Health and Safety Policy

Version 7

C Davies
Leverhulme Trust

Leverhulme Academy Trust Document Control Table			
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Document History		
Version	**Date**	**Notes on Revisions**
1.0	November 2017	New policy – approved by Trust Board
1.2	November 2019	Policy reviewed and updated to reflect changes in personnel.
		Policy updated to reflect appointment of Trust wide Health and Safety Officer
		Policy updated to reflect changes to educational visits email addresses and contact details
		Policy updated to reflect changes to Occupational Health provider
2.0	November 2019	Arrangements included as Appendix to the policy
3.0	April 2021	Personnel changes updated as appendix to the policy
4.0	November 2021	Signed by : Chair of Trust Board Chief Executive Officer Personnel changes as appendix to the policy
5.0	December 2022	Reviewed by Health & Safety Officer and Chief Finance Officer. No changes other than updates to personnel changes as appendix to the policy.
5.1	May 2023	Policy updated to reflect role of Trust Health and Safety Officer
6.0	September 2023	Inclusion of Health and Safety Officers responsibilities Personnel changes updated as appendix to the policy
6.1	May 2024	Policy reviewed and updated to reflect changes in personnel for science department (HG) and First Aiders
7	March 2025	

General Statement

This policy statement supplements the health and safety polices which have been written by Bolton Metropolitan Council and were adopted by Leverhulme Academy Trust on conversion. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the aims of Leverhulme Academy Trust. The Trust recognises its responsibility to the health, safety and welfare of all staff, students and other persons visiting the premises.
It is the policy of the Trust, so far as is reasonably practicable:

- To maintain all areas under the control of their control in a condition that is safe and without risk to health.
- To establish and maintain a safe and healthy environment throughout the academies.
- To establish and maintain safe working procedures among staff and students.
- To ensure that risk assessments are carried out by competent staff.
- To consult with employees on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide and maintain means of access to and egress from that place of work that are safe and without risk.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- To prevent accidents and cases of work-related ill health.
- To provide and maintain safe, healthy and adequate welfare facilities.

This policy will be reviewed on a regular basis, by the Trust Board and executive.

Signed (Chair of Trust Board)	**March 2025**
Signed (Chief Executive Officer)	**March 2025**

Next policy review date: Sept 2025

TRUST RESPONSIBILITIES

Policy Purpose and Scope
To ensure that all staff, students and visitors are made aware of safety procedures within the Trust.
To ensure that the school's management, staff, students, visitors and contractors are aware of and discharge their respective responsibilities to ensure that high standards of safety are achieved and maintained.

Links with Other Policies & Procedures
This policy sits alongside and links with a range of other specific policies and procedures which encompass Health and Safety, including Mini-bus Procedure, Visits out of School Policy, Risk assessments, Personal Emergency Evacuation Procedure and Safeguarding policies.

Principles which underpin the Policy
The Health and Safety of all employees and all other persons who use the Trust premises is considered of a major importance to the trust. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the trust premise to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety, ' Other Persons' includes staff, students and visitors to the School.

Headteacher and Governors
The Head Teacher is responsible for the day-to-day health and safety management of the school and all staff directly employed by the school. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and that they have access to detailed and specific regulations affecting their work. In particular Head Teachers must be aware of the arrangements governing visits and general contractors whilst on the school premises.

The Academy may give a warning notice to any maintained school (community, community special, foundation, foundation special, voluntary aided or voluntary controlled) in its area were the safety of staff or students is threatened, for example aggressive behaviours taking place outside of school time.

Headteachers / Heads of School

- Monitor the effectiveness of the safety policy.
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information.
- Understand headteachers and governors responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of the Academy;
- Ensure that staff are aware of and seek advice from the Health and Safety Officer in the event of an unusual situation which is likely to be a health and safety hazard.
- Make arrangements and implement the Academies accident reporting procedure and ensure that staff are aware of the system.
- Ensure accidents are reported to the Health and Safety Officer and investigated where necessary and ensure control measures are implemented.
- Develop and maintain safe working practices.
- Ensure that all staff are aware of the first aid arrangements and first aiders.
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities.
- Provide suitable induction training for all new staff.
- Identify health and safety training needs.
- Ensure all structural defects in contracted schools are reported to the Authority.
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees.
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained.
- Ensure there are suitable provisions for contractors working on site.
- Understand the organisation, role and powers of Health and Safety Executive Inspectors.
- Recognise that the policy, risk assessments and practices are not static, and ensure that the school's health and safety policies and procedures are updated and amended where necessary.

