



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Health and Safety Policy

Governors' Committee:	Resource Management Committee
Adopted by the Governing Body on:	May 2018
Signed: (Chair of Committee)	
Signed: (Federation Principal)	
Proposed date of review:	May 2019

A. STATEMENT OF INTENT

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the school.

In order to create a strong and positive health and safety culture within the School, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff and pupils will play their part in its implementation.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace.

The Governing Body will ensure, so far as is reasonable practicable, that employees, pupils and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The School's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, pupils and visitors.

B. ORGANISATION

B.1 INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent and the Objectives of this policy the school's leadership team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Section D.

B.2 THE GOVERNING BODY

The **Governing Body** has the responsibility to ensure that:

- A clear written statement of intent is created which promotes the correct attitude towards safety of staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.
- New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

B.3 THE FEDERATION PRINCIPAL

The **Federation Principal** has the following responsibilities:

- To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- Ensure that a clear written local Policy for Health and Safety is created.
- Ensure this Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Governing Body on the health and safety performance of the school is completed annually.

- Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.

B.4 THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR / OFFICER

The **Health and Safety Co-ordinator / Officer** has the following responsibilities:

- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted / HSE.
- Advising the Federation Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to him/her by the Federation Principal or Governing Body.
- Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
- Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

B.5 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes **Heads of Sites, Vice Principals and Assistant Headteachers, Subject Leaders, Administration Managers/Supervisors, Technicians and Site Managers/Agents/Caretakers.**

They have the following responsibilities:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Federation Principle for the application of adopted/ approved health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Federation Principal or the School Health and Safety Co-ordinator.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work (including temporary staff).
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the **Line Manager** or **Federation Principal** any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (Some testing of equipment may require a specialist contractor e.g. Local Exhaust Ventilation (LEV), design and technology equipment – reports of these inspections must be retained).
- Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are recorded and investigated appropriately.

- Include health and safety in the annual report for the Federation Principal
- Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education, Managing Contractors, Working at Height, Asbestos, Legionella, and attend training where appropriate to enable them to do this.

B.6 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid , accident/ incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the correct use of personal protective equipment and guards where necessary.
- Make recommendations to their **Head of Department** on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Line Manager or Head of Department.
- Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education.

B.7 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The **Governing Body** and **Federation Principal** recognise the role of Health and Safety Representatives appointed under both the Safety Representatives and Safety Committee Regulations 1977 by a recognised trade union (Safety Representatives) and also under the Health and Safety (Consultation with Employees) Regulations 1996, elected by the workforce (Representatives of Employee Safety).

However, they are not part of the management structure and are not carrying out duties on behalf of the **Federation Principal** or **Governing Body**.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative / Representative of Employee Safety in order that they can play an effective role in the management of health and safety within the school.

B.8 OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, **all employees** have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- Comply with the School's Health and Safety Policy and procedures at all times.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with local procedures.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their **Line Manager** of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their **Line Manager** of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the local procedures in respect of fire, first aid and other emergencies.
- Co-operate with appointed **Health and Safety Representatives** and the Enforcement Officers of the Health and Safety Executive.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Use all work equipment and substances in accordance with instruction, training and information received.
- **All employees** who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- **Employees** entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

B.9 PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

C. PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

C.1 ACCIDENT REPORTING, RECORDING AND INVESTIGATION

- All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered on to AssessNet online reporting system and reported to the Health & Safety Executive if required.
- Location of accident book:
South Site : **Reception Office**
North Site : **Reception Office**
- Completed accident forms should be passed to **The Lead Administrators**.
- **The Lead Administrators (Pupils)** are the Assessment online accident system Administrator.
- **The Lead Administrators** are responsible for entering accidents/incidents onto the online system and completing F2508 form for accidents that come under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations), which is included as part of the online system:
- Accidents must be reported within 2 hours.
- The **Federation Business Manager** will undertake any investigation.

C.2 ASBESTOS

- The **Federation Principal** is responsible for drawing up a site specific Asbestos Management Plan which should clearly set out who has responsibilities for Asbestos management on site.
- Detail any training attended with regard to asbestos management and name of attendee(s) will be maintained as a integral part of this Policy in Appendix C :
- The Asbestos Log Book is kept in:
South Site : the Reception Office.
North Site : Premises Office
- The Site specific asbestos management plan is in the Asbestos Log Book relevant to site.
- The **Federation Site Agent and Caretakers** are responsible for ensuring contractors have sight of and complete the Asbestos Log Book for the site prior to starting any work on the premises
- The **Federation Site Agent and Caretakers** are responsible for briefing staff re rules on drilling, affixing anything to walls and, ceilings etc:
- Damage to any material that may contain asbestos must be reported immediately to the **Health & Safety Officer** or a member of the **School Leadership Team** who will ensure that appropriate procedures are followed.
- Emergency procedures for unplanned release of asbestos fibres are in the Asbestos Log Book which is located in the Reception Office.

