

Health and Safety

General Policy Statement

The Chair of the Board of Governors at The Stephen Perse Foundation (the “Foundation”) recognises and accepts his responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils and anyone who may be affected by our work activities and undertakings. It will continue to be his policy to promote standards of health, safety and welfare and will comply with the Health and Safety at Work etc Act 1974.

The objective of the Health and Safety Policy is to minimise risks to Health and Safety by appropriate risk assessment and control. In order to achieve this the Foundation accepts its responsibilities for Health and Safety and is committed to ensuring that proportionate time and resources are given to it in relation to other school matters.

In addition the Foundation recognises the requirement:

- to consult with staff on safety matters,
- to maintain premises, equipment and machinery to a safe and acceptable level,
- to provide staff with information, instruction and training on safety issues,
- to store chemicals, materials and equipment in a safe manner,
- to ensure safe and maintained access and egress from Foundation premises,
- to ensure welfare arrangements are made, including the provisions of First Aid, and
- to provide Personal Protective Equipment (including instruction on use and maintenance).

Staff are legally obliged to co-operate fully in Health and Safety matters by acting in a safe manner and following the procedures highlighted in the Health and Safety Handbook. This includes, reporting of any accidents, incidents or hazardous conditions, attending training and ensuring they use the protective equipment provided.

The Chair of the Board of Governors has responsibility for Health and Safety. However, he has nominated the Senior Leadership Team (SLT) with guidance from the Health and Safety Manager, to ensure competent advice is provided. Other responsibilities for health and safety have been assigned to Curriculum Leaders, Pastoral Leaders and Department Managers, as appropriate and are described in the relevant departmental procedures.

The Chair of the Board of Governors will oversee an annual review of this policy and associated procedures to ensure their legal compliance and continuous improvement. Any amendments will be brought to the attention of all persons who need to be made aware.

Reviewed: May 2018

Approved by the Board of Governors on Friday 1st June 2018

Implementation, Organisation and Responsibilities

Implementation of Policy

The Health and Safety Policy and related procedures will be implemented by effective communication to staff by:

- ensuring the Health and Safety Policy and relevant Procedures are clearly communicated to all staff by making it available to all through media such as Google Drive, Employee Health and Safety Handbook and other information;
- communicating any significant changes in the Health and Safety Policy or Procedure to all relevant staff through written and verbal means, such as training, briefings, blogs and newsletters;
- ensuring Risk Assessments are carried out by competent persons and regularly reviewed with any significant changes communicated to those affected;
- by publishing the notes from relevant health and safety related meetings, including the Health and Safety Committee meeting for all to see on Google Drive;
- ensuring regular monitoring of the effectiveness of this policy (See section 4);
- overall responsibility for the implementation of the Health and Safety Policy and Procedures lies with The Chair of the Board of Governors via the SLT and the Health and Safety Manager.

Our Health and Safety Policy and related Procedures will be implemented strategically by;

- taking health and safety into account when planning all school activities;
- providing and maintaining equipment and systems of work that are carefully designed and monitored;
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- ensuring that staff are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained throughout all Foundation premises and in premises occupied and that means of access and egress are safe;
- ensuring that, where its use is identified as necessary by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors and subcontractors (see Contractors Policy for definition) so that Foundation policies are adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that all staff and contractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all incidents;

- ensuring that the responsibilities of staff and contractors with regard to health and safety are specified clearly in writing.

Overall Responsibilities

The Chair of the Board of Governors has overall and final responsibility for Health and Safety within the Foundation. They will ensure the Foundation has effective policies through delegating specific responsibilities to ensure that all requirements of legislation are satisfied.

Anyone who authorises work to be carried out must ensure that those undertaking the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health and safety. Where necessary, supervision, particularly in the case of young and inexperienced workers, will be required.

Staff with specific monitoring responsibilities, in particular Leaders and Departmental Managers, in addition to any specific responsibilities, should regularly carry out safety inspections of the working environment under their control in order to ensure and maintain standards.

Staff are asked to assist with the risk assessment programme in certain circumstances. The Foundation asks staff to fully co-operate with those leading the process by assisting in implementation and following procedures laid out in these documents.

