




# 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>	October 2021

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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>	Pending Sign Off
Date	
<b>Principal</b>	Zoe Andrews (CVC) and Sue Raven (TCS)
Date	01/11/2021



## 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 is 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):	Operations Manager
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#### *Safety Representatives and Safety Committees*

Employee(s) appointed as a safety representative by their association or trade union:	
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### Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Operations Manager
A copy of the critical incident plan is available at:	Operations Manager's Office



	<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>	Operations Manager	Principal – The Centre School  Vice Principle - CVC
Summoning of the emergency services.	Operations Manager	Principal – CVC & TCS
That a roll call is taken at the assembly point	Operations Manager	Principal – TCS Vice Principal - CVC
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Site Manager	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  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:	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

All accidents or near misses are reported through the Astrea Athena online system which is accessible by all staff	All reports are reviewed by the Operations Manager
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Operations Manager

The following types of incident must be reported using the Athena 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

The following employees are named first aiders:

NAME	LOCATION / EXTENSION	EXPIRY DATE OF CERTIFICATE
Primary First Aid Person	First Aid Room / Admin Office	





<b>NAME</b>	<b>LOCATION / EXTENSION</b>	<b>EXPIRY DATE OF CERTIFICATE</b>
Detail list of qualified First Aiders is maintained within the First Aid policy document	Detail list of qualified First Aiders location is maintained within the First Aid policy document	Detail list of qualified First Aiders expiry certificate dates is maintained within the First Aid policy document

Person responsible for ensuring first aid qualifications are maintained:	Operations Manager
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Site Manager Sports Centre Manager

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

<b>LOCATION OF FIRST AID BOX CVC</b>	<b>LOCATION OF FIRST AID BOX TCS</b>	<b>LOCATION OF FIRST AID RECORD BOOK CVC</b>	<b>LOCATION OF FIRST AID RECORD BOOK TCS</b>
First Aid Room	The Centre Building	First Aid Room	The Centre Building
Main Kitchen CVC	6 <sup>th</sup> Form Building		
	Vehicles		

A monthly check on the location and contents of all first aid boxes is carried out by:	First Aid / Admin Assistant, CVC Lead Instructor TCS
Use of first aid materials and deficiencies should be reported to:	First Aid / Admin Assistant, CVC Lead Instructor TCS
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:	Student Services 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:	First: Student Services First Aid / Admin Assistant, CVC Student Welfare Lead TCS
	Deputy: Admin Assistant, CVC First Aider TCS
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Student Services First Aid / Admin Assistant, CVC Student Welfare Lead TCS
	Deputy: Admin Assistant CVC First Aider TCS
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Student Services First Aid / Admin Assistant, CVC Student Welfare Lead TCS

### **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:	Site Manager CVC & TCS Educational Visits Coordinator, CVC Chris Lee-McCloud, TCS
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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:	Site Manager, CVC & TCS
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Site Manager, CVC & TCS



### *Repairs and Maintenance*

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Manager premises@astreacottenham.org
Defective furniture must be taken out of use immediately and reported to:	Site Manager premises@astreacottenham.org
Person responsible for ordering repairs and maintenance:	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:	Operations Manager
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	Principals PA
The health and safety notice board is sited:	Staff Room, CVC The Centre Building, TCS
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Operations Manager Chris Lee-McCloud, TCS
The HSE Health and Safety Law Poster is displayed:	Staff Room, CVC Servery, CVC The Centre Building, TCS
The Astrea Academy Trust Health and Safety Policy Statement is displayed:	Staff Room and Site Office and staff share point

#### *Health and Safety Training*

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Operations Manager 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:	Operations Manager CVC Principal TCS
Person responsible for compiling and implementing the school's annual health and safety training plan:	Operations Manager CVC Principal TCS
Person responsible for reviewing the effectiveness of health and safety training:	Operations Manager CVC Principal TCS
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Operations Manager CVC & TCS

## Premises

### *Asbestos*

Person with overall responsibility for managing asbestos:	Site Manager
The asbestos register is kept at:	Site Office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	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:	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:	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:	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:	Site Manager
Person responsible for routine maintenance and servicing of fire safety equipment:	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: Site Manager
	Deputy: Caretakers

### *Visitors*

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

### *Lone Working*

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	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:	Site Manager
Person responsible for checking that the letting organisation assessments and appropriate insurance:	Site Manager
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	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)	Site Manager
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Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Site Manager
Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Site Manager
Responsibility for liaison and monitoring of contractors:	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:	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:	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:	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:	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:	First Aid / Admin Assistant, CVC Student Welfare Lead TCS
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:	Site Manager
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### *Pressure Vessels*

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	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
The Radiation Protection Supervisor:	Mr M Need

### *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:	Site Manager
Person(s) authorised and competent to operate and use:	Peter Holt

### *Mobile Staging and Seating*

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

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

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

### *Display Screen Equipment (DSE)*

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

<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>
	Support Staff / Admin Roles
	Teaching Staff



Person responsible for implementing the requirements of the DSE risk assessment:	IT 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.	Site Manager
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust.	Site Manager
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Finance Assistant
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	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:	Finance Assistant

## **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:

	<b>PERSON RESPONSIBLE</b>	<b>LOCATION / EXTENSION</b>
Caretaking	Site Manager	Site Office
Cleaning	Site Manager	Site Office
Catering	Kitchen Manager / Head of Dept	Kitchen



	<b>PERSON RESPONSIBLE</b>	<b>LOCATION / EXTENSION</b>
Grounds Maintenance	Grounds Maintenance Contractors	
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:	Site Manager / Dept Heads
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	Site Manager

#### *Personal Protective Equipment (PPE)*

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	Site Manager
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	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:	Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Manager premises@astreacottenham.org

#### *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:	Site Manager
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Manager premises@astreacottenham.org



When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	premises@astreacottenham.org
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	Site Manager PHS Contractors
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Site Manager PHS Contractors

## 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:	Site Manager
Person responsible for monitoring the safety of manual handling activities:	Site Manager

### *Manual Handling of People*

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

## Educational Visits

The Educational Visits Co-ordinator at the school is:	Tony Quinn
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Educational Visits Coordinator
The Educational Visits Policy is located at:	Per Astrea Online policy guide

## 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:	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:	Site Manager
Person responsible for ensuring follow up action on the report is completed:	Operations Manager

### **Management Review**

Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Principal CVC 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:	Operations Manager