



# St Joseph's

Roman Catholic High School  
& Sports College

## Health & Safety Policy

*Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith.*

**Approved by Governors:** October 2015

**Date for Review:** October 2018

**Signed Chair of Governors:** P.Jones

**Signed Headteacher:** R.Woods

**Governors Committee:** Finance, Premises & Staffing

## **Gospel Values**

The term 'Gospel values' is commonly used in Catholic schools and other Catholic institutions; however, unless the term is unpacked and a common understanding formed of what true Gospel values are, there is a danger that what should be an objective Christian foundation, will itself become a random list of subjective values.

Whilst other 'values' may be found within the four Gospels and New Testament writings, it is the Beatitudes which: "...depict the countenance of Jesus Christ and portray his charity". Gospel values cannot therefore be values chosen subjectively from the vast corpus of the Old and New Testaments but are objective values revealed to us through Christ's proclamation. Such objective values are to be found rooted in the Beatitudes, the proclamation of Christ's Sermon on the Mount. The Beatitudes also "...reveal the goal of human existence, the ultimate end of human acts" and as such are the objective 'values' given by Christ himself.

Whilst not definitive, those Gospel values based on the Beatitudes which underpin this policy include:

*"Blessed are the poor in spirit, for theirs is the Kingdom of heaven"*

Values: **Faithfulness & Integrity**

*"Blessed are those who hunger and thirst for righteousness, for they shall be satisfied"*

Values: **Truth & Justice**

*"Blessed are the pure in heart, for they will see God"*

Values: **Purity & Holiness**

Rooted in the teaching of Christ, these Gospel values constitute the targets and outcomes of the educational enterprise for St Joseph's as a Catholic school.

## **SCHOOL HEALTH & SAFETY POLICY**

This policy will be reviewed each Summer Term, after a process of consultation with the Staff, Headteacher, Governors, Local Authority and any other appropriate agencies.

It will be presented to the Governing Body for ratification each Summer Term.

### **1. Policy Statement**

The purpose of a written statement is to increase the awareness of staff and premises users of the school's policy on health and safety

This policy statement supplements the health and safety policies which have been written by Bolton Council and has been prepared in accordance with the Health and Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using St Joseph's RC High School. The Governing Body and Head Teacher recognises their responsibility to the health, safety and welfare of all staff, students and other persons visiting the school premises.

- 1.1** To establish and maintain in so far as is reasonably practicable:
  - i. An environment which is safe and without risk to health;
  - ii. Safe working procedures among staff and students;
  - iii. Health and safety arrangements for the handling, storage and transport of articles and substances;
  - iv. Safe means of access to and egress from the school.
- 1.2** To ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.
- 1.3** To teach safety where appropriate as part of the curriculum.
- 1.4** To formulate effective procedures for use in the case of an accident.
- 1.5** To lay down procedures to be followed in the case of accident.
- 1.6** To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and pupils.
- 1.7** To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.
- 1.8** To lay down effective procedures to be followed in the case of communicable illnesses and similar.

## **2. Organisation for Health and Safety**

### **2.1 Head Teacher & Governors**

Head Teachers are responsible for the day to day Health and Safety Management of schools 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 also 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 Local Authority may give a warning notice to any maintained school (community, community special, foundation, foundation special, voluntary aided or voluntary controlled) in its area where the safety (not the health of staff or students) is threatened by for example break down in discipline.

#### **Aided Schools**

In aided schools, the governing body has similar responsibilities as employers to those set out above for community schools. They have total responsibility for staff and visitors. The Local Authority will provide health and safety support and guidance.

#### **Head teachers & Governors Roles**

- 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 the Head Teacher and governor responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of Bolton Council.
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported 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 are reported to the Diocese and Local 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 schools health and safety policies and procedures are updated and amended where necessary;
- Ensure that appropriate funds are allocated in the budget to ensure effective health and safety procedures, repairs and maintenance in the school.

