



HEALTH & SAFETY POLICY & PROCEDURES – SCHOOL SAFETY

Policy Type:	Statutory https://www.gov.uk/government/publications/statutory-policies-for-schools
Review Frequency:	Governing Body free to determine
Agreed Frequency	Whenever there is significant change to practice, or to Diocesan or LA policy, procedure or guidance, or to H&S Law, as advised by the Site Manager. H&S Link Governors to review policy and procedure implementation at least annually as part of the link governor visits. Notification that policy and procedures are up-to-date to be made annually to the Resources Committee in the Autumn term, for approval. Live updates to procedures.
Implementation/Approval:	Governing Body free to determine how to implement
Delegated to:	Resources Committee/H&S Link Governor/s
Adopted:	November 2011
Last Reviewed/Approved:	Sept 2021, April 2022. Under review Sept 2022
Live Updates:	
Date of Next Scheduled Review:	September 2023

Statement of Intent & General Policy

The Governing Body recognises its responsibilities under the Health and Safety at Work etc Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and others affected by their activities, actions or omissions.

The Governors are committed to providing and maintaining a working and learning environment that is safe and without risk and this is established by the allocation of duties and particular arrangements detailed in parts 2 and 3 of this policy.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

In relation to health, safety and welfare, the Governors will act within the framework of action advised by Rochdale Metropolitan Borough Council. The Health & Safety Policy of the Council will be acknowledged and observed.

Area of Responsibility	Name	Designation
Overall responsibility for H&S	Mr A Bridson	Head Teacher
Day to day responsibility for H&S	Ms S Carris	Site Manager
Governance	Mr J Kelleher & Mr B McAnenny	H&S Link Governors
Fire Safety Manager	Ms S Carris	Site Manager
Fire Safety (Monitoring & Reporting)	Ms S Carris	Site Manager
Fire Safety (Testing and Checks)	Mr K McDermott/Mr G Richards	Caretakers
Senior Coordinating Fire Marshals	Mrs A Williams	Senior Deputy Head Teacher
	Mrs T Hatton (in absence)	Deputy Head Teacher
Assembly Point Fire Marshals	Mr A Eadie (Y7)	Assistant Headteacher
	Mr M Tamburro (Y8 & Y9)	Assistant Headteacher

Area of Responsibility	Name	Designation
	Mrs C Keefe (Y10 & Y11)	Senior Assistant Headteacher
	Mr A Greaves (Y12 & Y13)	Senior Assistant Headteacher
General Fire Marshals	Mrs C Flitcroft	Child Welfare Officer
	Mrs J Pinder	Subject Leader (Science)
	Mrs V Doyle	Subject Leader (DT)
	Mrs S Lord	SENDCo
	Mr N Nelson	IT Technician
Fire Marshals (SLT)	Mr G Cahill	Subject Leader (CPA)/Assistant Headteacher
	Mrs C McKee	Director of English/Assistant Headteacher
	Mr A Bridson	Headteacher
COSHH (Premises Related)	Ms S Carris	Site Manager
Safeguarding/Child Protection Lead	Mrs A Williams Mr A Eadie	Senior Deputy Headteacher (Pastoral) Assistant Headteacher
First Aid Coordination	Mrs C Flitcroft	Child Welfare Officer
School Visits	Mr A Gumbley & Mr S Hughes	Educational Visits Co-ordinators
School Safety Representatives	Ms S Carris	Site Manager
	Mr M Smith	DT Technician
	Mr J Day	Senior Science Technician
Minibus Co-ordinator	Ms S Carris	Site Manager
Staff Training & Development	Mr M Tamburro	Assistant Headteacher

PART 1: ORGANISATION

Objectives

The policy objectives set by the Governors are as follows:

Commitment to a planned approach to Health & Safety by ensuring that the framework set by the Safety Policy is implemented, monitored and reviewed.

Ongoing consultation involving all employees in the pursuit of the aims and objectives of the policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved.

Structure of the Organisation

Governing Body

The Governing Body is responsible as the employer for:

1. Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises and establishing appropriate committees in which to consult on health and safety matters.
2. Establishing a suitable organisation and effective arrangements for satisfying the Safety Policy.
3. Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
4. Ensuring that effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports. These will include reports from the Site Manager, site inspection reports undertaken by the Premises Team and any reports from School Safety Representatives.