Health and Safety Officer

- Will ensure all Health and Safety policies, procedures, rules and regulations are adhered to, reviewed as required and regularly communicated to staff.
- Will ensure the Trust meets its statutory obligations in all areas pertaining to Health & Safety and welfare at work.
- Advise in the completion of risk assessments with the relevant heads of department ensuring they are robust and fit for purpose. Maintain a central register of risk assessments and ensure reviews as required.
- Co-ordinate the development of H&S policies, systems and work procedures.
- Liaise with external agencies/contractors to ensure all H&S aspects are met.
- Investigate and record incidents, accidents and near misses, and report as appropriate, for example file RIDDOR reports.
- Carry out specialized risk assessments i.e. DSE, New & expectant mother, individual student/person risk assessments and PEEPs.

- Complete H&S inductions with all new staff.

Employees

The Health and Safety at Work Act 1974 states -"It shall be the duty of every employee whilst at work -

a. **to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work; and**
b. **as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co- operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.**

The Act also states, "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

All Employees

- Have a general responsibility for the application of the Academies Safety Policy, and any School Policy, to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Head, including the relevant parts of this statement, shall be observed.
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations.
- Shall resolve any health and safety problems any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head.
- Shall ensure, a far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work, including the signing in and out of school where appropriate.
- Shall, where appropriate seek the advice and guidance of the relevant Adviser or Officer of the Authority.
- Shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

It is recognised by the Trade Union organisations that the disciplinary procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

Class Teachers and Teaching Assistants
The class teacher is responsible for the safety of students whilst in classrooms, workshops and laboratories, this has been a statutory duty since 1987.

Where class teachers or teaching assistants have concerns regarding the various safety issues for example class sizes, condition of equipment etc. They should discuss the problems with the Head Teacher or Head of Department before the lesson. Class Teachers and teaching assistants should:

- Liaise with and recommend to the Head of the Department or Head teacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- Ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used.
- They personally should follow safe procedures and working practices.
- Know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed.
- Control and supervise the students and ensure that safety rules and protective equipment are followed and used.
- Ensure that safety instructions are clear and understood and check frequently that they are being followed.

Facilities/Site Manager and Team
The Facilities Manager (Site manager) and site team are key members of the school staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools, the 'contact person' for reporting faults and liaising with contractors on site.
Their role within the school's safety arrangements should be clearly defined and all staff made aware of this role.

First Aiders
All schools must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee, and non-employee. Where the risk of injury is identified as significant, such as during PE lessons and within DT Workshops and Science labs, access to a First Aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

Students
Students are expected to:
- Exercise personal responsibility for the safety of self and classmates.
- Wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).

- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

NB: It is essential that all students and parents are made aware of the requirements of this section.

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises. (Health and Safety at work Act, 1974 Section 3.)

Visitors should report to the Office on arrival at the school, they should be required to observe the safety rules of the school.

In addition, the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there. In 1984 the Occupiers Liability Act was updated, and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Prior to work commencing contractors must compete the Academies Contractor Management Form. Risk assessments and method statements must also be completed.

Contractors should report to the Office on arrival at the school and outside contractors working on the Academy are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Head must take actions as are necessary to prevent persons in his/her care from risk of injury.

Arrangements

The health and safety arrangements are included at Appendix 1. These arrangements will be revised and updated on a frequent basis to ensure they reflect any changes in personnel, organisational structures or specific arrangements.

Appendix 1 **Arrangements**

The arrangements section of the health and safety manual has been designed for the Academy to complete with the relevant health and safety information for staff, visitors and contractors.