## **2.2 The School Business Manager, Site Manager, Caretaking Staff & Lead Cleaner**

The School Business Manager, Site Manager, Caretaking staff and Lead Cleaner 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/people' for reporting faults and liaising with contractors on site.

### **The School Business Manager has responsibility:**

- To develop senior leadership commitment to proportionate risk management and a school culture in which staff are risk aware but are confident and prepared to take acceptable risks in undertaking activities;
- To lead an organisational culture in which health and safety is prioritised across both the school and extended school services informing the school's strategy, planning and decision making;
- To support and ensure well-being initiatives for all pupils and staff;
- To ensure that the school health and safety policy is reviewed and includes the introduction of all Risk Assessment procedures advising all staff as appropriate;
- To ensure that all members of staff, pupils and partner organisations on site are aware of their responsibilities for promoting safe working practices and the need to protect visitors who may be present;
- To ensure there are systems in place to ensure the installation and routine maintenance of equipment for fire protection and escape;
- To ensure emergency procedures are current and timely;
- To ensure that all accidents are reported and investigated and appropriate action taken to minimise the risk of recurrence;
- To join with others in promoting health and wellbeing amongst staff and pupils;
- To work with the catering manager and catering consultants to ensure that menus are well balanced and include healthy options in line with statutory guidance;
- For organising health and safety training.

### **The Site Manager has a responsibility:**

- To undertake regular checks in order to ensure as far as is reasonably practicable the safety of the school building and resources.

- ii. To record safety checks and rectify issues or report them directly to the Headteacher.
- iii. To ensure appropriate tests with regard to the prevention of Legionella are undertaken and recorded and any issues rectified or reported to the Headteacher.
- iv. To check that safety data sheets are available for all potentially dangerous substances brought onto the premises and that a COSHH assessment is completed
- v. To ensure the correct storage and disposal of any hazardous substances and take stock checks of these substances on a monthly basis.

### **2.3 Obligations of all employees**

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee whilst at work:

- i. To take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
- ii. As regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as necessary to enable that duty or requirement to be performed or complied with.”

Also that:

“No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any relevant statutory provision”.

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- i. Have a general responsibility for the application of the School's Safety Policy, and any Local Authority Policy, to their own department or area of work and are directly responsible to the Head teacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed;
- ii. Shall, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and the absence of 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;

- iii. To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;
- iv. To observe standards of dress consistent with safety and hygiene;
- v. To exercise good standards of housekeeping and cleanliness;
- vi. 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;
- vii. To know and apply the emergency procedures in respect of fire and first-aid;
- viii. To use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- ix. To co-operate with other employees in promoting improved safety measures in their school;
- x. To co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- xi. To ensure that tools and equipment provided are kept in good condition, used appropriately and carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit necessary risk assessments and audit reports.
- xii. Ensure that ANY health and safety hazards are reported to the Headteacher.
- xiii. Not to behave in any way that would cause risk to either themselves or others.
- xiv. Ensure that any persons under their supervision do not behave in any way that would cause risk to either themselves or others.

**2.4 Staff (teaching and non-teaching) holding positions of special responsibility (e.g. Deputy Head Teacher, Assistant Head Teacher, Caretaker, Catering Manager, etc)**

Staff holding these positions:

- i. Are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the governing body and head teacher;
- ii. Should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water etc);

- iii. Should resolve any health and safety problems any member of staff or pupil may raise and refer to the headteacher any problem for which there is not satisfactory solution within the resources available;
- iv. Should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- v. Should propose to the Headteacher or caretaker any changes and additions to plant, equipment or machinery which are necessary for maintenance or safety;
- vi. Ensure that induction processes adequately cover health and safety procedures.

## **2.5 Particular responsibilities of class teachers**

The safety of pupils in classrooms is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the Head Teacher before any activities take place.

