



**Heartlands Community Trust**

**The Grove**

# **Health and Safety Policy**

<b>Circulated for consultation:</b>	<b>Staff Unions</b>	
<b>Approved By</b>	<b>Directors Meeting Local Governing Body Date Agreed Date for next Review</b>	<b>Date: 16 October 2019 Date: 10 October 2019 Date: 16 October 2019 Date: October 2020</b>
<b>Signed</b>	<b>Lucia Santi Headteacher  Simon Garrill Executive Headteacher</b>	<b>Jeff Twentyman Chair of Directors</b>

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## Part 1: The Heartlands Community Trust

1. This policy outlines the Trust's commitment to providing safe places of work and healthy working environments and is compliant with all health and safety legislative requirements. The school's health and safety policy which follows describes how this policy applies with respect the specific context for schools.
2. In these settings, it applies to all employees and other persons who may be affected by the activities of the school, including children/young people, parents and members of the community.
3. The policy places the duty upon the chief executive to act as the responsible officer in identifying suitable and sufficient arrangements including implementation and review. This document set out these arrangements specifically in relation to schools. In accordance with **Section 2 (3) of the Health and Safety at Work Act, 1974** (the act). This policy statement is issued for the information of all employees.
4. The Heartlands Community Trust is responsible as an employer for providing a safe and healthy environment for all its employees, and conducting its business without risk to the health and safety of others. We respect all users of our schools, and recognise our staff as a valued resource. We believe that good Health & Safety improves the performance and thus the effectiveness of the Trust by reducing injuries, ill health, protecting the environment and reducing unnecessary losses and liabilities.
5. The Trust delegates to the Head teachers and Local Governing Bodys of the academies and free schools within the Trust the responsibility for taking preventive and protective measures to meet their duties under the act, paying particular attention to the provision and maintenance of:
  - a healthy and safe working environment including access, egress, plant, equipment, transport, swimming pools and systems of work;
  - appropriate organisational arrangements, including ensuring all departments consider all relevant health, safety and wellbeing issues in all their working practices;
  - safe arrangements for use, handling, storage and transport of articles and substances;
  - health surveillance;
  - competent safety assistance;
  - planning and arrangements for serious and imminent dangers such as fire, explosion, building collapse;
  - sufficient information, instruction, training and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own safety and health;

- co-operation between employees, external organisations and contractors; and
  - the co-ordination of safety management systems and welfare provision.
6. Headteacher and Local Governing Body members or trustees must ensure that their school invests effective resources and arrangements to manage risks to the health, safety and wellbeing of their employees, pupils, parents, visitors, contractors and others affected by the school's undertakings.
7. In carrying out their respective responsibilities under the act, the Headteacher and the Local Governing Body must bear in mind that there may be certain individuals who may be more vulnerable than others and for whom special account may need to be taken when carrying risk assessment and making provision for safety. This additional vulnerability may be because of their age; disability; sex (including gender reassignment); ethnicity; religious belief or non-belief; sexuality; and / or temporary disposition (pregnant or on maternity leave).
8. This policy will be reviewed annually.

### **Roles and responsibilities**

#### **9. Trustees**

To:

- appoint a risk and audit committee;
- review risk management and maintain a risk register;
- approve insurance arrangements;
- review and maintain a buildings strategy and asset management planning arrangements;
- adopt a Trust-wide Health and Safety policy; and
- adopt a Trust-wide lettings policy.

#### **10. Local Governing Body**

To:

- contribute to review the risk register of the Academy;
- adopt a Health and safety Policy for the Academy (in line with the Trust-wide policy);
- review the implementation of the Health & Safety policy and to ensure that appropriate risk assessments are being carried out in the Academy; and
- visit the Academy to review Health & safety procedures.

## **11. The Executive Officer delegated to Director of Operations**

To:

- prepare the risk register for the Academy Trust;
- procure buildings and related insurance and make proposals to the Trustees.;
- prepare a buildings strategy and asset management planning arrangements;
- propose a Trust-wide Health and Safety policy for the Trustees' approval;
- monitor and support the implementation of the Trust-wide Health and Safety policy; and
- draw up, agree and monitor an accessibility plan for each Academy in consultation with the Headteacher.