3:1 Roles & Responsibilities	Harper Green	Rivington & Blackrod	Lostock
The senior member of staff in the academy with responsibility for health and safety matters:	Mrs S Heppenstall	Mr P Roach	Mrs V Guest
Consultation with staff, regarding health and safety is provided by:	Ms M Jefferies Health & Safety Committee	Mrs L Jackson Health & Safety Committee	Mrs S Sigurnjak
Members of the Health & Safety Committee are:	Ms M Jefferies Mrs L Jackson Ms H Bodily	Mr H Monk Mrs L Jackson Mr A Hill	Mrs S Sigurnjak Mrs L Jackson Mr R Morris

3:2 Risk Assessment	Harper Green	Rivington & Blackrod	Lostock
The person responsible for ensuring risk assessments are carried out are:	Department Heads	Department Heads	Mrs H Barnes-Gray
Copies of risk assessments are located:	Departments	Departments	Office drive, evolve and Every
Staff who have undergone training and are competent to carry out risk assessments are:	Department Heads	Department Heads	Mrs H Barnes-Gray, Mrs S Sigurnjak, Teachers
Any hazards noted within the establishment/departmental environment must be reported to:	Ms H Bodily	Mr A Hill	Mrs S Sigurnjak
The person responsible for initiating risk assessments of hazards reported, and for ensuring that control measures are implemented is:	Ms H Bodily	Mr A Hill	Mrs S Sigurnjak
Risk assessments will be reviewed on a 2 yearly basis by:	Mrs L Jackson	Mrs L Jackson	Mrs L Jackson
Educational visits coordinator is:	Ms M Jefferies	Mr H Monk	Mrs S Sigurnjak & Mr A Kelly

Educational visits risk assessments and paperwork are located on:	https://evolve.edufocus.co.uk Compliance Education

3:3 Emergency and Fire Arrangements

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher/ Manager, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The priorities in an emergency situation are as follows:

- To ensure the safety of all persons, their removal from danger.
- Their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

	Harper Green	Rivington & Blackrod	Lostock
The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:		Mrs L Jackson	Mrs S Sigurnjak
Fire drills will be carried out by:	Ms M Jefferies	Mr H Monk	Mrs H Barnes-Gray, Mrs S Sigurnjak & Mr R Morris
Fire drills will be held on a **termly** basis by:	Ms M Jefferies	Mr H Monk	Mrs H Barnes-Gray, Mrs S Sigurnjak & Mr R Morris
Fire alarm points will be tested on a weekly basis by:	Ms H Bodily and Site Team	Mr A Hill and Site Team	Mr R Morris
Means of escape will be checked on a weekly basis by:	Ms H Bodily and Site Team	Mr A Hill and Site Team	Mr R Morris
Fire fighting equipment will be checked on a weekly basis by:	Ms H Bodily and Site Team	Mr A Hill and Site Team	Mr R Morris
Records of tests, checks and drills will be kept on:	Every	Every	Every
Fire extinguishers will be serviced on an annual basis by:	Be Fire Safe	Be Fire Safe	Be Fire Safe
Persons responsible for completing Personal Emergency Evacuation Plans for students and staff using aids to improve mobility are:	Pastoral Coordinators	Students – Miss L Molloy Staff – Mr H Monk	Pupils – Mrs H Barnes-Gray Staff- Mrs S Sigurnjak

All staff should undertake fire training on an annual basis.

3:4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation			
Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non employees (including students, visitors etc.)			
	Harper Green	**Rivington & Blackrod**	**Lostock**
Location of accident forms:	Mrs L Jackson office, Main Office, First Aid	Main Office, Students Services	School office
Person responsible for accident forms:	Mrs L Jackson	Main Office – Mrs P Blears	Mrs S Sigurnjak
Person responsible for carrying out accident investigations:	Mrs L Jackson	Mrs L Jackson	Mrs L Jackson
Person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Mrs L Jackson	Mrs L Jackson	Mrs L Jackson
Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.			