A class teacher is expected to:

- i. Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- ii. Know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all procedures are followed;
- iii. Exercise effective supervision of pupils
- iv. Give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough);
- v. Ensure that pupils' coats, bags, cases etc are safely stowed away;
- vi. Integrate all relevant aspects of safety into teaching process and if necessary give special lessons on safety;
- vii. Follow safe working procedures personally;
- viii. Control and supervise the students and ensure that safety rules and protective equipment are followed and used;
- ix. Make recommendations on safety measures to the Head Teacher;
- x. When taking playground duty or games lessons teachers need to check that there are no obvious hazards, e.g. broken glass;

- xi. Liaise with and recommend to Heads of 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;
- xii. 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;

NB These rules apply to student teachers who must be made aware of their responsibilities by both their mentor and their professional tutor, and 'Supply Teachers' who will be given necessary information on arrival.

## **2.6 The Pupil**

Pupils are expected to:

- i. Exercise personal responsibility for safety of themselves and others;
- ii. Wear the correct clothing consistent with safety and/or hygiene (this includes not wearing unsuitable footwear and other items that could be considered dangerous in line with school uniform policy).
- iii. Observe the safety rules of the school in particular the instructions of staff given in an emergency;
- iv. Use and not wilfully misuse, neglect or interfere with things provided for safety.
- v. Follow directly the instructions of staff, especially in an emergency situation.

## **2.7 The Health and Safety Representative**

Health and Safety representatives are:

- i. Not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work Act 1974;
- ii. Do not carry additional legal liability for either their activities or omissions as a safety representative;
- iii. The functions of safety representatives are as follows:
  - to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the

employees he/she represents) and to examine the cause of accidents at the workplace;

- to investigate complaints by any employees he/she represents relating to that employees' health, safety or welfare at work;
- to make representations to the employer on general matters out of (i) and (ii) above;
- to make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace;
- to carry out inspection;
- to represent the employees he/she is appointed to represent in consultation at the workplace with inspectors of the HSE and any other enforcing authority;
- to receive information from inspectors in accordance with Section 28(8) of the 1974 Act; and
- attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

## **2.8 Visitors**

Visitors are expected to take due care of themselves, their belongings and any persons under their supervision.

On entry to the building, visitors should be issued with a Visitors Badge for the duration of their visit and the Visitors Code of Conduct which all visitors are expected to comply with.

## **3. Arrangements for Health and Safety**

### **3.1 Fire Safety**

Please refer to the Fire Risk Assessment and Emergency Action Plan.

### **3.2 Risk Assessment**

Risk assessments should be carried out for all activities that carry an increased risk other than the 'usual' day to day activities of the school. Risk Assessments will be held by the school for 5 years.

For example:

- i. School Visits
- ii. Use of heat producing equipment in classrooms as part of the curriculum:  
candles, kettles

- iii. Significant repairs and maintenance
- iv. Contractors on site
- v. The use of any substances under COSHH
- vi. Significant events on the school premises
- vii. Use of new equipment (where appropriate)
- viii. Working at heights
- ix. Lone Working
- x. Working with chemicals, e.g. bleach

All risk assessments will be reviewed and amended if necessary after a particular visit or event, or when there are changes which affect the risk assessment, and following the passage of time e.g. annually.

### **3.3 Critical Incidents**

The school has a Critical Incident Pack in order to ensure that there are shared procedures to ensure effective response in the event of a serious incident.

### **3.4 Accidents/Incidents**

The school follow the LA guidance on Accident and Incident Reporting. See separate guidance document

### **3.5 First aid**

St Joseph's have a number of staff who are First Aid qualified who provide trained support for pupils, staff and visitors. See separate First Aid policy and procedures.

### **3.6 Asbestos**

No asbestos may be brought onto the school premises for any reason. School Asbestos reports and surveys are held centrally and are accessed and consulted by all contractors who sign a declaration form prior to any works being completed.

### **3.7 COSHH**

COSHH Regulations prevent exposure to potentially dangerous substances. Safety Data records and COSHH assessments are located in the Plant Room with any potentially dangerous substances. A copy is also held in the caretaker's office. The Plant room should be kept locked at ALL times other than for access.

**No new substances may be brought into use in the school without a full COSHH assessment. This is a legal requirement.**

All materials will be purchased through Supplies or other recognised suppliers who provide safety data sheets and/or appropriate labels with each substance purchased.