C.3 AUDIT

- A full inspection of site, plant and equipment is undertaken annually by the **Federation Premises and Facilities Manager** and **Federation Site Agent** and an action plan drawn up. Interim inspections are carried out termly.
- Department policies and risk assessments are reviewed annually.
- The **Governor responsible for Health & Safety** carries out an annual inspection and reports to the Governing Body.

C.4 CARETAKING AND CLEANING

- The **Federation Site Agent**
- Cleaning is undertaken by cleaning staff employed by the school and Contract Cleaning Company under the management of the **Federation Site Agent and Caretakers**
- PPE issue and maintenance is the responsibility of the Federation Site Agent
- Procurement of materials process (to ensure same brand/ products purchased consistently to match COSHH risk assessments) is the responsibility of the **Federation Site Agent**.

C.5 CONTRACTORS

- The **Federation Premises and Facilities Manager** is responsible for ensuring the induction of contractors to exchange health and safety information and agree safe working practices while on site.
- The **Federation Premises and Facilities Manager** is responsible for checking contractor risk assessments
- The **Federation Site Agent and Caretakers** are responsible for monitoring contractors working methods:
- Staff should report Health & Safety concerns to the **Federation Premises and Facilities Manager** via Every System.
- The **Federation Premises and Facilities Manager** is responsible for liaising with **Contractor** re health and safety matters.

C.6 CONSULTATION ARRANGEMENTS WITH EMPLOYEES

- The **Health and Safety Committee** will be chaired by the Health and Safety Co-ordinator/ Officer and will meet once per term, although members will have recourse to call for an emergency meeting should circumstances so dictate.
- The **Health & Safety Committee's** main task is to monitor compliance with and propose revisions to the School's Health and Safety Policy. It will also monitor accident/near miss trends, risk management, training needs and future strategy and make recommendations concerning these areas. The minutiae of day to day health and safety issues are not for consideration.
- It also serves as a consultative committee in which employees may raise concerns about the safety of the working environment.

Composition:

Health and Safety Officer /Federation Premises and Facilities Manager

Governor- being the appointed Governor with responsibility for Health & Safety

Data Officer

Science Department representative

Art Department representative

Technology Department representative

PE Department representative

Other staff representatives may be co-opted onto the Committee dependent upon matters for consideration on the agenda.

C.7 CURRICULUM SAFETY

- The **Subject Leaders** of Science, Technology, Art and Physical Education are responsible for ensuring a department Health & Safety policy and relevant risk assessments are in place and that these are reviewed annually.
- The policies and risk assessments are kept in the department and on relevant shared drive. The **Subject Leaders** will ensure all members of the department are aware of the content.

C.8 DISPLAY SCREEN EQUIPMENT (DSE)

- The **Federation Premises and Facilities Manager** is responsible for ensuring DSE self-assessments are completed by users and reviewed.
- The DSE self-assessment form is available in the on the Teaching & Learning drive of the school network in the Virtual Handbook folder.
- The HSE guide Working With VDU's is available in the on the Teaching & Learning drive of the school network in the Virtual Handbook folder.
- Health concerns associated with DSE must be reported to the **Federation Business Manager**.

C.9 EDUCATIONAL VISITS AND JOURNEYS

- There is an Educational Visits Co-ordinator based on both sites.
- Bedford Borough Council Education Visits and Journeys Policy and the Evolve online system are used.
- Guidance information for staff to follow when organising any off-site trips is in the Staff Reference & Planning Handbook. Additional guidance will be provided by the Education Visits Co-ordinator.

C.10 EQUIPMENT- MAINTENANCE/ELECTRICAL TESTING

- The **Federation Premises and Facilities Manager** is responsible for ensuring that routine testing, inspection and maintenance of equipment is undertaken as required and for maintaining records.
- **Subject Leaders** will ensure day to day inspection of all equipment within their department is undertaken to detect visible signs of damage and deterioration. Obvious faults will be reported immediately and recorded via Every System and taken out of use until repaired or replaced.
- The **Federation Site Agent and Caretakers** will ensure day to day inspection of all other equipment is undertaken to detect visible signs of damage and deterioration. Obvious faults will be reported immediately and recorded via Every System and taken out of use until repaired or replaced.
- Personal electrical items are not to be used in school unless PAT tested by a competent person.

