

**HEALTH & SAFETY POLICY & PROCEDURES – SCHOOL SAFETY**

Policy Type:	Statutory https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools
Review frequency	Annually or following change to practice, or to Diocesan or LA policy, procedure or guidance or to H&S Law, as advised by the Site Manager. Live updates to procedures.
Implementation/Approval:	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.
Delegated to:	Resources Committee/H&S Link Governor/s
Last Reviewed/Approved:	September 2025
Live Updates:	October 2025; January 2026
Date of Next Scheduled Review:	Autumn 2026

Statement of Intent & General Policy

The Governing Board 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 to health, as far as reasonably practicable, 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	Mr S Gooding	Site Manager
Governance	Mr B McAnenny	H&S Link Governor
Fire Safety Manager	Mr S Gooding	Site Manager
	In absence: Mrs A McPartland / Mrs L Leech	School Business Manager
Fire Safety (Monitoring & Reporting)	Mr S Gooding	Site Manager
Fire Safety (Testing and Checks)	Mr K McDermott	Caretaker
	Mr M Ormrod	Caretaker
	Mr A Cole	Caretaker
Senior Coordinating Fire Marshal	Mrs A Williams	Senior Deputy Headteacher
	In absence: Mr A Greaves, Mrs C Knight	Senior Assistant Headteacher
Assembly Area Fire Marshals	Mr A Eadie (De La Salle Yard)	Assistant Headteacher

Area of Responsibility	Name	Designation
General Fire Marshals	Mr M Tamburro/Mr G Cahill (Main Yard)	Assistant Headteacher
	Mrs C McKee (3G Pitch)	Assistant Headteacher
	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
	Mr J Toland	Business & Economics
	Mr P Ahern	Humanities
	Mrs C McKee	Assistant Headteacher
	Mr A Bridson	Headteacher
COSHH (Premises Related)	Mr S Gooding	Site Manager
Safeguarding/Child Protection Lead	Mrs A Williams	Senior Deputy Headteacher & DSL
	Mr A Eadie	Assistant Headteacher
First Aid Coordination	Mrs C Flitcroft	Child Welfare Officer
School Visits	Mr A Gumbley & Mrs L Davies	Educational Visits Co-ordinators
School Safety Representatives	Mr S Gooding	Site Manager
	Mr M Smith	DT Technician
	Mr J Day	Senior Science Technician
Minibus Co-ordinator	Mr S Gooding	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 Board

The Governing Board 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. Ensuring regular H&S inspections of the school premises are carried out and that findings are reported to the governing board/relevant committee as appropriate.
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 MOT'd 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 Board/Committee.
4. Ensuring that safety and risk assessment/management are included as part of lesson planning, including any specialist considerations such as COSHH, 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 Board 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.

Risk assessments will be reviewed at least annually, or following change. Copies of all risk assessments will be stored centrally in T:\School_Management_Documents\Health & Safety\Risk Assessments. The Site Manager will maintain a register of risk assessments, including a schedule for review purposes.

Work-Related Stress

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

T:\School_Management_Documents\Policies Procedures & Guidance

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 the Violence and Aggression Policy in the staff shared area:

T:\School_Management_Documents\Policies Procedures & Guidance

First Aid

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

First Aid qualified persons are:

NAME	QUALIFICATION	TRAINING PROVIDER	EXPIRY DATE
Rebecca Chadwick	First Aid at Work	Rochdale Occupational Health Service	06-06-2026
Abigail Green	First Aid at Work	Rochdale Occupational Health Service	11-06-2026
Hayley Brady	First Aid at Work	Rochdale Occupational Health Service	21-06-2026

NAME	QUALIFICATION	TRAINING PROVIDER	EXPIRY DATE
Ange Williams	Emergency First Aid at Work	FATE	06/07/2028
Charlene Austin	Emergency First Aid at Work	FATE	06/07/2028
Aimee Rush	Emergency First Aid at Work	FATE	06/07/2028

