

The Deanery

Church of England High School and Sixth Form College



Health and Safety Policy

Policy approved by: Resources Committee

Date: 3rd July 2018

Next review date: July 2019

As the employer, the Governing Body of Deanery High School acknowledges its obligations under all current legislation, it recognises the importance of Health and Safety in the successful operation of its activities and encourages the active participation of every member of the organisation in order to achieve and maintain the highest practicable standard of health and safety at School.

The Governors' duties are conducted with due regard to all statutory requirements, with appropriate safeguards to protect employees, pupils, visitors to the school, contractors and the general public against risks to their health and safety.

The School's organisation and arrangements for the promotion of health and safety are designed to satisfy their particular needs and to ensure observation of accepted codes of practice.

The Governors, for whom health and safety is a vital part of their responsibilities, carry out their responsibilities for health and safety through their management of the school. The overall responsibility for compliance within Deanery High School rests with the Chair of the Governing Body.

PREFACE

Local Management of Schools (LMS) gives Governors, as employers, powers and duties in controlling school premises and running schools, and therefore, the Governors continue to have statutory responsibility for health and safety.

In view of this it is particularly important that the Governing Body and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the school without risk to health and safety.

GOVERNORS' STATEMENT OF HEALTH & SAFETY

The Governors, as employers, shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of employees, pupils and other persons on their school premises, in accordance with the Health and Safety at Work Act 1974 and subsequent legislation.

To meet these responsibilities the Governors will pay particular attention to the provision and maintenance of:-

- i) the safety of equipment, buildings and systems of work.
- ii) safe arrangements for the use, handling, storage and transport of articles and substances.
- iii) appropriate information, instruction, training and supervision to assist all employees, pupils, visitors and contractors operating in school to avoid hazards and contribute positively to their own health and safety whilst on school premises.
- iv) a safe workplace and safe access and egress to the school.
- v) a healthy working environment.
- vi) procedures for fire evacuation, first aid cover and other emergency situations.
- vii) adequate welfare facilities and suitable protective clothing and equipment.
- viii) arrangements for the safe introduction of new equipment, substances and procedures.

The Governors will ensure that:-

1. The Health & Safety Policy and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis.
2. A Health and Safety Committee is established or health and safety is included in the terms of reference of an existing Committee, or an individual on the Governing Body is designated with specific health and safety responsibilities.
3. The Safety Policies will be brought to the notice of all employees.
4. The School has considered its health and safety obligations and has made provision for meeting those obligations.

5. The School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
6. Health and Safety issues concerning the school are identified and appropriate action taken.
7. Regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated.
8. Appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
9. All reasonable facilities and information are provided to officers of the Education Service, inspectors of the Health and Safety Executive and any other health and safety official.

The Governors will recognise:-

1. The need to consult with employees on Health and Safety matters.
2. The need to consult individuals before allocating particular health and safety functions.
3. The need to take expert advice to determine and assess the risks to health and safety within the school.

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- The school follows national guidance published by Public Health England when responding to infection control issues.

RESPONSIBILITIES

Headteacher

The Headteacher is responsible to the Governing Body for ensuring compliance with this Safety Policy in the School.

She will continually monitor the activities of his subordinates and will ensure that all arrangements, safeguards, systems and procedures are adhered to in the interests of Health and Safety.

She will ensure, through effective supervision, that individual employees are not exposed to unnecessary risks as a result of inadequate training, experience or induction.

She will actively encourage and promote Safe Working Practices and Procedures throughout the School.

She will, as appropriate, report to the Governing Body any unsafe practices or conditions requiring further examination.

Responsibilities will be delegated as follows:-

- Co-ordination of overall Health & Safety Policy and Practice will be the responsibility of the Business & Finance Manager, supported by a nominated Deputy Head.
- Heads of Departments will be responsible for Health and Safety issues within their curriculum areas.