## **12. The Headteacher**

To:

- familiarise themselves with the policy and to publish a health and safety policy, tailored to their service risks, which reflect the local health and safety arrangements provided at the school;
- provide a copy of the school's local health and safety policy, signed by the head teacher on an annual basis to the CEO on behalf of the Trust;
- establish and maintain a positive health and safety culture;
- ensure it has access to competent advice from a suitably qualified Health and Safety practitioner;
- provide suitable health, safety and wellbeing training to all relevant staff according to statutory obligations and according to council recommended practices;
- assign staff to undertake roles in relation to its health and safety policy, and to ensure these staff are trained to undertake their role;
- allocate sufficient funding for health and safety e.g. in respect of training, personnel equipment etc;
- ensure risks to staff, pupils and visitors are assessed and documented within risk assessments, and to put in place suitable mitigations;
- ensure specialist risk assessments are carried out for COSHH, asbestos, Legionella and fire risk, by a fully competent person;

- ensure the school site is maintained to the required standard and ensure site safety at all times. To undertake site safety inspections at the start of each term; Cooperate with contractors when the school site (or a part of the site) is considered a construction project;
- ensure that all accidents, incidents and near misses are reported with 3 days of occurrence in accordance with the Trust's laid down procedure;
- ensure that all accidents, incidents and near misses are reviewed by an appropriate senior member of staff, and any identified lessons are acted upon;
- appoint a member of staff to undertake the role of the educational visit coordinator. Where such visits involve overseas travel or high-risk activities, the school must notify the Trust of the intention to hold such a visit at its earliest convenience, and provide all associated Risk assessments 6 weeks prior to the visit to the CEO for sign off;
- cooperate fully with health and safety audits;
- implement any recommendations made in health and safety audits;
- maintain a contingency plan (such as a school emergency plan) to deal with service interruptions, public safety risks or any public health warnings affecting the school;
- keep informed of change of legislation or regulations which have implications for the school, and to adapt the local health and safety policy, arrangements and training programme accordingly;
- review their school health and safety policy and procedures on an annual basis; and
- ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

## **Part 2: The Grove: Health and Safety Policy**

### **Scope**

13. This policy is specific to The Grove and off-site educational visits. It is supported by policies of other relevant organisations such as other contractors working for the Trust and the school.
14. The Health and Safety system will be integrated with the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents which will include:
  - the statement of policy;
  - organisation;
  - arrangements for Implementation;
  - working policy documents; and
  - subject specific guidance periodically issued by the DfE, HSE and child protection agencies.
15. The policy recognises the legal duties and responsibilities owed to all users of the site and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

