



Alderman White School

A member of The White Hills Park Trust

Health and Safety Policy May 2025

Statutory or non-statutory:	Statutory
Author/ Reviewer	A Oakes
Approved by Governors:	8 th May 2025
Due to review:	May 2026

Statement of Intent

The Governing Body / Trustees of The White Hills Park Trust will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees and ensure their work does not adversely affect the health and safety of others (including students, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body / Trustees will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body / Trustees will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

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

The Governing Body / Trustees requires the support of all staff to enable the maintenance of high standards of health and safety in the school's activities.

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

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

Signed: *Chair of Governors*

(Chair of Governors / Trustees)

Date: 8th May 2025

Signed: *Annwen Mellors*

(Head Teacher / Principal)

Date: 8th May 2025

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the school's health and safety management system.

Role	Responsibility
Health and Safety Link Governor	To meet with staff and carry out site visits to ensure that the policy is being implemented
Head Teacher	Overview of and responsibility for health and safety policy and its implementation
Operations Manager	Health and Safety Lead Overseeing day to day management of health and safety in accordance with policy Ensuring adequate first aid cover on site Risk-assessing the school's evening and weekend on-site activities and events. Co-ordinating lettings of the premises in accordance with procedure. Liaising with external providers with regard to the use of the site with a particular focus on Health and Safety. Providing stakeholders with data regarding incidents to facilitate review and procedural updates.
Head of Property & Estates (Trust)	Attending appropriate health and safety training courses to enable staff to discharge their duties effectively. Promoting health and safety matters throughout the school and assisting the Head Teacher /Health & Safety Co-ordinator in the implementation of the health and safety policy and arrangements. Annual audit of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice
Senior Leaders	The day-to-day management of health and safety in accordance with the health and safety policy
Deputy Headteacher	Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers.
Curriculum and Team Leaders	The day-to-day management of health and safety within their department in accordance with the health and safety policy. Drawing up and reviewing departmental policies, procedures, and risk assessments regularly (at least annually).
All staff	Taking reasonable care for the health and safety of themselves and others when undertaking their work; checking classrooms/work areas are safe, checking equipment is safe before use; ensuring safe working procedures are followed
Site Manager	Working knowledge of the Alderman White Health and Safety Policy, its implementation and impact. Managing the day-to-day implementation of the policies in relation to the site as well as the management and delegation of health and safety related tasks to other members of the site-team including the ancillary staff.

	Working in accordance with any policy statements or updates relating to Health & Safety including guidance issued by the NCC Environment & Resources Department where appropriate. Ensuring that cleaning staff are aware of H & S policies and updates which are relevant to their areas of work, and recording and reporting of issues in relation to the above to the Site Team
Site Assistants	Working knowledge of the Alderman White Health and Safety Policy, its implementation and impact. Working in conjunction with Site Manager to implement the Health and Safety policies in relation to the site. To carry out procedures relating to the monitoring, testing, and checking of key areas in relation to H & S. Recording and reporting in relation to the above.
Director of Language College/Enrichment	Risk-assessing the school's enrichment activities and evening and weekend on-site activities and events.
Trip Lead	Risk-assessing the school's trips including off-site activities (e.g. school trips and residentials)
EVC (Educational Visits Co-ordinator)	Co-ordinating off-site visits in conjunction with DHT with a particular focus on Health & Safety, Risk Assessment, and the monitoring of compliance with current regulations, requirements, and procedures.
Site Team or Member of SLT	Person Responsible for alerting the Fire Brigade in the event of a fire
First Aid lead	Responsible for ensuring the First Aid Boxes are checked and stocked
Medicines Co-ordinator	Responsible for the control of medicines

Responsibilities of the Governing Body

The Governing Body / Trustees are responsible for:

- Complying with the Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.

- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- Ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Ensure active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Establish and attend the school's health and safety committee (where appropriate).
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.
- Implementing procedures for the authorisation of school visits.

Note: In the absence of the Head Teacher / Principal these responsibilities fall to their immediate deputy.

Responsibilities of the Operations Manager (Health and Safety Co-ordinator)

Responsible to the Head Teacher / Principal for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Attend the school's health and safety committee (where appropriate).
- Developing and/or reviewing the school annual health and safety action plan.
- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher / Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.

- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Participating in health and safety audits arranged by the Local Authority / Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Monitoring contractors on site and conduct a formal, documented induction.

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher / Principal.

Curriculum Leaders

Curriculum Leaders are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to the headteacher where appropriate
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people

Acting on health and safety reports from above and below in the hierarchy.

Responsibilities of all Staff

All staff at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority / Trust, Governors / Trustees and Head Teacher / Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher / Principal any serious or immediate danger.
- Reporting to their Head Teacher / Principal any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Operations Manager
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	N/A
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Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Annwen Mellors	Head Teacher
Colin Strawbridge	Head of Property and Estates
Richard Moulds	Governor with responsibility for Health and Safety
Amy Oakes	Operations Manager – Health and Safety Co-ordinator

Emergencies

Senior member of staff in the school with responsibility the development, maintenance, and implementation of the emergency plan:	Head Teacher
A copy of the emergency plan is available at:	On A drive and in Head Teachers Office

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Person Responsible Head Teacher	Deputy Deputy Head
Summoning of the emergency services.	Operations Manager	Site Manager / Assistant
That a roll call is taken at the assembly point	Deputy Head	SLT members
That no-one attempts to re-enter the building until the all-clear is given by the emergency services	Operations Manager	Headteacher

Note: The priorities are as follows:

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

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	On the pavement right hand side on the front entrance, staff car park entrance.
Gas	On the Pavement on the front of the building opposite main school
Electricity	Green Building in front of bungalow

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:	Operations Manager and Headteacher
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry on iAM Complaint as soon as possible after the event.

The following types of incident must be recorded:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable (with a copy of the RIDDOR report sent to hands@nottsgov.uk).
- Near Misses

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

First Aid

The following employees are named first aiders:

Name	Location / Extension	Length of course
Emma Brown	423	1 day
Charlotte Graves	345	1 day
Damian Jameson	Maths 422	1 day
Andrea Kilbane	PE 419	1 day
Alan Lea	Science 418	1 day
Andrea McLoughlin	BASE 443	1 day
Karen Newton	BASE 413	1 day
Sam Orchard-Robson	BASE 413	1 day
Bruce Parker	PE 419	1 day
Bethan Scurrah	Humanities 433	1 day
Heather Shaw	Language College	1 day
Karsten Stephan	411	1 day
Cameron Wedgeworth	Music	1 day
Bruce Parker	PE	1 day
Lisa Rockley	Deputy head	1 day
Emma Heard	Midday	1 day
Noddy Yuen	TA	1 day
Karen Lee	TA	1 day

Danielle Scott	BASE 413	3 days
Jack Allsop	Humanities/BASE 433/438	3 days
Neil Dibnah	Science 418	3 days
Nathan Sutton	PE 419	3 days
Zoe Armitage-Giles	Drama 420	3 days
Amy Oakes	Admin Block	Full instructor qualified
Person/s responsible for ensuring first aid qualifications are maintained:		First Aid lead
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Director of Language College / Enrichment

First aid boxes are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
Reception, Maths storeroom (New Block), Science Office (New Block), PE Office, Base, Haven, W17, W18, English office, W32, W35, Technology Workroom & Middays Office	Admin Office
A termly check on the location and contents of all first aid boxes is carried out by:	First Aid Lead
Use of first aid materials and deficiencies should be reported to:	First Aid Lead
Defibrillator outside PE Ring 999 CODE: C2589X	
Address and telephone number of the nearest medical centre / NHS GP:	Valley Road Surgery 81 Bramcote Ln, Chilwell, Beeston, Nottingham NG9 4ET Phone: 0115 943 0530
Address and telephone number of the nearest hospital with accident and emergency facilities:	Queens Medical Centre Derby Rd, Lenton, Nottingham NG7 2UH Phone: 0115 924 9924

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance, and implementation of the medicines policy:	Operations Manager
A copy of the medicines policy is available at:	A Drive Supporting Students with Medical Conditions Policy and School website
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: All Student Support staff
	Deputy: All Student Support staff