Business & Finance Manager with responsibility for Health and Safety

- To advise the Governing Body of Deanery High School on the drawing up and implementation of safe working systems and on the provision of safety equipment and protective clothing as necessary.
- In agreement with the Headteacher, to carry out periodic inspections of the School in order to identify unsafe equipment, unsafe working conditions and unsafe practices.
- To advise the Governing Body on the requirements of the School Safety Policy, and to recommend remedial actions to reduce or eliminate hazards identified in the aforementioned inspections.
- To investigate all accidents and dangerous occurrences and report findings to the Headteacher/Governing Body and Local Authority where appropriate.
- To ensure that the fire alarm system and firefighting equipment at the School is properly maintained and to ensure a termly Fire Evacuation Drill is carried out.
- To liaise with employees, Heads of Department, and the nominated Deputy Head when appropriate.
- To maintain records of equipment service and maintenance.

NOTE

The Governing Body is directly responsible for ensuring the School complies in all respects with the School's Health and Safety Policy. The role of the Business & Finance Manager is to support the Governing Body/Headteacher in these duties.

Control of Substances Hazardous to Health (COSHH)

A School COSHH Co-ordinator will be nominated.

The COSHH Co-ordinator will:-

- Liaise with the Deputy Head - Health and Safety.
- Carry out risk assessments on hazardous substances.
- Ensure that all employees concerned are aware of the current COSHH regulations and that Heads of Departments conform to these regulations and through them that employees comply with these practices.
- Ensure that proper procedures are established and followed concerning the storage, uses and disposal of chemicals and hazardous materials.

Ionising Radiations and Radioactive Substances

A School Radiation Protection Adviser will be nominated.

The RPA will:-

- Ensure that the school radioactive substances are stored in accordance with current legislation.
- Ensure that the use of radioactive substances is monitored.
- Liaise with the LA Radiation Officer when necessary.

Heads of Departments

It is the responsibility of Heads of Departments and Teachers in charge of subjects:-

- To ensure that employees for whom they exercise oversight and responsibility, even on a temporary basis, are aware of Health and Safety matters. This includes the need to make sure that the school premises are safe and without risk to the health of employees, pupils and visitors to the school;
- In those subjects in which it applies, that an assessment will be made of the use of all substances that are hazardous to health;
- To establish in liaison with the Business & Finance Manager, proper procedures for the storage, use and disposal of these substances in accordance with the latest COSHH Regulations;
- Where a risk is identified, to ensure that established procedures for storage, use and disposal are adhered to; an inventory of all hazardous substances is maintained and written assessments are made where necessary;
- To ensure that all employees who use such substances are aware of the latest COSHH Regulations;
- In those subjects which it applies the Head of Subject will establish in liaison with the Business & Finance Manager procedures to comply with the Radioactive Substances (Schools etc.) Exemption Order 1963 concerning purchase, usage, loss, disposal and keeping of records of the materials concerned;
- To ensure that proper instruction is given to employees in the use of equipment making sure that they understand instructions for use, levels of risk involved and special precautions which must be observed, particularly when being used by pupils;
- To undertake regular Health and Safety audits of equipment and ensure that regular servicing or necessary replacement is carried out;
- To share responsibility for ensuring that all employees, pupils and visitors to the department are aware of the evacuation procedures and to check that appropriate notices are displayed, that firefighting equipment is available where necessary and any defects reported;
- To share responsibility for ensuring that all employees, pupils and visitors to the department are aware of the first aid arrangements and to check that appropriate notices are displayed, that first aid equipment is kept in designated positions and that the principal first aider is kept informed of the need to replenish articles used from it;
- To share responsibility for ensuring that all employees, pupils and visitors to the department are aware of the procedures for the reporting of accidents, injuries, diseases and dangerous occurrences;
- To ensure that accident report forms are completed and sent immediately to the School Office (these forms are held in the Emergency First Aid Point, located on the old school quadrangle);
- To ensure that proper precautions are taken in the use of all electrical equipment and gas apparatus and other departmental equipment;
- To maintain records of all departments and apparatus and check that regular inspection and servicing takes place;
- To report to the Deputy Headteacher any defects in equipment or the fabric of the buildings, particularly where these might give rise to Health and Safety concerns;
- To ensure that the standards set down by the school for placements of pupils in other institutions (e.g. work placement) or locations (visits) are met in full.