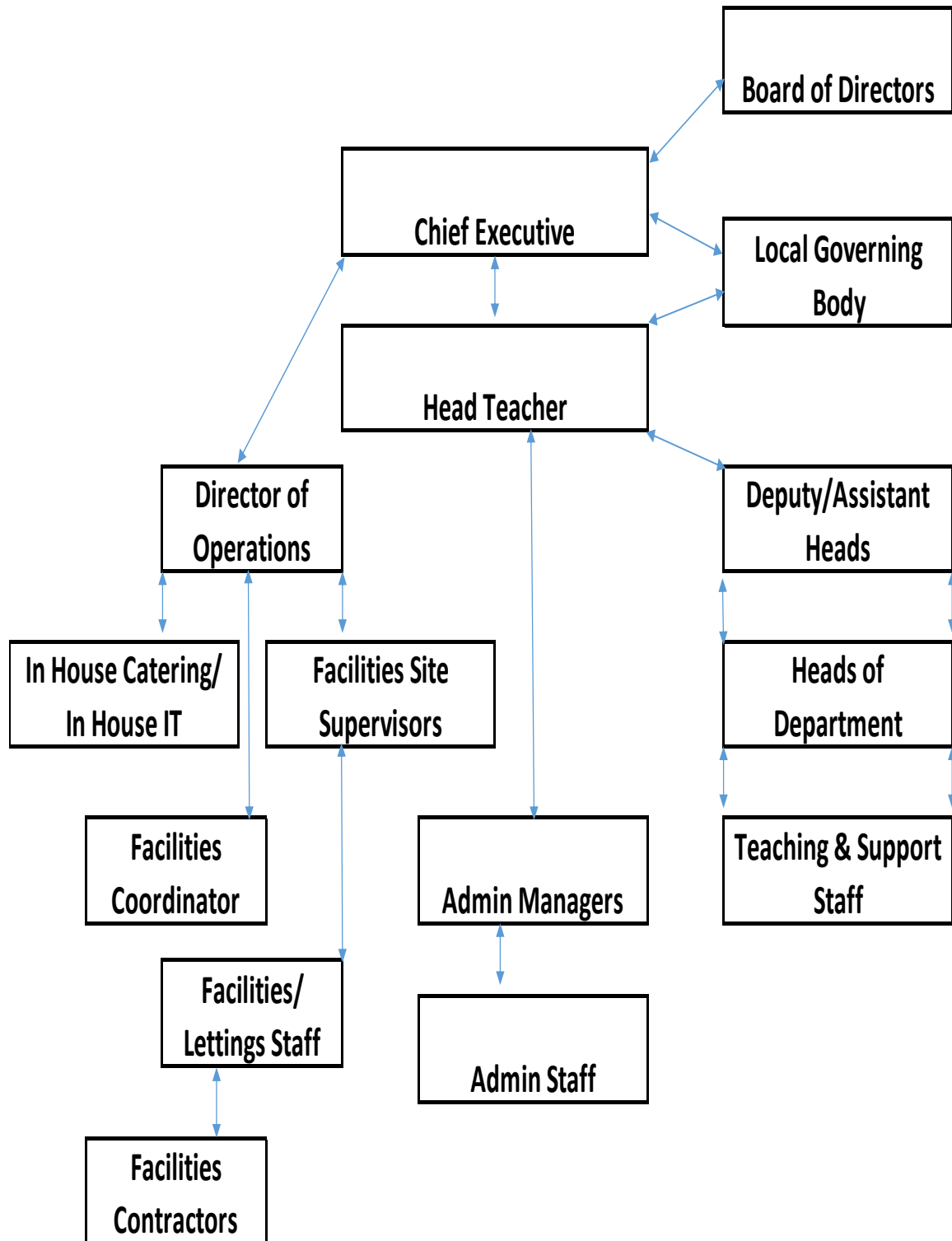
### **Aim**

16. To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

### **Objectives**

17. It is the responsibility of the Local Governing Body via Head Teacher and other managerial staff to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate actively with management on health and safety matters. The Local Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions.

### Heartlands Community Trust Organisational Chart





## 18. Head Teacher's Responsibilities

The Headteacher will;

- work in conjunction with the Trust and Governing Body to revise and update on a continuing basis the Health and Safety Policy;
- co-ordinate the implementation of health and safety and welfare procedures in the school;
- make clear any duties in respect of health and safety which are delegated to members of staff;
- engender a culture of attention to health and safety as an integral part of daily working practice for all staff;
- ensure that problems in implementing health and safety policy are reported to the governors and The Trust;
- ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he is kept informed of accidents and hazardous situations;
- arrange annual review of the working documents and systems which support the policy, such as:
  - emergency procedures;
  - provision of first-aid in the school;
  - the risk assessments;
  - off-site visits;
  - appropriate recommendations to the Governing Body; and
  - implement putting in place procedures to monitor Health and Safety in the School.
- put in place procedures to monitor the health and safety performance of the school;
- ensure that all known hazards are reported immediately to the Trust and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety;
- make recommendations to the Trust for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards;
- review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
- ensure the child protection arrangements are comprehensive and implemented fully;
- develop a health and safety training plan for all employees;
- maintain and keep up-to-date the master copy of the health and safety policy together with all accompanying documentation and guidance;
- ensure the regular review, including external audit, of health and safety systems to ensure their integrity, appropriateness and assess their performance against best practice standards;

- put in place arrangements to ensure other organisations on site comply with the school's health and safety policy and procedures and ensure there is effective coordination between the Trust/school on policy and procedures for the efficient promotion of health and safety; and
- report to the Local Governing Body:
  - annually on the Health and Safety performance of the school; and
  - to secure funding for any identified Health and Safety costs on any Health and Safety issues of concern.
  - In the absence of the Director of Operations the Head Teacher is responsible for all RIDDOR reporting.

## **19. Responsibilities of the Director of Operations**

The Director of Operations is responsible for ensuring

- the development and coordination of systematic plan and policy review of health and safety and the annual programme of work and assessment to ensure that the school's health and safety arrangements operate in a cohesive and effective way including ensuring complying by other organisations on site and efficient coordination between the schools and their policy and procedures;
- the operation of established procedures for health and safety, that the maintenance of records, including policy and guidance records, and the systems for dissemination of information are effectively monitored;
- arrangements are in place the school's health and safety systems to be regularly reviewed and periodically externally assessed;
- the school receives advice and information about new developments, requirements and best practice in relation to health and safety on an ongoing and timely basis;
- ensuring that coordinated accountability arrangements are in place and operating effectively at all levels and that reports the Trust/governors are made as required; and
- coordinating the creation, implementation and review of all Risk Assessments.
- In the absence of the Site Supervisor the Director of Operations will be responsible for all RIDDOR reporting.

