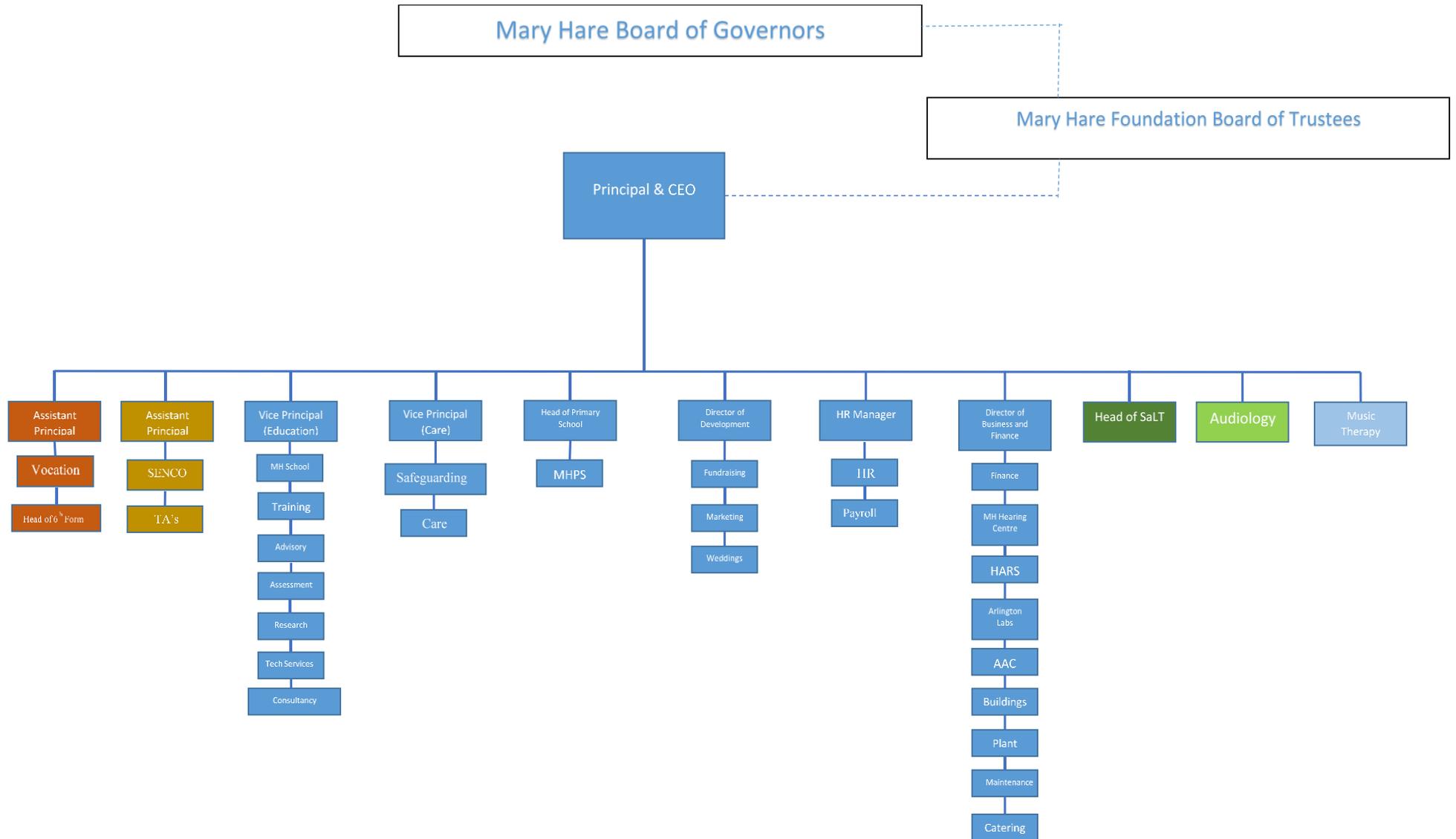
- 3.1. The Act imposes a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and by ensuring adequate instruction, training and supervision. Mary Hare is also bound by the Act to ensure the safety of all other persons who may be affected by Mary Hare’s work activities; among others, these include pupils, parents and others visitors with business at Mary Hare’s sites.
- 3.2. The Board will elect from time to time a Governor as Health and Safety Governor to lead for the Board on health and safety issues. The Health and Safety Governor will:
 - 3.2.1. At least once a term, organise an announced or unannounced inspection of a chosen aspect of the health and safety arrangements, including an inspection of the accident books and other relevant records.
 - 3.2.3 Bring to the Board the termly reports and recommendations of the Health and Safety Committee.
- 3.3 The Health and Safety Committee has been established to determine the operational health and safety management measures necessary to deliver the Board’s health and safety policy, and review regularly the operation of this Board policy. The committee is not a committee of the Board, but its reports and recommendations are brought to the Board by the Health and Safety Governor. (The full remit of the committee is described in section 4.2 below and in section 9 of Appendix 1.).
- 3.4 It is the policy of the Board to adopt all reasonably practicable measures to deliver its duties described in 3.1 above. The Board is committed to continuous improvement in the management of health and safety.
- 3.5 It is the policy of the Board to ensure that all staff members of Mary Hare are aware of their individual responsibility to exercise care in relation to themselves and those who work with them. Every staff member is asked:
 - 3.5.1 To familiarise themselves with this policy;
 - 3.5.2 To take reasonable care that all procedures are safely carried out, and to seek expert advice in any case of doubt;
 - 3.5.3 To warn their manager and anyone at immediate risk of any special or newly identified hazards in existing procedures, or risks in new procedures;
 - 3.5.4 To report accidents or incidents promptly;
 - 3.5.6 To familiarise themselves with fire and emergency drills and escape routes; and

- 3.5.7 Where required by Mary Hare policy, to register with the Occupational Health Service for health surveillance purposes.
- 3.6 Where self-employed persons or contractors and their employees carry out work on Mary Hare premises, they must comply with standards of safe working contained in any regulations or codes of practice applicable to their operations, and in Mary Hare's safety rules.
- 3.7 Heads of Faculty are responsible for ensuring their departmental arrangements and practices comply with this policy.
 - 3.7.1 The health, safety, and welfare of everyone who is lawfully in the buildings under their charge
 - 3.7.2 Bringing to the notice of all employees a written statement describing the organisation and arrangements for safety within their departments.
- 3.8 The policies of Mary Hare on specific legislative requirements and other matters are issued as Mary Hare Policy Statements. Advice on specific hazards and technical items is issued as memoranda by the Health and Safety Committee.
- 3.9 This Policy supersedes all previous versions of Mary Hare Safety Policy. It will be reviewed annually by the Health and Safety Committee. (See section 7.2 below)

4. Delivering this policy: organisation and management

- 4.1. The Board delegates responsibility for managing the day-to-day delivery of this policy to the Principal/Chief Executive and to Heads of Faculty. This section describes their respective roles and responsibilities.
- 4.2. The Health and Safety Committee, will review this policy annually, identify trends, and provide a forum for staff consultation. The Health and Safety committee is not a committee of the Board, but its recommendations and reports will be brought to the Board each term by the Health and Safety Governor. The committee's full remit is at paragraph 9 of Appendix 1.
- 4.3. The Key Roles are set out in appendix 3:
 - 4.3.1. Governing Body
 - 4.3.2. Chief Executive
 - 4.3.3. Health and Safety Governor
 - 4.3.4. Directors, Vice Principals and Assistant Principals
 - 4.3.5. Health and Safety Manager
 - 4.3.6. Heads of Departments and Line Managers
 - 4.3.7. Class Teachers and Teaching Assistants
 - 4.3.8. All Staff
 - 4.3.9. Other Specific Areas, Pupils
 - 4.3.10. Visitors and Contractors

4.4. Organisation Chart



5. Specific issues

5.1. To establish an effective health and safety regime, Mary Hare has detailed safety arrangements for specific issues.

5.2. The following arrangements are set out in the appendices:

- 5.2.1. Appendix 1 - Arrangements at Mary Hare
- 5.2.2. Appendix 2 – Particulars of Arrangements
- 5.2.3. Appendix 4 – Faculty Statement of Safety Organisation
- 5.2.4. Appendix 5 – Legislation
- 5.2.5. Appendix 6 – Policies referenced in this document (and available on the Portal)
- 5.2.6. Appendix 7 – Governors/Management Health and Safety Inspection Checklist
- 5.2.7. Appendix 8 – First Aiders

6. Insurance (Appendix 10)

Mary Hare has in place Employers' Liability Insurance, which is renewed annually on July 31. Details of the Employers' Liability Insurance are available from the Bursary.

7. Access and Review of this Policy

7.1 An up-to-date electronic copy of this policy and all other related policies will be located on the Portal. It is the responsibility of the Health and Safety Manager to ensure that the electronic version of these documents are updated whenever necessary

7.2 This Policy will be reviewed annually by the Health and Safety Manager and the Health and Safety Committee to ensure that it remains fit for purpose, compliant with legislation, and informed by the current activities and facilities at Mary hare. All proposed amendments will be submitted to the Board for approval as soon as reasonably practicable.

7.3 If circumstances arise which call for an urgent amendment to this policy, the Health and Safety Manager will notify the Chair of the Board, the Health and Safety Governor and the Principal as soon as reasonably practicable.

7.4 Where the Appendices to this policy contain specific roles and/or the names of specific individuals, the Board authorises the Principal to make changes whenever this is made necessary by changes to the organisation or its personnel. These changes will be notified to the Board for its approval at the next general meeting.

(Signed)

Chief Executive and Principal

(Signed)

Chair of the Governors

APPENDICES

Page Number

1. Specific Arrangements	13
2. Particulars of Arrangements	
3. Key Roles	44
4. Pro-forma Departmental Statement of Safety Organisation	49
5. Legislation, Regulations, Orders and Code of Practice referenced in this Policy and available on the Portal	68
6. Policies referenced in this Policy and available on the Portal	69
7. Governors/Management Health and Safety Inspection Checklist	70
8. First Aiders	82
9. Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety	84
10. Insurance Schedule	85
11. Schedule of Equipment requiring maintenance contract and Certification	86
12. Schedule of Electricity Supply Meters	87

Appendix 1 – Specific Arrangements

1. Accident reporting, recording and investigation

- 1.1. Medical Centre: Mary Hare has an onsite medical centre, which is staffed during the school day by the School Nurse and outside of school time by Heads of Care and Care Team Leaders.
- 1.2. Immediate action: In the event of an accident, the first port of call is the Medical Centre
- 1.3. First aiders etc.: Mary Hare ensures there are Qualified First Aiders and Emergency First Aid at Work Trained Staff within the workforce. Their details are available in the Medical Centre and on the Portal.
- 1.4. Recording accidents: All accidents, regardless of severity, must be recorded in an Accident Book. Accident Books are located in the Medical Centre, the Payroll/HR Office and Manor House Reception.
- 1.5. Reporting Accidents or Dangerous Incidents:
 - 1.5.1. All accidents must be reported to the Health and Safety Manager using the appropriate forms and recording procedures (and see 1.6 below).
 - 1.5.2. Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) must be notified to the appropriate authorities by the School Nurse or Health and Safety Manager as soon as reasonably practicable.
 - 1.5.3. Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, must make an entry in the Accident Book as soon as possible and notify their line manager.
- 1.6. Serious accidents and near misses: in addition to the provisions of section 1.5 above:
 - 1.6.1. All serious accidents must be brought to the attention of the Chairman of the Governors, the Health and Safety Governor and the Chief Executive/Principal.
 - 1.6.2. All serious accidents or potentially serious incidents / near misses will be investigated in detail by the Health and Safety Manager in accordance with the Health and Safety Executive guidance “Investigating Accidents and Incidents”.
 - 1.6.3. The Health and Safety Manager will produce a full report to the Governors on any serious accident, incident or near miss.
- 1.7. Preventing re-occurrence
 - 1.7.1. 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.
 - 1.7.2. Details of all accidents will be brought to the Health and Safety Committee, who will take steps to identify trends and any measures to prevent any reoccurrence
- 1.8. Records: Accident reports and investigation records shall be kept for a period of three years after the initial event; those involving young people must be kept until the youngest person is aged 21. Records concerning incidents of ill health and disease must be kept for 40 years.
- 1.9. Further guidance may be found in the First Aid Policy and Serious Incident Policy.