Employees

Employees of the Deanery High School are required to:-

- Co-operate and participate in the implementation of the School's Safety Policy.
- Ensure their work is carried out in a safe manner and that all pupils use appropriate safety equipment as necessary.
- Report all accidents, damage or dangerous occurrences to the Business & Finance Manager whether or not persons are injured.

Under Section 7 of the 1974 H&SAWA, it is the duty of every employee:-

- To take responsible care for the Health and Safety of himself/herself and of other persons (pupils) who may be affected by his/her acts or omissions at work.
- To co-operate with his/her employer (the Governing Body) as regards any duty or requirement imposed on them so far as is necessary to enable that duty or requirement to be performed or complied with.
- To refrain from recklessly interfering with or misusing anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Premises Staff

It is the responsibility of the Premises staff:-

- To co-operate and assist the Business & Finance Manager in maintaining the school premises in a safe and clean condition;
- To observe proper safe working procedures when carrying out work in the school;
- To be aware of the current COSHH Regulations concerning the storage of hazardous materials, i.e. disinfectants, polishes and other cleaning materials;
- To ensure that hazardous materials are stored safely in accordance with the regulations and any instructions issued by the Deputy Headteacher;
- To regularly monitor firefighting equipment, emergency lighting, fire doors etc. and report any defects to the Business & Finance Manager;
- To ensure that all rubbish and other combustible material is not allowed to accumulate and that it is stored in appropriate non-combustible containers pending removal from the site;
- To regularly monitor the condition of the fabric of the school buildings and report and defects or necessary repairs to the Business & Finance Manager particularly where Health and Safety issues are involved;
- To carry out regular inspections of heating plant and report any defects to the Business & Finance Manager;
- To regularly monitor the condition of gas, electric, water supplies and drainage systems and report any defects and repairs to the Business & Finance Manager.
- To regularly monitor the condition of the drives, pathways, steps, fences and grounds of the school and monitor any defects or necessary repairs, particularly where health and safety issues are involved, to the Business & Finance Manager.
- To remove all litter from the school grounds and buildings on a daily basis;
- To test the fire alarm system on a regular and systematic basis and to keep a log of all activations of the system.

The provision & maintenance of equipment and systems of work.

Effective and suitable provision will be made by Deanery High School to ensure that all equipment in use at the School is adequate and appropriate to the job.

Effective and suitable provision will be made by Deanery High School to ensure that all equipment in use at the school is maintained and serviced as necessary so as to minimise, as far as is reasonably practicable, the risk of injury to employees/pupils or others that would result if the equipment were not so maintained.

It is the duty of all employees to bring to the notice of the Governing body, through the Headteacher, any failure of or damage to any item of equipment which would create a hazard or risk to the health and safety of employees or pupils or members of the public at the Deanery High School.

The provision of information, instruction, training & supervision.

Under the Health and Safety at Work Act 1974, Deanery High School will provide as much information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health and safety at work of its employees and pupils.

In particular:-

- All new employees will be informed and trained as necessary with regard to the School's safety rules and procedures.
- Existing employees will be informed and trained as necessary with regard to any changes or modifications to current School safety rules and procedures.

- If an employee is transferred or promoted from one job to another he/she will not be allowed to start that new job until and unless he/she has received training and instruction sufficient to enable him/her to perform the job without risk to his/her or other people's health and safety.
- All employees will be made aware of the actions to be taken in an emergency, i.e. fire or serious injury.

Arrangements for ensuring the safe use, handling, storage and transport of articles and substances which are inherently or potentially dangerous.

Deanery High School, in accordance with the Control of Substances Hazardous to Health Regulations 1988, will assess (or have assessed) control and monitor employee/pupil exposure to all substances hazardous and potentially hazardous to health encountered at the School. This includes the provision, where necessary, of adequate ventilation and extraction systems and respiratory and other forms of personal protective equipment.

Deanery High School will ensure that any personal protective equipment provided for the use of protecting its employees and pupils will conform to relevant British and European standards and will be appropriate and suitable to the job.

Deanery High School will ensure that all hazardous and potentially hazardous materials and substances are stored and handled safely and in accordance with relevant guidance and instructions as may be applicable to that material or substance.