## **20. Responsibilities of the Site Supervisor**

Under the supervision of the Director of Operations, the Site Supervisor is responsible for

- reviewing and revising policies as directed, for planning, organising and monitoring the practical arrangements for the assessment and reassessment of aspects of health and safety relating to all school wide health and safety systems on a coherent and consistent basis to appropriate time cycles within an overall annual plan;
- receiving and researching health and safety information, responding to queries and disseminating advice and guidance appropriately within the

school, in accordance with school policy, and for drawing the attention of the Director of Operations and Headteacher to new developments and other issues that arise;

- ensuring there are efficient systems for staff and other site users to report health and safety concerns and for these to be recorded , assessed, prioritised and resolved as appropriate quickly and effectively;
- managing the health and safety arrangements that relate to the facilities management;
- Responsible for all Riddor reporting
- providing reports as required on all aspects of the school's health and safety provision, its delivery and an effectiveness including reports to the Trust/governing body, management meetings and the Health and Safety Committee and staff; and
- reporting any serious health and safety problems or risks immediately to the Headteacher and Director Of Operations.

## **21. Responsibilities of Deputy Headteacher/ Associate Head and Assistant Headteacher**

In addition to the specific responsibilities as specified elsewhere in relation to their roles, Deputy Headteacher and Assistant Headteacher have a responsibility to undertake their leadership role in the school with due regard, in all their actions, to ensuring they contribute to the delivery of the responsibilities of the Headteacher as set out above

## **22. Responsibilities of Heads of Department**

### **These posts are responsible for**

- establishing, operating and monitoring a Department or area Health and Safety Policy, consistent with the Trust/school overall policy, that specifies the arrangements for delivery, recording and monitoring of health and safety arrangements in the relevant area and the line management responsibilities for delivery;
- ensuring they and other staff in their area are appropriately qualified, experienced and trained to undertake responsibilities and tasks allocated and drawing to the attention of their line managers deficiencies and needs using agreed school systems where appropriate;
- ensuring staff in their area are properly informed about their responsibilities and have the advice and guidance necessary;
- engendering actively a culture of attention to health and safety as an integral part of daily working practice for all staff for which they are responsible and providing channels for discussion and dialogue on health and safety concerns as part of normal working practice;
- ensuring the efficient operation of school wide health and safety systems for which operate in their area of responsibility;
- ensuring all activities, equipment and areas under their direction are subject to comprehensive risk assessment and review with

- appropriate action taken to avoid or mitigate risks identified; and
- notifying health and safety concerns through the appropriate school reporting procedures including notifying the Headteacher immediately of any serious risk or hazard.

### **23. Responsibilities of Classroom Teachers**

The health and safety of students and activities in classrooms is the responsibility of classroom teachers (i.e. the teacher with overall responsibility for that class). Classroom teachers must:

- follow school and departmental policies and procedures;
- ensure in accordance with school and Department procedures, as part of lesson planning or otherwise, that risk assessments of activities, equipment and the classroom or other location are carried out effectively and the identified risks avoided or mitigated;
- check the safety of the classroom area;
- check that the equipment is safe before use;
- ensure that safe procedures are followed by themselves, other staff present and students and that they are competent, qualified and trained as required to carry out the procedures proposed safely;
- give clear instructions and warning to students as often as necessary;
- discontinue a proposed activity if it is not safe to continue;
- reports defects to the Site Supervisor immediately, and to the line manager and/or the Head Teacher, if appropriate; and
- not use non-school mechanical or electrical equipment without the Headteacher prior permission in accordance with school procedures.

### **24. Technicians and Posts of Responsibility**

Technicians and other holders of posts of responsibility are responsible for:

- ensuring the day to day implementation of health and safety requirements in relation to their area of responsibility and for any health and safety procedures and processes delegated to them; and
- reporting back to their line manager, or as appropriate the Headteacher immediately any health and safety concerns.