2. Asbestos

- 2.1. The asbestos survey is located at Manor House Reception.
- 2.2. Key staff are required to attend Asbestos Awareness training as soon as possible after appointment. A record of those who have been trained will be kept in the Facilities and Estate Manager's office.
- 2.3. All contractors are required to sign to confirm they have seen the Asbestos Register in relation to the area they will be working in.
- 2.4. An Asbestos Management Plan is located in the Facilities and Estates Manager's office.
- 2.5. The Asbestos Policy contains further details and guidance.

3. Behavioral Issues

- 3.1. Please see Behavioral Issues Policy.

4. Biological Hazards

- 4.1. Please see Biological Hazards Policy.

5. Bullying and Harassment

- 5.1. Please refer to the Bullying and Harassment Policy.

6. Child Protection

- 6.1 Please refer to the Child Protection Policy.

7. Safe Management of Contractors

- 7.1 Please refer to the Management of Contractors Policy.

8. Contractors and Visitors on Site

- 8.1. All Contractors are required to sign in and undergo an induction process.
- 8.2. Information regarding basic health and safety is available at Reception and on the Portal.
- 8.3. All visitors are expected to be escorted and will be the responsibility of the member of staff they are visiting.
- 8.4. Please refer to the Management of Contractors Policy for further information and guidance.

9. Consultation with Employees

- 9.1. Mary Hare has a Health and Safety Committee whose main purposes are:
 - 9.1.1. The annual review of this policy in accordance with section 7.2 of the Board's Health and Safety Policy
 - 9.1.2. The review of serious incidents the purpose of the committee is set out which meets once per term, or whenever a serious event warrants immediate review.
 - 9.1.3. To take steps in accordance with 1.7.2 of Appendix 1 above to identify trends in accidents and incidents with a view to preventing re-occurrence.
 - 9.1.4. To provide a forum for consultation with staff on health and safety matters
- 9.2. The committee comprises the Health and Safety Manager, a Link Governor and a representative mix from among the Senior Management Team, Heads of Faculty, Line Managers, from all areas of Mary Hare, to be agreed from time to time by the Health and Safety Governor and the Principal
- 9.3. The schedule of meetings will be publicised in advance on the Portal. Agenda will be published via "all staff" emails at least two weeks in advance. Minutes of meetings will be available on the portal, redacted only to respect the privacy of individuals and any legal considerations.

9.4 All staff are to be invited put forward any concerns concerning health and safety at Mary Hare through their respective Head of Faculty or Line Manager to this forum. This invitation will be attached to the schedule of meetings on the Portal, and on the agenda emails sent to all staff.

10. Control Of substances Hazardous to Health (COSHH)

- 10.1. All regularly used products will have a material safety data sheets to accompany each product.
- 10.2. The COSHH files should be maintained and kept by each Faculty.
- 10.3. Details of products used by the Housekeeping team are kept by the Head of Housekeeping with a copy contained in each product.
- 10.4. Details of products used by the Catering team are kept by the Domestic Bursar with a copy contained in each product.
- 10.5. Details of products used by CDT are kept by the Head of CDT with a copy contained in each product.
- 10.6. Details of products used by Facilities and Estates are kept by the (Operations Supervisor) with a copy contained in each product.
- 10.7. Details of products used by Science are kept by the Head of Science with a copy contained in each product.
- 10.8. Details of products used by Sports are kept by the Head of PE with a copy contained in each product.
- 10.9. Details of products used by Care are kept by the Care Team Leaders with a copy contained in each product.
- 10.10. Products used by Grounds staff are stored by the Maintenance Operative responsible for Grounds following the guidance provided by the manufacturer.
- 10.11. The Maintenance Operative responsible for grounds is responsible for maintaining and updating his own COSHH file.
- 10.12. Products used by the Maintenance staff are stored by Maintenance Manager in line with manufacturers' instructions. The Manager is responsible for maintaining and updating his own COSHH file.
- 10.13. Any decanted substances should clearly display the product information, dilution rates and safety information.
- 10.14. Please refer to the COSHH policy for further advice and guidance.

11. Radioactive Sources

- 11.1. The Mary Hare has a small amount of radioactive sources.
- 11.2. The Mary Hare has a Radiation Protection Supervisor and use the DfES as their Radiation Protection Advisor.
- 11.3. Please refer to separate Health and Safety Policy for Science/Physics departments.

12. Defect Reporting Procedures

- 12.1. All staff have a responsibility for their own and others' health and safety and are therefore responsible for ensuring that any defective, damaged or untested equipment is brought to the attention of the maintenance team via the online fault management system so that remedial action can be carried out.
- 12.2. Records of repairs and defect reporting should be kept for 21 years.

13. Display Screen Equipment (DSE)

- 13.1. Please refer to the DSE policy for further advice and guidance.

14. Electricity at work

- 14.1. All hard-wired electrical equipment is tested at least every five years.

- 14.2. There is an on-going programme throughout Mary Hare of Portable Appliance Testing (PAT)
- 14.3. Records of items which have been PAT tested are located in the Facilities and Estate Manager's office.
- 14.4. All items should display a valid PAT sticker.
- 14.5. All staff have a responsibility to report any defective equipment to the Facilities and Estates Manager and are required to carry out a visual check of electrical items for loose pins, frayed cables etc. prior to use.
- 14.6. The Facilities and Estates Manager is responsible for ensuring all contractors are competent to work on the electrical systems and will use a Permit to Work System when required.
- 14.7. The Facilities and Estates Manager is responsible for ensuring anyone working on or with electrical items has been made aware of any relevant information.

15. Fire Precautions and Emergency Plans

- 15.1. Comprehensive Fire Risk Assessments have been completed for all buildings within Mary Hare and copies of the documents are available on the Portal.
- 15.2. Action Plans from the Fire Risk Assessment have been circulated to the appropriate staff for action. These are monitored on a termly basis by the Health and Safety Manager.
- 15.3. Fire Precautions manuals for each building are located in Care Offices or next to the fire alarm panel. (Details of tests/drills and defects are recorded in the Fire Safety Log Book for each building). The Health and Safety Manager and Care Compliance Officer monitor these on a termly basis for completion.
- 15.4. Copies of the Fire Policy and Emergency Evacuation Procedures have been made available to all staff on the Portal.

16. First Aid and Medication

- 16.1. Please refer to the First Aid Policy for further advice and guidance.

17. Glass and Glazing

- 17.1. It is the responsibility of the Facilities and Estates Manager to arrange for a Glazing Survey to be carried out and to action the remedial work.

18. Health and Safety Advice

- 18.1. Any member of staff who requires advice or guidance on any health and safety matter can contact the Health and Safety Manager by email or on 01635 244295

19. Housekeeping, Cleaning and Waste Disposal

- 19.1. The Head of Housekeeping is responsible for ensuring the premises are kept clean, tidy and to minimise the accumulation of rubbish.
- 19.2. Any spillages should be cleaned away immediately and signs should be erected to warn people of potential slip hazards. Contact the Head of Housekeeping or Facilities and Estates Manager for assistance.
- 19.3. The Facilities and Estates Manager ensures sufficient quantities of salt are available to clear snow and ice from the premises and various equipment is available to aid snow clearance.
- 19.4. The Facilities and Estates Manager is responsible for ensuring that all pathways are clear of leaves to avoid slips.
- 19.5. Broken glass is disposed of in recycling containers supplied by the waste disposal contractor.
- 19.6. Fluorescent light tubes are also taken to the maintenance yard and collected and disposed of by the waste disposal contractor.

19.7. Bins are located in various secure locations around Mary Hare.

20. Information dissemination procedure

- 20.1. Information and instruction on health and safety matters are given to staff through their Head of Faculty or Line Manager.
- 20.2. Employees are informed of existing health and safety information through the Health and Safety policy and their Head of Faculty or Line Manager.
- 20.3. Current documentation relating to all health and safety matters is uploaded to the Portal.
- 20.4. The Health and Safety Manager will carry out briefings to staff as and when required.
- 20.5. New staff are required to sign to confirm they have read and understood all health and safety documentation relevant to their role. This will be carried out by the Head of Faculty or Line Manager.
- 20.6. It is the responsibility of teaching staff to ensure that pupils are advised of the relevant health and safety information, through lessons and if appropriate at school assemblies.

21. Kiln

- 21.1. CDT staff are trained and competent to use the kiln and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency operating procedures. A current copy of the risk assessment is available on the Portal.
- 21.2. The kiln is inspected and certified safe for use by an external contractor.
- 21.3. Personal protective equipment in the form of thermal gloves are available and are located in the kiln room.

22. Lettings

- 22.1. Please refer to the Lettings and Events policy for further advice and guidance.

23. Lighting

- 23.1. Adequate standards of lighting should be maintained throughout Mary Hare.
- 23.2. Wherever possible workplaces should be illuminated by natural light.
- 23.3. In areas where additional lighting is required due to the nature of the work involved, this will be addressed on an individual basis and lighting levels increased to include individual desktop lighting if required.
- 23.4. Lighting will be positioned at a level so as not to cause additional risks or come into contact with combustible material.
- 23.5. New lighting should be positioned to ensure access to cleaning and maintenance can be achieved safely.

24. Lone Working and Personal Safety

- 24.1. Please refer to the Lone Working Policy for further advice and guidance.

25. Maintenance and Inspection of Equipment

- 25.1. Equipment is inspected and tested as per the applicable regulations. A full list of the equipment which is tested, how, by whom and frequency of testing schedule is located in Appendix 11 of this policy.

26. Manual Handling

- 26.1. There are a number of activities and work practices throughout Mary Hare that require manual handling.
- 26.2. All staff who are required to manually lift/move/store packages on a regular basis will be required to undertake training.
- 26.3. Please refer to the Manual Handling Policy for further advice and guidance.

27. School Vehicles

- 27.1. The Facilities and Estates Manager is responsible for the management of school minibuses and other school vehicles.
- 27.2. All school vehicles are taxed, MOT'd and insured for relevant school use
- 27.3. The Maintenance Engineer maintains and services vehicles as necessary and arranges major repairs with an approved contractor.
- 27.4. Staff are required to meet requirements of Mary Hare's insurers to drive school vehicles
- 27.5. Please refer to the Minibus Policy for further advice and information.
- 27.6. The Principal or Heads of Care are responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the Minibus Policy and any Local Authority guidance. School owned, hired or leased minibuses or coaches are only to be used for approved journeys.

28. Arrangements for monitoring Health and Safety

- 28.1. The appointed Governor and Health and Safety Manager are responsible for carrying out audits and inspections of Mary Hare's premises.
- 28.2. Within each academic year, the whole site will undergo an inspection.
- 28.3. The inspection will produce a report of non-compliance and any other reasonable actions required to ensure the health, safety and welfare of all employees, pupils and visitors to Mary Hare.
- 28.4. The appointed Governor will accompany the Health and Safety Manager prior to each Health and Safety Committee meeting to a particular area of the Mary Hare campus.
- 28.5. The Health and Safety manager will report any non-compliance issues, results of any external and internal audits to the Governors through the Health and Safety Committee.

29. New and Expectant Mothers at Work

- 29.1. Staff are encouraged to advise their Head of Faculty or Line Manager as soon as possible if they suspect they are pregnant.
- 29.2. The Head of Faculty or Line Manager is responsible for ensuring that the School Nurse and HR Manager are informed so the appropriate advice and guidance can be provided.
- 29.3. The Head of Faculty or Line Manager is responsible for ensuring the HR Manager is informed so a Risk Assessment can be completed.
- 29.4. The Risk Assessment should be monitored and amended as necessary throughout the course of the pregnancy by the Line Manager and HR Manager.
- 29.5. On return to work, breast feeding mothers will be provided with a private room for the purpose of expressing milk should they request this.
- 29.6. Please refer to the New and Expectant Mothers Policy for further advice and guidance.