3.5 First Aid	Harper Green	Rivington & Blackrod	Lostock
Person responsible for ensuring first aid qualifications are maintained is:	Mrs L Jackson	Mrs L Jackson	Mrs L Jackson
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Ms M Jefferies	Mr H Monk	Mrs S Sigurnjak
First aid boxes are kept in the following points in the education establishment / department:	The Sports Hall, Food Technology, Resistant Materials Room, The Main Office, Science Dept, Catering Dept, Mini Bus	Main Office, Lower School, Technology, Science Prep Room, PE	KS1 Shared Area, Hall
Travelling first aid boxes are located:	Main Office On the mini bus	Main Office	KS1 Shared Area
The location and contents of all first aid boxes will be checked on a:	Termly Basis	Termly Basis	Termly Basis

The person(s) responsible for the checks is: - Deficiencies of first aid materials should be reported to	Mrs C Gilbert	Mrs P Blears	Mrs S Sigurnjak
The telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital 01204 390 390	Royal Bolton Hospital 01204 390 390	Royal Bolton Hospital 01204 390 390

3.6 Students with medical/special needs *(please see Section 4 H&S Manual – supporting students with special needs)*	**Harper Green**	**Rivington & Blackrod**	**Lostock**
The person(s) responsible for undertaking and reviewing the healthcare plans of students with medical needs is:	Heads of Year	Heads of Year	Mrs H Barnes-Gray
The person responsible for ensuring pupil specific risk assessments are conducted is:	Mrs L Jackson	Ms L Molloy	Mrs H Barnes-Gray
The person responsible for the supervision and storage of students medicines is:	Miss J Turner	Mrs P Blears	Mrs S Sigurnjak

3.7 Maintenance and Premises	**Harper Green**	**Rivington & Blackrod**	**Lostock**
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Ms H Bodily 07557 114353	Mr A Hill 07798 032040	Mrs S Sigurnjak 01204 333733
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Ms H Bodily	Mr A Hill	Mrs S Sigurnjak

Defective furniture or equipment should be taken out of use immediately and reported to:	Ms H Bodily	Mr A Hill	Mrs S Sigurnjak
The person (and their deputy) responsible for locking and unlocking, dealing with emergency call outs for the building, arming and disarming security alarms etc. is:	First: Site Team Deputy: Ms H Bodily	First: Site Team Deputy: Mr A Hill	First: Mr R Morris Deputy: Mrs S Sigurnjak

3.8 Health and Safety Traininng	**Harper Green**	**Rivington & Blackrod**	**Lostock**
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Mrs l Jackson	Mrs L Jackson	Mrs L Jackson
Induction training should cover: • Health and Safety Policies: BMBC Departmental, and School. • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procures for Hazardous Substances • Good Housekeeping • Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity • Special Needs of Young Employees (e.g. Work Experience Placements)			
The person responsible for organising health and safety training is:	Ms M Jefferies	Mr H Monk	Mrs S Sigurnjak

3.9 Work Equipment	**Harper Green**	**Rivington & Blackrod**	**Lostock**
The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.			
- Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	Ms H Bodily	Mr A Hill	Mr R Morris

Person(s) authorised to use	All Competent Staff	Site Satff	Mr R Morris
- Caretaking and cleaning equipment *(including powered cleaning equipment, power and hand tools etc.)* Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Ms H Bodily Churchill Cleaning Contractor	Mr A Hill	Mr R Morris
Person(s) trained and authorised to use are:	Site Team Cleaning Team	Site Team Cleaning Team	Mr R Morris
- Laboratory Apparatus and Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mr J Partington	Ms D Atkinson	NA
- Design and Technology Equipment Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Mrs A Horsfield	Mrs S Dunlop	Mrs R Westwell
Person(s) authorised to operate and use is/are:	All Technology Staff	All Technology Staff	All Teaching Staff
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	All Technology Staff	All Technology Staff	All Teaching Staff
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	All Technology Staff	All Technology Staff	NA
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Mrs A Horsfield	Mrs S Dunlop	NA
- Art and Design Equipment Person responsible for selection, inspection,	Mrs C Dainton	Mr K Hussain	Mrs A Younus

maintenance, training, supervision, safe use and risk assessment is:			
Person(s) authorised to operate and use is/are:	All Art and Design Staff	All Art and Design Staff	All Teaching Staff
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mr P Wakefield	Miss L Jordan	Mrs N Peploe
Person(s) responsible for regular (daily) visual inspection is/are:	Mr P Wakefield	Class Teacher	All Teaching Staff
Contractor responsible for annual full inspection and report is:	Sports Hall and Gymnasium Services	Physique Sportshall Ltd	Sports & Playground Services UK Ltd

