




# Astrea Academy Trust

INSPIRING BEYOND MEASURE

**Cottenham Village College**

**The Centre School**

## **Secondary School Health and Safety Policy**

<b>Principal Signatures:</b>	
<b>Principal Name:</b>	Zoe Andrews (CVC) & Sue Raven (TCS)
<b>Date Adopted:</b>	November 2021
<b>Next Review Date:</b>	November 2023

<b>Review Log</b>			
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## Statement of Intent

Within Astrea Academy Trust the Board of Trustees, via the Astrea Executive and Principal of Cottenham Village College and The Centre School, are responsible for:

- Ensuring the Trust meets its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees and ensure their work does not adversely affect the health and safety of others (including: pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.
- Providing sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.
- Ensuring 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 seeking specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Board of Trustees, Astrea Executive, and Principal of Cottenham Village College and The Centre School require 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.

<b>CEO</b>	
<b>Date</b>	22/2/2022

<b>Principal</b>	Zoe Andrews (CVC) and Sue Raven (TCS)
<b>Date</b>	10/01/2023



## Organisational Structure and Responsibilities

### Responsibilities of the Astrea Board of Trustees:

- Ensuring all Astrea schools comply with the Trust's Health and Safety Policy and arrangements.
- Ensuring all schools have formulated and ratified the school health and safety statement and health and safety plan.
- All Astrea Schools have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- All school sites and premises are maintained in a safe condition and that appropriate funding is allocated to this area from school budgets.
- Schools prioritise 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 Astrea's Estates Team.
- Health and safety arrangements are regularly reviewed (minimum annually) and new arrangements are implemented where necessary.
- Promoting high standards and developing 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.
- All schools conduct active and reactive monitoring of health and safety matters in their school.

### Responsibilities of the Principal

The Principal is responsible 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.
- Developing and/or reviewing the school annual health and safety action plan.
- 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.



- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- 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.

**Note: In the absence of the Principal these responsibilities fall to their immediate deputy.**

### **Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)**

Responsible to the Principal for:

- 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 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 ensure 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.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the 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 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 Principal.**

### **Heads of Subject Departments / Co-ordinators**

Heads of Department are responsible for:

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

All employees 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 Astrea Trustees, Executive, Estates Team and 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 Principal any serious or immediate danger.
- Reporting to their 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.

## 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):	Zoe Andrews – CVC Principal Sue Raven – TCS Principal Sarah Powell – Operations Manager Dan McGinty – Site Manager
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#### *Safety Representatives and Safety Committees*

Employee(s) appointed as a safety representative by their association or trade union:	Dan McGinty – Site Manager
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### Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Zoe Andrews – CVC Principal Sue Raven – TCS Principal Sarah Powell – Operations Manager Dan McGinty – Site Manager
A copy of the critical incident plan is available at:	Zoe Andrews – CVC Principal Sue Raven – TCS Principal



Sarah Powell – Operations Manager  
Dan McGinty – Site Manager

	<b>PERSON RESPONSIBLE</b>	<b>DEPUTY</b>
<b>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.</b>	Sarah Powell – Operations Manager	Zoe Andrews – CVC Principal Sue Raven – TCS Principal Kath Goudie – CVC Vice Principal
Summoning of the emergency services.	Dan McGinty – Site Manager	Sarah Powell – Operations Manager Kath Goudie – CVC Vice Principal
That a roll call is taken at the assembly point	Sarah Powell – Operations Manager	Zoe Andrews – CVC Principal Sue Raven – TCS Principal Kath Goudie – CVC Vice Principal
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Dan McGinty – Site Manager	Sarah Powell – Operations Manager

**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*

<b>SERVICE</b>	<b>LOCATION OF ISOLATION POINT</b>
Water	Admin Block – Main plant room. Science Block – Ceiling space above Prep room. DT Block – Plant room. 6th Form – Ground floor plant room. Sports Centre – Plant room. Under sink in Bungalow Kitchen
Gas	Hums - Plant room Sports Centre – Plant room Admin block – Plant room



SERVICE	LOCATION OF ISOLATION POINT
	Art – Plant room 6th Form Ground floor - Plant room External Box – Front right corner - Bungalow
Electricity	Main Block Plant room External box – Front wall - 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:	Dan McGinty - Site Manager
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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 in the accident report book as soon as possible after the event.