All staff have a legal obligation to ensure they;

- take care of their own health and safety and that of anyone affected by their undertakings,
- co-operate fully and adhere to any risk assessments that may affect them,
- follow the arrangements described within the Health and Safety policies, procedures and safe systems of work. This includes staff ensuring they do not use vehicles or equipment that they have not been trained or authorised to use, that all guards and safety devices are in place and working and using any PPE they have been instructed to use,
- report all accidents, incidents, near misses (and ill health if related to work) to your Manager or the Health and Safety Manager (in many cases, using the online incident reporting form),
- alert relevant parties to any failings or concerns regarding potential failings in Health and Safety practices,
- attend all training and follow all instructions and information provided for safety purposes,
- do not intentionally or recklessly interfere or misuse equipment or anything intended for the interests of Health and Safety.

Any failure of an individual to comply with legal duties could result in the enforcing authority taking action against them and the Foundation taking disciplinary action where necessary.

Individual Responsibilities

Chair of the Board of Governors

Responsibilities include, but are not limited to:

- initiating the Foundation's Policies for the prevention of death, injury and ill-health at work - including damage to property and wastage,
- carrying out an annual review of the policy,
- appointing a senior manager to administer and implement the Foundation's Policy,
- ensuring that appropriate insurance cover is made,
- ensuring all staff receive adequate information, instruction and training appropriate to their role,
- ensuring disciplinary procedures are in place to act against those who breach health and safety policy, procedures and systems,
- ensuring that any inspection, testing and certification is carried out to comply with relevant regulations,
- setting a personal example.

Senior Leadership Team

Responsibilities include, but are not limited to:

- ensuring they are familiar with the Health and Safety Policy and relevant Procedures,
- ensuring co-operation between all parties in fulfilling the aims of the Health and Safety Policy,
- understanding the requirements of relevant and significant legislation and ensuring these are observed,
- ensuring regular health and safety inspections are undertaken within those areas under their control and appropriate actions are taken when necessary,
- ensuring records are kept and maintained,
- ensuring suitable and sufficient risk assessment is carried out by competent personnel,
- ensuring staff in their areas receive adequate training appropriate to their role,
- ensuring they are aware of First Aid and Fire procedures for their areas,
- ensuring all visitors are made aware of relevant procedures,
- ensuring good housekeeping standards are maintained,
- instituting appropriate reporting, investigation and costing of injury, damage and loss including reporting significant incidents under legislation,
- ensuring that appropriate disciplinary procedures are in place to act against those who breach Health and Safety policy or practices,
- setting a personal example.

Curriculum Leaders, Pastoral Leaders and Heads of Department

Responsibilities include, but are not limited to:

- ensuring they are familiar with the Health and Safety Policy and relevant Procedures,
- ensuring co-operation between all parties in fulfilling the aims of the Health and Safety Policy,
- ensuring they are aware of First Aid and Fire procedures for their areas,
- ensuring all staff and pupils in their area are made aware of the procedures,
- ensuring that any equipment that has not been tested or is damaged or ill maintained is withdrawn from use and reported to Maintenance,
- carrying out risk assessments in those areas under their control, including new activities, to identify all significant hazards and ensuring the risks are reduced to an acceptable level,
- ensuring all findings from the risk assessment process are communicated to those it affects and the assessments are reviewed on a regular basis,
- conducting routine safety checks and inspection in areas under their control and providing evidence of this to the Health and Safety Manager for reporting to SLT,
- Seeking to develop safe practices and encourage suggestions from staff,
- ensuring that all safety rules and procedures and standards relevant to their department are observed, including the wearing of personal protective equipment when appropriate,
- ensuring all safety devices are fitted correctly and used where appropriate,
- ensuring good housekeeping standards are maintained,
- completing Incident Report Forms for all accidents, incidents and near misses under the online accident reporting procedure,
- discouraging horse play and disciplining those who fail to consider safety,
- ensuring that hirers, contractors and others who use the Foundation premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety arrangements are met at all times,
- setting a personal example.

Estates and Logistics Bursar

Responsibilities include, but are not limited to:

- ensuring they are familiar with the Health and Safety Policy and relevant Procedures,
- ensuring co-operation between all parties in fulfilling the aims of the Health and Safety Policy,
- ensuring testing or examination is carried out on relevant articles to comply with any regulations,
- ensuring that all repair and maintenance work is undertaken in a proper manner and that emergency repairs are dealt with effectively,

- ensuring they are aware of First Aid and Fire procedures for their areas,
- ensuring fire call point testing, alarm and fire fighting, emergency and prevention equipment maintenance is carried out,
- carrying out risk assessments in those areas under their control, including new activities, to identify all significant hazards and ensuring the risks are reduced to an acceptable level,
- ensuring all findings from the risk assessment process are communicated to those it affects and the assessments are reviewed on a regular basis,
- ensuring that all safety rules are procedures and standards relevant to their department are observed, including the wearing of PPE when appropriate,
- ensuring all safety devices are fitted correctly and used where appropriate,
- ensuring good housekeeping standards are maintained,
- completing Incident Report Forms for all accidents, incidents and near misses under the accident reporting procedure,
- discouraging horse play and disciplining those who fail to consider safety,
- ensuring that contractors and others who use the Foundation premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety arrangements are met at all times,
- setting a personal example.