C.11 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

- The **Federation Principal** is the responsible person as defined in Regulatory Reform (Fire Safety) Order 2005.
- The Fire Risk Assessment is reviewed annually by **Federation Premises and Facilities Manager** and presented the Governing Body for approval and adoption.
- The Fire Risk Assessment, Fire Policy, Fire Maintenance Log Book and location of map are kept:
South Site: in the folder next to the fire alarm control panel
North Site: in the folder next to the fire alarm control panel

In addition a digital copy of those documents are stored on Federation Staff Documents Drive (J)

- Frequency arrangements for testing of fire alarm, extinguishers, emergency lighting, drills, procedures to be followed and records of such are in the Every System
- The Fire Wardens List and Training record will be determined by Fire Risk Assessment and recorded in Part F of this policy .
- The **Federation Site agent and Caretakers** are responsible for carrying out regular checks as detailed in the Fire Safety Policy and to be recorded in Every system
- The **Federation Site agent and Caretakers** are responsible for maintenance of fire exit/escape routes.
- Full details of procedures and evacuation is documented in the Fire Policy which is available on the Teaching & Learning drive of the school network in the Virtual Handbook folder. All staff confirm in writing that they have read and understand the procedures.

C.12 FIRST AID

- A list of trained first aiders and their location can be obtained from :
South Site : Reception Office
North Site : Reception office
- First Aid boxes are in:
South Site : Block 1 – First Aid Room , Nursery
North Site: First Aid Room, Food Technology, Technology, Science, PE Dept
- Technicians in the department are responsible for re-stocking the department first aid box.

South Site: The **Lead Administrator** is responsible for ensuring the first aid room is fully equipped.

North Site: The **Lead Administrator** is responsible for ensuring the first aid room is fully equipped.

- If required an ambulance will be summoned by the Lead Administrator on duty at the request of the first aider.
- The first aider at the scene will accompany the child to hospital until parent/carer arrives.
- Arrangements for first aid for off-site activities are the responsibility of the person organizing the activity.
- Arrangements for the provision of first aid cover in the event of the temporary absence of the appointed first aider.
- The **Federation Business Manager** is responsible for organizing training and retraining of first aiders/ training records.

C.13 GROUNDS MAINTENANCE

- The **Federation Site Agent and Caretakers** are responsible for managing Grounds Maintenance Contractors which is currently **Countrywide Maintenance**.
- All grounds men that access the site must register at reception to notify staff of their presence on site.

C.14 HAZARDOUS SUBSTANCES (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH))

- Full details for the procurement, use and disposal of hazardous substances, hazard data sheets/COSHH assessments/emergency procedures for spillages are available in relevant department policies/handbooks. . Eg: Science, Technology, Site Agent/Caretaker Office.
- **Subject Leaders** of relevant department are responsible for undertaking COSHH risk assessments. For Science and Design and Technology CLEAPSS guidance will be applicable to COSHH assessments.
- COSHH training requirements will be determined by relevant Risk Assessment and recorded in Part F of this policy .

C.15 INCLUSION

- The **Assistant Head Teacher (Inclusion and SEND)** or **Inclusion Manager** are responsible for planning and assessment for Special Educational Needs (SEN) pupils.
- The **Federation Principal** is responsible for ensuring arrangements for making reasonable adjustments in respect of access under the Disability Discrimination Act.

C.16 LEGIONELLA

- The **Federation Site Agent** is responsible for legionella management on sites and has received training.
- Bi-yearly risk assessments and interim review are carried out by **Swiftclean**. Any remedial work suggested from these assessments will be carried out within 6 months.
- The **Federation Site Agent** does monthly checks of hot and cold outlets to ensure temperatures are meeting the legislation requirements. These checks are recorded in Every System

C.17 LETTINGS/SHARED USE OF PREMISES/USE OF PREMISES OUTSIDE SCHOOL HOURS

- Full applications must be submitted prior to the commencement of any letting detailing facilities required, insurance etc. The **Federation Premises and Facilities Manager** will check compliance with insurance, child protection etc before passing to the **Federation Business Manager** for approval.
- The **Federation Site Agent /Caretakers** are responsible for day to day management and for providing information to the hirer including fire and emergency arrangements and any restrictions on use of equipment.
- First Aid provision must be provided by the hirer. The school accepts no responsibility for first aid.
- Hirers for sport/physical activities should hold a minimum of £5,000,000 liability insurance.

C.18 LONE WORKING

- Safe working practices and risk assessment of lone working activities have been completed and are reviewed annually by the **Federation Premises and Facilities Manager**. A copy of these are available on the Teaching & Learning drive of the school network in the Virtual Handbook folder.