30. Noise

- 30.1. In order to comply with the Noise at Work Regulations 2005 weekly noise exposure levels must not exceed 80dB.
- 30.2. Where there is likelihood of this happening, noise-monitoring checks will be carried out.
- 30.3. Control measures will be put in place to reduce the noise levels as far as is reasonably practicable.
- 30.4. If it is not possible to reduce, the noise levels below 80dB employees will be issued with appropriate hearing protection and hearing protection zones will be set up.
- 30.5. In circumstances where the noise level remains above 80dB hearing protection will be supplied to employees working in these areas.
- 30.6. If an employee raises a matter related to noise in the workplace, the Health and Safety Manager will take all necessary steps to investigate circumstances, take corrective action and advise the employee accordingly.
- 30.7. Where employees are found to be exposed to high-level noise appropriate health surveillance and occupational health advice will be sought.

31. Off site visits including residential & any school/care led adventures

- 31.1. Please refer to the Trips Policy for further advice and guidance.

32. PE Inspection

- 32.1. Fitness suites, sports halls, gyms and play equipment are inspected on an annual basis by an independent competent contractor through a service level agreement with an approved contractor.
- 32.2. Staff are responsible for pre-use checks on equipment, which should be recorded.
- 32.3. Risk Assessments are completed for all sporting activities and equipment used. These are uploaded to the Portal.

33. Personal Protective Equipment (PPE)

- 33.1. Personal Protective equipment will be provided free of charge where it is identified as a suitable final control measure.
- 33.2. The equipment needs to be fit for purpose and appropriate with other PPE.
- 33.3. The Head of Faculty or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee/student when required.

34. Permit to Work

- 34.1. A Permit to Work is required for a number of activities, hot work, confined spaces, evacuation work etc.
- 34.2. The Facilities and Estates Manager will liaise with the contractor and Health and Safety Manager and issue a Permit to Work as and when required.

35. Pesticides

- 35.1. The use of pesticides is reserved for appropriately qualified Grounds staff only.
- 35.2. All pesticides will be risk assessed and an accompanying Material Safety Data Sheet is available.
- 35.3. Measures identified within the risk assessment in order to reduce the risk will be utilised and any equipment provided to increase safety such as gloves, safety boots etc. will be made available.
- 35.4. The Facilities and Estates Manager will ensure this takes place.

36. Response to Health and Safety potential non-compliance issues

- 36.1. Where a Health and Safety issue has been identified, it will in all cases be reported immediately to the Health and Safety Manager or, in their absence, the Director of Finance & Business. In all cases the following action is required:
- 36.2. If practicable, remove the Health and Safety risk immediately.
- 36.3. If removal of risk is not practicable, then a Risk Assessment will be undertaken by the Health and Safety Manager within 24 hours and signed by both the Principal and Director of Finance and Business and agreed as an acceptable risk. In all cases, a copy of the Risk Assessment will be emailed to the Chair of the Health and Safety Committee and uploaded to the Portal.
- 36.4. Where a non-compliance has been identified, an Action Plan with clear deadlines must be agreed to resolve it and the Health and Safety Manager given responsibility for ensuring it is completed. Should it become apparent the deadline cannot be met, the Health and Safety Manager must provide the Director of Finance and Business and Chair of the Health and Safety Committee, with a written explanation, and this must be issued before that deadline passes.
- 36.5. In all cases advice from a competent person / body such as the Health and Safety Manager, local authority, fire service or Health and Safety Executive must be actioned.
- 36.6. Failure to comply with these standards could result in disciplinary action. (For more details about what this would involve, please refer to the Disciplinary Policy.)

37. Risk Assessments

- 37.1. Please refer to Risk Assessment Policy for further advice and guidance.

38. Safety Signs

- 38.1. Any safety signs displayed will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- 38.2. Areas will be identified where signs are required and employees, pupils, visitors and contractors are expected to adhere to the signage displayed at all times.

39. Site Security / School Security

- 39.1. Please refer to the Premises Management Policy for further advice and guidance.

40. Slips & trips

- 40.1. All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned.
- 40.2. Other spillages, leaks or wet floors should be reported immediately to the appropriate person e.g. Principal, Head of Housekeeping, or Facilities and Estates Manager who will arrange for them to be dealt with.
- 40.3. 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.

41. Smoking

- 41.1. Mary Hare is a designated no smoking area. Smoking is not permitted anywhere on the Premises and Grounds except in the purpose built smoking shelter at the rear of Blount Hall. At Mill Hall, there is a designated smoking area outside of the Premises.

- 41.2. The Governors have prohibited smoking at Mary Hare and in vehicles under its control.
- 41.3. Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.
- 41.4. The policy applies equally to all people who have business in the premises including contractors, pupils, parents and other visitors.
- 41.5. All job applicants will be informed of the no smoking policy.
- 41.6. No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

42. Sports Pitches

- 42.1. The Facilities & Estates Manager has overall responsibility for ensuring the grounds are in a suitable condition for the activity for which it is being used.
- 42.2. Staff are required to carry out a pre-use visual check on the playing area prior to any activity and to make a decision on the suitability of the surface.

43. Stress and Staff Wellbeing

- 43.1. If employees are experiencing any problems in relation to stress they are encouraged to report this to their Line Manager or Head of Faculty in the first instance.
- 43.2. Staff can however request an appointment with an Occupational Therapist or Counselor.
- 43.3. Please refer to the Stress Policy for further advice and guidance.

44. Swimming Pool

- 44.1. The Head of PE is responsible for pool safety during school time. Heads of Care and Leaders of external groups are responsible for pool safety outside of school time. The Head of PE and Pool Maintenance Engineer currently hold the National Pool Plant Operators Certificate. This is refreshed every three years.
- 44.2. The Pool Maintenance Engineer is responsible for the purchasing of the pool chemicals and has a material safety data sheet for these products located in the Pool Office.
- 44.3. Chemicals are stored in accordance with the manufacturers instructions.
- 44.4. The Normal Operating Procedures and Emergency Operating Procedures are reviewed on an annual basis by the Head of PE/Sports.
- 44.5. The Head of PE holds a first aid qualification. A first aid kit and eyewash station is available in the PE office.
- 44.6. All external organisations who hire the pool, are responsible for providing their own qualified life guards.

45. Temporary Workers

- 45.1. The duty of care to employees also extends to those who may be temporary in any areas of Mary Hare.
- 45.2. All temporary staff are required to receive a basic Health and Safety Induction carried out by their Head of Faculty or Line Manager which covers Fire Evacuation procedures, First Aid Procedures and access to relevant Risk Assessments.
- 45.3. They should also be given more formal training on the use of any particular equipment within their remit, which should be recorded.
- 45.4. A file should be set up which details the training they have received and should be signed by the temporary worker and the Head of Faculty or Line Manager.

46. Temperature

- 46.1. In areas where air conditioning is installed this will be maintained as part of a service level agreement in line with current regulatory guidance.
- 46.2. In areas where air conditioning is, not available adequate access to natural ventilation should be available.
- 46.3. In the event of employees experiencing problems with thermal comfort they should raise the matter in the first instance with the Head of Faculty or their Line Manager.

47. Training and development related to Health and Safety

- 47.1. The following training courses are arranged by the Health and Safety Manager at various intervals throughout the year or can be accessed online via the Portal:
 - 47.1.1. First Aid at Work
 - 47.1.2. Emergency First Aid at Work
 - 47.1.3. Manual Handling
 - 47.1.4. Working at Height
 - 47.1.5. Asbestos Awareness
 - 47.1.6. Legionella Awareness
 - 47.1.7. Risk Assessment
 - 47.1.8. Use of Fire Extinguishers
 - 47.1.9. Fire Safety Awareness
 - 47.1.10. Fire Warden Training
 - 47.1.11. General Health and Safety Awareness
 - 47.1.12. IOSH Managing Safely in the World of Work
 - 47.1.13. Display Screen Equipment
- 47.2. Health and Safety inductions are carried out for all new staff within the first two weeks of starting their employment by the Head of Faculty or Line Manager.
- 47.3. This induction will be recorded and a copy provided to the HR Manager.
- 47.4. Records of all Health and Safety related training is kept by the Head of Care, The Facilities and estates Manager and also on the appropriate location on the Portal.
- 47.5. The Health and Safety Manager is responsible for ensuring all employees undergo appropriate refresher training as and when required.

48. Vehicles on site/car parking

- 48.1. The Facilities and Estates Manager (FEM) has responsibility for the management of vehicles on site. All staff must ensure their vehicle(s) details are registered with the FEM and a Mary Hare numbered parking permit is clearly visible in the appropriate vehicle windscreen. It is individual staff's responsibility to notify the FEM of a change of vehicle.
- 48.2. Staff are requested to observe the speed limit around the campus of 5 mph.

49. Ventilation

- 49.1. Employees should wherever possible make appropriate use of the ventilation systems available.
- 49.2. Natural ventilation should be used where possible, in areas where additional mechanical ventilation has been installed this will be tested and serviced by a competent person in line with current regulations.

50. Water Hygiene

- 50.1. The Water Hygiene log book is located in the Facilities and Estate Manager's office.
- 50.2. An external contractor is employed to carry out many of the requirements of water testing under HSE's Approved Code of Practice (ACoP) L8. S.1-11.
- 50.3. The Operations Supervisor is responsible for carrying out temperature recording and flushing of cold/hot water systems in school buildings.
- 50.4. Heads of Care are responsible for organising flushing of hot/cold water systems in boarding houses.
- 50.5. Please refer to the Legionnaire and Water Hygiene Policy for further advice and information.

51. Work Equipment

- 51.1. All work equipment used on the premises should be inspected upon installation.
- 51.2. All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- 51.3. Records should be kept and made available for annual maintenance and servicing policies.
- 51.4. Employees must not provide (or bring on to site) their own equipment without prior permission from the Facilities and Estates Manager.
- 51.5. Heads of Faculty and Line Managers must ensure that any such equipment within their Faculty is used appropriately and training should be provided if required by the user.
- 51.6. Heads of Faculty and Line Managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment.
- 51.7. Personal Protective Equipment must be provided free of charge if required.

Appendix 2 - Particulars of Arrangements

Index	Page
Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation	
Adaptations and Improvements to Premises (Buildings and Grounds)	
Administration of Medicines	
Art and Design Equipment (Ceramics and Kilns)	
Art and Design Equipment (Fine Arts)	
Asbestos	
Asthma Inhalers	
Audit, Review, Performance Measurement and Action Plan	
Bullying, Harassment and Aggression	
Caretaking and Cleaning Equipment	
Catering	
Catering Equipment (dough mixers, slicing machines, potato peelers etc.)	
Cleaning Arrangements	
Contractors on Site	
Design and Technology Equipment (food technology and textiles)	
Design and Technology Equipment (resistant and compliant materials)	
Display Screen Equipment (DSE)	
Educational Visits and Journeys	
Equipment Provided for Students with Special Needs	
External Areas	
Fire and Other Emergencies	
Fire Drills	
Fire Prevention and Detection Equipment Arrangements	
Fire Risk Assessment	
First Aid	
Grounds Maintenance Equipment (tractor, powered machinery, hand tools etc)	
Hazardous and Flammable Materials	
Hazardous Substances (COSHH)	
Health and Safety Committee	
Health and Safety Representatives	
Health and Safety Training	
Heated Surfaces (radiators, towel rails, water etc)	
Health and Safety Inspections	
Infection Control	
Insurance	
Laboratory Apparatus and Equipment	

Appendix 2 (cont.)

Particulars of Arrangements (cont.)