Health and Safety Manager

Responsibilities include, but are not limited to:

- overseeing the annual review of the Health and Safety Policy and presenting to The Chair of the Board of Governors and SLT for review,
- promoting co-operation between all parties and advising on how to fulfil the aims of the Health and Safety Policy,
- liaising with the Estates and Logistics Bursar and assisting where applicable on issues surrounding testing and maintaining articles to comply with regulations,
- ensuring the First Aid risk assessment is adequate, with advice from the Healthcare Practitioner,
- ensuring Fire Evacuation Procedures are updated and communicated,
- assisting with and advising on risk assessment at all levels within the Foundation,
- ensuring all findings from the risk assessment process are communicated to those it affects and the assessments are reviewed on a regular basis,
- advising on and providing (where possible) training for staff on specific safety matters,
- collating the routine safety checks and inspection and advising others on this matter,
- ensuring good housekeeping standards are maintained,

- reviewing Incident Report Forms for all accidents, incidents and near misses under the accident reporting procedure, and carrying out incident investigations to determine cause and lessons to be learned etc,
- reporting all significant accident and incidents to SLT and relevant authorities under regulation when required,
- monitoring and auditing of the health and safety management system to ensure compliance with current Health and Safety legislation, guidance and best practices,
- setting a personal example.

Healthcare Practitioner

Responsibilities include, but are not limited to:

- ensuring they are familiar with the Health and Safety Policy and relevant Procedures,
- ensuring co-operation between all parties in fulfilling the aims of the Health and Safety Policy,
- ensuring they are aware of First Aid and Fire procedures for their areas,
- ensuring they advise those who need to be aware of any changes in First Aid practices that may affect the Foundation,
- ensuring the Medicines policies are up to date,
- advising on medication and medical needs of pupils (in particular, the requirements for trips and expeditions),
- ensuring that the Foundation's medical rooms and first aid kits are adequate and suitably stocked,
- ensuring defibrillators are regularly checked, parts replaced and devices are tested by competent persons,
- assisting on medical issues sections for risk assessments,
- forwarding all significant Incident Report Forms for all accidents, incidents and near misses under the accident reporting procedure, to the Health and Safety Manager,
- reporting all significant accident and incidents to SLT and relevant authorities under regulation in the absence of the Health and Safety Manager,
- setting a personal example.

Executive Chef Manager

Responsibilities include, but are not limited to:

- ensuring they are familiar with the Health and Safety Policy,
- ensuring the Food Safety Policy Statements and relevant Procedures are communicated to all catering staff and displayed in prominent locations,
- ensuring co-operation between all parties in fulfilling the aims of the Health and Safety Policy,
- ensuring all changes in food safety practices are communicated to catering staff and amended in relevant catering documentation,

- ensuring that safe and hygienic systems of work are implemented and monitored,
- ensuring relevant registers, notices and documents are maintained and available for inspection,
- ensuring all complaints raised regarding food safety are followed up,
- ensuring persons under their control are given appropriate information, instruction and training in food safety and health and safety (with advice from the Health and Safety Manager where applicable),
- ensuring they are aware of First Aid and Fire procedures for their areas,
- ensuring all staff in their area are made aware of the procedures,
- ensuring that any equipment that has not been tested or is damaged or ill maintained is withdrawn from use and reported to Maintenance,
- carrying out risk assessments in those areas under their control, including new activities, to identify all significant hazards and ensuring the risks are reduced to an acceptable level,
- ensuring all findings from the risk assessment process are communicated to those it affects and that the assessments are reviewed on a regular basis,
- conducting routine safety checks and inspection in areas under their control and providing evidence of this to the Health and Safety Manager for reporting to SLT,
- ensuring all safety devices are fitted correctly and used where appropriate,
- ensuring good housekeeping standards are maintained,
- discouraging horse play and disciplining those who fail to consider safety,
- setting a personal example.