Headteacher

The Headteacher is responsible for the following:

1. Ensuring the effective planning and implementation of the Safety Policy, incorporating appropriate organisational detail and local arrangements and so that all employees are familiar with the Policy and their delegated duties.
2. Ensuring the effective planning and implementation of the health and safety management system. This will include the development of sys-aid for Health and Safety reporting by school staff.
3. Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled.
4. Identifying the training needs of employees and arranging for suitable and sufficient training programmes to be provided
5. Providing health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Safety Policy.
6. Ensuring all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment.
7. Arranging and being involved in premise inspections of the school at least once per year and ensuring findings are reported to governing body committee.
8. Being prepared and having arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, pupils and the school environment.
9. Having arrangements for accident/incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.
10. Noting and acting upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Executive, Department for Education and Local Authority.

Site Manager

The Site Manager will be responsible for:

1. Ensuring that the school and its grounds are maintained as an attractive, clean and safe environment for all its users.
2. Ensuring the security of school buildings and site.
3. Acting as designated key holder, providing out of hours and emergency access to the school site.
4. Arranging for general maintenance within specialist areas, such as heating, lighting and plumbing, to ensure safe and effective operation.
5. Regular health and safety checks of the buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
6. Regular maintenance checks and follow-up actions.
7. Providing advice on the annual long-term maintenance requirements to support a cost-effective maintenance programme.
8. On-site contractors, ensuring work is completed to the required standard.
9. Purchasing premises-related equipment and supplies within the agreed budget.
10. Regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
11. Arranging tenders and quotes and managing the appointment of external contractors.
12. Supervision of other premises staff.
13. Undertaking risk assessments, ensuring compliance across the school with all health and safety requirements including fire and COSHH requirements.
14. Liaising with other school staff / departments on premises issues.
15. Undertaking emergency/accident cleaning.
16. Ensuring that all site maintenance equipment is maintained in a safe, clean working order.

17. The safe operation of the school minibus, including making sure it is kept full of fuel and clean and arranging for it to be MOTd and serviced annually.
18. Preparing and collating all documentation required for health and safety inspections.

Subject Leaders

Subject leaders will be responsible for:

1. Taking reasonable precautions to ensure the safety of all persons whilst under their department's control, in accordance with the objectives of the Safety Policy.
2. Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to employees, pupils and any other persons within their department are assessed, prevented or controlled.
3. The inclusion of health, safety and welfare issues at departmental meetings which may be recorded and forwarded to the Headteacher and governing body committee.
4. Including safety and risk management in lesson plans to consider the safety of employees and pupils.
5. Ensuring all equipment, machinery and apparatus within their department is in suitable condition, can be used safely and is maintained.
6. Reporting of defects, damage to equipment or safety hazards to the relevant person(s) via SYSAid.
7. Reporting all accidents and incidents to the relevant person(s). All accidents should be documented on an accident report form and a COPY HANDED TO THE PREMISES MANAGER who will send the report to the LA (documents kept on file).

School Employees

All school employees will be responsible for the following:

1. Carrying out their duties in accordance with the Safety Policy
2. Taking reasonable care of themselves and other persons whilst at work.
3. Co-operating with the Headteacher and others in school to comply with legislation.
4. Engaging in consultation and development of health and safety procedures to promote positive employee involvement.
5. Following instruction and information on safe working procedures and using plant, substances and equipment safely.
6. Attending health and safety training courses provided.
7. Reporting defects or damage to equipment and safety hazards to the relevant person(s) on SYSAid.
8. Reporting all accidents and incidents to the relevant person(s). All accidents should be documented on an accident report form and a COPY HANDED TO THE SITE MANAGER who will send the report to the LA (documents kept on file).

Safety Representatives

In accordance with the Safety Representatives and Safety Committees Regulations 1977:

Investigate complaints by an employee relating to Health and Safety and Welfare at work and potential hazards and dangerous occurrences in the workplace; examine causes of workplace accidents.