### **3.8 Display Screen Users**

Requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 apply to the use of all types of Display Screen Equipment, together with associated

workstations. Members of staff who are defined as a user of display screen equipment are entitled to an eyesight test, the cost of which will be borne by the school or council as applicable, and a contribution to the costs of lenses/spectacles required for the use of display screen equipment, where appropriate. The corporate policy and guidance gives details of the legal rights under the Regulations.

A 'user' is defined as an employee who habitually uses display screen equipment for a significant part of their normal work.

### **3.9 Sun Protection**

When the sun is particularly bright, children are encouraged to bring sun hats to school. Children can bring their own sun cream into school if they wish, with written permission from the parent/carer. Parents are also asked to apply sun cream at home before school starts if they do not send sun cream in. Staff are requested to be aware of the dangers of overexposure to the sun, and limit times spent outside when there is a risk of burning.

### **3.10 Administration of medicines**

Only essential medicines will be administered during the school day or on Educational Visits. These will only be those prescribed by a doctor. Parents must complete and sign the 'Parental Agreement to Administer Medicine' form before any medicines can be handed over to the school. A risk assessment may be needed before an Educational Visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medication during the visit. This is covered in detail in the school 'Supporting Pupils with Medical Conditions Policy'

### **3.11 Concluding Statement**

Suggestions by any member of staff to improve standards of health and safety are welcomed by the headteacher. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

### **Equal Opportunities**

The school aims to offer an education and working environment appropriate to each individual pupil's needs regardless of their race, colour, ethnic or national origins, gender, disability or religious beliefs.

### **No Smoking Policy**

The school operates a 'No Smoking Policy'. No persons are allowed to smoke anywhere on the school premises, this includes the use of e-cigarettes and 'vaping'.

This policy is communicated to staff as part of their induction process.

#### **4.0 Review**

The school will undertake a review of the health and safety policy every year to ensure its continuing suitability, adequacy and effectiveness. It will address the possible need for any changes to its Policy, objectives or elements of the health and safety management system, taking into account the results of audits and health and safety performance monitoring. This will enable the school to minimise its risk, achieve its commitment to continuous improvement and improve its overall Health and Safety performance.

#### **5.0 School Lettings**

School lettings are managed by SLS, who are required to complete their own independent risk assessments, Health & Safety audits and possess their own liability insurance.

## Arrangements

<b>Roles &amp; Responsibilities</b>	
The senior member of staff in school with responsibility for Health & Safety matters is:	Mr R Woods - Headteacher
The Governor appointed for health and safety is:	Mrs D Hesketh
Consultation with staff regarding health & safety is provided via:	<ul style="list-style-type: none"> <li>• Staff briefings</li> <li>• Emails</li> </ul>
Designated Child Protection Officer is: Deputy Designated Child Protection Officer is:	Mr M Singleton Mrs R Hawkrigg
<b>Risk Assessment</b>	
The person responsible for ensuring risk assessments are carried out is:	Mrs A Moore – School Business Manager
Copies of risk assessments are located:	Shared folders on Common and F Drives
Staff who have undergone training and are competent to carry out risk assessments are:	<ul style="list-style-type: none"> <li>• Science &amp; Technology Technicians</li> <li>• Site Manager</li> <li>• Lead Cleaner</li> <li>• Head of PE</li> <li>• Admin Staff</li> <li>• Catering Manager</li> </ul>
Any hazards noted within school must be reported to:	<ul style="list-style-type: none"> <li>• Site Manager</li> <li>• School Business Manager</li> </ul>
Risk assessments will be reviewed periodically	
Educational Visits Coordinator is:	Mr D Heyes – Assistant Head
Educational visits risk assessments can be accessed by:	EVOLVE
<b>Emergency &amp; Fire Arrangements</b>	
Competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Mrs A Moore (SBM) & Casserley Property Management Solutions (Salford Diocese)
Fire drills will be carried out termly by:	Headteacher
Fire alarm points will be tested on a weekly basis by:	Site Manager, caretaker in his absence
Means of escape will be checked on a weekly basis by:	Site Manager, caretaker in his absence
Fire fighting equipment will be checked on a weekly basis by:	Site Manager, caretaker in his absence

