

# Health and safety – appendix

The Holgate Academy

Edition – January 2024

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## CO-ORDINATION & COMMUNICATIONS

### Health and Safety Co-ordinator

The member of staff in the academy with special responsibility for Health and Safety Matters (Health and Safety Co-ordinators ) are:	D Sharrard
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### Health and Safety Representatives

The members of the Academy's staff who are health and safety representatives for the professional associations are:

Professional Association	Name
IOSH	M Hoyle
ISOH	K Mathews

### Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in Accordance with the Authority's Code of Practice. and is required to inform:	The Principal
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### Health and Safety Meetings (Termly)

The constitution, membership and the minutes of the Academies Health & Safety Meetings are kept:	Staff public drive (X:)
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## 1. EMERGENCIES (FIRE, ETC.)

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

Type of emergency procedure	
Fire Evacuation Procedure	Emergency Plan/Site Posters
Bomb Alert	Emergency Plan
Gas Leak	Emergency Plan
Electrical Fault	Emergency Plan
Water	Emergency Plan
Storm or Flood Damage	Emergency Plan
Persons Threatening Violence on Site	Emergency Plan
Dangerous Animal(s) on Site	Emergency Plan

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the principal or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them. The Academy's Emergency Plan should be followed according to the nature of the emergency.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)

	Person	Deputy
The controlled evacuation of people from the building or on the site to a place of safety.	D Sharrard	M Hoyle
The summoning of the emergency services	D Sharrard	M Hoyle
That a roll call is taken at the assembly point	Principal / D Sharrard	M Hoyle / P Bailey
That no-one attempts to re-enter the building until all clear is given by the emergency services is ( <i>eg Exec. Principal, Vice Principal or other member of the senior management team</i> )	All Staff	M Hoyle

**Note: The priorities are as follows:**

- ***to ensure the safety of all person's people, 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.***

The person responsible for arranging, recording and monitoring emergency evacuation drills at least once per term is:	D Sharrard / M Hoyle
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept in the Academy Emergency Plan:	Copy in Principal's office
	Second Copy in Site Managers Office
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	M Hoyle / D Sharrard.

## Fire Prevention and Detection Equipment Arrangements

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

System	Location of Test Records	Person Responsible
Fire Alarm	Site Managers office	D Sharrard / Site Staff
Emergency Lighting System	Site Managers office	D Sharrard / Site Staff
Smoke Detection System	Site Managers office	D Sharrard / Site Staff
The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported to		D Sharrard / Site Staff
The contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:		Supplier Ben storey Ben.storey@notts-fire.co.uk Telephone Number 07929 529758

## Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Boiler house upper/lower
Electricity	Mains room upper/ lower
Gas	Upper boiler house outside, HI block and bottom of school drive lower.

## 2. ACCIDENTS, DANGEROUS OCCURRENCES, VIOLENT INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

### Accident book(s)

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

Location of Accident Book	Person in Charge of Accident Book
Completed Forms in First Aid Room	On duty first aider, M Bonington
Blank electronic version on the staff public drive	

Accident reports should be drawn to the attention of and counter-signed by the Principal or Business Manager before being recorded.	
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	M Hoyle

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.

### 3. FIRST AID

(Please insert a list of First Aiders/qualifications/dates as an Appendix)  
Including the names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the academy

The person responsible for ensuring first aid qualifications are maintained is:	P Bailey
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	M Hoyle / P Bailey

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

Location of First Aid Boxes.	First Aid Record Book(s)
First Aid Rooms	Paper forms in First Aid rooms
All Faculties	Electronic version on the staff public drive

Travelling first aid boxes are kept in the First Aid Room at Hillcrest.