All Staff

Responsibilities include, but are not limited to:

- taking care of their own health and safety and that of anyone affected by their undertakings,
- co-operating fully with their employer and adhering to any risk assessments that may affect them,
- following the arrangements described within the Health and Safety policies, procedures and safe systems of work. This includes staff ensuring they do not use vehicles or equipment that they are not trained or authorised to use, that all guards and safety devices are in place and working and using any PPE they have been instructed to use,
- reporting all accidents, incidents, near misses (and ill health if related to work) to their Manager or the Health and Safety Manager (in many cases, using the incident reporting form),
- alerting relevant parties to any failings or concerns regarding potential failings in health and safety practices,
- attending all training and following all instruction and information provided for safety purposes,
- ensuring they do not intentionally or recklessly interfere or misuse equipment or anything intended for the interests of health and safety,

- completing Incident Report Forms for all accidents, incidents and near misses under the accident reporting procedure,
- ensuring that all food contamination incidents, all cases of illness of food handlers and all incidents of food related illness are adequately reported and investigated,
- monitoring health, safety and food safety activities at the recommended intervals,
- ensuring adequate welfare facilities are provided and maintained to an appropriate standard,
- setting a personal example.

Responsibilities for Contractors

The responsibilities described below apply to all contractors engaged to work on Foundation premises.

Contractors are responsible for, but not limited to, ensuring that all persons under their control are aware of the following:-

- fire procedures;
- first aid arrangements;
- welfare arrangements;
- the requirements of any risk assessments and Method Statements or Safe Systems of Work they are required to comply with;
- areas where PPE must be used.

It is the Foundation's responsibility to inform contractors of any known hazards to which persons under their control may be exposed to while working on the premises. Those engaging contractors are responsible for providing this information.

It is the responsibility of a contractor to provide the Foundation with Risk Assessments and Method Statements or Safe Systems of Work, which should describe how the work will be carried out safely. The requirements of these documents must be adhered to.

Those engaging contractors are responsible for obtaining and filing contractors' Risk Assessments and Safe Systems of Work prior to the commencement of the work. They are also responsible for inspecting work areas to ensure that they are complied with.

A contractor must ensure that any equipment brought onto Foundation premises is fit for the purpose and in a good state of repair. Those engaging contractors are responsible for checking equipment brought onto Foundation premises before the commencement of work and at regular intervals during the period of work.

All portable electrical appliances used by contractors on Foundation premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30mS.

Contractors will be required to provide evidence that any portable electrical appliances brought onto the premises have been tested by a competent person in the last 12 months.

The Foundation reserves the right to order off site any contractor not complying with the relevant safety policies and/or Safe Systems of Work. The following rules are designed to control all visitors to Foundation premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises.

In the event of a fire it is imperative that the Foundation knows who is in the building at the time and that all persons can be accounted for. This is to be achieved by maintaining a record of the name, time of arrival and departure of all visitors.

Any person receiving a visitor should ensure that:-

- the visitor enters their details on the 'visitor system' on arrival and signs out on departure;
- the visitor remains in the reception area until they are collected by their host;
- any incident involving a visitor is reported formally. Injuries should be recorded using the Incident Reporting Procedure;
- the visitor must be alerted to and comply with the Fire Procedures.

General Arrangements

Arrangements have been made to ensure the health, safety and welfare of staff, pupils and anyone who may come into contact with the Foundation and its undertakings, so far as is reasonably practicable. These General Arrangements for Health and Safety are explained below and further detail can be found in the accompanying procedures.

Consultation with Staff

All staff will be made aware of any Health and Safety issues which may have an impact on their role or welfare. The Health and Safety Committee spearheads any decisions and staff are strongly advised to familiarise themselves with the live issues managed by this Committee and are welcome to provide input. There are a variety of forums available for staff to voice concerns and views along with a variety of media for communicating changes or significant issues to staff. (Further details can be found in the accompanying procedures.)

First Aid

The Foundation employs a Healthcare Practitioner to be available at the Senior School ("SS") during school hours and available by telephone for the entire Foundation (in the absence of the Healthcare Practitioner there are a suitable number of First Aiders on call around the Foundation). The Healthcare Practitioner provides First Aid and care for pupils in addition to the team of First Aiders. Staff requiring First Aid should, in normal circumstances, call upon the skills of a First Aider (rather than seek advice from the Healthcare Practitioner unless it is felt that this is not practicable).

In the place of the Healthcare Practitioner (away from SS) suitably trained First Aiders are available on all sites during school hours. The list of the First Aiders for full First Aid, Paediatric First Aid and Emergency First Aiders is available on Google Drive.