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

#### **LOCATION OF ACCIDENT BOOK**

Location of Accident Book	CVC – First Aid Room TCS – The Centre Building
All accidents or near misses are reported through the every online system which is accessible by all staff	Sarah Powell – Operations Manager
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Sarah Powell – Operations Manager SLT – Operations Meeting

The following types of incident must be reported using the every online system:

- 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.

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

### NAME

Person responsible for ensuring first aid qualifications are maintained	Sarah Powell – Operations Manager
List of qualified First Aiders:	Detail list of First Aiders, qualifications and expiry certificate dates is maintained within the First Aid policy document
A monthly check of the location and contents of all first aid boxes is carried out by:	Julie Messal – CVC Lead First Aider Chris Lee Mc-Cloud – TCS Lead First Aider
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Dan McGinty – Site Manager

First aid boxes and first aid record books are kept at the following locations in the school:

### LOCATION OF FIRST AID BOX - CVC    LOCATION OF FIRST AID BOX - TCS

LOCATION OF FIRST AID BOX - CVC	LOCATION OF FIRST AID BOX - TCS
First Aid Room	Medical Room and Kitchen in the centre Building
Main Kitchen	Main Office and Kitchen in the Atrium
Art Staff Room	Design Technology and Construction workshops
DT Staff Room	Art Classroom C2
English Staff Room	The bungalow
Humanities Staff Room	Science Classroom (C10)
Languages Staff Room	All school vehicles and private vehicles that are used to transport pupils
Maths Staff Room	
PE Staff Room	
Scient Staff Room	
Reception	
Site Office	
Isolation Room	
Reset Base	
Thomas Cooper Suite	



A monthly check on the location and contents of all first aid boxes is carried out by:	Julie Messal – CVC Lead First Aider Chris Lee-McCloud – TCS Lead First Aider
Use of first aid materials and deficiencies should be reported to:	Julie Messal – CVC Lead First Aider Chris Lee-McCloud – TCS Lead First Aider
Address and telephone number of the nearest medical centre / NHS GP:	Cottenham Surgery, 188 High St, Cottenham, Cambridge CB24 8SE Tel: 01954 250079
Address and telephone number of the nearest hospital with accident and emergency facilities:	Addenbrooke's Hospital, Hills Rd, Cambridge CB2 0QQ, Tel: 01223 245151

### *Administration of Medicines*

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	First Aid / Admin Assistant - CVC Student Welfare Lead - TCS
A copy of the medicines policy is available at:	First Aid room

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:	Julie Messal – CVC Lead First Aider Rose Greener – TCS First Aid Admin
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:	Julie Messal – CVC Lead First Aider Rose Greener – TCS First Aid Admin
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Julie Messal – CVC Lead First Aider Rose Greener – TCS First Aid Admin

## **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:	Dan McGinty - Site Manager Sarah Powell – CVC Educational Visits Coordinator Chris Lee-McCloud – TCS Educational Visits Coordinator
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### *Hazard Reporting and Follow Up*

All employees, LECC/TMB 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:	Dan McGinty – Site Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Dan McGinty – Site 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:	Dan McGinty – Site Manager premises@astreacottenham.org
Defective furniture must be taken out of use immediately and reported to:	Dan McGinty – Site Manager premises@astreacottenham.org
Person responsible for ordering repairs and maintenance:	Dan McGinty – Site Manager premises@astreacottenham.org