GENERAL INFORMATION

The Working Environment

The School will:-

- Whenever possible, eliminate risks through careful selection and design of facilities, equipment and processes.
- Implement guards and protective devices on any equipment and in hazardous areas throughout the School to minimise risks. These guards will not be removed without proper authority.
- Issue personal protective equipment as required to employees/pupils working in areas requiring such equipment. These items will also be provided for visitors to the school as necessary.
- Develop safe methods for using, storing and transporting materials, especially hazardous substances.
- Insist on a clean and orderly work environment.
- Provide a well-lit, well-ventilated work area conducive with safe study.
- Take all steps that are reasonably practicable to correct any identified hazards or inadequate safeguards. These hazards may be reported directly to the Business & Finance Manager or Responsible Deputy.
- Ensure that machinery and electrical equipment is examined on a timetable agreed with the LA and certified accordingly.

Monitoring System

The monitoring system is designed to collect, analyse and report data that indicate the effectiveness of the School's Health and Safety Policy. Deanery High School will monitor performance via the Health and Safety committee by:-

- Gathering information through Heads of Department, employees, accident reports, first-aid treatments, health records, maintenance reports, fire reports, insurance claims and any other means available and relevant.
- Investigating all accidents and dangerous occurrences that are reported and that have a serious or potentially serious consequence.
- Formally reporting all incidents that cause damage to school equipment, in addition to those resulting in injury. Analysis of these types of accidents will be used to develop new procedures to prevent injuries to employees/pupils.
- Calculating the frequency and severity of accidents and comparing them to past performance and LA statistics.
- Safety sampling in departments.
- Risk assessments in departments.

Audit Procedures

A Health and Safety Audit will be carried out periodically (at least once per year) to assess the effectiveness and reliability of this safety policy, the audit will be comprehensive and will examine all components of the health and safety management system including:-

- A complete review of the school and its equipment to evaluate any additions, modifications, or obsolescence that may warrant new safety measures.
- A review of all procedures to determine if current safeguards and safe working systems are still adequate and followed. Methods of examination will include, but will not be limited to direct observations, interviews with employees, and analysis of accident and incident reports.
- Testing for compliance with all relevant legislation including any new regulations and guidelines that have been issued by the Health and Safety Executive or the LA.

Safety Information and Training

The School will:-

- Provide all its employees with a copy of this Health and Safety Policy, or make it available to them.
- Provide instruction or training on the safe working method of equipment they habitually use, ensuring they use the equipment in a safe manner.
- Raise employee's awareness on how to recognise potentially unsafe situations and develop corrective strategies.
- Ensure it maintains, or has access to, current health and safety regulations, guidelines, and general publications in order to recognise new safety requirements.
- Be guided by the Health & Well-Being Team of Wigan Council.

Reporting of Accidents & Dangerous Occurrences.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, Deanery High School is obliged to notify the enforcing authority/LA at the earliest opportunity of any:-

- Fatal injuries to employees, pupils or others in an accident connected with the school;
- Major injury to employees or other people in an accident connected with the school;
- Major injury to pupils in an accident connected with the school;
- Dangerous occurrences listed in the Regulations.

The school will also send a written report to the enforcing authority within seven days of any notifiable incident and also of:-

- Any other injury to an employee or pupil which results in their absence from school or being unable to do their normal work/study for more than three days (including days which would not normally be working days).
- Any of the cases of ill health listed in the Regulations.

First Aid Provisions

In accordance with the Health and Safety (First Aid) Regulations 1981, the School will:-

- Provide a sufficient number of trained First Aid personnel, currently certified.
- Provide a dedicated First Aid Officer.
- Provide an adequate number of First Aid boxes with appropriate contents.
- Make provision for rapid and effective communication with the emergency services if required.
- Provide appropriate First Aid supplies for activities conducted away from school.
- Report all accidents and injuries by completion of a Wigan Council Incident Form, (available from the Emergency First Aid Point). The form will then be sent to the Business & Finance Manager or appropriate Deputy, who will complete Part 2 and then pass the form to the Department of Education's Safety Officer.

Portable Electrical Appliance Testing

Section 2 of the Health and Safety at Work Act 1974 requires Deanery High School to provide and maintain equipment that is, so far as is reasonably practicable, safe and without risks to health. The Electricity at Work Regulations 1989, made under the H.S.W.A., impose more detailed duties.