All staff are trained annually in epipen use . First Aid kits are available in the room allocated to medical needs at each site and portable kits are stored at various locations around the Foundation. Defibrillators are available at some sites. Appropriate risk assessment has been made to determine the appropriate location of these and training, where required, will be given to ensure appropriate usage.

Fire

Fire/evacuation drill takes place at least once per term. Drills and tests are recorded in the Fire Log Manual and any full evacuation drills are reported to the Health and Safety Committee to address any issues identified during the drill.

All fire exit doors are clearly marked and staff/pupils are familiar with emergency evacuation procedures. All communal areas have fire procedure/action notices. Fire alarms and equipment are regularly serviced and managed by the maintenance team and contractors (this includes the regular inspections and testing of call points). Specific details of Fire Drill procedures for each of the individual sites are recorded in the Fire Procedure.

Risk Assessment

All significant foreseeable hazards are risk assessed in line with the Foundation Risk Assessment Procedure. All hazards identified are controlled and reduced to an acceptable level. Risk Assessment is carried out by staff who are competent to do so, through instruction and training (the Health and Safety Manager will also be available to advise and assist on risk assessment).

There is a Risk Assessment standard form with accompanying explanation and examples, templates and guidance to assist staff in the risk assessment process.

Accidents and Incidents

Minor playground incidents and ill health (such as headaches or minor stomach upsets) are logged with the Healthcare Practitioner or competent person on each site, however, any incident, accident or near miss, which could have or has caused significant harm is recorded formally using the Incident Reporting Form (IRF). This is filled in by the Healthcare Practitioner, First Aider or responsible adult for pupils and can be logged by any staff member for other accidents and incidents.

The IRF form and accompanying procedures and guidance notes are available on Google Drive and hard copies can be requested from the Health and Safety Manager.

All staff are legally obliged to report any accident or incident in the workplace within a timely manner and have been made aware that they are also expected to report Near Miss Incidents which is further explained in the Procedure.

All accidents or incidents reported via the IRF will be followed up by the Health and Safety Manager or other competent person in their absence. Some incidents or accidents may fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR.) The Health and Safety Manager will ensure that any reportable incident is reported in line with these regulations, so far as is reasonably practicable.

(Note – For Early Years, all bumps, especially to the head, are recorded and parents informed with written slip.)

Training

All new staff will be given Induction training. The local Induction will be provided by their line manager and will familiarise the staff member with the local rules, procedures, where to find safety information, how to obtain First Aid, the Fire Procedures and other relevant information about hazards in their workplace.

Human Resources and/or Heads of Departments will alert the Health and Safety Manager of the new starter who will provide advice on the relevant training requirements depending on their role, for example, Manual Handling, Chemical Safety or ladder training. All training will also be available as a refresher. A list of all specific Health and Safety Training courses is available on the Google Drive.

All staff will receive relevant training, instruction and supervision to enable them to undertake their duties effectively and safely. Staff are prohibited to operate machinery, use chemicals or work equipment that they are not trained or competent to do so. If a member of staff is asked to undertake an activity which the staff member is not trained or competent to do so safely, they must not carry out the activity until the relevant arrangements have been made.

Violence

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

Foundation staff are at risk of violence perpetrated by pupils, members of the public/local residents and colleagues.

To manage these risks we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and the necessary controls.

We believe that reducing the risk depends on the design of workplaces together with appropriate working procedures and staff training. For that reason, where we have the opportunity to redesign workplaces such as reception spaces and interview rooms, we ensure that we include improvements to reduce the risk of violence.

We provide training in conflict resolution, control and restraint, for all appropriate staff as identified through our risk assessments.

We robustly investigate any reported incidents of violence to our staff and learning points are incorporated into working procedures and future premises designs as applicable.

Management and occupational health support is offered to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police and seek a conviction of any person who assaults our staff.