A termly check on the location and contents of all first aid boxes will be made by.	M Bonnington
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	M Hoyle
The address and telephone number of the nearest medical centre/NHS GP is:	Kings Mill Hospital
	01623 622515
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Kings Mill Hospital
	Mansfield Nottingham 01623 622515

## 4. ADMINISTRATION OF MEDICINES

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Academy's Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	M Bonnington, First Aider
	Deputy Hillcrest Reception Staff
The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Academy's Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	M Bonnington, First Aider
	Deputy - Hillcrest Reception Staff
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Year Leaders

### Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	M Bonnington
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## 6. CONTROLS;

### 6.1 Risk Assessments

The person responsible for carrying out a general survey of the Academy's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Site Manager to carry out site related risk assessments
	Nominated people to carry out others SENCO etc

### 6.2 Maintenance of site, premises and hazard reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to: .	Site Manager, Site staff to be informed.
Verbal reports should be followed up in writing using the reporting form through Every Database	All issues to be logged by staff on the reporting software
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Site Manager / Site Staff
Defective furniture should be taken out of use immediately and reported to:	Site Staff
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Site Manager.



### 6.3 Housekeeping and disposal of waste

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

The person who should be contacted if circulation routes are obstructed by rubbish is:	Site staff
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**All members of staff** are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Site staff
The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Appointed contractor
The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	Appointed contractor
The person responsible for checking that the oil tank bund wall is effective is:	N/A

### 6.4 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	D Sharrard
	Deputies:  D Clurow G Upton G Bentley lettings ASGS/WEC Alarms outside business hours
The person(s) who has/have been trained to deal safely with burglar alarm call outs is;	All Site Staff
	Out of hours. ASGS 0115 806 616 Mob 07435 039 149

### 6.5 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:	Site Manager, Principal, Business Manager
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## 6.6 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Site Manager
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## 6.7 Visitors

On arrival all visitors <b>must</b> report to: where they will be issued with: <ul style="list-style-type: none"><li>• an identification badges</li><li>• relevant health and safety information</li><li>• and will sign the visitors book</li></ul>	Main Reception
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Safeguarding / Security policies

## 6.8 Management Review

The person(s) responsible for carrying out an annual review of the H&S Policy Local Arrangements and its implementation in the academy is:	Principal
The people responsible for compiling and implementing the academy's annual health and safety action plan, including action for improvements in the appropriate development plan are:	Principal

## 6.9 Enforcing Authorities e.g. Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Site Manager/Principal
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## 6.10 Vehicles

Academy owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down is:	G Bentley
The person responsible for authorising the use of the academy minibus, ensuring risk assessments are completed, have passed the minibus test etc is:	G Bentley
The person responsible for maintaining a list of authorised drivers of academy vehicles who have passed the County test is:	G Bentley

## 6.11 Insurance

In addition to the insurance arranged with RPA the Local Academy Board has decided to arrange the following additional cover.

Insurance Company	Details
Aon uk limited	Tel 02070865500
8 Devonshire square	Fax 02076211511
London EC2M 4PL	<a href="http://www.aon.co.uk">www.aon.co.uk</a>

## 7. INFORMATION, INSTRUCTION AND TRAINING

### Provision of Information

The person responsible for distributing all health and safety information received from the LA as our advisors and elsewhere, for the maintenance of a health and safety information reference system is:	Site Manager
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Site Managers office

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual located; however in most cases staff will be trained via an on-line portal	Site Managers office
The people responsible for maintaining these records and deciding on the appropriate circulation of each document/policy are:	Site Manager
The health and safety notice board is visible:	Outside both staff rooms
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Site Manager
The Health and Safety Law Poster is displayed:	Main entrances both sites

### 7.1 Health and Safety Training

The people responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training are:	D Sharrard M Hoyle Appointed staff
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- Health and Safety Policies: Trust and Academy
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements

- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The people responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned are:	Heads of Department
The people responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers are:	P Bailey
The people responsible for compiling and implementing the academy's annual health and safety training plan is:	D Sharrard / M Hoyle
The people responsible for reviewing the effectiveness of health and safety training are:	H Diamond
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Faculty Leader DT Technician
Employees who feel that they have need for health and safety training of any kind should notify	Line Manager

## 7.2 Manual Handling

### Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Site manager Individual carrying out the procedure.
The person responsible for monitoring the safety of manual handling activities is:	D Sharrard

### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Nominated person
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## 8. PREMISES

### 8.1 Asbestos

The person responsible for deciding for dealing with asbestos in compliance with the policy, and ensuring that the Local Asbestos Management Plan (LAMP) and premises asbestos log is consulted by visiting contractors and other relevant persons is:	Site Manager Site Staff
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Site Managers - Main Office
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	Site Manager

## 8.2 Legionella

The person with overall responsibility for managing Legionella is:	D Clurow – Deputy Site Manager
The schools Legionella risk assessment is kept at:	Deputies' Office
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Site Manager
The water temperatures are taken (monthly) by:	LCS
The flushing of little used outlets is carried out by:	Site Staff
The log book is kept in:	Deputies' office

## 8.3 Work Equipment

### Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

## 8.4 Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	G Upton
Person(s) authorised to operate and use is/are:	Training required for Academy site if applicable. Only qualified contractors to be used for this work
Training in safe use received from: including dates	TBA

## 8.5 Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	G Upton
Person(s) authorised to use is/are:	Competent people.

## 8.6 Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	G Upton
Person(s) authorised to use is/are:	Site teams and other staff given suitable training by the site staff on correct usage

## 8.7 Manual Handling Equipment

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

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition are	All Site Staff
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## 8.8 Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	N/A
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A
The person responsible for ensuring that all wheelchairs, Standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	First aid on call
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	M Berry (SENCO)

## 8.9 Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	N/A
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## 8.10 Caretaking and Cleaning Equipment

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Vertas
Person(s) authorised to operate and use is/are:	Trained personnel

## 8.11 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Local authority
Person(s) authorised to operate and use is/are:	Trained personal

Grounds Maintenance Equipment (Machinery and Tools )

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Local authority
Person(s) authorised to operate and use is/are	Trained personal

## 8.12 Portable Electrical Appliances and Fixed Electrical Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Site Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	AJT safety group ltd
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Site Manager
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Site Manager
The person responsible for ensuring that any remedial works are actioned is taken if identified in the hard wiring test is:	Site Manager

## 8.13 Catering (For completion only by academies with an out-sourced catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Caterlink
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## 8.14 In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Caterlink
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Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Caterlink
Person(s) authorised to operate and use is/are:	Trained personal

## 8.15 Contractors (Non PFI Academies)

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	Site Manager
The person in control of contractors is:	Site staff
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Site staff

### 8.16 Hazardous Materials, used within Construction

It should be noted that due to the age of some buildings, the materials used in their construction requires special consideration when undertaking any building work, painting, refurbishments or demolition. Some likely hazards are as follows, this is not an extensive list so consider all aspects during the planning process;

- Paint (possible lead content pre 1990's)
- Lime (both in plaster and mortar)
- Horse/animal hair (used in lath & plaster wall construction)

Ensure that adequate measures are taken and documented in lines with current guidance and legislation.

If there are any concerns highlight this prior to undertaking any work.

## 9 EDUCATIONAL ACTIVITIES AND EQUIPMENT

### 9.1 Laboratory Apparatus/Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of department
Person(s) authorised to operate and use is/are:	Science Faculty Staff that have been trained, students under supervision of trained staff
Organisation responsible for guidance on the safe use of Laboratory materials and processes	CLEAPSS

### 9.2 Radioactive Sources

The Radiation Protection Supervisor is:	P Bailey
The location of the following records is:	Prep room

DfE permission to purchase letter	P Bailey
History of the sources	P Bailey
Use log	P Bailey
Monitoring/Test records	P Bailey
Risk assessments for use	P Bailey
CLEAPSS Science Codes of Practice	P Bailey



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

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	T Draper
Person(s) authorised to operate and use is/are:	D&T Faculty Staff that have been trained, students under supervision of trained staff
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Trained D&T faculty staff Students under supervision Of trained staff.
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Teacher start of lesson
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Site manager

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	T Draper
Person(s) authorised to operate and use is/are	Food & Textile staff that have been trained, students under supervision of trained staff
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	T Draper (DT)
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	T Draper