Emergency lighting will be tested on a monthly basis by:	Site Manager, caretaker in his absence
Records of tests, check and drills will be held in/by:	Site Manager in Site Office
Fire extinguishers will be serviced on an annual basis by:	Chubb Fire

## 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 pupils, visitors, etc)*

Location of accident forms:	Main school office
Persons responsible for accident forms:	Qualified first aider giving treatment/dealing with casualty
Person responsible for carrying out accident investigation is:	Mrs J Rainford – First Aider/Science Technician
Accident forms must be completed and returned to Bolton Council, Health & Safety Team, 2 <sup>nd</sup> Floor Paderborn House, Le Mans Crescent, Bolton. BL1 1UR	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Headteacher/School Business Manager
<i>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</i>	

## First Aid

A list of qualified first aid trained staff and their location within school along with date of issue and expiry date of qualification is attached to this policy as appendix a

The person responsible for ensuring that qualifications are maintained is:	Mrs A Moore – School Business Manager
First aid boxes are kept in the points throughout school:	Julie Sudell –currently undertaking audit
Travelling first aid boxes are located:	Principle First Aider (Julie Sudell) – currently undertaking audit
The location and contents of all first aid boxes are checked on a:	Monthly basis by Principal First Aider (Julie Sudell)
The address of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital, Minerva Road, Farnworth, Bolton, Lancashire, BL4 0JR Telephone 01204 390390
Occupational Health provision is provided by:	Cordant Occupational Health Services, 14 Queen Victoria Road, 2 Greyfriars, Coventry, CV1 3RY Telephone 02476 309727

<b>Pupils with medical/special needs</b>	
The person/s responsible for undertaking and reviewing healthcare plans of students with medical needs is:	SENCO liaising with Principle First Aider (Julie Sudell)
The person/s responsible for ensuring student specific risk assessment are conducted is:	SENCO/Managers of Learning/Pupil Progress Coordinators
The person responsible for the supervision and storage of pupils medicines is:	Julie Sudell (Principal First Aider)
<b>Maintenance &amp; premises</b>	
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 to:	Site Manager or School Business Manager in his absence
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Manage, Site Team or School Business Manager.
Defective furniture or equipment should be taken out of use immediately and reported to:	Site Manage, Site Team or School Business Manager.
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building , and arming and disarming security alarms is:	First – Bolton Council Security & Response  Second – Site Manager
<b>Health &amp; Safety Training</b>	
Health and Safety including school specific arrangements should be drawn to the attention of all employees during their induction training as covered in induction handbook. Induction training should cover:	<ul style="list-style-type: none"> <li>• School Health &amp; Safety Policy</li> <li>• Educational Visits</li> <li>• Risk Assessment</li> <li>• Fire &amp; Emergency Arrangements</li> <li>• Accident Reporting Arrangements</li> <li>• First Aid Arrangements</li> <li>• Good Housekeeping</li> <li>• Hazard Reporting &amp; Maintenance Procedures</li> <li>• Whistle Blowing Policy</li> </ul>

Person responsible for organising health and safety training is:	School Business Manager
<b>Work Equipment</b>	
<b>Ladders</b> - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
Person(s) authorised to use:	Certified ladder users
<b>Caretaking &amp; cleaning equipment</b> – Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
<b>Laboratory apparatus &amp; equipment</b> – Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Science, Senior Science Technician
<b>Design &amp; Technology equipment</b> - Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Technology, Technology Technician, Class Teachers
Person(s) authorised to operate and use is/are:	Head of Technology Technology teachers who have received DATA (Design & Technology Association) training Technology Technician (full list displayed on door of material preparation area & Technology office)
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:	Head of Technology Class Teachers Technology Technician
The person responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Head of Technology Class Teachers Technology Technician
Servicing of machinery including LEV	All machinery is serviced on an annual basis by School Workshop Services
<b>Art Equipment</b> – Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment i/are:	Head of Performing Arts Class Teacher
Person(s) responsible for regular (daily) visual inspection is/are:	Head of Performing Arts Class Teacher