Other Relevant Health and Safety Arrangements

Arrangements have also been made and are detailed in the following procedures:

- [Accident/Incident/Near Miss Reporting](#)
- [Staff Consultation](#)
- [Fire Safety and Prevention Policy](#)
- [First Aid Policy](#) , [Ill Health](#) and [Medicines Policy](#) (including, Illnesses, Sharps, Protection against Blood-Borne Viruses)

- [Hazardous Substances \(COSHH\)](#)
- [Manual Handling](#)
- [Lone Working](#)
- [Ladders and Working at Height](#)
- [Driving School Vehicles](#)
- [Movement of People and Vehicles](#)
- [Personal Protective Equipment](#)
- [Stress](#)
- [Training](#)
- [Work Equipment](#)
- [Risk Assessment](#)
- [Display Screen Equipment Policy](#)
- [Display Screen Equipment Assessment](#)
- [Electrical Safety](#)
- [Gas Safety](#)
- [Ice and Snow](#)
- [Asbestos Management Plan](#)

Monitoring and Auditing

The Governors and SLT, via the Health and Safety Manager, will monitor the achievement and effectiveness of the Health and Safety arrangements and their overall performance to ensure, that:

- Physical controls are in place and working satisfactorily; and
- Staff are carrying out procedures and the functions allocated to them.

Methods of monitoring and checking performance involve:

- The Health and Safety Manager reporting each term on health and safety matters in their report to the Health and Safety Committee,
- Collecting accident/incident data and checking, categorising and analysing the reports to make recommendations (also shared in the Health and Safety Committee and on the Google Drive),
- Ensuring that Health and Safety is a standard agenda item on every Head of Department meeting and issues are forwarded to the Health and Safety Manager for action and review,
- Heads of Department carrying out annual Health and Safety inspections of the premises and their areas of work, including their procedures and risk assessments and reporting this back to the Health and Safety Manager for action and discussion in other areas of the Foundation where appropriate,
- Reviewing the Health and Safety Action Plan termly to ensure continuous improvement. The Action Plan can be found on the Google Drive,
- Checking maintenance records/reports through the Maintenance team and online maintenance recording programme,
- Monitoring complaints of hazards reported by staff, pupils, parents, etc.

Summary of Specific Responsibilities:

Responsibility	Responsible Person/s
Establishing and Communicating Safe Working Practices	SLT, Curriculum and Pastoral Leaders, with advice from the Health and Safety Manager
Provision of Training	SLT, Curriculum and Pastoral Leaders with advice and delivery (where possible) from the Health and Safety Manager
Health and Safety Inspections	SLT, Curriculum and Pastoral Leaders with advice from the Health and Safety Manager
Office Safety Inspections	Office Manager/Departmental Manager with advice from the Health and Safety Manager
Housekeeping	SLT, Curriculum and Pastoral Leaders (and all staff)
Fire Evacuations	Heads of School
First Aid Provisions	Heads of School/Appointed Persons/Healthcare Practitioner
Accident, Incident/ Near Miss Reporting	SLT, Curriculum and Pastoral Leaders, Senior Technicians/Healthcare Practitioner/Estates and Logistics Bursar/ Health and Safety Manager (and all staff)
RIDDOR Reporting	Health and Safety Manager/Healthcare Practitioner
Accident Statistics	Health and Safety Manager
Drugs and Medicines	Healthcare Practitioner and Appointed Persons/ Heads of School

<p>Risk Assessment:</p> <ol style="list-style-type: none"> 1. General 2. COSHH 3. Manual Handling 4. PPE 5. DSE 6. Noise and Vibration 7. Food Hygiene 8. Work from Heights 9. Lone Working 10. Pregnant Workers 11. Young Persons 12. Transport /Driving 13. Movement of People and Vehicles 14. First Aid 	<p>1, 2, 3, 4, 5, 6 Curriculum and Pastoral Leaders/Estates and Logistics Bursar /Senior Technicians/Health and Safety Manager</p> <p>7. Executive Chef Manager</p> <p>8. Estates and Logistics Bursar /Health and Safety Manager</p> <p>9. Curriculum and Pastoral Leaders/ Estates and Logistics Bursar / Health and Safety Manager</p> <p>10, 11 Curriculum and Pastoral Leaders/Health and Safety Manager</p> <p>12. HR/Estates and Logistics Bursar/Health and Safety Manager</p> <p>13. Health and Safety Manager</p> <p>14. Heads of School/Healthcare Practitioner/Appointed Persons</p>
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Responsibility	Responsible Person/s
Visitors	Host
Equipment and Inspection: In-House and Outside Services	Estates and Logistics Bursar
Contractor Log	Estates and Logistics Bursar
Fire Equipment/Procedures/Logbook/ Fire Risk Assessment	Estates and Logistics Bursar
Asbestos Management (including survey and register)	Estates and Logistics Bursar
Gas	Estates and Logistics Bursar
Electricity	Estates and Logistics Bursar
Water supply (including management of Legionellosis and risk assessment)	Estates and Logistics Bursar
Waste	Estates and Logistics Bursar
Security and CCTV	Estates and Logistics Bursar