Ladders and Stepladders	
Lifts	
Location of Mains Services Isolation Points	
Lone Working	
Maintenance of Sites, Premises, Housekeeping and Hazard Reporting	
Manual Handling of Loads	
Mobile Staging and Seating	
Noise	
Outdoor Play Equipment	
PE Equipment and Fitness Room Equipment	
Personal Protective Equipment (PPE)	
Portable Electrical Appliances (PAT)	
Premises Repairs and Maintenance	
Premises Security	
Provision of Information	
Radioactive Sources	
Risk Assessment	
Sack trucks, Barrows and Trolleys	
Severe Weather	
Smoking	
Stage Lighting Equipment	
Stress	
Supplies (purchasing, procurement and delivery)	
Swimming Pool	
Use of Premises Outside of School Hours	
Vehicles	
Visitors	
Waste Disposal	
Waste Management	
Work Equipment	
Work Experience	

Key:

AD	Arlington Arts Director	Tony Trigwell-Jones
AH	Assistant Housekeeper	Samantha Worthy
HRM	Human Resources Manager	Andria Thomas
AP	Assistant Principal	Anne-Marie Martin, Carole Howe
BM	Burwood Manager	Laura Gravenstede
CA	Careers Advisor	Diane Gladwell

CCO	Care Standards Officer	Blue Nolan
CTL	Care Team Leader	Alisa Dellow, Ed Rose, Lee Gollop, Gwen Digby, Steph Vine, Stuart Huntley, Hollie James
DB	Domestic Bursar	Paul Leverton
DoFB	Director of Finance & Business	Paul Jackson
FEM	Facilities and Estates Manager	Kevin Gardiner
HCM	Head Teacher (Mill Hall)	Pam Robinson
HG	Groundsperson	Steve Barratt
HofC	Head of Care	Louise Osborn, Ros Congdon
HoF	Head of Faculty	
HofH	Head of Housekeeping	Pam Swift
HSM	Health and Safety Manager	Kevin Gardiner
ITM	IT Manager	Kevin Sharp
LM	Line Manager	
FET	Facility & Estates Technician	Russ Green, Nick Talbot, Colin Gilbert, Darrell Cassell, Matt Shurrey Bjorn Hulstad
OS	Operations Supervisor	David Gibson
P	Principal	Peter Gale
SN	School Nurse	Dana Williams, Amanda Richens
VP	Vice Principal	Simon Thompson, Robin Askew

1. Health and Safety Representatives

The members of staff who are health and safety representatives for external or National professional associations are:

Professional Association	Name
Associate of the British Institute of Facilities Management	Kevin Gardiner

2. Health and Safety Committee

The minutes of the committee are kept by:	Sharon Rogers
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3. Fire and Other Emergencies

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

Emergency Procedure	Location(s)
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Fire Evacuation	Portal
Bomb Alert	Portal
Gas Leak	Portal
Electrical Fault	Portal
Water	Portal
Storm or Flood Damage	Portal
Unauthorised Persons and Persons Threatening Violence on Site	Portal
Dangerous Animal(s) on Site	Portal

	School hours		Out of School hours	
	Person	Deputy	Person	Deputy
Persons responsible for ensuring and supervising:				
The controlled evacuation	VP Ed	VP Care	HofC	CTL
Summoning of emergency services	VP Ed	VP Care	HofC	CTL
Roll Call	VP Ed	VP Care	HofC	CTL
Permission to return to buildings	VP Ed	VP Care	HofC	CTL

4. Fire Drills

	SCHOOL BUILDINGS	BOARDING
Person responsible for arranging, recording and monitoring fire drills each term is :	HSM/P	HofC/CTL

5. Hazardous and Flammable materials

Details of the location of all hazardous and flammable materials on site in case of emergencies	PORTAL
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6. Fire Risk Assessment

The competent person responsible for carrying out and updating the fire risk assessment for the premises	HSM
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7. Fire Prevention and Detection Equipment Arrangements

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

System	SCHOOL	CARE
Fire Alarms	HoF	CTL
Emergency Lights	Onset Fire Ltd	Onset Fire Ltd
Smoke Detection	Onset Fire Ltd	Onset Fire Ltd

The person responsible for termly visual checks of fire fighting equipment (extinguishers, blankets, hoses) and reporting faults to the Facilities and Estates Manager	HoF, CTL
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The approved contractor responsible for servicing and maintaining fire equipment (fire systems)	Onset Fire Ltd
The approved contractor responsible for servicing and maintaining fire fighting equipment	RedBox

8. Location of Mains Service Isolation Points

Service	Location
Water	Car park next to maintenance workshop
Electricity	Appendix 12

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

	SCHOOL	CARE
Location of accident book	Payroll/HR Office, Manor House Reception	Medical Centre
Person responsible for monitoring accidents/incidents	HSM	CCO

10. First Aid (Appendix 8)

The following employees are **first aiders** who have been trained to First Aid at Work level:

Name	Contact No.	Certificate Expiry date
All Care staff	X200	
Robin Askew, Elaine Bush,	X200	
Anita Leach, Penny Viney,	X200	
Tony Trigwell-Jones,	X246	
Francesca Roberts	X246	

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

Name	Contact No.	Certificate Expiry date
Amanda Richens	X225	
Dana Williams	X225	

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

Display Point
Staff room
Care Offices
General Office

The person responsible for ensuring first aid qualifications are maintained is:	SN
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	SN

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

Location
Manor reception
Care offices
CDT

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

Location	
School Library and staff room	
Science	
Food Technology	
A termly check on the location and contents of all first aid boxes will be made (and recorded) by:	SN
Use of first aid materials and deficiencies should be reported to: Who is responsible for their replenishment.	SN

The address and telephone number of the nearest medical centre, NHS GP is: centre/NHS GP is:	Dr Katie Beale, Eastfield House Surgery, 6 St Johns Rd, RG14 7LW. 01635 41495
The address and telephone number of the nearest hospital with accident and emergency facilities is:	West Berkshire Hospital

11. Administration of Medicines

	SCHOOL	CARE
The person responsible for dealing with the administration of medicines in accordance with Mary Hare's Medical Policy, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	SN	HofC, CTL

The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Local Authorities Medical Policy, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	SN	HofC, CTL
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SN	HofC, CTL

12. Infection Control

Person(s) responsible for dealing with cases and outbreak of infections	VP for Care, HofC
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13. Asthma Inhalers

	SCHOOL	CARE
The person responsible for the supervision and storage where appropriate of asthma inhalers is:	SN	HofC, CTL

14. Risk Assessment

	SCHOOL	CARE
The person responsible for carrying out a general survey of the school's work activities including extra-curricular, lettings, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment(s) are produced and appropriately communicated is:	FEM	HofC
To carry out general risk assessments and specific risk assessments as required by Health and Safety Legislation and as advised by the Health and Safety Manager.	SN ,HofD	HofC
To carry out care related/pupil specific risk assessments as required by Health and Safety Legislation	AP for SENCO	HofC, CTL

15. Maintenance of Sites, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	FEM
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	FEM

16. House Keeping and Disposal of Waste

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

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

The person responsible for the safe disposal of any hazardous substances or special wastes is:	HoF, LM
The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	HoF, LM

17. Repairs and Maintenance

A person encountering any damage or wear and tear of the premises or contents which may constitute a priority 1 hazard should report it to:	FEM, OS
A person encountering any damage or wear and tear of the premises or contents is non-urgent hazard should report it to:	HoF using the online reporting system
The person responsible for managing repairs which are the school's responsibility is:	OS

18. Premises Security

All staff have a general responsibility to report any suspicious activity or suspected unauthorized person on the Premises. If it is safe to do so, staff should challenge persons not wearing a visitor badge. Outside of school hours or instances where there is risk to safety of staff, visitors or pupils, the Police should be notified.

The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc	HofH, OS
The person(s) responsible for managing access to boarding houses during school hours	P, VP
The person(s) responsible for managing access to boarding houses outside of school hours	HofC, CTL

19. Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	FEM
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20. Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	HRM, HoF, LM
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- Health and Safety Policy
- Child Protection Policy
- Health and Safety Manual
- Codes of Safe Practice and Guidance
- Off-site Activities Manual
- Premises Asbestos Log
- 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 Placement)

The person responsible for coordinating the provision of the health and safety training needs of teaching, non-teaching and support staff in consultation with their Line Managers and the employees concerned is:	HRM
The person responsible for compiling and implementing the school's annual health and safety training plan is:	HRM, HSM
The person responsible for reviewing the effectiveness of health and safety training is:	HRM, HSM
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	HoF, LM
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	HoF, LM
The person responsible for coordinating and recording the provision of core training for new staff is:	HRM
The person responsible for coordinating and recording the provision of job specific training for new and existing staff is:	HRM

21. Manual Handling of Loads

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is	HoF, LM
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22. Work Equipment

Powered Access Equipment, Mobile Access Platforms, Access Towers

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	FEM, OS
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23. Ladders and Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	OS, FEM
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24. Sack trucks, barrows, trolleys

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	OS, FEM
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25. Equipment Provided for Pupil with Special Educational Needs

The person responsible for ensuring that all hoists used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	AP for SENCO, FEM
The person responsible for ensuring that slings are laundered regularly and appropriately kept in a hygienic condition is:	AP for SENCO, FEM
The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	AP for SENCO, FEM
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	AP for SENCO, FEM

26. Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	FEM
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27. Caretaking and Cleaning Equipment

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HofH
Person(s) authorized to operate and use:	HofH, AH

28. Catering Equipment (Dough mixers, slicing machines, potato peelers etc.)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	DB
Person(s) authorized to operate and use:	DB

29. Grounds Maintenance Equipment (Tractor, powered machinery, hand tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HG
Person(s) authorized to operate and use :	HG

30. Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoF
Person(s) authorized to operate and use :	HoF

31. Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoF
Person(s) authorized to operate and use :	HoF
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:	HoF

32. Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoF
Person(s) authorized to operate and use :	HoF
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:	HoF
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	HoF
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	HoF

33. Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoF
Person(s) authorized to operate and use :	HoF
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:	HoF

34. Art and Design Equipment (Ceramics and Kilns)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoF
Person(s) authorized to operate and use :	HoF
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:	HoF

35. PE Equipment and Fitness Room Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HoF
Person(s) responsible for daily visual inspection is:	HoF
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:	HoF
Contractor responsible for annual inspection and report is	HoF
Person responsible for repairs Action Plan and certification of equipment	HoF

36. Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	HCM, BM, HofC
Person(s) responsible for daily visual inspection is:	OS
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:	HCM, BM, HofC
Contractor responsible for annual inspection and report is:	Outsourced/FEM
Person responsible for repairs Action Plan and certification of equipment:	Outsourced/FEM

37. Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	AD, AT
Person(s) authorized to operate and use :	AD, AT
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:	AD, AT

38. External Areas

Person responsible for risk assessment of external areas	FEM, OS
Person(s) responsible for maintenance, inspection, servicing of external lighting, CCTV cameras, roads and pathways, steps, safety/traffic signs, fencing, trees and ponds	FEM, OS

39. Heated Surfaces (radiators, towel rails, water etc)

Person responsible for risk assessment of heated surfaces	FEM, OS
Person(s) responsible for maintenance, inspection, servicing and recording of heated surfaces, water temperatures (max 43C)	FEM, OS

40. Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	AD, DT
Person(s) responsible for daily visual inspection is:	AD, DT
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:	AD, DT
Contractor responsible for annual inspection and report is	Annual Service Contract/FEM

41. Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	FEM
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Outsourced/FEM
Staff /students must not bring onto the premises any portable electrical appliances without permission and the appliances have been portable appliance tested. The person responsible for authorizing their use on the premises is:	FEM, HofC

42. Display Screen Equipment

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

Person responsible for keeping records of eye tests and DSE assessments	HRM,FEM
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43. Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	
Science	HofF
Design and Technology	HofF
Art and Design	HofF
Housekeeping	HofF
Swimming Pool	HofH

PE and sports	HoF
Catering	DB
Photography	HoF
Grounds Maintenance	HG
Maintenance Workshops	OS
Care	HofC, CTL

44. Hazardous Substances (COSHH)

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

Science	HoF
Design and Technology (Materials)	HoF
Design and Technology (Food and Textiles)	HoF
Art and Design (Fine Arts)	HoF
Art and Design (Ceramics)	HoF
Media (Photography)	HoF
Housekeeping	HofH
Swimming Pool	ME
Catering	DB
Grounds Maintenance	HG
Care	HofC, CTL
The person responsible for undertaking and updating COSHH risk assessments is:	HoF, FEM, LM