### **Information, Instruction and Training**

#### *Provision of Information*

Person responsible for distributing all health and safety information received from the Trust:	Sarah Powell – Operations Manager
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	Sharon O'Mullane - Principals PA
The health and safety notice board is sited:	CVC Staff Room TCS The Centre Building
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Sarah Powell – Operations Manager Chris Lee-McCloud –TCS
The HSE Health and Safety Law Poster is displayed:	CVC Staff Room CVC Servery TCS The Centre Building
The Astrea Academy Trust Health and Safety Policy Statement is displayed:	CVC Staff Room and Site Office CVC Staff share point TCS The Centre Building

#### *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:	Sarah Powell – Operations Manager Dan McGinty – Site Manager Chris Lee-McCloud – TCS
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- Health and Safety Policy (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).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Sarah Powell – Operations Manager Sue Raven – TCS Principal
Person responsible for compiling and implementing the school's annual health and safety training plan:	Sarah Powell – Operations Manager Sue Raven – TCS Principal
Person responsible for reviewing the effectiveness of health and safety training:	Sarah Powell – Operations Manager Sue Raven – TCS Principal
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Sarah Powell – Operations Manager Sue Raven – TCS Principal

## Premises

### *Asbestos*

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

### *Legionella*

Person with overall responsibility for managing Legionella:	Dan McGinty – Site Manager
The Legionella risk assessment is kept at:	Site Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Dan McGinty – Site Manager
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Aquatide Tel: 0121 474 4282 Aquatideuk@Yahoo.co.uk



The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Site team
The log book is kept in:	Site Office

### *Fire*

Person with overall responsibility for managing fire safety:	Sarah Powell - Operations Manager
The fire risk assessment is kept at:	Site Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Dan McGinty – Site Manager
Person responsible for routine maintenance and servicing of fire safety equipment:	Dan McGinty – Site Manager
The log book is kept in:	Site Office

## **Security**

### *Premises*

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Dan McGinty – Site Manager
	Deputy: Site Team

### *Visitors*

On arrival all visitors must report to:	Reception
Where they will be issued with; ★ An identification badge ★ Relevant health and safety information ★ Sign in with the entrysign online system	

### *Lone Working*

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Dan McGinty – Site 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:	Dan McGinty – Site Manager
Person responsible for checking that the letting organisation assessments and appropriate insurance:	Dan McGinty – Site Manager
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Dan McGinty – Site Manager Site Team



### 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)	Dan McGinty – Site Manager
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Dan McGinty – Site Manager
Person responsible for selecting contractors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Dan McGinty – Site Manager
Responsibility for liaison and monitoring of contractors:	Dan McGinty – 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:	Dan McGinty – Site Manager
Person(s) authorised and competent to operate and use:	None

#### *Ladders*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Dan McGinty – Site Manager
Person(s) authorised and competent to operate and use:	None

#### *Stepladders*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Dan McGinty – Site Manager
Person(s) authorised and competent to operate and use:	None

#### *Manual Handling Equipment*

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Dan McGinty – 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:	N/A
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A



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:	Julie Messal – CVC Lead First Aider Dan McGinty – Site Manager
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	N/A

### *Lifts*

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Dan McGinty – Site Manager
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### *Pressure Vessels*

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Dan McGinty – Site Manager
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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:	All Cleaning Staff

### *Science*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head of Department
Person responsible for the chemical inventory:	Head of Department / Science 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:	Head of Department Science Staff
Person responsible for Science Codes of Practice / Policy / risk assessments:	Head of Department

### *Design and Technology Equipment (Resistant and Compliant Materials)*

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	Head of Department
Person responsible for the chemical inventory:	Head of Department
Person(s) authorised to operate and use:	Head of Department



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:	Head of Department
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:	Head of Department
Person responsible for DT Codes of Practice/ Policy / risk assessments:	Head of Department

#### *Design and Technology Equipment (Food Technology and Textiles)*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head of Department
Person(s) authorised to operate and use:	Head of Department
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Head of Department
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Head of Department
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:	Head of Department
Person responsible for Food Technology and Textiles) Codes of Practice/ Policy / risk assessments:	Head of Department