C.19 MANAGING MEDICINES & DRUGS

- BBC Guidance on Managing Medicines in Schools is followed. **The Lead Administrators** have completed the Bedford Borough training.
- Medicines are stored in a locked cabinet in the Reception Office on both school sites.
- Out of date medicine is taken to the local pharmacy for disposal

- Location of forms with regard to administration of medicines are kept in the Reception Office on both school sites.
- Salbutamol inhalers are made available on both school sites for emergency use in cases where the pupil's prescribed inhaler is not available (eg because it is broken or empty.) These may only be used by children for whom written parental consent for use of the emergency inhaler has been given, who have either, been diagnosed with asthma and prescribed an inhaler or, who have been prescribed an inhaler as reliever medication..

C.20 MANUAL HANDLING AND LIFTING

- Risk assessments to identify precautions to minimise manual handling tasks are available on the Teaching & Learning drive of the school network in the Virtual Handbook folder.
- Manual Handling training requirements will be determined by relevant Risk Assessment and recorded in Attachment C of this policy.
- Small steps are available if required.

C.21 OUTDOOR PLAY EQUIPMENT & PE EQUIPMENT

- The **PE subject Leader** is responsible for undertaking and reviewing annually all risk assessments for activities/use of equipment in PE.
- The **PE subject leader** is responsible for checking the equipment/apparatus regularly, reporting hazards to the **Federation Business Manager** and **Federation Premises and Facilities Manager** and removing such items from use until repairs/replacement have been implemented. Checks and findings need to be recorded in Every System
- Annual inspections of PE equipment are carried out by Specialist Contractor which is Sport Safe. Any remedial work suggested from these inspections will be carried out within 6 months.
- The PE subject leader is responsible for ensuring appropriate training and supervision is provided for staff and pupils.

C.22 RISK ASSESSMENTS - GENERAL

- The **Federation Business Manager** is responsible for ensuring that risk assessments are undertaken and reviewed annually.
- Risk assessments for staff who are pregnant or have health issues should be undertaken by the Line Managers.
- Specific behavioural assessment forms will be completed by the **Assistant Head Teacher (Inclusion and SEND), Inclusion Manager** or **Child Protection Officer**

C.23 SCHOOL MINIBUS

See BBC Health and Safety Manual, Occupational Road Risk Policy (RO2)

- All drivers of the school minibus must be MIDAS trained. Details of staff and dates of training are kept in the school office.
- The **Federation Site Agent** is responsible for undertaking regularly checks and ensuring minibus is serviced and repaired as required.
- A member of staff in addition to the driver must travel on the minibus when pupils are present.
- Insurance is arranged via BBC.

C.24 SECURITY

- Alarm systems are in place to monitor the security of the school site.
- The **Federation Site Agent and Caretakers** are responsible for securing school site. In their absence CYS Security undertakes this role.

C.25 SITE MAINTENANCE

- The **Federation Site Agent and Caretakers** are responsible for upkeep and maintenance of school buildings and site. Where action required is outside his/her authority/ability, to report to the Federation Premises and Facilities Manager or Federation Business Manager
- Staff should report any maintenance required to the Site Agent via Every System
- The **Federation Site Agent and Caretakers** are responsible for checking appropriate safety signage are in place.

C.26 STAFF TRAINING & DEVELOPMENT

- Staff new in post will undergo a full induction which will include Health and Safety induction.
- Policies and Risk Assessments are available in the Virtual Handbook. All staff will sign to confirm they have read and understood the information.
- Training needs are identified as part of the staff appraisal process and as a result of risk assessments.
- A training record with detailing specific training for certain roles (i.e. site agent/caretaker, health and safety co-ordinator, first aid, fire safety, training updates, competencies for certain activities e.g. hazardous substances, working at height, risk assessment) is kept by **the Federation Business Manager**.