NAME	QUALIFICATION	TRAINING PROVIDER	EXPIRY DATE
Isobelle Flitcroft	Emergency First Aid at Work	FATE	06/07/2028
Joanne Gaskell	Emergency First Aid at Work	FATE	06/07/2028
Laura Davies	Emergency First Aid at Work	FATE	06/07/2028
Nathan Nelson	Emergency First Aid at Work	FATE	06/07/2028
Rob Greenwood	Emergency First Aid at Work	FATE	06/07/2028
Steven Foley	Emergency First Aid at Work	FATE	06/07/2028
Simon Campion	Emergency First Aid at Work	FATE	06/07/2028
Aimee Smith	Emergency First Aid at Work	FATE	02/07/2028
Alan Cole	Emergency First Aid at Work	FATE	02/07/2028
David Williams	Emergency First Aid at Work	FATE	02/07/2028
Helen Anderson	Emergency First Aid at Work	FATE	02/07/2028
Jennie Pinder	Emergency First Aid at Work	FATE	02/07/2028
Jessica Smith	Emergency First Aid at Work	FATE	02/07/2028
Laura Ahern	Emergency First Aid at Work	FATE	02/07/2028
Laura Thompson	Emergency First Aid at Work	FATE	02/07/2028
Lewis Korab	Emergency First Aid at Work	FATE	02/07/2028
Sofia Kauser	Emergency First Aid at Work	FATE	02/07/2028
Steven Gooding	Emergency First Aid at Work	FATE	02/07/2028
Vicky Fisher	Emergency First Aid at Work	FATE	02/07/2028
Kerry Winter	Emergency First Aid at Work	Qualsafe (L3 Award)	18/07/2027
Laura Cowell	Emergency First Aid at Work	Qualsafe (L3 Award)	18/07/2027
Leah Gillespie	Emergency First Aid at Work	Qualsafe (L3 Award)	18/07/2027
Rory Watt	Emergency First Aid at Work	Qualsafe (L3 Award)	18/07/2027
Veronica Smith	Emergency First Aid at Work	Qualsafe (L3 Award)	18/07/2027
John Goulding	Emergency First Aid at Work	British Red Cross	23/06/2027
Julie Roberts	Emergency First Aid at Work	Qualsafe (L3 Award)	17/12/2026
Deborah Jeffrey	Emergency Paediatric First Aid	Qualsafe (L3 Award)	18/07/2027
Hayley Garraway	Emergency Paediatric First Aid	Qualsafe (L3 Award)	18/07/2027
James Toland	Emergency Paediatric First Aid	Qualsafe (L3 Award)	18/07/2027
Julie Monaghan	Emergency Paediatric First Aid	Qualsafe (L3 Award)	18/07/2027
Emma Mooney	Emergency Paediatric First Aid	Qualsafe (L3 Award)	17/12/2026
Tom Clarke	First Response	The Scout Association	07/07/2026
Andy Greaves	Paediatric First Aid	Rochdale Borough Council	08/02/2026

To call for a first aider, staff can use the 'emergency' speed dial button or dial 441 from any school phone terminal. This will put you through to the emergency phone in the main office.

Please note: Only use the emergency/441 number if someone is seriously injured or unwell and cannot attend the first aid room. You will need to be able to give your location in school and the nature of the illness/injury. If you are not near a phone terminal, you can ring the main school number 0161 643 4009 from a mobile and select extension 441.

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 Board. 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. The site team does regular walk rounds and deals with any issues that could propose a threat to school. All access issues are reported to the Headteacher.

Events / Lettings

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

Curricular/Extra-Curricular Activities, Educational Visits, Off-Site Activities & Outdoor Learning

It is good practice for all establishments to have an Educational Visits Coordinator (EVC). The EVC is the establishment's focal point for planning and monitoring visits and outdoor learning. There are two EVCs appointed here at Cardinal Langley.

All educational visits/off-site activities are arranged in accordance with the following policies and guidance:

- *Educational Visits Policy (school policy)*
- *Rochdale Borough Council 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

Risk assessment forms a key part of the process for authorising activities on Evolve, which is the online tool used by the Local Authority for planning and managing educational visits and activities.

The school also has risk assessments covering curriculum/subject areas and activities.

Safeguarding/Child Protection

The school has a *Child Protection & Safeguarding Policy & Procedures* which is updated at least annually and forms part of whole-staff inset/training in September, or on entry.

The school has a safeguarding team made up of key staff, led by the Designated Safeguarding Lead (DSL). The DSL is the Senior Deputy Headteacher.

The school also has a safeguarding link governor (the Chair of Governors) who monitors the implementation of procedures through termly visits.

Disclosure & Barring Service (DBS) and background checks are carried out for all staff and volunteers. Refer to the *Safer Recruitment, DBS & Background Checks Policy Statement*

The policies referred to above are available from the staff shared area:

T:\School_Management_Documents\Policies, Procedures & Guidance

Work Experience

All work experience placements, extended placements and pre-apprenticeship programmes are arranged in accordance with the DfE's [16 to 19 study programmes: guide for providers](#) and [HSE guidance](#). 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 at least once per term by the Site Manager and H&S Link Governor/s.

Findings of premises inspections will be reported to the governing board/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. Any subsequent reports will be forwarded to the governing board/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 board/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 board/relevant committee.

Objectives set by the Governing Board

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 H&S training needs will be undertaken by the Headteacher and relevant Governing Board Committee and a programme to meet the needs of employees will be established by the SLT CPD lead, as advised by the Headteacher in consultation with the Site Manager.

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 annually or 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.

Review of the policy will be undertaken by the Headteacher, Site Manager and the Resources Committee/H&S Link Governor/s.

The Site Manager will make live updates to procedures.