Copies of all the hazardous substances inventories are kept on the Portal

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	HoF
The reports will be kept for inspection by:	HoF

45. Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the Local Authorities policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	FEM
The premises asbestos log is kept:	FEM Office and Manor House Reception
The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	FEM

46. Radioactive Sources

The Radiation Protection Supervisor is:	VP for Education
The following records are located on the Portal:	
• DFE Permission to purchase letter	
• History of the sources	
• Use Log	
• Monitoring/Test records	
• Risk Assessments for Use	
• LEA Science Code of Practice	

47. Noise

Any employee concerned about noise levels at work, should report the matter to:	HofF
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48. Waste Management

Waste from buildings will be collected daily by:	HofH
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	HofH
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	HofH
The person responsible for checking that the oil tank bund wall is effective is:	FEM
The contractor responsible for removing waste from site, weekly, is	Grundon,

49. Cleaning Arrangements

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	HoF, HofH
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50. Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	HSM
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

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

The person responsible for ensuring follow up action on the report is completed is:	HSM
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51. Provision of Information

The person responsible for distributing all health and safety information received from the Education Department or External Advisor is:	HSM
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety documentation will be kept in the Health and Safety Manual which is kept:	Portal
The person responsible for maintaining it is:	HSM
Risk Management documentation will be kept in the Risk Management File which is kept:	Portal
The person responsible for maintaining it is:	HSM
The health and safety notice board is sited:	Main School
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	HSM
The Health and Safety Law Poster is sited:	Main School
The person responsible for maintaining it is:	HSM

52. Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for all educational visits is:	VP for Education
The person responsible for ensuring the appropriate risk assessment and approvals obtained for all care led adventure activities is:	Hof C, CTL

53. Work Experience

The person responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	CA
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54. Swimming Pool

The person responsible for ensuring that the pool is • correctly and safely maintained • regular inspections are carried out • remedial action is taken or if necessary the pool is taken out of use where necessary • appropriate records are kept is:	ME
The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the Local Authority guidance, with lifesavers and adequate supervision etc is:	HoF, HofC, CTL, EAL

55. Use of Premises Outside of School Hours

The person responsible for coordinating lettings of the premises in accordance with the lettings procedure is:	AD
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	AD
The person responsible for checking that the premises are left in reasonable order by other users before locking up	AD

56. Visitors

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 the visitors book

57. Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals to the West Berkshire Planning Department for approval through the Notification process is:	FEM
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58. Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	FEM
The person in control of contractors is:	FEM
Responsibility for liaison with contractors is allocated as follows:	FEM

59. Supplies (Purchasing, Procurement and Delivery)

The Governors will ensure that all equipment and material purchased or procured for use in the Organization complies with current legislative requirements and standards. The following employees are authorised to place orders for supplies and/or to accept gifts or donations to Mary Hare. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Type of Order	School
Maintenance Goods, Furniture, Fixtures and Fittings	FEM
Stationary	HRM
Pool maintenance products	FEM
Chemicals	HofH, HoF
IT Equipment	ITM
Catering Equipment	DB

60. Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	DB
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61. Smoking

The Governors recognize that some employees may have difficulty in complying with this policy. Counseling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	DoFB
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62. Vehicles

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: He/she will ensure that the driver has a valid license, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	DoFB, FEM
The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority is:	DoFB, FEM
The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test and no known medical conditions that affect their ability to drive etc is:	FEM
The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the Local Authority test is:	HRM
The person responsible for maintaining the Minibus Policy and uploading it to the Portal	FEM

63. Stress

The persons responsible for monitoring absence owing to stress related illness is:	HRM
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64. Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	HoF, LM
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65. Bullying/Harassment/Aggression

The school's policy on behavior (including bullying) is kept:	Portal
Records of bullying incidents and action taken are reported kept by:	VP for Care

Person responsible for risk assessment if likelihood of violence, aggression or challenging behavior exists	HofC, VP for Education
Person responsible for staff training in handling challenging behavior and keeping records of staff trained	VP for Care

66. Insurance

The following insurance policies have been arranged by the Governors

Insurance Broker	Details
Hettle Andrews and Associates Ltd	Appendix 10

67. Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	HSM
The person responsible for completing and returning the Annual Health and Safety Report to the Governors is:	HSM
The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is:	HSM
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	HRM

Appendix 3 – Key Roles

1. Duties of the Governing Body

- 1.1. The Governors have ultimate responsibility for the implementation of Health and Safety legislation and achieving the requirements of this Policy, and for providing sufficient resources to achieve this aim.
- 1.2. The Governors aim to provide a safe and healthy environment for all working and learning within Mary Hare. They recognise that a policy alone cannot do this, and that good working practices and procedures are essential to prevent accidents and improve safety. To achieve this, day to day responsibility for implementing this policy has been delegated through the Principal/CEO, to the Health and Safety Manager and other Senior Managers.
- 1.3. To achieve their aims, the Governors also :
 - 1.3.1. Appoint one governor as Health and Safety Governor
 - 1.3.2. Ensure that all strategic decisions take account of health and safety policies and good practice; and therefore require all strategic proposals to include a health and safety impact assessment.
 - 1.3.3. Establish an operational The Health and Safety Committee to determine the operational health and safety management measures necessary to deliver the Board's health and safety policy and review regularly the operation of the Board policy. The committee is not a committee of the Board, but its reports and recommendations are brought to the Board by the Health and Safety Governor. (The full remit of the committee is described in section 4.2 of the policy and in section 9 of Appendix 1.)

2. Duties of the Principal

- 2.1. The Principal is responsible, through personal action and/or delegation for:
 - 2.1.1. Ensuring compliance with the requirements of all relevant legislation , and the requirements of this Policy
 - 2.1.2. Establishing the Health and Safety Committee and its staff membership
 - 2.1.3. Ensuring the annual Health and Safety Audit and Action Plan is implemented.
 - 2.1.4. Ensuring information received on Health and Safety matters is communicated to the Health and Safety Committee.
 - 2.1.5. Seeking specialist advice on health and safety matters where appropriate.
 - 2.1.6. Participating in LEA Health and Safety Audits.
 - 2.1.7. Ensuring that all job descriptions include general and/or specific health and safety responsibilities.
 - 2.1.8. Ensuring that safety standards for purchased goods and equipment are met.
 - 2.1.9. Ensuring that the Board's Health and Safety Policy is updated whenever necessary and there are arrangements to ensure compliance with current legislation and best practice in the management of Health and Safety.
 - 2.1.10. Ensuring Mary Hare has agreed appropriate health and safety procedures and practices.
 - 2.1.11. Ensuring that regular (3 times a year) Health and Safety internal inspections/audits of Mary Hare premises will take place.
 - 2.1.12. Ensuring an annual external audit of Mary Hare's Health and Safety policy and procedures is carried out by an approved consultancy.
 - 2.1.13. Ensuring that all staff with Health and Safety responsibilities are trained and competent to carry them out.
 - 2.1.14. Ensuring that risk assessments are in place and reviewed regularly, ensuring staff, pupils and visitors are not exposed to unacceptable risks.

- 2.1.15. Ensuring that an 'audit track' showing delegated responsibilities for all Health and Safety tasks is maintained.
- 2.1.16. Ensuring adequate health and safety resources are available to meet health and safety requirements and advising the Board accordingly
- 2.1.17. Ensuring that the Governors are kept informed of Health and Safety issues, including any higher risk trips

3. Duties of the Health and Safety Governor

3.1. The role of the H&S Governor is on behalf of the Board to monitor and scrutinise the delivery of the Health and Safety policy through chairing of the Health and Safety Committee, through inspection, through liaison with the Principal and the Health and Safety Manager, and through liaison with any expert consultant appointed to audit the operation of the Health and Safety policy.

3.2. The Health and Safety Governor will:

- 3.2.1. Report her/his findings regularly to the Board general meetings, and at any time when urgency demands it.
- 3.2.2. Ensure that the Chair of the Finance Committee is made aware of any resource issues arising.
- 3.2.3. At least once a term, organise an announced or unannounced inspection of a chosen aspect of the health and safety arrangements, including an inspection of the accident books and other relevant records.
- 3.2.4. Bring to the Board the termly reports and recommendations of the Health and Safety Committee, reports her/his findings regularly to termly Board general meetings, and at any time when urgency demands it.
- 3.2.5. Attend any appropriate Governor training.

4. Duties of Directors, Vice Principals and Assistant Principals

4.1. It is the responsibility of the Directors, Vice Principals and Assistant Principals directly, or through delegation as detailed within this policy, and in accordance with the law:

- 4.1.1. To ensure adherence in all respects to the Health and Safety Policy of Mary Hare and in particular to ensure that the necessary resources for implementation are available.
- 4.1.2. To plan, organise, control, monitor and review the arrangements for Health and Safety, including the arrangements for any visitors and contractors.
- 4.1.3. To carry out general risk assessments and specific risk assessments as required by Health and Safety Legislation and as advised by the Health and Safety Manager.
- 4.1.4. To ensure that all work procedures under their control are safe and without risk to health.
- 4.1.5. To ensure that health and safety information, instruction and training have been given.
- 4.1.6. To provide occupational health surveillance where appropriate.
- 4.1.7. To investigate and keep records of all cases of occupational ill health, accidents, hazardous incidents and fire and report to the Health and Safety Executive (HSE) under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) regulations as required.

- 4.1.8. To post signs and notices and to keep them up to date.
- 4.1.9. To arrange for appropriately trained first aid personnel and adequate supply of first aid equipment.
- 4.1.10. To ensure an up-to-date fire safety risk assessment is available and that its requirements are satisfied.
- 4.1.11. To ensure that escape routes are kept clear and emergency lighting, fire detection and alarm systems are tested regularly. To have fire drills at least termly.
- 4.1.12. To ensure the safe disposal of hazardous waste is in compliance with legislative requirements.
- 4.1.13. To ensure the Health and Safety Committee meetings take place and to attend as appropriate.

5. Duties of the Health and Safety Manager

5.1. The Health and Safety Manager's responsibilities are as follows:

- 5.1.1. To provide advice, support and guidance as appropriate to the Governors, Principal and Directors in order to assist them in carrying out their duties under Health and Safety legislation and the Health and Safety Policy.
- 5.1.2. To support the Health and Safety Governor's announced and unannounced inspections
- 5.1.3. To be the focal point for the day to day reference of Health and Safety and to give advice and guidance where appropriate.
- 5.1.4. To attend appropriate Health and Safety Training Courses to enable him/her to discharge his/her responsibilities effectively.
- 5.1.5. To co-ordinate and implement good health and safety practices and procedures throughout Mary Hare.
- 5.1.6. To promote health and safety matters throughout Mary Hare.
- 5.1.7. To carry out audits and inspections of all Mary Hare's sites and produce a report with action points.
- 5.1.8. To ensure all aspects of the Fire Risk assessments are carried out and regular monitoring is in place.
- 5.1.9. To arrange various fire, health and safety and first aid training as appropriate.
- 5.1.10. To ensure all statutory testing and inspection is carried out in accordance with legislation and monitored for effectiveness.
- 5.1.11. To ensure adequate policies and procedures are in place and are kept up to date.
- 5.1.12. To ensure the Health and Safety manual and Asbestos Log is kept up to date.
- 5.1.13. To offer advice and guidance concerning any changes necessary to meet the requirements of Health and Safety.
- 5.1.14. To ensure all health and safety policies are kept up to date on the Portal and make any changes to policy following changes in legislation.
- 5.1.15. To attend Mary Hare's Health and Safety Committee meetings.
- 5.1.16. To provide health and safety induction for all staff and facilitate on-going training as required
- 5.1.17. To produce reports for meetings of the Governors.
- 5.1.18. To ensure health and safety training records are up to date.
- 5.1.19. To investigate accidents, near misses and untoward events.
- 5.1.20. To assist with and provide advice to staff on the completion of Risk Assessments.
- 5.1.21. To monitor contractors on site and ensure they consult the Asbestos Log.
- 5.1.22.