School-based safety representatives have the same health and safety responsibilities as any employee, but with no extra legal liability. In addition to their duties as employees, they may also assist in the following areas of responsibility:

1. To carry out regular inspections of premises and school activities.
2. To provide guidance on health and safety issues and to consult with advisers to obtain information.
3. To investigate potential hazards, employee complaints, accidents and dangerous occurrences.
4. To make representation to employers and external organisations on health and safety matters arising.
5. To assist in assessment of risks and subsequent preventive or control measures.
6. To assist in the provision of information, instruction and training for employees.

Non-employees working on school premises

Any person(s) not directly employed by the school but whose place of work is the school premises are responsible for the following:

1. Taking reasonable care of themselves and other persons whilst at work.
2. Co-operating with the Headteacher and following instruction and information provided with regard to school practice and safe working procedures when using plant, substances and equipment.
3. Reporting defects or damage to equipment and safety hazards to their line manager for them to report via SYSAid.
4. Reporting all accidents and incidents to the relevant person(s). All accidents should be documented on an accident report form and a COPY HANDED TO THE SITE MANAGER who will send the report to the LA (documents kept on file).
5. Ensuring compliance with health, safety and risk management is carefully measured when organising and supervising activities and events undertaken on the premises.

PART 2: GENERAL ARRANGEMENTS

Assessing Risks

The Headteacher and Governing Body will ensure that a suitable and sufficient assessment of risks associated with all school activities and the premises is carried out (by senior/subject/middle leaders and H&S representatives, supported by co-operation from all employees). Records of department risk assessments are stored in the Health and Safety Risk Assessment folder in the staff shared area (amended according to need and reviewed annually by middle leaders). A copy of all risk assessments will be held on a central file by the Site Manager.

Work-Related Stress

Arrangements for the management of work-related stress have been produced and implemented by the Headteacher and Governing Body. Refer to the Health, Wellbeing, Work-Life Balance and Stress Management Guidance and the Health-Related Absence Policy in the staff shared area [T-Drive]

Violence and Aggression

Arrangements by the Headteacher and Governing Body to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented. Refer to Violence and Aggression Policy in the staff shared area [T-Drive].

First Aid

Provision has been made for designated first aiders who will be supplied with suitable resources.

First Aid qualified persons are:

NAME	QUALIFICATION	EXPIRY DATE
Sara Carris	Emergency First Aid	June 2024
Andrew Dunkerley	Emergency First Aid	June 2024
Leah Gillespie	Emergency First Aid	June 2024
Alice Waterhouse	Emergency First Aid	October 2024
Bev Ashton	Emergency First Aid	December 2024
Angela Roebuck	Emergency First Aid	December 2024
Sharon Stone	Emergency First Aid	December 2024
David Williams	Emergency First Aid	December 2024
Laura Davies	Emergency First Aid	June 2025
Vicky Fisher	Emergency First Aid	June 2025
Abi Green	Emergency First Aid	June 2025
Mark Hicks	Emergency First Aid	June 2025

NAME	QUALIFICATION	EXPIRY DATE
James Hogg	Emergency First Aid	June 2025
Bev McAuley	Emergency First Aid	June 2025
Nathan Nelson	Emergency First Aid	June 2025
Kevin McDermott	Emergency First Aid	July 2025
Mike O'Loughlin	Emergency First Aid	July 2025
Kamia Figueiredo	Emergency First Aid	September 2025
Rob Greenwood	Emergency First Aid	September 2025
Andrea Robinson	Emergency First Aid	September 2025
Glen Cahill	First Aid at Work	February 2023
Andrew Greaves	First Aid at Work	February 2023
Hannah Dennon	First Aid at Work	June 2025
Laura Thompson	Paediatric First Aid	October 2022
Angela Williams	Paediatric First Aid	October 2022
Carrina Keefe	Paediatric First Aid	November 2022
Sarah Lord	Paediatric First Aid	November 2022
Michael Smith	Paediatric First Aid	June 2024
Jo Gaskell	Paediatric First Aid	December 2024
Claire Flitcroft	Paediatric First Aid	April 2025
Vincent McLaughlin	Paediatric First Aid	June 2025
Simon Champion	Paediatric First Aid	June 2025
Laura Ahern	Paediatric First Aid	September 2025
Rebecca Chadwick	Paediatric First Aid	September 2025
Natalie Johnson	Paediatric First Aid	September 2025

To call for a first aider, dial 341 from any school phone terminal.