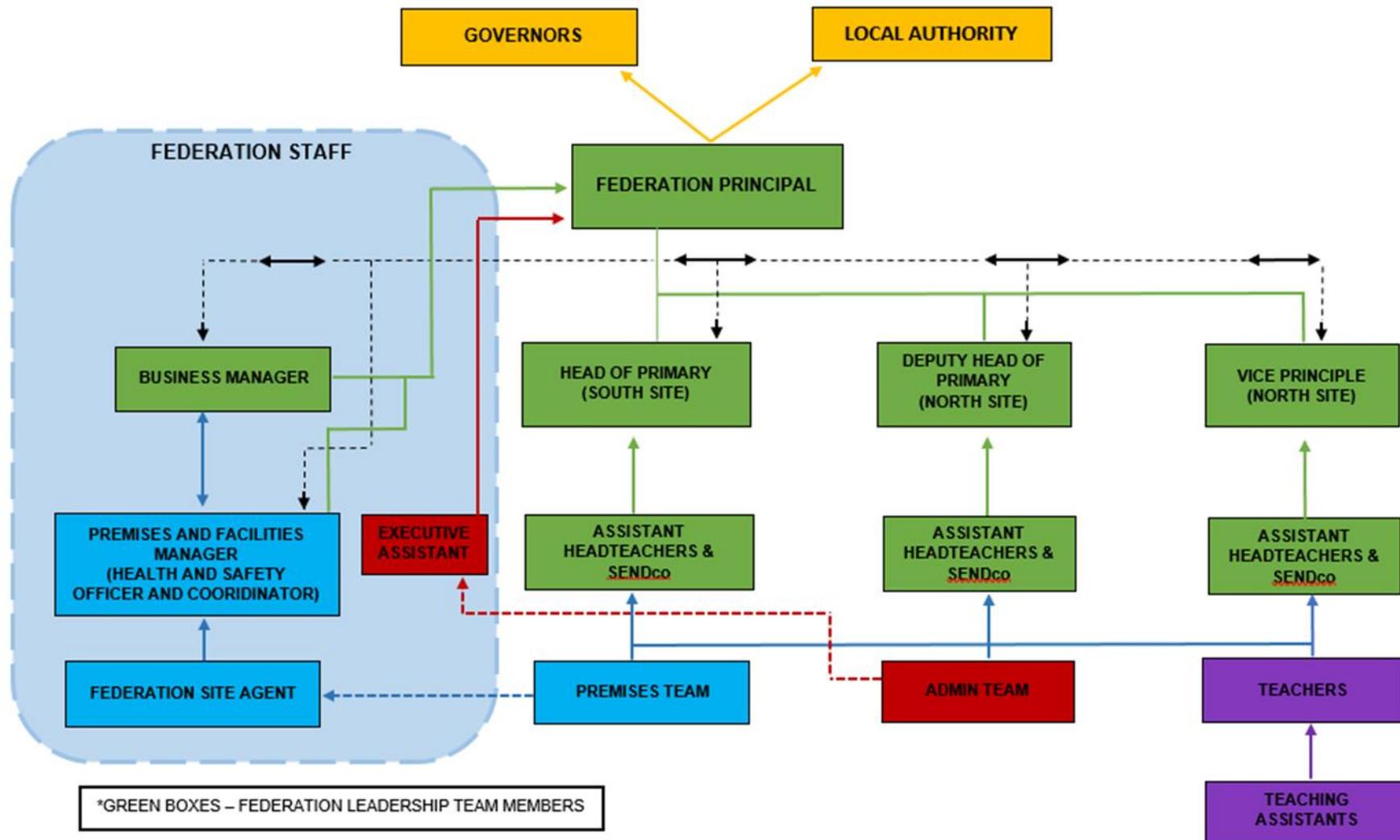
C.27 VISITORS

- All visitors must enter the school via the main entrance and report to the Reception Office to sign in.
- A leaflet providing detail health & safety information to contractors / visitors to school is made available at the Reception Office.

C.28 WORKING AT HEIGHT

- Guidance and risk assessments are available on the Teaching & Learning drive of the school network in the Virtual Handbook folder.
- A set of small steps are available for general staff use.

D. HEALTH & SAFETY MANAGEMENT STRUCTURE



E. STAFF DIRECTORY - APPENDIX 1

POSITION	NAME	E-MAIL
Federation Principal	Ruth Wilkes	rwilkes@castlenewnham.school
Vice Principal (Pastoral)	Nik Maund	nmaund@castlenewnham.school
Head of Primary – South site	Jim Balmbra	jbalmbra@castlenewnham.school
Deputy Head of Primary – North site	Kat Edwards	kedwards@castlenewnham.school
Assistant Headteacher (Inclusion & SEND)	Claire Kerridge	ckerridge@castlenewnham.school
Federation Business Manager	Lauren Wells	lwells@castlenewnham.school
Facilities & Premises Manager	Marcin Stuglik	mstuglik@castlenewnham.school
Federation Site Agent	Les McConnell	lmccconnell@castlenewnham.school
Caretaker – North site	Sonia Brett	sbrett@castlenewnham.school
Site Supervisor – South site	John Hambley	jhambley@castlenewnham.school
Executive Assistant	Romana Tomei	rtomei@castlenewnham.school
Lead Administrator – South site	Julia Smith	jsmith@castlenewnham.school
Lead Administrator – North site	Sue Campbell	scampbell@castlenewnham.school