6. Duties of Heads of Faculty and Line Managers

- 6.1. Every Line Manager/Head of Faculty with a supervisory capacity is responsible for the day to day management of health and safety within their Faculty .
- 6.2. Line Managers/Heads of Faculty are responsible for:
 - 6.2.1. Providing suitable and sufficient risk assessments within their area of all activities, equipment and processes that pose a significant risk to Health and Safety. These risk assessments must be signed, dated and reviewed on an annual basis and a current copy uploaded to the Portal. They must also be shared with all staff, and evidence that staff have been made aware must be retained.
 - 6.2.2. Ensuring that all substances covered by the Control of Substances Hazardous to Health (COSHH) Regulations are listed and have the appropriate Material Safety Data Sheet.
 - 6.2.3. Ensuring that equipment required within their curriculum is fit for purpose and safe to use (if applicable).
 - 6.2.4. Ensuring that the appropriate signage is clearly displayed within their curriculum area or Faculty.
 - 6.2.5. Cooperating with the Health and Safety Manager in order to ensure Mary Hare meets the requirements of Health and Safety Legislation.
 - 6.2.6. Carrying out regular health and safety monitoring inspections of their area, making reports to the Health and Safety Committee and Health and Safety Manager where appropriate.

7. Duties of Class Teachers and Teaching Assistants

- 7.1. Teachers and assistants are expected to:
 - 7.1.1. Exercise effective and appropriate levels of supervision of pupils and know the emergency procedures in respect of fire, bomb scare and first aid.
 - 7.1.2. Be familiar with the hazards and risk relating to the area in which they teach and with the control measures to reduce the risk.
 - 7.1.3. Follow and demonstrate safe working practice to the pupils and give clear instruction and guidance.
 - 7.1.4. Ensure that any shortfall in the health and safety arrangements is brought to the attention of the Line Manager/Head of Faculty.
 - 7.1.5. Ensure that they are familiar with the Risk Assessments associated with the area in which they work and the curriculum they teach.

8. Duties for all Staff

- 8.1. All employees have a responsibility to take care of themselves and others under the Health and Safety at Work Act 1974 section 7. This involves:
 - 8.1.1. Taking reasonable care for the health and safety of themselves and others when undertaking their work.
 - 8.1.2. Making sure that all work is carried out in the approved way and in accordance with this policy and Health and Safety legislation.
 - 8.1.3. Ensuring they fully utilise any equipment provided for health and safety and that all machine guards and other safety devices are appropriately used.
 - 8.1.4. Checking classrooms/work areas are safe to use.
 - 8.1.5. Checking equipment is safe before use.
 - 8.1.6. Ensuring they only use equipment or machinery which they are competent to use or have been trained to use.
 - 8.1.7. Following and adhering to any instruction given in relation to health and safety and cooperating with their employer to enable the employer to carry out its statutory duties (Health and Safety at Work Act 1974).

- 8.1.8. a duty to report any defective equipment or new hazards and risk they discover; taking care of themselves and others and not ignoring any situation which poses a risk to health and safety without taking the appropriate action.
- 8.1.9. in accordance with the Health and Safety at Work Act 1974, employees have a duty to bring to the attention of the employer any short comings in the health and safety arrangements.
- 8.1.10. making themselves familiar with their surroundings and knowing the locations of the nearest fire exit, escape route, fire-fighting equipment and where to assemble in the event of an evacuation.
- 8.1.11. not intentionally interfering with or misusing anything provided for health and safety reasons.
- 8.1.12. co-operating with the Governors, Principals and the Health and Safety Manager on all matters relating to Health and Safety.

9. Areas with Specific Duties.

9.1. Due to the nature of their activities, the following areas within Mary Hare will produce their own documentation relating to health and safety policy and procedures. These areas are:

- 9.1.1. Science
- 9.1.2. Design Technology
- 9.1.3. P E and Sports
- 9.1.4. Estates and Facilities
- 9.1.5. Housekeeping
- 9.1.6. Catering
- 9.1.7. Care
- 9.1.8. Businesses

10. Duties of pupils

- 10.1.1. All pupils have a responsibility to take care of themselves and others under the Health and Safety at Work Act 1974 section 7. This involves:
- 10.1.2. behaving in an appropriate manner so as not to injure themselves or others or cause damage by their actions.
- 10.1.3. observing the safety rules throughout Mary Hare and as given to them by members of staff.
- 10.1.4. not misusing, neglecting or interfering with any equipment provided for Health and Safety.

11. Duties of visitors/contractors

- 11.1. All visitors/contractors have a responsibility to take care of themselves and others under the Health and Safety at Work Act 1974 section 7. This involves ensuring that:
 - 11.1.1. Visitors and contractors to Mary Hare observe the safety rules applicable to the site they are visiting or working at.
 - 11.1.2. Employees responsible for any visitor/contractor are informed of the health and safety arrangements which may affect them during their visit.
 - 11.1.3. All employees, pupils and visitors are encouraged to provide any suggestions to the Health and Safety Committee in relation to Health and Safety.

Appendix 4

THE PRO-FORMA FACULTY STATEMENT OF SAFETY ORGANISATION

The pro-forma is intended to reflect the needs of the larger and more complex Faculties. Smaller Faculties with simpler managerial structures may wish to compose a simpler document, but if Faculties choose not to use, or wish to modify the pro-forma their statement must:

- clearly define the Faculty (or area) to which it applies
- clearly define the person with **executive authority** to enforce the Health and Safety Policy
- be reviewed annually and updated when necessary
- be brought to the attention of all employees by the most effective means (e.g. at induction sessions; or by email distribution)
- be issued, signed and dated by the head of Faculty

The statement should also identify any special risks in the Faculty and their associated control measures.

THE PREAMBLE

This must clearly identify the Faculty and any dependent units. From time to time, Faculties may have safety responsibilities for those working away from Mary Hare. The extent of such responsibilities and the arrangements to cover them should be described.

EXECUTIVE RESPONSIBILITY FOR SAFETY (SECTION 1)

Responsibility for safety in a Faculty is a managerial function. Those in day-to-day charge of staff, pupils, and visitors are expected to control all associated safety matters.

SPECIFIC SIGNIFICANT RISKS (SECTION 4)

The statement should include a brief indication of significant risks in the department and their location, together with any local written safety arrangements.

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR *[insert Faculty]*.

As Head of the *[insert Faculty]*, I am responsible for ensuring compliance Mary Hare Health and Safety Policy. My responsibilities are set out in the Annexe.

1. EXECUTIVE RESPONSIBILITY FOR SAFETY

Every employee with a teaching or teaching assistant role is responsible for ensuring the health and safety of staff, pupils, and other persons within their area of responsibility; and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities.

As it is my duty to ensure adherence to Mary Hare's Health and Safety Policy, I instruct every employee with a teaching or teaching assistant role to report to me any breach of the Policy.

Every employee with a teaching or teaching assistant role should notify me of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where teachers or teaching assistants or others in charge of areas or with specific duties are to be absent for significant periods, adequate substitution must be made in writing to me and such employees and other persons as are affected. Deputising arrangements must be in accordance with Mary Hare Policy.

The Head of Faculty is responsible for making arrangements for visitors and for ensuring the necessary risk assessments have been made.

The Head of Faculty is responsible for the bulk storage of highly flammable and flammable liquids.

The Head of Faculty is responsible for the safe storage of chemicals and other hazardous liquids/materials.

The Head of Faculty is the senior radiation protection supervisor (SRPS) and he/she is directly responsible for the day to day coordination of radiation protection arrangements within the Faculty and supervision of work with ionising radiation, in accordance with the requirements of the Ionising Radiations Regulations 1999. The purpose of this supervision is to ensure compliance with the requirements of the Faculty's local rules for work with ionising radiation and the University's general radiation protection arrangements. The SRPS is also responsible for supervising the keeping and use of radioactive materials and the accumulation and disposal of radioactive waste, in accordance with the conditions of Mary Hare's permits under the Environmental Permitting (England and Wales) Regulations 2010.

2. OTHER SAFETY FUNCTIONS

First aid

The following persons are responsible for first aid:

[Insert names and indicate whether they are trained first aiders, or appointed persons]

First aid facilities are located as follows:

[give the location of first aid facilities].

Accident and incident reporting

The Head of Faculty is responsible for completing the accident/incident report forms and for ensuring accidents are reported promptly to the Health and Safety Manager. Accident report forms are kept in the Payroll/HR Office and at Manor House Reception.

Display screen assessors

I have appointed the following people as Display Screen Assessors

FEM

Manual handling assessors

I have appointed the following people as Manual Handling Assessors

FEM

3. INDIVIDUAL RESPONSIBILITY

All Faculty employees, and all other persons entering onto Faculty premises or who are involved in Faculty activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of pupils, visitors and contractors should ensure that those persons adhere to the requirements of Mary Hare Health and Safety Policy.

Individuals must

- (a) Make sure that their work is carried out in accordance with Mary Hare Safety Policy.
- (b) Protect themselves and others by properly using any safety equipment or devices (e.g. machinery guards) provided.
- (c) Protect themselves by properly wearing any personal protective equipment that is required.
- (d) Obey all instructions emanating from the Head of Faculty in respect of health and safety.
- (e) Warn me of any significant new hazards to be introduced to the department, or of newly identified significant risks found on the premises or in existing procedures.
- (f) Ensure that their visitors, including contractors, have a named contact within the department with whom to liaise.
- (g) Attend training where managers identify it as necessary for health and safety
- (h) Register and attend for health surveillance with the Occupational Health Service when required by Mary Hare Safety Policy.
- (i) Report all fires, incidents, and accidents immediately to the Head of Faculty
- (j) Familiarise themselves with the location of fire-fighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should

- (a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.
- (b) Offer any advice and suggestions that they think may improve health and safety.
- (c) Note that Mary Hare Policy Statements are available on Portal.

4. SPECIFIC SIGNIFICANT RISKS

The following areas/activities have been identified as significant risks in this Faculty:

[list areas/activities and note the location of any relevant documentation].

Head of Faculty *[insert name and sign]*

Head of Faculty *[please print name]*

Date *[insert date]*

ANNEXE

It is my responsibility, as Head of [*insert Faculty/Institution*], directly or through written delegation

1. To ensure adherence to Mary Hare's Health and Safety Policy and to ensure that sufficient resources are made available for this.
2. To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for pupils, contractors, and other visitors, and to strive for continuous improvements in performance.
3. To carry out general and specific risk assessments as required by health and safety legislation and Mary Hare Safety Policy.
4. To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.
5. To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.
6. To keep a record of all cases of ill health, accidents, hazardous incidents and fires, to report them to the Health and Safety Manager, and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay.
7. To inform the Health and Safety Manager before any significant hazards are introduced or when significant hazards are newly identified.