### **25. Obligations of all Employees of the Trust**

All employees must:

- know the health and safety organisation and arrangements in their own working areas and their own areas of responsibility and ensure that they are applied;
- observe standards of dress consistent and appropriate with health, safety and hygiene;
- exercise good standards of housekeeping and cleanliness;
- know and apply the procedures in respect of fire, first aid and other emergencies;

- use and not wilfully misuse, neglect or interfere with items provided for the health and safety of themselves or others;
- report all accidents, dangerous occurrences and near misses in accordance with the School's procedures;
- to report all child protection concerns immediately to the school's designated child protection officer in accordance with school procedures and training;
- report all defects to the Head of Department or Site Supervisor, and to their line manager and/or the Head Teacher, if appropriate;
- co-operate with other employees in promoting health and safety arrangements in the School; and
- follow the directions of the School's management in co-operating with appointed Trade Union Health and Safety Representatives and Officers of the Health and Safety Executive.

## **26. School Health and Safety Representatives**

The Governing Body and the Head Teacher recognise the role of Health and Safety Representatives appointed by a recognised Trade Union. Recognised Health and Safety Representatives are allowed:

- to investigate accidents and hazards or complaints by constituents about matters relating to health and safety and to make representations to the employer about such matters or other issues affecting general health and safety in the workplace;
- carry out inspections, within directed time but wherever practicable outside teaching time, of the School premises;
- represent constituents in consultation with enforcement agencies;
- receive information that Inspectors are required to provide;
- have access to, the School's health and safety documentation and guidance records; and
- be members of the Health and Safety Committee within the agreed arrangements for its composition.

## **27. Responsibilities of Other Organisations related to the School Site**

It is a school requirement of all contractors and other organisations operating on

the school site that they comply with school's health and safety policy.

In particular they shall comply and cooperate with:

- the school's emergency procedures and arrangements to periodically test them;
- the school's procedures to report all accidents, dangerous occurrences and near misses including those they observe although not part of their direct responsibility;
- the school's procedures to report health and safety defects to the premises, equipment or any other process or matter that is the school's responsibility;
- the school's procedures to report any child protection concern immediately

- to the school's designated child protection officer; and
- the school's procedures to inform the Headteacher immediately of any serious risk or hazard they are aware of that that may affect site users.

## **28. Catering Manager**

The Catering Manager is responsible for the management and operation of the school restaurant including planning, food sourcing, preparation and serving of meals and the cleanliness, hygiene and safety of the kitchens for use. In addition the catering manager ensures takes responsibility for provision and periodic maintenance of the kitchen and major equipment seeking advice where appropriate. A specific risk assessment must be in place for this area.

## **29. Cleaning**

The current Cleaning Contractor in contract (Abelian) is responsible for the management and operation of the school cleaning services and provision of cleaning materials and equipment. The school provides supplies to stock toilet and wash areas.

Abelian has its own Health and Safety Policy that provides the arrangements under which its own staff operate and co-operate with The Grove staff and other site users. It covers arrangements for managing, maintaining, monitoring and as required, certificating, the Health and Safety of all cleaning operations, for the safety and testing of cleaning equipment, for COSHH assessment of cleaning materials and for their safe storage and use. They are also responsible for training of their staff. The arrangements provide for direct management of their staff in the mornings before school by their during the school day and weekend operatives report directly to the school's facilities staff for day to day management and in relation to health and Safety reporting and emergency procedures.

There are regular meetings between the school by the Director of Operations and Abelian managers at which health and safety issues is a standing item.

## **30. Building and other ad hoc contracts**

Building and other contracts for ad hoc and maintenance services require that contractors have health and safety policies and method statements for all activities that have been risk assessed and comply with statutory requirements. They are required to provide competent personnel, who are trained and appropriately qualified to undertake the work concerned. They are required to stop work and report any hazard immediately to the school Site Supervisor or the Headteacher that could endanger the school, its occupants or activities. Building contractors are required to protect the safety of occupants of the site including separation of site users from hazardous work areas on the site. Appropriate contracts are subject to CDM

arrangements.

**31. Visitors and Other Users of the School**

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school.

Notices are posted at entrances setting out emergency procedures and access to the site is controlled as part of the school's child protection procedures.

The school lettings arrangements include the school's requirements for health and safety is part of the lettings contract. Lettees are made responsible for informing participants in activities that they conduct on the site of the relevant requirements and arrangements of the school for health and safety, including emergency procedures.

Visitors to the school during the day including those helping with school activities are under the supervision of a member of staff who has a duty to make them aware of health and safety arrangements applicable including emergency arrangements.

The Grove

HEALTH AND SAFETY POLICY

PART 3

**ARRANGEMENTS FOR IMPLEMENTATION**

**32. Distribution of Health and Safety Information**

The master copy of the Health and Safety Policy, Fire Policy, Risk Assessments,

COSHH Assessments, Working Documents, Codes of Practice and guidance will

be kept as far as possible electronically and be directly available to staff.