Please note: Only use the 341 number if someone is seriously injured or unwell. For more information about first aid conditions, including when to call 999, please visit the NHS website:

<https://www.nhs.uk/conditions/first-aid/>

Fire Precautions

Arrangements for the provision of effective fire precautions covering fire evacuation procedures, fire alarm system, fire alarm point and emergency lighting tests, fire extinguishers, means of escape and arson prevention are in place. Refer to Fire Precautions Log Book – held by the Site Manager.

Crisis Management

Planning and preparation in order to manage emergencies affecting the school has been undertaken by the Headteacher and is overseen by the Governing Body. A policy document has been produced and implemented. Refer to Emergency Plan - held by the Headteacher.

Workplace Safety, Maintenance and Building Works

A defect reporting procedure is in place whereby staff report defects to the Site Manager via Sys Aid.

The duty to manage risk from asbestos lies with the Headteacher and the Governing Board. An asbestos survey is available on site. The responsibility for maintaining the risk register and informing contractors of the known location and risks in relation to asbestos on site lies with the Site Manager.

All major works, contracts and service level agreements are subject to Governor consideration and/or approval, and are arranged through the LA/Diocesan network of approved suppliers, or following tender. An assessment of the competency of contractors is part of this process.

The Headteacher/ School Business Manager will liaise with the LA/Diocese to ensure that any necessary planning and building permissions are obtained and that the works are project managed by a competent person.

The Site Manager will liaise with the Project Manager to facilitate the day-to-day execution of works and to monitor health & safety (control of contractors).

Routine inspection and service of plant and equipment, along with any maintenance and minor repairs, are planned in and managed by the Site Manager, according to legislative requirements and best practice. This includes water systems & legionella management, fire alarm systems, heating, portable electrical appliances, PE/play equipment, workshop machinery, kilns, fume cupboards, etc. Records of inspection, service and maintenance for the above are held by the Site Manager.

Hazardous Substances

Procedures for the storage, handling, use and control of substances hazardous to health (COSHH) used in school are detailed in COSHH assessments and manufacturers'/suppliers' data sheets. COSHH assessments are available and produced by the suppliers and held by the Site Manager where premises related, and by the Senior Technician where curriculum related (Science, Technology, Art & Design). Any department holding any form of substance which relates to COSHH must hold their own register and provide copies to the Site Manager.

Display Screen Equipment

The ICT Manager is responsible for ensuring that workstation assessments are carried out for designated users of display screen equipment (DSE) and any actions taken, as per the HSE guidance: Working Safely with Display Screen Equipment <https://www.hse.gov.uk/msd/dse/>

Security

Assessments of security provision for the site, premises and roof access will be reviewed at regular intervals and measures to improve security will be considered by the Headteacher and Governing Body. In the event of an 'out of hours' security issue the security company (who are key holders) will be called out. Site team do regular walk rounds and deal with any issues that could propose a threat to school. All access issues are reported to the Head Teacher.

Events / Lettings / Extended School Activities

Lettings: The school uses a lettings management company to ensure that appropriate arrangements are in place for the effective organisation of lettings (refer to service level agreement).

Extended school activities, refer to:

- Educational Visits Policy
- RMBC Policy for Educational Visits and Activities (linking to OEAP National Guidance)

The above policies and guidance are available from the staff shared area:

T:\School_Management_Documents\Policies, Procedures & Guidance

Refer also to individual subject/activity risk assessments.

Risk assessments are saved in the staff shared area: T:\School_Management_Documents\Health & Safety\Risk Assessments and are part of the process for authorising activities on Evolve.

Curriculum - Safety and Risk Education - School Visits and Off-Site Activities

All off-site activities are arranged in accordance with the LA Policy and Guidance for School Visits and Off-Site Activities. Educational Visits Co-ordinators have been appointed and a school policy has been implemented. Refer to School Visits Policy.