3.10 Portable Electrical Appliances	**Harper Green**	**Rivington & Blackrod**	**Lostock**
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Ms H Bodily	Mr A Hill	Mrs S Sigurnjak
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Maintenance Team	Mr A Hill	Mr R Morris
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so			

3.11 Personal Protective Equipment (PPE)	**Harper Green**	**Rivington & Blackrod**	**Lostock**
Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.			
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out are as follows			
Science	Mr M Reid	Ms D Atkinson	Mr A Kelly
Design Technology	Mrs A Horsfield	Mrs S Dunlop	Mrs R Westwell
Art and Design	Mrs C Dainton	Mr K Hussain	Mrs A Younus
Caretaking and cleaning	Ms H Bodily	Mr A Hill	Mr R Morris

Catering Grounds maintenance	Mrs S Smalley Ms H Bodily	Mrs D Fitton Mr A Hill	Mrs S Sigurnjak Mr R Morris
3.12 Hazardous Substances	**Harper Green**	**Rivington & Blackrod**	**Lostock**
Copies of all the hazardous substances inventories are held centrally in:	Main Sluice Room	Mr A Hill's Office	School Office
The person responsible for undertaking and updating the COSHH risk assessments is:	Departmental Heads	Departmental Heads	Mrs S Sigurnjak
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined annually is:	Mr M Cunningham	Mr A Hill	NA
The Radiation Protection Supervisor is: Contact details	Mrs R Farrell	Ms N Velupillai	NA

3.13 Asbestos	**Harper Green**	**Rivington & Blackrod**	**Lostock**
The persons responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons are:	Mrs L Jackson	Mrs L Jackson	Mrs S Sigurnjak
The asbestos management plan is held:	Main Office	Mr A Hill's Office	School Office

3.14 Legionella	**Harper Green**	**Rivington & Blackrod**	**Lostock**
The Duty Holder as defined in the Control of Legionella Bacteria in Water	Ms H Bodily	Mr A Hill	Mrs S Sigurnjak
Systems ACoP is:	Ms H Bodily	Mr A Hill	Mrs S Sigurnjak

3.15 Work Experience	**Harper Green**	**Rivington & Blackrod**	**Lostock**
The person responsible for co-ordinating work	Mrs L Halliwell	Mrs J Lyons	Mr A Kelly

experience placements, ensuring risk assessments are completed, ensuring students are visited, is:			

3.16 Visitors	Harper Green	Rivington & Blackrod	Lostock
On arrival all visitors should report to: where they will be issued with: • an identification badge •relevant health and safety information	The Main Reception	The Main Reception	School Office

3.17 Contractors	Harper Green	Rivington & Blackrod	Lostock
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is	Ms H Bodily	Mr A Hill	Mrs S Sigurnjak
The person in control of contractors whilst on site is:	Ms H Bodily	Mr A Hill	Mr R Morris

3.18 Noise	Harper Green	Rivington & Blackrod	Lostock
Any employee concerned about the noise levels at work should report the matter to the named person who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:	Mrs L Jackson	Mr H Monk	Mrs S Sigurnjak

3.19 Cleaning Arrangements	Harper Green	Rivington & Blackrod	Lostock
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in	Ms H Bodily	Site Team	Mr R Morris

charge of the area concerned Other spillages, leaks or wet floors should be reported to: who will arrange for them to be dealt with.			

3.20 Display Screen Equipment	Harper Green	Rivington & Blackrod	Lostock
The display screen equipment assessor for the establishment is:	Mrs L Jackson	Mrs L Jackson	Mrs L Jackson

3.21 Miscellaneous	Harper Green	Rivington & Blackrod	Lostock
The Health and Safety Law Poster is sited:	Reception	Staff Room	Staff Room
The person responsible for updating it is:	Ms M Jefferies	Mr H Monk	Mrs S Sigurnjak

Smoking and the use of E Cigarettes

The Trust has prohibited smoking in the school and in vehicles under its control.