One small part of the E.A.W.R. deals in particular with the care, repair and testing of portable electrical equipment. The term 'portable' is used in its broadest sense. It encompasses equipment, apparatus and appliances, which are essentially movable or transportable and which are connected to an

electrical supply, when in use, by way of a flexible cable. This includes electrically operated, small equipment such as:-

- General working tools.
- Kettles, catering appliances, heaters and fans.
- Typewriters, personal computers and desk equipment.
- Laboratory apparatus.
- Radios.

It also includes larger appliances:-

- Photocopiers and office print machines.
- Food and drink vending appliances and cookers.
- Industrial small tools.
- Lighting on display stands and Christmas decorations etc.
- Television and sound amplification equipment.

Extension leads, with or without plug sockets, are also included. In one way or another, all electrical systems are covered by the E.A.W.R. Evidence held by Business & Finance Manager.

Advice on bringing in equipment:

Staff should be aware that portable equipment not belonging to school must be safe for use and have a Test Certificate. Such equipment can be included in our PAT Testing Programme or at a small cost at other times.

Inspection & maintenance

Routine inspection and preventive maintenance are essential if accidents are to be avoided. An efficient maintenance system will be implemented by Deanery High School to reduce delays to equipment being out of commission.

All portable apparatus, including extension leads, should be identified by a serial number which should be recorded in a register. The register should indicate how often each item should be recalled for routine inspection and maintenance.

The equipment should also be marked so that it is clear to the user when its inspection and maintenance are due. The frequency of recall will depend on the type of apparatus and its use, and will be determined in the light of experience by a qualified person, taking into account any recommendations the manufacturer may make. The inspection and maintenance of the school's electrical equipment will be carried out by a competent person.

Operator safety

All employees will be instructed in the correct and safe use of electrical apparatus and told that they must never use damaged or defective items. Users should examine the equipment before use, defective equipment must be withdrawn from use until it has been repaired and checked by a competent person.

Common causes of fire

Sources of ignition cannot be completely eliminated from the school, and materials and substances which can be readily ignited should therefore be controlled both in storage and use.

The main causes of fire are:-

- Wilful fire raising.
- Faulty electrical wiring, plugs and sockets which are in poor condition, overloaded or inadequately protected by fuses and other devices.
- Electrical equipment left switched on when not in use (unless it is designed to be permanently connected).
- Careless disposal of cigarettes, the contents of pipes or matches.
- Accumulation of rubbish, paper or other materials that can easily catch fire.
- Combustible material left close to sources of heat.
- Misuse of portable heaters.

- Obstructing the ventilation of heaters, equipment or office equipment.
- Inadequate cleaning of work areas and poorly maintained equipment.
- Carelessness by contractors.

It is the duty of every Deanery High School employee to bring to the attention of the Governing Body/Headteacher all points regarding work practices, dangerous occurrences, faulty equipment etc. which could give rise to an increased risk of fire.

Protective clothing & equipment

Deanery High School will provide suitable personal protective equipment to each of its employees/pupils who may be exposed to any risk while at school except where and to the extent that any such risk has been adequately controlled by other means which are equally or more effective.

Before the issue of protective equipment takes place, Deanery High School will make an assessment of the risks to the employee/pupil to determine the suitability of the equipment. The school will also ensure that any personal protective equipment provided is maintained in relation to any manner which it is reasonably foreseeable will affect the health and safety of any person in an efficient state, in efficient working order, in good repair and in hygienic condition.

Suitable instruction, information and training will be given to all Deanery High School employees/pupils who have cause to wear personal protective equipment.

Every Deanery High School employee who has been provided with personal protective equipment shall:-

- a) Make full and proper use of that personal protective equipment;
- and
- b) shall forthwith report to the Business & Finance Manager/nominated Deputy Head any loss of or obvious defect in that personal protective equipment.

Procedures

First Aid

The school will provide adequate first aid equipment, trained first aiders and facilities for employees if they are injured or become ill at work.

A list of qualified first aiders and sitings of first aid boxes will be displayed throughout the school.

All first aiders will receive training and become qualified in accordance with standards approved by the Health and Safety Executive.