Safeguarding/Child Protection

To ensure recommended safeguarding/Child Protection procedures are followed, a policy has been produced and implemented and a member of staff has been designated with responsibility for Safeguarding/Child

Protection. Refer to Child Protection & Safeguarding Policy & Procedures. Disclosure & Barring Service checks are carried out for all staff and volunteers. Procedures for safeguarding children are implemented.

Work Experience

All work experience placements, extended placements and pre-apprenticeship programmes are arranged in accordance with the DfE document: *Post-16 work experience as a part of 16 to 19 study programmes and traineeships - Departmental advice for post-16 education and training providers*. The person responsible for the co-ordination of work experience is the Life Skills Coordinator.

PART 3.1: MONITORING

Premises Inspections

Premises inspections will be carried out:

- annually by the Headteacher, Site Manager and H&S Link Governors (School Safety Representatives will also be invited to participate)
- at least once per term by the Site Manager and H&S Link Governors

Findings of premises inspections will be reported to the governing body/relevant committee each term.

Evaluation of Inspection Reports from Employee Safety Representatives

Inspections of premises and school activities may be carried out by Safety Representatives at intervals. Reports will be forwarded to the governing body/relevant committee

Evaluation of Inspection Reports from LA School Safety Team

Inspections of the school's health and safety management system and premises will be carried out by the LA School Safety Team. The Report will be considered by the Headteacher and governing body/relevant committee. A plan of action will be implemented to address any recommendations.

Evaluation of Insurance Assessments

Assessments of the school's premises and risk management systems made by insurers will be considered by the Headteacher and governing body/relevant committee.

Objectives set by the Governing Body

To provide and maintain a safe and healthy environment that is conducive to the learning and working conditions encompassing equipment and systems of work for all employees, pupils and others by their activities, actions and/or omissions.

Accident / Incident and ill-Health Reporting

Accident, incident and ill-health reporting procedures will be followed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and Rochdale Council's reporting procedures.

Accident Investigations

Investigations will be carried out, where required, by the Headteacher following accidents and dangerous occurrences.

Analysis of Accident Statistics

A review of accident, incident and ill-health reports will be undertaken at intervals to identify patterns or trends and to consider remedial action.

Analysis of Sickness Absence Statistics

Reviews of sickness absence records are carried out as part of the Health-Related Absence Policy to identify patterns or trends and to consider remedial action.

Evaluation of Training

A review of training needs will be undertaken by the Headteacher and Governing Body Committee and a programme to meet the needs of employees will be established by the Headteacher.

Fire and Emergency Drills

Fire evacuations will be practised once per term and findings recorded for review purposes. Drills in case of emergencies other than fire will also be practised.

PART 3:2: REVIEW

A policy review will take place whenever there is significant change to practice, to the management structure of the school or to Diocesan or LA policy, procedure or guidance or H&S Law, as advised by the Site Manager – or as required by the Resources Committee.

The Site Manager will make live updates to procedures and the Resources Committee will note annually that the policy and procedures are up to date.

Review of the policy will be undertaken by the Headteacher, Site Manager and the Resources Committee.

Monitoring of the policy & procedures will continue through the Resources Committee and H&S Link Governor visits, providing an opportunity to assess the effectiveness of the school's health and safety management system and encourage improvements in health and safety performance.

Policy Approval:

Signature of Headteacher		Date:	11.102022
Signature of Chair/Vice-Chair of Resources Committee		Date:	11.10.2022

Cardinal Langley RC High School

Rochdale Borough Council SCHOOL SAFETY PROCEDURES

This form is a supplement to the Council's Corporate Safety Policy giving details of the people responsible for implementing the safety procedures within the school.