Appendix 5

Legislation, Policies , Regulations, Orders and Code of Practice referenced in this Policy and available on the Portal

Health and Safety at Work, etc. Act 1974

Corporate Manslaughter and Corporate Homicide Act 2007

Disability Discrimination Act 1995 as amended

Occupiers Liability Act 1984

Management of Health and Safety at Work Regulations 1999 as amended

Provision and Use of Work Equipment Regulations 1998

Manual Handling Operations Regulations 1992

Workplace (Health, Safety and Welfare) Regulations 1992

Work at Height Regulations 2005

Health and Safety (Display Screen Equipment) Regulations 1992 as amended

Personal Protective Equipment at Work Regulations 1992 as amended

Regulatory Reform (Fire Safety) Order 2005

Control of Asbestos Regulations 2012

Control of Lead at Work Regulations 2002

Ionising Radiation Regulations 1999

Dangerous Substances and Dangerous Atmospheres Regulations 2002

Electricity at Work Regulations 1989

Health and Safety (Safety Signs and Signals) Regulations 1996

Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended)

Control of Substances Hazardous to Health Regulations 2002 as amended

Control of Vibration at Work Regulations 2005

Control of Noise at Work Regulations 2005

Employers' Liability (Compulsory Insurance) Act 1969

Employers' Liability (Compulsory Insurance) Regulations 1998

Health and Safety Information for Employees Regulations 1989

Health and Safety (Consultation with Employees) Regulations 1996

Working Time Regulations 1998 as amended

Smoke-free (Premises and Enforcement) Regulations 2006

Smoke-free (Signs) Regulations 2007

Smoke-free (Exemptions and Vehicles) Regulations 2007

Offices, Shops and Railway Premises Act 1963

Lifting Operations and Lifting Equipment Regulations 1998

Gas Safety (Installation and Use) Regulations 1998

Pressure Systems Safety Regulations 2000

Supply of Machinery (Safety) Regulations 1992 (as amended)

Other Relevant Legislation and Guidance

The Education (School Premises) Regulations 1999

National Minimum Standards – Residential Special Schools

Department of Education - Health and Safety: Advice on legal duties and powers

Education Regulations

Appendix 6

Policies available on the Portal (Currently under review)

1. First Aid Policy
2. Serious Incident Policy
3. Asbestos Policy
4. Science Health and Safety Policy
5. CDT Health and Safety Policy
6. Bullying and Harassment Policy
7. Child Protection Policy
8. Management of Contractors Policy
9. Display Screen Assessment Policy
10. Emergency Evacuation Policy
11. Fire Prevention Policy
12. Glazing Survey
13. Lettings and Events Policy
14. Manual Handling Policy
15. Minibus Policy
16. New Expectant Mother's Policy
17. Educational Visits/Trips Policy
18. Risk Assessment Policy
19. Stress Policy
20. Legionella and Water Safety Policy
21. Lone Working Policy
22. Premises Policy
23. Behavioural Issues Policy
24. Biological Hazards Policy

Appendix 7

Governors / Management Committee

Health & Safety Inspection Checklist

Guidance Notes on using this checklist

This safety checklist has been designed to assist you when carrying out the regular walkabout inspections of your school/center. **It is by no means an exhaustive list**, but you will hopefully find it a useful tool to prompt you during your inspection.

If yours is a very large site, then you may decide to inspect a different individual Department / are each time, ensuring that the whole site has been inspected at regular intervals (e.g. annually).

This checklist can be used alongside departmental specific checklists e.g. in Science / CDT.

Definitions

- Machinery – Items such as Kilns, Pug mills, Pillar drills, Lathes, Table saws etc.
- Tools/Equipment – Includes hand tools (e.g. hammers, chisels etc), Buffer machines, Polishing machines, Strimmers, PE Equipment.
- Hazardous Substances – Substances that are covered by the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and orange pictogram but there are other substances such as dusts to consider).
- Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) Schools should have a handbook that gives guidelines, risk assessments etc. for Science and Design & Technology subjects.
- Off Site Activities – Any activity that takes place beyond the school site (e.g. trips, visits, sports fixtures); details can be found in the “Off Site Visits” Manual.
- DSE – Display Screen Equipment such as computers, laptops etc.

SCHOOL NAME.....AREA INSPECTED.....

DATE INSPECTED.....INSPECTED BY.....

1. MANAGEMENT SAFETY SYSTEMS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
*The management safety systems only need to be checked on an annual basis.					
1.1	IS THERE A HEALTH & SAFETY POLICY (SIGNED & DATED BY HEAD TEACHER / CHAIR OF GOVERNORS) THAT HAS BEEN REVIEWED IN THE LAST YEAR?				DATE OF LAST REVIEW -
1.2	IS POLICY IN LINE WITH WBC MODEL IN HAVING STATEMENT OF INTENT, ORGANISATION (ROLES AND RESPONSIBILITIES) AND DETAILED LOCAL ARRANGEMENTS?				
1.3	IS THERE A SYSTEM WHEREBY ALL DEFECTS FOUND WITH EQUIPMENT / PLANT /PREMISES ARE NOTIFIED TO MANAGEMENT AND TAKEN OUT OF SERVICE?				
1.4	ARE RECORDS KEPT OF STAFF INDUCTIONS AND STAFF TRAINING?				
1.5	ARE EMERGENCY PROCEDURES CLEARLY DISPLAYED (EG FIRE PROCEDURE, FIRST AID ARRANGEMENTS)?				
1.6	IS THERE A SYSTEM TO RECORD ACCIDENTS AND INCIDENTS?				

1.7	ARE ALL RELEVANT ACCIDENTS AND INCIDENTS TO PUPILS, EMPLOYEES AND OTHERS REPORTED USING WEB RISK SYSTEM.				
1.8	ARE SITE SPECIFIC RISK ASSESSMENTS COMPLETED AND REVIEWED IN THE LAST 12 MTHS (EG CURRICULUM AND NON-CURRICULUM, ONE OFF EVENT, CARETAKING DUTIES, EXTENDED USE OF SCHOOL ETC.)				DATE OF LAST REVIEW -
1.9	IS HEALTH AND SAFETY INFORMATION GIVEN TO CONTRACTORS AND VISITORS WHEN THEY ARRIVE ON SITE?				
1.10	ARE THERE FORMAL ARRANGEMENTS IN PLACE TO DISCUSS HEALTH & SAFETY MATTERS WITH OTHER USERS/GROUPS/OTHER OCCUPANTS OF THE SITE?				
1.11	ARE GUIDELINES FOLLOWED FOR ALL OFF SITE ACTIVITIES? (EG RECORDING OF RISK ASSESSMENT RECORDS OF PRE -SITE VISITS)				
1.12	HEALTH & SAFETY POSTER DISPLAYED AND ADDRESSES COMPLETED?				

2. FIRE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
2.1	HAS A FIRE RISK ASSESSMENT BEEN COMPLETED / REVIEWED WITHIN THE LAST 12 MONTHS? HELD IN THE FIRE LOG BOOK.				
2.2	EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?				
2.3	FIRE DRILLS CONDUCTED TERMPLY AND RECORDED?				DATE OF LAST DRILL
2.4	FIRE ALARM CALL POINTS TESTED WEEKLY AND RECORDED?				
2.5	FIRE EXTINGUISHERS SUITABLE, IN PLACE AND TESTED ANNUALLY? (DATE WILL BE IDENTIFIED ON FIRE EXTINGUISHERS.)				
2.6	EMERGENCY EXITS / ROUTES CLEARLY SIGNED AND UNOBSTRUCTED?				

3. FIRST AID / MEDICATION		Y	N	N/A	COMMENTS / ACTIONS NEEDED
3.1	FIRST AID BOXES IN APPROPRIATE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?				
3.2	DOCUMENTED SYSTEM FOR ADMINISTRATION (WRITTEN PERMISSION FROM PARENTS AND DOSAGE SHEETS FOR ANY MEDICINE ADMINISTERED) AND SECURE STORAGE OF MEDICATION?				
3.3	TRAINING FOR EPI-PENS / MEDICAL PROCEDURES UP TO DATE? SHOULD BE CARRIED OUT ANNUALLY				

3.4	SYSTEM FOR ACCEPTANCE OF MEDICINES IN PLACE AND SECURE STORAGE USED?				
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4. ASBESTOS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
4.1	ASBESTOS PERMISSION TO WORK SYSTEM USED AND SIGNED ON EVERY OCCASION BEFORE ANY WORK IS CONDUCTED ON BUILDINGS FABRIC?				
4.2	ASBESTOS AUTHORISED OFFICERS PRESENT AND TRAINED WITHIN LAST 3 YRS?				
4.3	ALL ASBESTOS REMAINING ON SITE IN GOOD CONDITION?				
5. HOUSEKEEPING		Y	N	N/A	COMMENTS / ACTIONS NEEDED
5.1	ARE WORK AREAS & WALKWAYS FREE FROM RUBBISH AND OBSTRUCTIONS?				
5.2	IS FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (EG NO RIPPED CARPETS, BROKEN TILES)?				
5.3	IS THERE A REGULAR CLEANING SCHEDULE (INCLUDING THE CLEANING OF WINDOWS, EMPTYING OF WASTE BINS ETC)?				
5.4	ARE ITEMS THAT ARE STORED AT HEIGHT (EG FILES/FOLDERS ON SHELVES) ACCESSIBLE, SECURE AND SAFE?				

5.5	ARE WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (EG PAINT NOT FLAKING, NO DAMP ETC)?				
5.6	ARE THE BOILER ROOM AND ELECTRICITY CUPBOARD AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?				
6.ELECTRICAL		Y	N	N/A	COMMENTS / ACTIONS NEEDED
6.1	ARE PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED BY A QUALIFIED PERSON / HAVE A STICKER TO IDENTIFY THEY HAVE BEEN TESTED?				
6.2	ARE PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACKED OR LOOSE ETC/) AND CHECKED PRE-USE BY STAFF?				
6.3	THE USE OF EXTENSION LEADS IS KEPT TO A MINIMUM, NOT OVERLOADED AND NOT 'DAISY CHAINED'. (NOTE: ONLY DOUBLE INSULATED/FUSED EXTENSION LEADS SHOULD BE USED)				
6.4	FIXED WIRING INSPECTED IN LAST 5 YEARS AND REMEDIAL ACTIONS COMPLETED?				
7.TOOLS / EQUIPMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
7.1	IS THERE A SYSTEM IN PLACE TO VISUALLY INSPECT ALL TOOLS & EQUIPMENT USED WITHIN THE SCHOOL AT REGULAR INTERVALS?				

7.2	ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURELY & OUT OF REACH OF UNAUTHORISED PERSONS?				
7.3	HAS TRAINING AND INSTRUCTION BEEN GIVEN TO THE RELEVANT MEMBERS OF STAFF IN THE SAFE USE OF TOOLS & EQUIPMENT?				
7.4	LADDER REGISTER AND CHECKLIST IN PLACE AND REVIEWED TERMPLY?				
7.5	IS THERE SUFFICIENT ACCESS EQUIPMENT TO ALLOW STAFF MEMBERS TO REACH HIGH AREAS SAFELY?				
8.D&T / SCIENCE / ARTS AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
8.1	MAINTENANCE / SERVICE RECORDS AVAILABLE FOR EQUIPMENT (CHECKED BY COMPETENT PERSON IN PAST 12 MTHS)				DATE OF LAST INSPECTION -
8.2	MACHINERY SAFELY POSITIONED AND ALL MOVING PARTS GUARDED OR HAVE A BARRIER TO PREVENT CONTACT? (THE HEAD OF DT WILL BE ABLE TO ASSIST IN THIS AREA IF NEEDED)				
8.3	ARE THE MACHINES CLEAN? (FREE OF EXCESSIVE OIL, DUST ETC)?				
8.4	ARE THE EMERGENCY STOP BUTTONS CLEARLY MARKED AND EASILY REACHED?				