Paper copies of school health and safety documents are held by the Headteacher and the Site Supervisor. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues; Department and area policies are also held electronically and in departmental areas by the head of the Department/department and are available for staff reference; all staff will receive copies of the Safety Policy (Parts 1 to 3) and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above; the Site Supervisor will issue updates, new guidance and approved revisions as soon as they become available;

all new staff, including part-time, temporary and supply staff, will be provided

with a copy of the policy (parts 1 to 3) and will receive induction training/information which will include relevant health and safety issues; and the Health and Safety Law poster is displayed on the main notice board in Reception.



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<p><b>RISK ASSESSMENTS</b></p>
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**Risk Assessments**

**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. Whilst overseen by the Director of Operations. These are coordinated by the Site Supervisor of each School and reviewed by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in Health and Safety Section of the Google Drive. This is located within the Health and Safety folder within the school's shared Google drive. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by Heads of Department, Heads of Subject and Subject Teachers where appropriate using the relevant codes of practice and model risk assessments detailed below.

**OFFSITE VISITS**

**For Further information please reference the Trust's Educational Visits Policy 2018/19**

**HEALTH AND SAFETY MONITORING AND INSPECTION**

A general inspection of the site will be conducted on a fortnightly basis and be undertaken by The Site Supervisor of each school. This is undertaken by Director of Operations in the Site supervisor's absence.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Director of Operations responsibility for following up items detailed in the safety inspection report with the relevant managers highlighted on the report.

A named governor Responsible for Health and Safety in each school will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This report will follow an independent audit by a trained professional. Director of Operations takes responsibility for organizing this.

Advice and pro forma inspection checklists can be found in the Google Shared Area or by clicking [here](#) Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

**FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. The fire risk assessment and Fire Strategy is located in Google Drive and in the Main School Office, Director of Operations takes responsibility for ensuring it is there and up to date.

**Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. Evacuation procedures are also made available to all contractors / visitors. Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. Emergency contact and key holder details are maintained by the Site Supervisor.

**Fire Drills**

Fire drills will be undertaken termly and results recorded in the fire log software system.

**Fire Fighting**

Staff must ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Only Trained staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.

<p><b><u>FIRE PREVENTION, TESTING OF EQUIPMENT</u></b></p>
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**Combining In-House and Outsourced ITM (Implementing a Fire Protection Inspection, Testing, & Maintenance Program).**

At Heartlands a combined in-house and outsourced program has been developed. The ITM meets the NFPA (National Fire Protection Association).

- Facilities perform daily and weekly visual Inspections and checks of the fire protection system.
- The Trust has commissioned approved contractors named Armstrong Priestley and Fire Master carry out the more involved testing and reporting.
- Contractors provide additional expertise to ensure equipment is operating properly.
- In the event of an emergency situation there are knowledgeable facilities staff on site to quickly respond to the situation.

**Fire Awareness**

The Trust provides online training through its Health and Safety software (Safesmart).

All staff are required to undertake and pass the Fire Awareness Training annually as part of their annual induction.

## FIRST AID AND MEDICATION

There is a full Medical Policy stored in policies and reviewed on a Yearly basis. This is on the website. Director of Operations takes responsibility for this.

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

**Trained to First Aid at Work Level (18 hr):**                      **Requalification course due by date.**

Ashley	Lloyd	The Grove	07/12/2021		
Lorraine	Bellot	The Grove	07/12/2021		
Lucia	Santi	The Grove			06/12/2021
Helen	Georgiades	The Grove			06/12/2021
Nadine	Huseyin	The Grove			06/12/2021

First aid qualifications remain valid for 3 years. Site Supervisor will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

#### **The Grove**

First Aid room (within admin area): ground floor

Main Kitchen: ground floor

Science prep room: first floor

Delegated First Aid Area/ First Aid Admin Staff is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

**Ifeoma Anene (SCPHN)**  
**School Nurse Team Leader**  
**Tynemouth Road Health Centre**  
**Tynemouth Road**  
**London N15 4RH**  
**Tel: 0203 224 4300**  
**Fax: 0203 224 430**  
ifeoma.anene@nhs.net

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Delegated First Aid staff is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by Delegated First Aid staff.

All non-emergency medication kept in school are securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge in First aid bay location] with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in Delegated First Aid Area, and clearly labelled.

### **Health Care Plans**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Delegated First Aid Area and the School nurse.

All staff are made aware of any relevant health care needs and copies of health care plans are available at Delegated First Aid Area office in the cupboard and on Google drive.