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:	11.11.2025
Signature of Chair/Vice-Chair of Resources Committee		Date:	11.11.2025

Cardinal Langley RC High School
SCHOOL SAFETY PROCEDURES

This form is a supplement to the School Safety Policy, giving details of the people responsible for implementing the safety procedures within the school. To be attached as an appendix to the Safety Policy and the arrangements made known to all staff.

Area of responsibility		Responsible person
The person responsible for implementing Rochdale Council's Safety Policy here is		Governing Board
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:		Mr S Gooding (Site Manager) / Mrs A McPartland (School Business Manager)
Report accidents and incidents to:		Mr S Gooding (Site Manager)
Accidents and incidents will be investigated by:		Mr S Gooding (Site Manager)
Completion of on-line incident forms		Mr S Gooding (Site Manager)
Reporting RIDDOR incidents to the Safety Team		Mr S Gooding (Site Manager)
Monitoring accidents and incidents		Mr S Gooding (Site Manager)
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)		Mrs S Lord (SENDCO)
First-aid trained staff are:	First Aid at Work: Miss R Chadwick, Miss A Green, Mrs H Brady Emergency First Aid at Work: Mrs A Rush, Mrs A Smith, Mr A Cole, Mrs A Williams, Mrs C Austin, Mr D Williams, Miss H Anderson, Miss I Flitcroft, Miss J Pinder, Miss J Smith, Mrs J Gaskell, Mr J Goulding, Mrs J Roberts, Mrs K Winter, Mrs L Ahern, Mrs L Cowell, Mrs L Davies, Mrs L Thompson, Mrs L Gillespie, Mr L Korab, Mr N Nelson, Mr R Greenwood, Mr R Watt, Mr S Campion, Miss S Kauser, Mr S Foley, Mr S Gooding, Mrs V Smith, Mrs V Fisher Paediatric First Aid: Mr A Greaves. Emergency Paediatric First Aid: Mrs D Jeffrey, Miss H Garraway, Mr J Toland, Ms J Monaghan, Miss E Mooney First response: Mr T Clarke	
Health & safety training and information		
First day induction – safety familiarisation		Mr S Gooding (Site Manager)
Employee safety training needs & retention of training records		Mr S Gooding (Site Manager)
Informing visitors of safety procedures and "school rules"		School Reception
Informing contractors of known hazards which may exist e.g. asbestos		Mr S Gooding (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 (*workforce elected, not trade union appointed)		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	Mr S Gooding (Site Manager)
Arranging inspection and maintenance of equipment and plant:	Mr S Gooding (Site Manager)
Keeping inventories and records of equipment and plant inspections:	Mr S Gooding (Site Manager)
Carrying out routine safety inspections or checks:	Mr S Gooding (Site Manager)
Fire Risk Assessment:	Mr S Gooding (Site Manager)
Organising fire drills and keeping fire log-book:	Mr S Gooding (Site Manager)
Fire Marshals are:	Senior Coordinating Fire Marshall Mrs A Williams (Senior Deputy Headteacher) In absence: Mr A Greaves, Mrs C Knight (Senior Assistant Headteachers)
	Assembly Area Fire Marshals (SLT) Mr A Eadie – De La Salle Yard Mr M Tamburro/ Mr G Cahill – MUGA Pitch Mrs C McKee – 3G Pitch
	Other SLT Fire Marshals Mr A Bridson (Headteacher) Mrs C McKee (Assistant Headteacher)
	General Fire Marshals (in school) Mrs C Flitcroft (Child Welfare Officer) Miss J Pinder (Science) Mrs V Doyle (Design Technology) Mrs S Lord (Additional Needs) Mr N Nelson (IT Technical Support) Mr J Toland (Business & Economics) Mr P Ahern (Humanities)
Issue and inspection of personal protective equipment (PPE):	Mr S Gooding (Site Manager) Mrs V Doyle (Design Technology) Mr G Cahill (Art & Design) Miss J Pinder (Science)
Risk assessment responsibilities	
Teachers & teaching staff	Mr S Gooding (Site Manager)
Caretaker & cleaning staff	Mr S Gooding (Site Manager)
Kitchen staff	Mrs K Brierley (Kitchen Manager) Mrs A McPartland (School Business Manager)
Office & admin staff	Mr S Gooding (Site Manager)
Lunchtime supervisors	Mr S Gooding (Site Manager)
Communal areas	Mr S Gooding (Site Manager)
Minibus	Mr S Gooding (Site Manager)
Art	Mrs C Vodden (Head of Creative Arts)
Design & technology – Food technology	Miss N Johnson (Food Technology)
Design & technology – Resistant materials	Mrs V Doyle (Design Technology)
Science	Miss J Pinder (Head of Science)
Physical education	Ms L Morgan (Head of Physical Education)
Co-ordinating risk assessments:	Mr S Gooding (Site Manager)
Co-ordinating COSHH risk assessments:	Mr S Gooding (Site Manager)
Arranging health surveillance (where applicable):	Mr S Gooding (Site Manager)
Review date:	Last updated January 2026