Appropriate first aid equipment and materials will be located at strategic points throughout the school, made available for activities conducted away from school and be properly maintained at all times.

Notices indicating first aid arrangements will be posted throughout the school.

To avoid delay in dealing with an accident, the school offices should be contacted for first aid availability. There are first aid points on each floor of the school.

The school has a common law responsibility to look after the pupils in its care and where possible, first aid arrangements for employees and pupils should combine so long as they do not dilute the level of provision for employees. These arrangements will also cover visitors to school.

If anyone should become ill or suffer injury as a result of an accident this procedure should be followed:-

- a) First aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible assurances, and if absolutely necessary, removed from danger.
- b) Anyone administering first aid must protect themselves from infection by ensuring that they take proper precautions, such as the wearing of rubber gloves and washing their hands after treating a casualty.
- c) A complete list of first aider's is posted in various locations around the school.
- d) If an ambulance is required, the school will make that arrangement, deciding whether it is an emergency '999' call or otherwise.
- e) The Emergency First Aid Officer in attendance will initiate contact with parents.
- f) Transporting a pupil for treatment by an employee in their own vehicle is entirely voluntary. The employee must ensure that the insurance cover for the vehicle includes such activities.
- g) No casualty will be allowed to travel unaccompanied to hospital by whatever means of transport.
- h) Accident forms should be completed for every case of injury or accident. The form should be completed as soon as possible after the occurrence by the person who first arrived at the scene. It must be filled in accurately and completely. Wherever possible, the names and statements of any witnesses should be taken.
- i) Completed forms should be passed immediately to the Emergency First Aid Point, the incident recorded and the form sent to the LA Health and Well-Being Team.
- j) If the accident occurred because of defective equipment, a report should be made to the Deputy Headteacher and the piece of equipment taken out of use until further notice.
- k) Accidents which occur as a result of defective fabric of the building, should be reported to the Business & Finance Manager who will take the necessary action to prevent a similar occurrence.

Fire & emergency evacuation

Legislation exists which is designed to protect people at work from fire and other occurrences which, by their continued presence in the building, would put them at risk.

Statutory provisions require employers to provide general fire precautions, fire warning systems, fire fighting equipment, means of escape and adequate training in procedures.

The school will ensure that instruction in fire safety and emergency evacuation is given by competent persons to all employees and pupils to ensure they understand the precautions and procedures to be taken in the event of an emergency evacuation. Notices explaining evacuation procedures will be displayed throughout the school. Fire alarms will be tested regularly and fire drill held at least once per

term and details kept in an Evacuation Record Book to be maintained by the Caretaker and monitored by the Business & Finance Manager who is responsible for Health and Safety matters.

Control of Asbestos at Work Regulations

Deanery High School will work with Borough Land and Property Department to ensure that it meets its obligations the Control of Asbestos at work regulations. (Amendments from 21st November 2002).

Problems identified under surveys carried out on behalf of the Local Authority will be rectified, and due recognition of the regulations will be taken when maintenance or refurbishment works are carried out.

Responsibilities for Health & Safety as of September 2014

| | | Name | Signature |
|----------|---|---------------------|------------------|
| 1 | Appointed Governor | Mrs K Singh | |
| 2 | Headteacher | Mrs J Rowlands | |
| 3 | Business & Finance Manager | Mrs L Brown | |
| 4 | Nominated Deputy Head | Mrs G Lynch | |
| 5 | Heads of Departments: | | |
| | Maths | Mrs J Smith-Connell | |
| | English | Mrs C Collins | |
| | Science | Mrs K O'Brien | |
| | MFL | Mrs P Hilton | |
| | Humanities | Mrs A McGeown | |
| | CPVA | Mr R Johnson | |
| | Sport | Mr C Sweeney | |
| | Art, Technology & Engineering | Mr D Brown | |
| | Computing & Business Studies | Mr P Varey | |
| | SEN | Mrs S Fearnley | |
| | Vocational, Health & Food | Mrs C Webster | |
| 6 | COSHH Co-ordinator | Mr A Connor | |
| 7 | Radiation Protection Advisor | Mrs K O'Brien | |
| 8 | First Aiders as per list in the Main Office | Mrs D Routledge | |