#### *Art and Design Equipment (Fine Arts)*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head of Department
Person(s) authorised to operate and use:	Head of Department
Person responsible for the chemical inventory:	Head of Department
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:	Head of Department
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Head of Department

#### *Art and Design Equipment (Ceramics)*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head of Department
Person(s) authorised to operate and use:	Head of Department
Person responsible for the chemical inventory:	Head of Department





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:	Head of Department
Person responsible for Art Codes of Practice/ Policy / risk assessments:	Head of Department

### *PE Equipment*

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head of Department
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Head of Department PE Staff
Contractor responsible for annual full inspection and report:	REJB, Sport Services
Person responsible for PE Codes of Practice/ Policy / risk assessments:	Head of Department

### *Stage Lighting Equipment*

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

### *Mobile Staging and Seating*

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

### *Portable Electrical Appliances and Hard Wiring Circuits*

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



portable appliance tested. The person responsible for authorising their use on the premises:	
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### *Display Screen Equipment (DSE)*

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

<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>
A list of DSE assessments for all staff is held separately and will include all staff who work using a desktop or laptop	Support Staff / Admin Roles
As above	Teaching Staff

Person responsible for implementing the requirements of the DSE risk assessment:	Sarah Powell – Operations Manager
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### *Swimming Pools*

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> <li>★ Correctly and safely maintained</li> <li>★ Regular inspections are carried out</li> <li>★ Remedial action is taken or if necessary the pool is taken out of use where necessary</li> <li>★ Appropriate records are kept</li> </ul>	N/A
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.	N/A

### *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.	Dan McGinty – Site Manager
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	Dan McGinty – Site Manager
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Sarah Powell – Operations Manager
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	Dan McGinty – Site Manager Third party – D Ryan, 07977534190



Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Sarah Powell – Operations Manager
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## Substances and Personal Protective Equipment

### *Hazardous Substances*

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

	PERSON RESPONSIBLE	LOCATION / EXTENSION
Caretaking	Dan McGinty – Site Manager	Site Office
Cleaning	Dan McGinty – Site Manager	Site Office
Catering	Kitchen Manager / Head of Dept	Kitchen
Grounds Maintenance	Grounds Maintenance Contractors Brookfields	External
Other (please state):	Senior Science Technician	Science Lab/Prep room

Copies of all the hazardous substances inventories are held centrally in:	Site Office
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	Dan McGinty – Site Manager Heads of Department
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Dan McGinty – Site Manager

### *Personal Protective Equipment (PPE)*

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

## 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:	Dan McGinty – Site Manager
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Dan McGinty – Site Manager premises@astreacottenham.org
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### *Waste Management and Disposal*

Waste will be collected daily by:

Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Dan McGinty – Site Manager
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All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Dan McGinty – Site Manager premises@astreacottenham.org
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When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	premises@astreacottenham.org
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Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	Dan McGinty – Site Manager PHS Contractors
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Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Dan McGinty – Site Manager PHS Contractors
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### **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:	Dan McGinty – Site Manager
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Person responsible for monitoring the safety of manual handling activities:	Dan McGinty – Site Manager
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#### *Manual Handling of People*

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Dan McGinty – Site Manager
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Person responsible for monitoring the safety of manual handling activities:	Dan McGinty – Site Manager
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### **Educational Visits**

The Educational Visits Co-ordinator at the school is:	Sarah Powell – Operations Manager Chris Lee-McCloud – TCS
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Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Educational Visits Coordinator
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The Educational Visits Policy is located at:	Per Astrea Online policy guide
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### **Inspections (External & Internal)**

#### *Catering*

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

#### *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:	Dan McGinty – Site Manager
Person responsible for ensuring follow up action on the report is completed:	Sarah Powell – 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:	Zoe Andrews – Principal CVC Sue Raven – Principal TCS
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Sarah Powell – Operations Manager