Person responsible for dealing with the administration of controlled drugs (e.g., Ritalin) in accordance with the Misuse of Drugs Act. 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:	First: All Student Support staff
	Deputy: All Student Support staff
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	SENCo

Hazard Identification and Control

Risk Assessment

Person(s) (other than Heads of Department) responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Operations Manager Site Manager Director of Language College / Enrichment Deputy Head
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Hazard Reporting and Follow Up

All employees, governors and trustees 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:	Site Manager / Assistant Operations Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Site Manager / Assistant Operations Manager

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	iAM Compliant (Site Team and Operations Manager)
Defective furniture must be taken out of use immediately and reported to:	iAM Compliant (Site Team and Operations Manager)
Person responsible for ordering repairs and maintenance:	Site Manager / Operations Manager

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Operations Manager
Records of employees signatures indicating that they have received and understood health and safety information is kept:	I am Compliant

The health and safety notice board is sited:	In Reception
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Operations Manager
The HSE Health and Safety Law Poster is displayed:	In Reception

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Operations Manager
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- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g., work experience placements).

Premises

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Operations Manager / Deputy Head (CPD)
Person responsible for compiling and implementing the school's annual health and safety training plan:	Operations Manager / Deputy Head (CPD)
Person responsible for reviewing the effectiveness of health and safety training:	Operations Manager / Deputy Head (CPD)
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Operations Manager / Deputy Head (CPD)

Asbestos

Person with overall responsibility for managing asbestos:	Operations Manager and Headteacher
The asbestos register is kept at:	School Office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Operations Manager
The disturbance procedure is displayed in a (staff only) area, at:	School Office
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Operations Manager
The LAMP is kept in:	School Office

Legionella

Person with overall responsibility for managing Legionella:	Operations Manager assisted by Site Manager
The Legionella risk assessment is kept at:	School Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Operations Manager
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Site Manager/ Sterilizing Solutions
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Site Manager / Site Assistant
The logbook is kept in:	School Office

Fire

Person with overall responsibility for managing fire safety:	Operations Manager
The fire risk assessment is kept at:	School Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Operations Manager
Person responsible for routine maintenance and servicing of fire safety equipment:	Site Manager / Neuro Systems
The logbook is kept in:	School Office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Site Manager
	Deputy: Site Assistant / Director of Enrichment (OOS)

Visitors

On arrival all visitors must report to:	Reception
Where they will be issued with; <ul style="list-style-type: none"> • An identification badge • Relevant health and safety information • Sign in via the app • Control of Contractors 	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Operations Manager
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Operations Manager
Person responsible for checking that the letting organisation have Risk assessments and appropriate	Operations Manager

insurance:	
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Assistant/ Language College Administrator

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Head of Property and Estates / Operations Manager
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Head of Property and Estates / Operations Manager
Person responsible for selecting contractors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Head of Property and Estates / Operations Manager
Responsibility for liaison and monitoring of contractors:	Operations Manager assisted by Site Manager

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Outside Contractors
Person(s) authorised and competent to operate and use:	Outside Contractors

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager / Assistants

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager / Assistants

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Site Manager
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Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	None on Site
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	None on Site
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	Site Manager
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Site Manager

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	None on Site
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination, and maintenance of pressure vessels:	Head of Property and Estates
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager

Science

Person responsible for selection, inspection of equipment, maintenance, training, supervision, safe use, and risk assessment	All Science Staff
Person responsible for the chemical inventory:	Science Technician
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Science teachers
Person responsible for Science Codes of Practice / Policy / risk assessments:	Science Curriculum Leader
The Radiation Protection Supervisor:	Science Curriculum Leader/ Technician

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Technology and Art Curriculum Leader / D and T Teacher
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Person responsible for the chemical inventory:	DT Technician
Person(s) authorised to operate and use:	DT Teacher and Technician
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	DT Teacher
Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use:	DT Teacher and Technician
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Technology and Art Curriculum Leader / D and T Teacher

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Technology and Art Curriculum Leader / Food Teachers
Person(s) authorised to operate and use:	Technology and Art Curriculum Leader / Food Teachers
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Technology Technician (Food)
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Technology Technician (Food) / Technology and Art Curriculum Leader
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Technology and Art Curriculum Leader / Food Teachers
Person responsible for Food Technology and Textiles) Codes of Practice/ Policy / risk assessments:	Technology and Art Curriculum Leader

Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Technology and Art Curriculum Leader / Art Teachers
Person(s) authorised to operate and use:	Technology and Art Curriculum Leader / Art Teachers
Person responsible for the chemical inventory:	Technology Technician (DT)
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Art Teachers
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Technology and Art Curriculum Leader

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Technology and Art Curriculum Leader
Persons authorised to operate and use:	Art Teachers Technology Technician (DT)
Person responsible for the chemical inventory:	Technology Technician (DT)
Person(s) responsible for instructing students in the safe use of equipment and correct use of PPE before	Art Teachers

they use it and checking they use it correctly:	
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Technology and Art Curriculum Leader

PE

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment re. equipment	PE Curriculum Leader
Person(s) responsible for regular daily visual inspection and in-house routine inspection re. equipment	PE Curriculum Leader
Contractor responsible for annual full inspection and report re equipment	Universal
Person responsible for PE Codes of Practice/ Policy / risk assessments:	PE Curriculum Leader

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Director of Language College / Enrichment
Person(s) authorised and competent to operate and use:	Director of Language College / Enrichment / Music Enrichment Lead

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	Director of Language College / Enrichment Operations Manager
Person(s) authorised and competent to operate and use:	Director of Language College / Enrichment / Site Manager

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Operations Manager
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Operations Manager
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Operations Manager
Person(s) responsible for carrying out formal visual inspection and testing:	Site Manager
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Operations Manager

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Job Title	
	School Administrator
	Language College & Enrichment Administrator
	Admin Assistant
	Exams Officer
	Data Manager
Person responsible for implementing the requirements of the DSE risk assessment:	Operations Manager

Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> • Correctly and safely maintained • Regular inspections are carried out • Remedial action is taken or if necessary, the pool is taken out of use where necessary • Appropriate records are kept. 	None on Site
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	None on Site

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Headteacher Operations Manager
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Head of Estates and Property
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Operations Manager
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Operations Manager
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Operations Manager

Hazardous Substances

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

	Person Responsible	Location / Extension
Caretaking	Site Manager	School Admin Office Ext 314

Cleaning	Site Manager	School Admin Office Ext 314
Catering	Aspens	
Grounds Maintenance	Nottinghamshire County Council	
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Administration Office
Person responsible for obtaining the latest MSDS and undertaking / updating the COSHH risk assessments:		Operations Manager Site Manager
Person responsible for ensuring local exhaust ventilation (e.g., fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Operations Manager

Personal Protective Equipment (PPE)

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Site Manager
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair, and replacement of respiratory protective equipment:	Site Manager

Housekeeping and Waste

Cleaning Arrangements

Person(s) (other than Heads of Departments) responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Operations Manager

Waste Management and Disposal

Waste will be collected weekly by:	Broxtowe Borough Council
Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Site Manager
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Manager
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Site Manager
Person responsible for the safe disposal of any hazardous substances or special waste :	Site Manager
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Site Manager

Manual Handling

Manual handling of Objects

Person(s) (other than Heads of Departments) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Operations Manager
Person responsible for monitoring the safety of manual handling activities:	Operations Manager

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Operations Manager
Person responsible for monitoring the safety of manual handling activities:	Operations Manager

Educational Visits

Educational Visits Co-ordinator at the school is:	School Administrator assisted by Deputy Headteacher
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	School Administrator assisted by Deputy Headteacher
The Educational Visits Policy is located at:	On the A drive The White Hills Park Trust School Visits Policy

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	ASPENS
Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	ASPENS
Person(s) responsible for regular daily visual inspection and in-house routine periodic statutory inspection:	ASPENS
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	ASPENS

Internal Health and Safety Inspections

Person(s) (other than Heads of Departments) responsible for organising and carrying out routine safety inspections, including planning, inspection, and reporting:	Operations Manager
Person responsible for ensuring follow up action on the report is completed:	Operations Manager

Management Review

Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Operations Manager Headteacher H and S Governor Head of Estates and Property
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Operations Manager Headteacher H and S Governor Head of Estates and Property