Person(s) responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recoded is/are:	Site Manager School Business Manager
<b>Personal Protective Equipment (PPE)</b>	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn are as follows: <ul style="list-style-type: none"> <li>• Science</li> <li>• Design Technology</li> <li>• Art</li> <li>• Caretaking</li> <li>• Cleaning</li> <li>• Catering</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Science Technician</li> <li>• Technology Technician</li> <li>• Class Teacher</li> <li>• Site Manager &amp; Caretaker</li> <li>• Site Manager &amp; Lead Cleaner</li> <li>• Catering Manager &amp; Assistant Catering Manager</li> </ul>
Copies of all the hazardous substances inventories are held centrally in:	Science, Technology & site offices
The person(s) responsible for undertaking and updating the COSHH risk assessments are:	<ul style="list-style-type: none"> <li>• S Senior Science Technician</li> <li>• Technology Technician</li> <li>• Class Teacher</li> <li>• Site Manager</li> <li>• Site Manager &amp; Lead Cleaner</li> <li>• Catering Manager &amp; Assistant Catering Manager</li> </ul>
The person(s) responsible for making arrangements for dealing with asbestos in compliance with Bolton Council's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and relevant persons is/are:	<ul style="list-style-type: none"> <li>• Site Manager</li> <li>• School Business Manager</li> </ul>
Copies of the asbestos management plan are held in:	<ul style="list-style-type: none"> <li>• Reception</li> <li>• Site office</li> <li>• School Business Manager's office</li> </ul>
The person(s) responsible for ensuring that the plan is updated, as appropriate is/are:	<ul style="list-style-type: none"> <li>• Site Manager</li> <li>• School Business Manager</li> <li>• Casserley Property Management</li> </ul>
The Duty Holder as defined in Control of Legionella Bacteria in Water Systems ACoP is:	Site Manager
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Headteacher

The person for co-ordinating work experience placements ensuring risk assessments are completed and ensuring students are visited is:	Education Business Co-ordinator
On arrival all visitors should report to reception, and sign in using inVentry system where they will be issued with:  <b>ALL VISITORS MUST PROVIDE PHOTOGRAPHIC IDENTIFICATION</b>	<ul style="list-style-type: none"> <li>• Identification badge and appropriate coloured lanyard (either red or green – red for visitors who are <b>not</b> on Single Central Record, and Green for visitors who are recorded on Single Central Record).</li> <li>• Relevant health &amp; safety information</li> <li>• Visitors code of conduct</li> </ul>
<b>VISITORS WHO ARE ISSUED WITH RED VISITOR BADGES/LANYARDS MUST BE ACCOMPANIED BY A MEMBER OF STAFF AT ALL TIMES.</b>	
The person(s) responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments and past health and safety performance is/are:	<ul style="list-style-type: none"> <li>• Building Consultants</li> <li>• Headteacher</li> <li>• School Business Manager</li> <li>• Site Manager</li> </ul>
The person in control of contractors whilst on site is:	Site Manager
<b>Cleaning Arrangements</b>	
<b>All members of staff</b> are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to: Who will deal with spillage or wet floor.	<ul style="list-style-type: none"> <li>• Site Manager</li> <li>• Reception – asking to contact Site Manager or caretaker</li> <li>• School Business Manager</li> </ul>
The display screen equipment assessor for school is/are:	<ul style="list-style-type: none"> <li>• School Business</li> <li>• Office Manager</li> </ul>
The Health & Safety Law Poster is located in:	Site office
The person responsible for updating it is:	Site Manager
<b>Smoking</b>	
St Joseph's is a no smoking (including e-cigarettes) site this includes all school buildings, grounds and vehicles.	