8.5	IS THERE PERSONAL PROTECTIVE EQUIPMENT AVAILABLE (EG GOGGLES, DUST MASKS) AND IS IT CLEARLY LABELED, EASILY ACCESSIBLE AND WELL MAINTAINED?				
8.6	SAFETY RULES DISPLAYED IN WORKROOMS				
8.7	PREP ROOM, WORKSHOPS, LABS ETC. LOCKED WHEN NOT IN USE				
8.8	ARE THERE BLUE MANDATORY SAFETY SIGNS DISPLAYED NEAR WORKSHOP MACHINERY (EG GOGGLES MUST BE WORN)?				
8.9	IS MACHINERY THAT CAN ONLY BE OPERATED BY PERSONS OVER 18 YEARS OLD SECURED TO PREVENT UNAUTHORISED ACCESS? (EG ISOLATED BY KEY, LOCKED IN SEPARATE AREA)				
8.10	HAVE WRITTEN RISK ASSESSMENTS BEEN COMPLETED FOR EACH PIECE OF MACHINERY?				
8.11	HAVE FUME CUPBOARDS/LEV BEEN TESTED IN THE LAST 14 MTHS?				DATE OF LAST TEST -
8.12	ARE EYEWASH FACILITIES EASILY ACCESSIBLE AND KEPT STERILE?				
8.13	CLEANING STAFF AWARE OF POSSIBLE HAZARDS WITHIN DEPARTMENT				

9.HAZARDOUS SUBSTANCES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
9.1	IS THERE A CENTRALLY HELD COSHH FILE WITH UP TO DATE (AUDITED IN THE LAST 12MTHS) INVENTORY OF CHEMICALS AND DATA SHEETS?				
9.2	ARE HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?				
9.3	ARE SUBSTANCES USED IN SCIENCE SUBJECTS STORED / USED IN ACCORDANCE WITH THE CLEAPSS GUIDANCE AND HAZ-CARDS?				
9.4	IF CHEMICALS HAVE BEEN DECANTED INTO OTHER VESSELS (EG SPRAY BOTTLES), IS THERE A LABEL TO IDENTIFY THE CONTENTS?				
9.5	ARE ALL CONTAINERS CLEARLY MARKED (EG IRRITANT, FLAMMABLE)?				
10.WELFARE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
10.1	CLEAN DRINKING WATER AVAILABLE AND LABELED AS SUCH?				
10.2	SELDOMLY USED WATER OUTLETS IDENTIFIED AND FLUSHED WEEKLY?				
10.3	FINGER-GUARDS IN PLACE ON VULNERABLE DOORS I.E. TOILET & CLASSROOMS IN NURSERY, KS1 AND SPECIAL SCHOOLS				

10.4	IS THERE A SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)				
10.5	SUFFICIENT TOILET FACILITIES?				
10.6	ARE TOILETS CLEAN WITH WASHING FACILITIES? (INC SOAP, HOT WATER AND DRYING FACILITIES)?				
10.7	DOES THE SCHOOL HAVE A STRESS POLICY?				DATE LAST REVIEWED -
10.8	ARE THERE FACILITIES FOR STAFF MEMBERS TO CHANGE CLOTHES / STORE CLOTHES?				
11. GENERAL WORK ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
11.1	ALL DSE (COMPUTER) USERS IDENTIFIED AND WORKSTATIONS ASSESSED?				
11.2	HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?				
11.3	HAVE THERE BEEN ANY COMPLAINTS BY STAFF OF A LACK OF SPACE TO CARRY OUT WORK SAFELY?				
11.4	IS THERE SUFFICIENT EQUIPMENT TO ASSIST WITH MANUAL HANDLING TASKS? (EG TROLLEYS, SACK TRUCKS, HOISTS)				

11.5	GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS?(E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, AREAS WHERE PE IS CONDUCTED ETC)				
11.6	NO SMOKING SIGNAGE IN PLACE AT ENTRANCES?				
12. OUTDOOR AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
12.1	ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (EG NO POTHOLES, NO RAISED /SUNKEN SLABS)				
12.2	PEDESTRIAN ROUTES CLEARLY DEFINED AND SEGREGATED FROM VEHICLES?				
12.3	IS OUTDOOR PLAY EQUIPMENT INSPECTED ANNUALLY BY INDEPENDENT PERSONS?				
12.4	IS OUTDOOR PLAY EQUIPMENT INSPECTED DAILY TO ENSURE SAFETY AND CLEANLINESS BEFORE IT IS USED?				
12.5	EXTERNAL LIGHTING ADEQUATE?				
12.6	GATES AND FENCING ADEQUATELY MAINTAINED?				
12.7	FRAGILE ROOF SURFACES IDENTIFIED BY SIGNAGE ON SITE?				
12.8	ACCESS TO FRAGILE / LOW ROOFS RESTRICTED?				

12.9	SCHOOL RECEPTION CLEARLY SIGNED?				
12.10	EXTERNAL STORAGE / WASTE BIN SECURED AND LOCATED AWAY FROM BUILDINGS?				

13 OTHER REQUIREMENTS SPECIFIC TO YOUR SCHOOL		Y	N	N/A	COMMENTS / ACTIONS NEEDED
13.1	FIXED CONTRACTORS I.E. CATERING /CLEANING. ARE THERE H&S DOCUMENTS IN DATE, TRAINING TAKING PLACE?				
13.2	WATER MANAGEMENT LEGIONELLA CONTROL. ARE THERE MAINTENANCE SYSTEMS AND PROCEDURES IN PLACE TO PREVENT THE SPREAD OF A LEGIONELLA OUTBREAK I.E. TEMPERATURE CHECKS, LOG BOOK PRESENT WITH UP TO DATE MAINTENANCE RECORDS.				
13.3	SITE TRAFFIC MANAGEMENT. ARE ALL ACCESS AND EGRESS ROADS UNBLOCKED, SUITABLE INFORMATION SIGNAGE AND SPEED LIMITS INFORMATION AVAILABLE.				

Appendix 8

First Aiders

If you require FIRST AID ATTENTION please contact any member of staff, who will either assist you or send for the Nurse or a qualified First Aider.

THE FOLLOWING PEOPLE ARE FIRST AIDERS:

Robin Askew – Vice-Principal/Geography Department

Elaine Bush – Science Department

Anita Leach – Library

Penny Viney – Training Office

Sarah McDevitt – Training Office

Dana Williams - Nurse

Ros Congdon – Howard House

Gwen Digby – Manor

Lee Gollop – Murray

Stuart Huntley - Mansell

Blue Nolan – Care Corridor

Louise Osborne – VITH Form

MOST CARE STAFF ALSO HOLD A FIRST AID QUALIFICATION

Tony Trigwell Jones – Arlington Arts Centre

Francesca Roberts - Arlington Arts Centre

FIRST AID BOXES ARE LOCATED:

- Reception
- Mansell – Staff Room
- Manor – Surgery
- Howard House
- Blount Hall – Kitchen Area
- Gym – Outside Office
- Maintenance – Workshop
- CDT – Staff Office Staff Room – Under White Board
- Library
- Food Technology Room
- Prep Room A & B Science Block
- Mini Buses
- Wroughton Centre
- Arlington Arts Centre

Nurses can be contacted via the reception staff or on Mobile Numbers:

Paula Bartlett (07887 761860) or Dana Williams (07787 537395) urgent advice.

Appointed Persons are only usually care staff.

Paula and Blue Nolan keep a record of Appointed Persons.

Paula keeps records of where first aid boxes are kept and when checked.

Travelling 1st aid bags are available from the Medical dept + in the minibuses.

DEFIBRILLATOR

A Defibrillator is located on the north wall of Howard House I (facing Arlington Arts).

Trained users are:

Lee Gollop – Murray House

Patsy Barrett – Blount Hall

Alisa Dellow – Howard House

Louise Osborn – Lane Fox (Care)

Samantha Worthy – Housekeeping

Cheryl Colby – PE

Penny Viney – Training Office

The School GP is Dr. Katie Beale, Eastfield House Surgery, 6 St Johns Rd, Newbury.
RG14 7LW. Tel: 01635 41495.

Appendix 9

Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

<u>Responsibility</u>	<u>Name</u>
Governor	Mrs Rosemary Sanders-Rose
Principal	Mr. P. Gale
Vice Principals	Mr S Thompson, Dr N Papas, Mr. R Askew
Assistant Principals	Anne-Marie Martin, Carole Howe
Director of Finance & Business	Mr P Jackson
Health and Safety Manager	Mr K Gardiner
Managers	All Heads of Faculty and Line Managers
First Aiders Appointed Persons Location of first-aid boxes Name, Address and telephone no. of nearest hospital	
Fire Evacuation Officer Location of fire register Fire Assembly Point Time of weekly fire alarm tests	Mr Robin Askew All Weather Pitch All Weather Pitch Care Facilities 17:30 Friday School Buildings 08:15 Tuesdays
Location of Health and Safety Procedures	PORTAL
Reporting Hazards	All Staff

Appendix 10 - Insurance Schedule

HETTLE ANDREWS

Hettle Andrews & Associates Ltd
Eleven Brindleyplace
2 Brunswick Square
Brindleyplace
Birmingham
B1 2LP

Tel: 0121 423 6200
Fax: 0121 423 6229
Direct Tel:
0121 423 6223
Email:
ross.mckee@hettleandrews.co.uk
www.hettleandrews.co.uk

To Whom It May Concern

28th July 2016

Dear Sirs,

Mary Hare &/or Mary Hare Foundation &/or Mary Hare Services Ltd &/or Hearing Aid Repair Shop (UK) Ltd

We are the insurance and risk management advisor to the above and we can confirm that the following insurance arrangements are in place:

Employers Liability

Insurer: Travelers Insurance Company Ltd
Policy Number: UC CMK 3990367
Expiry Date: 31st July 2017
Limit of Indemnity: £20,000,000 each and every occurrence

Public/Products Liability

Insurer: Travelers Insurance Company Ltd
Policy Number: UC CMK 3990367
Expiry Date: 31st July 2017
Limit of Indemnity: £10,000,000 any one event and in the aggregate in respect of Products Liability
Excess: £250 in respect of third party property damage

Medical Malpractice

Insurer: Novae Group Plc.
Policy Number: To Be Confirmed
Expiry Date: 31st July 2017
Limit of Indemnity: £500,000 in any one event
Excess: £2,500 each and every claim

Governors & Officers / Trustees Liability

Insurer: AXA Insurance
Policy Number: BM MLP 6843574
Expiry Date: 31st July 2017
Limit of Indemnity: £2,000,000 each and every claim and in the aggregate
Excess: £nil

Hettle Andrews & Associates Ltd
Company registered at the above address in England & Wales 4728481
Authorised and regulated by the Financial Conduct Authority



Appendix 11
Schedule of Equipment requiring maintenance contract and certification

Air Conditioning Units
Boilers
Cold Water Storage Tanks
Lightning conductors
Electrical Installations
Portable Electrical Appliances
Platform Lifts – School
Lifts – Murray House & Arlington Arts
Fire Detection and Monitoring systems
Fire Extinguishers
Dust Extraction – DT
Sports/Gym equipment
Kiln
Physiotherapy lifting equipment.

Appendix 12 – Electricity Meters

SerialNumber	MPAN	Location	Supplies	Supplier
P07C04512	2000027342405	Mill Hall (school/labs)		Zenergi
P03C 07552	2000027344769	Mansell House (opp boiler house)	Science block, Mansell House, Annexe, Wroughton Centre; Sewage Farm	Zenergi
E12Z 009332 (changed 16/7/12)	2000007440437	Howard House	Howard House	Southern Electric
E07BG 07546		Workshop/Blount Hall	Blount Hall, Workshops	Zenergi
P96C 34519/ E12Z085218	New meter installed 26/6/12	Manor basement switchroom	Manor, CDT, School, pool	Zenergi
F83C 05549		Manor basement switchroom	Careers and Medical Centre	Zenergi
L07C 64361/ E11Z07972	2000007440376	White Cottages (outside)	White Cottages	Southern Electric
S84C 70051 E12Z103553	2000007440400	West Lodge	West Lodge	Southern Electric
S90C 51542		West Lodge garages (outside) (billed direct to tenant)		
S70C 07032 E12Z058338	2000007440385	Hamlyn House	Hamlyn	Southern Electric
F88C05657 E12Z058342	2000007440394	Coleman House	Coleman	Southern Electric
S71C 06613 E12Z103550 (1/12/12)	2000007440446	Askew House	Askew and Tennis Courts, main drive lights	Southern Electric
L03C 02202 E12Z058337	2000007440428	Mulberry Cottage	Mulberry	British Gas
P06C 07468/ E12Z017541	200006974915	Mill Hall (Burwood/Mews)		Southern Electric
05051394	2000053085392	Arlington Arts		Zenergi
	2000055520450	Murray House		NPower

ZENERGI

Zenergi Acc No.	MPAN	MSN	Location	Supply	Payment Details
NB120001	2000055520450	NG12K00380	Murray House	Murray House	
AD110002	2000050865482	E07BG 07546	Workshop	Workshop/Blount Hall	Monthly
AD110004	2000027342405	P07C04512	Mill Hall (school/labs)		DD
AD110005	2000027344769	P03C07552	Mansell	Wroughton, Science, Mansell, Sewage Farm	DD
AD110006	2000053085392	05051394	Arlington Arts		DD
AD110003	2000027493201	P96C34519/ E12Z085218	Manor Basement	Manor, School, CDT	Monthly
AD110001	2000027344750	F83C05549	Manor Basement (off peak tariff)	Careers and medical centre	Qtrly