Area of responsibility	Responsible person
The person responsible for implementing Rochdale Council's Safety Policy here is	Governing Body
The person delegated as the health and safety lead / co-ordinator within this School is	Mr A Bridson (Headteacher)
Accidents & emergencies	
Implementing the emergency plan	Mr A Bridson (Headteacher)
Implementing emergency evacuation procedures:	Ms S Carris (Site Manager)
Report accidents and incidents to:	Ms S Carris (Site Manager)
Accidents and incidents will be investigated by:	Ms S Carris (Site Manager)
Completion of on-line incident forms	Ms S Carris (Site Manager)
Reporting RIDDOR incidents to the Safety Team	Ms S Carris (Site Manager)
Monitoring accidents and incidents	Ms S Carris (Site Manager)
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)	Mrs S Lord (SENDCO)
First aiders are:	<p>First Aid at Work - G Cahill, H Dennon, A Greaves</p> <p>Paediatric First Aid - M Smith, L Thompson, A Williams, S Lord, C Keefe, J Gaskell, C Flitcroft, V McLaughlin, S Campion, L Ahern, R Chadwick, N Johnson.</p> <p>Emergency First Aid - S Carris, L Gillespie, A Dunkerley, A Waterhouse, B Ashton, A Roebuck, S Stone, D Williams, L Davies, V Fisher, A Greeb</p>
Health & safety training and information	
First day induction – safety familiarisation	Ms S Carris (Site Manager)
Employee safety training needs & retention of training records	Mr M Tamburro (Assistant Headteacher)
Informing visitors of safety procedures and "school rules"	School Reception
Informing contractors of known hazards which may exist e.g. asbestos	Ms S Carris (Site Manager)
Consultation	
Raise health & safety issues with:	Line Manager
Meetings where health & safety issues should be raised	Subject / Pastoral Meetings
Safety Action Group Union Safety Rep attendee	Mr M Smith (DT Technician) Mr J Day (Science Technician)

Buildings & equipment management		
Checking health and safety standards prior to purchase of plant, equipment or services	Ms S Carris (Site Manager)	
Arranging inspection and maintenance of equipment and plant:	Ms S Carris (Site Manager)	
Keeping inventories and records of equipment and plant inspections:	Ms S Carris (Site Manager)	
Carrying out routine safety inspections or checks:	Ms S Carris (Site Manager)	
Fire Risk Assessment:	Ms S Carris (Site Manager)	
Organising fire drills and keeping fire log-book:	Ms S Carris (Site Manager)	
Fire Marshals are:	Senior Coordinating Fire Marshall	Mrs A Williams (Senior Deputy Heateacher) In absence: Mrs T Hatton (Deputy Headteacher)
	Assembly Point Fire Marshals	Mrs C Keefe (Senior Assistant Headteacher) Mr A Greaves (Senior Assistant Headteacher) Mr A Eadie (Assistant Headteacher) Mr M Tamburro (Assistant Headteacher)
	General Fire Marshals (in school)	Mrs C Flitcroft (Child Welfare Officer) Miss J Pinder (Head of Science) Mrs V Doyle (Head of Design Technology) Mrs S Lord (SENDCo) Mr N Nelson (IT Technician)
	Other SLT Fire Marshals	Mr A Bridson (Headteacher) Mr G Cahill (Assistant Headteacher/Art & Design) Mrs C McKee (Assistant Headteacher/English)
Issue and inspection of personal protective equipment (PPE):	Ms S Carris (Site Manager) Mr J Hogg (Design Technology) Mr G Cahill (Art & Design) Miss J Pinder (Science)	
Risk assessment responsibilities		
Teachers & teaching staff	Ms S Carris (Site Manager)	
Caretaker & cleaning staff	Ms S Carris (Site Manager)	
Kitchen staff	Dolce Catering	
Office & admin staff	Ms S Carris (Site Manager)	
Lunchtime supervisors	Ms S Carris (Site Manager)	
Communal areas	Ms S Carris (Site Manager)	
Minibus	Ms S Carris (Site Manager)	
Art	Mr G Cahill (Head of Creative & Performance Art)	
Design & technology – Food technology	Miss N Johnson (Food Technology)	
Design & technology – Resistant materials	Mr J Hogg (Design Technology)	
Science	Miss J Pinder (Head of Science)	
Physical education	Mrs L Gillespie (Head of Physical Education)	
Co-ordinating risk assessments:	Ms S Carris (Site Manager)	
Co-ordinating COSHH risk assessments:	Ms S Carris (Site Manager)	
Arranging health surveillance (where applicable):	Ms S Carris (Site Manager)	
Review date:	Under review Sept 2022	

When completed, attach as an appendix to your Safety Policy and make these arrangements known to all staff.