Staff will receive appropriate training related to health conditions of pupils and  
The administration of medicines by a health professional as appropriate.



## ACCIDENT REPORTING PROCEDURES

### **Accidents to employees**

Where the Trust is the employer then **all** employee accidents, no matter how minor, must be reported using the online accident reporting system hosted on Evolve.

### **Accidents to pupils and other non-employees (members of public / visitors to site etc.)**

An online accident book at Student Service office is used to record all incidents to non-employees, all incidents as detailed below must also reported to Delegated First Aid Area where the online accident reporting system Evolve will record on details.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Director of Operations/ Headteacher and [the Governing Body/ Health and Safety Governor]. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the school's Health and Safety Committee and Local Governing Body as necessary.

The Headteacher/ Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a

work related accident, for periods of 7 days or more (including W/E's and holidays).

**Incidents notified to the HSE must also be reported to the LA's Health & Safety Team.**

## APPENDIX 8

### **HEALTH AND SAFETY INFORMATION & TRAINING**

#### **Consultation**

*The Health and Safety Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.*

The teaching Trade Unions appointed Safety Representative on the staff is/are

#### **The Grove**

Nadine Huseyin

Bronja Elton

#### **Communication of Information**

Detailed information on how to comply with the LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in school reception, Delegated First Aid Area and kitchen.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools. [In Academy, Foundation and Voluntary Aided Schools, then the Governing body as the employer provides access to competent H&S advice via SafetyMark as required by the Health and Safety at Work etc Act 1974]

#### **Health and Safety Training**

All employees will be provided with:

1. induction training in the requirements of this policy;
2. update training in response to any significant change;
3. training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
4. refresher training where required.

Training records will be kept online on Smartlog.

Site Supervisor is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing their line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

**Competent person:**

**The Grove**

Company: SafetyMark

Contact: Justin Smith ([justin@inhousesafety.co.uk](mailto:justin@inhousesafety.co.uk))

Telephone number: 01933 627914

**PERSONAL SAFETY / LONE WORKING**

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

**Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of the Headteacher / senior member of staff / their line manager and register with site staff and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

**School staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

For further information please reference the Trust's Lone Working policy

## PREMISES AND WORK EQUIPMENT

All staff are required to report to Site Supervisor any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Site Supervisor is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register / in the Site Supervisor's office labelled accordingly.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / by Site Supervisor in the facilities office (Key areas for compliance are outlined on the [Grid](#))

### **Curriculum Areas**

Heads of Department / Subject Coordinator / leader are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Site Supervisor.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Anso/DeTec (Authorised Contractor) and Site Supervisor is a trained member of staff checking frequency of inspection and testing.

Site Supervisor is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Anso/DeTec (AUTHORISED CONTRACTOR) on a 5 year cycle]/[an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period. The Site Supervisor is responsible for the filing of these service maintenance records and presented at Audit when requested.

### **External play equipment**

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and each relevant department will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Head of PE.

## **APPENDIX 11**

### **FLAMMABLE AND HAZARDOUS SUBSTANCES**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (COSHH Regulations).

Within curriculum areas (in particular Science and DT) Heads of Department] / subject leads / coordinators are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is/are the Science Technicians

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed;
- material safety data sheets are obtained from the relevant supplier for all such materials;
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance;
- all chemicals are appropriately and securely stored out of the reach of children;
- all chemicals are kept in their original packaging and labelled ( no decanting into unmarked containers) ; and
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Site Supervisor is responsible for ensuring that COSHH assessments are available from contractors

*(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).*

### **Radioactive Sources**

The school follows CLEAPSS guidance L93 in 'Managing Ionising radiations and Radioactive sources in schools'.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science;
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC and the member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Science Technicians, detailed responsibilities are provided in the Science Department H&S Policy / they are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually. This log is kept in a folder in the chemical store.

## **APPENDIX 12**

<b><u>ASBESTOS</u></b>
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**DOES NOT APPLY TO The Grove or The Grove. Construction builds are after year 2000**

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#).

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to Site Supervisor who will contact HCC's asbestos team.

The school's asbestos authorising officers are Site Supervisor and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- that the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work;
- a visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum);
- the limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc;
- all records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years); and
- the school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA.

## APPENDIX

13

### LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. The Trust provides online training through its Health and Safety software (Safesmart). Staff are required to undertake this training as part of their induction. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to Site Supervisor and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task. This information is kept on our online system called Smartlog.

#### Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting



equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## APPENDIX 14

### CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office / reception where they will be asked to sign in using the Trust's visitor management system called Inentry (during holiday time the visitors book) and wear an identification badge at all times. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Site Supervisor is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

#### **School managed projects**

**Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by Director of Operations who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.**

**This would include whether CDM<sup>1</sup> regulations will apply. To ensure contractor competency the school uses a guidelines from the Academies Financial Handbook and it's own Financial Procedures handbook.**

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work.

In such instances it is recommended that an agent be used to work on the school's behalf.

works to be undertaken.

## APPENDIX 15

### **WORKING AT HEIGHTS**

The Trust provides online training through its Health and Safety software (Safesmart). Staff are required to undertake this training as part of their induction. Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders  
<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.

The establishments nominated person(s) responsible for work at height is (are) Site Supervisor and facilities staff.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained; and
- any risks from fragile surfaces is properly controlled.

## APPENDIX 16

### **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out. This assessment if recorded on our online software: Safesmart

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#) .

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

## APPENDIX 18

### LETTINGS/ SHARED USE OF PREMISES

Lettings are managed by Director of Operations following Academy guidance. The school has a Letting Policy that details the procedure that the school follows.

## APPENDIX

19

### MINIBUSES

The Site Supervisor maintains a list of nominated drivers who have received training in order to drive a minibus. Only staff who have undertaken the required training or have D1on the driving licence are allowed to drive school buses.

The Site Supervisor is responsible for the undertaking regular checks on the vehicles and the school's operation of minibuses follows Academy guidance.

## APPENDIX 20

### **STRESS/WELLBEING**

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

The school uses a system named School IP which is in place within the school for responding to individual concerns and monitoring staff workloads e.g. [Performance Management, mentoring, personal development plans). The school also has membership of BUPA. This enables staff to have the choice to speak to counsellors either face to face or via a phone.

## APPENDIX 21

### **LEGIONELLA**

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed by Musketeers Services (authorised contractor) and Site Supervisor is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);

- monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s);
- Quarterly disinfection / descaling of showers; and
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Musketeer Services (authorised contractor).

<b>WORK EXPERIENCE</b>
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Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

Work Experience Coordinator is responsible for managing and coordinating such activities.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

- all students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities;
- all placements (including private placements) should be subject to pre-placement checks by a competent person(s)<sup>2</sup> / supplier(s) Work experience coordinator will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable;
- where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted;
- every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer;
- arrangements will be in place to visit/monitor students during the placement;
- emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur; and
- any incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity. Part 4 Summary of Responsibilities

**Part4 Summary of Responsibilities**

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<sup>2</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

### Competent Persons and Relevant Locations for The Grove

RESPONSIBILITY	COMPETENT PERSON	LOCATION
First Aid Appointed Person	Delegated First Aider	Admin Area
First Aid Box Locations	Site Supervisor	See page 22
First Aiders	<b>Before School Hours:</b> See First Aid Section <b>School Hours:</b> See First Aid Section <b>After School Hours:</b> See First Aid Section	
Accidents Notified to	Delegated First Aider	Admin Area
Accident Book Kept by	Delegated First Aider	Admin Area
RIDDOR Notifications by	Director of Operations	Admin Office
Fire Marshals	<b>See First Aid Section</b>	
Assembly Points	Senior Leadership Team	MUGA
Emergency Procedures	Director of Operations	Headteacher Office
Asbestos Survey	N/A	N/A
Asbestos Log Kept by	N/A	N/A
Statutory Inspections: i) Boilers ii) Hoists & Lifts iii) Fire Safety	Director of Operations	Facilities Office
Out of School Visits	<b>Trips Coordinator</b>	
Risk Assessments	Site Supervisor	Shared google drive
COSHH Assessments	Site Supervisor	Shared google drive
Noise Assessments	Site Supervisor	Shared google drive
Manual Handling Assessments	Site Supervisor	Shared google drive
Work Station & DSE Assessments	Site Supervisor	Shared google drive
Electrical Safety	Site Supervisor	Facilities Office
Caretaking & Cleaning	Site Supervisor	Facilities Office
Grounds Maintenance (grass cutting, litter picking and gardening equipment)	Site Supervisor	Facilities Office
Catering	Catering Manager	Kitchen Office
Site Supervisor	Director of Operations	Facilities Office
Occupational Health	Headteacher	Headteacher's Office
Safety Representatives	Headteacher	Headteacher's Office
Departmental Health and Safety	Head of Department	website