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	T Draper
Person(s) authorised to operate and use is/are:	Competent staff

### 9.6 Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	T Draper
Persons authorised to operate and use is/are:	Competent staff

### 9.7 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	C Lunney
Person(s) responsible for regular (daily) visual inspection is/are:	All PE Staff
Contractor responsible for annual full inspection and report is:	G M services

## 9.8 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Contractor responsible for annual full inspection and report is:	Name/Supplier;
Person(s) responsible for regular (daily) visual inspection is/are:	All Staff;
The person responsible for the monthly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Designated staff
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Designated staff

## 9.9 Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	D Sharrard Competent staff Contractor under review
Person(s) authorised to operate and use is/are:	Music & Performing Arts staff that have been trained, students under supervision of trained staff

## 9.10 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Music & Performing Arts staff
Person(s) authorised to operate and use is /are:	Site Staff, Music & Performing Arts staff that have been trained, students under supervision of trained staff

## 9.11 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of department
Person(s) authorised to operate and use is/are:	Music & Performing Arts staff that have been trained, students under supervision of trained staff

## 9.12 Display Screen Equipment

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

Employee Name	Job Title
All Staff	
The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Above
The person responsible for implementing the requirements of the risk assessment is:	Above

## 9.12 Swimming Pools

The person responsible for ensuring that the 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 is:</li> </ul>	Name/supplier;  N/A
The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:	N/A

## 9.13 Hazardous Substances

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

Science	P Bailey / S Bunting
Design and Technology ( Materials )	T Draper / C Clark
Design and technology ( Food and Textiles )	T Draper
Art and Design ( Fine Arts )	T Draper
Art and Design ( Ceramics )	T Draper
Caretaking and Cleaning	D Sharrard
Swimming Pool Maintenance	N/A
Catering	Caterlink
Grounds Maintenance	Local authority
Other cleaning	Vertas

Copies of all the hazardous substances inventories are held centrally in:	Relevant departments
The person responsible for undertaking and updating the COSHH risk assessments is:	Heads of department
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	Site manager
The reports will be kept available for inspection by:	Within departments copies in site managers office

## 9.14 Personal Protective Equipment (PPE)

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

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

The persons responsible for inspecting PPE termly and Replacing personal protective equipment when it is worn out are as follows	D Sharrard
Science	D Bailey / P Bailey
Design and Technology	T Draper
Art and Design	T Draper
Caretaking and Cleaning including swimming pools	D Sharrard / Vertas cleaning
Catering	Caterlink

Grounds Maintenance	Local authority
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## Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage maintenance, inspection, repair and replacement of respiratory protective equipment is:	D/T technician
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## 10 STUDENTS OUTSIDE THE ACADEMY

### 10.1 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is:	R Ellis
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	R Ellis
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	R Ellis

### 10.2 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	S McKenna
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## 11 USE OF PREMISES OUTSIDE SCHOOL HOURS

### 11.1 Lettings, Etc.

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure checking that the letting organisation have Risk assessments and appropriate insurance is:	G Upton G Bentley
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	All hirers are sent a copy of the out of hours book. Site Manager
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	G Upton

## 12 WELFARE

### 12.1 Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	<i>Student service/staff room</i>
Records of bullying incidents and action taken are kept:	<i>Student services</i>

## 12.2 Stress

The persons responsible for monitoring absence owing to stress related illness is:	Principal
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## 12.3 Staff Welfare

The persons responsible for ensuring the working environment is suitable for activities (e.g. ventilation, heating, safety of the facilities, etc); Site manager	Site Manager
The person/s responsible for organising appropriate occupational health referrals are	Principal

## 12.4 Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Site Manager
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## 12.5 Smoking

**The Holgate Academy is a no smoking site cigarettes and all electric smoking devises are Not to be used anywhere on site.**

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. The academy's Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

### **Notes:**

***The policy applies equally to all people who have business in the premises including staff employees, students, parents, contractors and other visitors and other stakeholders***

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

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