

Health & Safety Policy

DOCUMENT CONTROL

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Related Policies/Documents	<ul style="list-style-type: none">▪ Health & Safety risk assessment.▪ Safeguarding and Child Protection Policy.▪ Educational Visits Policy.
Policy control survey	Please complete this survey and provide feedback if you have had to use this policy https://forms.office.com/r/HMeZtB29Si

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1. Part 1: Statement of intent

- 1.1 Marches Academy Trust (the Trust) is committed to achieving high standards of health and safety performance throughout the organisation. This commitment will be afforded to all employees and those not in employment who may be affected by the work activities of the Trust such as children & young people (CYP), visitors, volunteers, contractors and the general public. In addition, the Trust is committed to ensuring that all reasonable measures are in place to maintain and enhance staff wellbeing so that staff can lead productive and healthy working lives.
- 1.2 The Trust recognises and accepts its responsibility as an employer under the Health and Safety at Work etc Act 1974, its related statutory provisions as well as other common law duties. This
- 1.3 includes the duty to put into effect arrangements for health and safety together with the resources necessary to carry them out.
- 1.4 This policy will be brought to the attention of all members of staff through the induction process for new staff and during an annual briefing at the start of each academic year. An electronic copy is available on the Trust website as well as individual academies' websites. This policy will be reviewed annually.
- 1.5 This is the health and safety policy statement of **The Marches Academy Trust at Morda Road, Oswestry, Shropshire SY11 2AR**
- 1.6 Our health and safety policy is to:
- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
 - maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
 - provide and maintain facilities and arrangements for the welfare of employees and CYP, including adequate provision for first-aid treatment;
 - ensure safety and the absence of risks to health and to the general environment in connection with the use, handling (including manual handling), storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary;
 - ensure all contracted and temporary employees, CYP, visitors and contractors are aware of their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, instruction, training and supervision as is necessary.
 - identify, eliminate, or apply risk reduction measures for hazards which exist at the place of work or elsewhere through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and, where necessary, practice of effective procedures for use in the event of serious risk or imminent danger.

1.7 In addition to assist in the proper implementation of this policy we will:

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records; and
- bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed at least annually and amended as necessary.

Signature: Chair of Trustees



Date: 08/01/2024

Signature: C.E.O



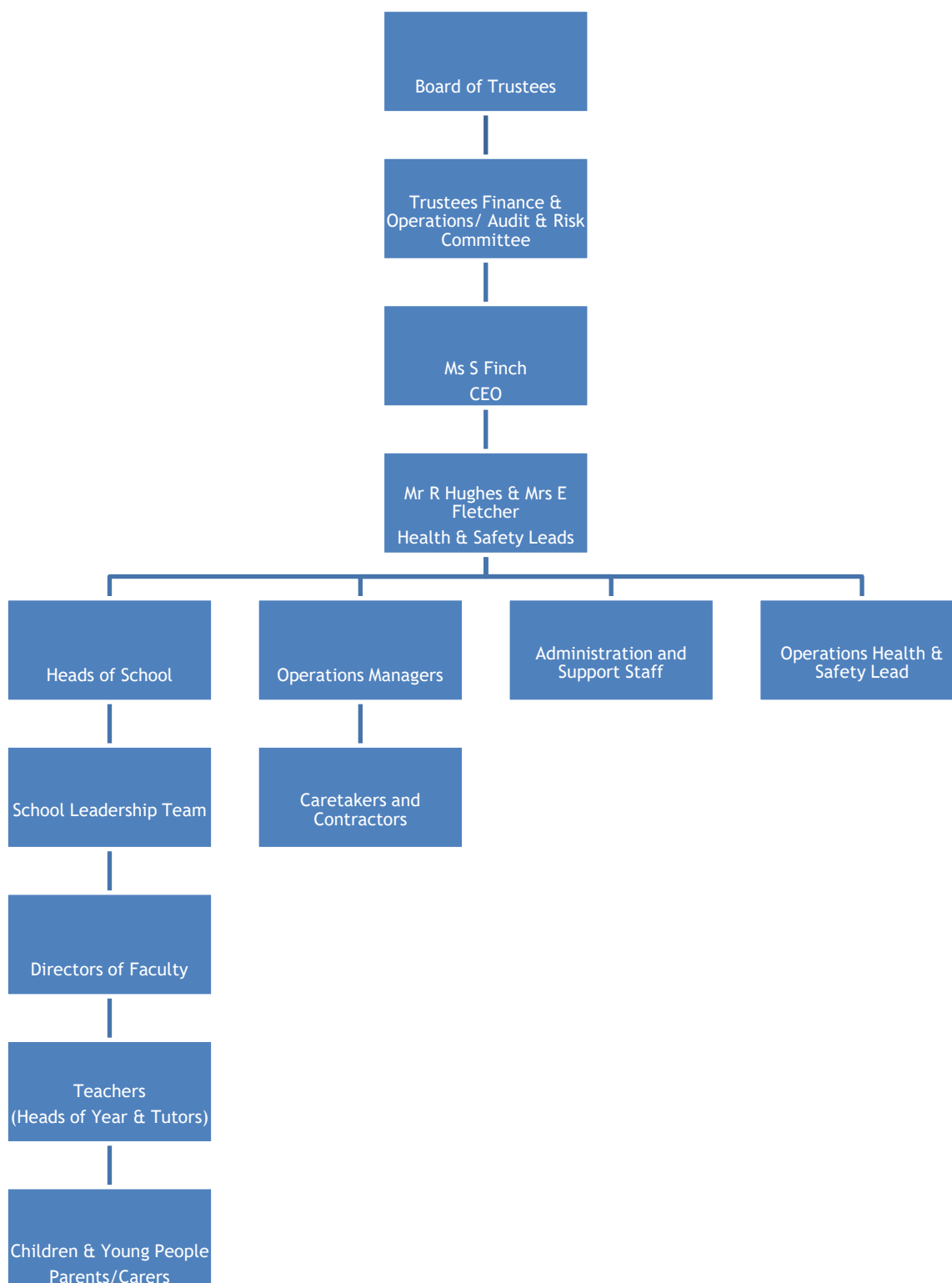
Date: 08/01/2024

2. Part 2: Statement of Organisation and Roles and Responsibilities

2.1 Overall and final responsibility for health and safety:

Chair of Trustees: Mr Alex Fry

C.E.O: Ms Sarah Finch



2.1.1 Day-to-day responsibility for ensuring this policy is put into practice: Headteacher

2.1.2 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Policy-Makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the school's health and safety management system. Ensure that health and safety matters are considered when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health and safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
Employees	Irrespective of their position within the structure, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

Named in Appendix 1	Policy Makers	Planners	Implementers	Assisters	Employees
Board of Trustees					
Chief Executive					
Executive Lead					
Operations Lead					
Headteacher					
Ops Manager					
SLT					
Directors of Faculty					
H&S Co-ordinator					
Teachers					
Support Staff					
Administration Staff					
Site Staff					
External H&S Advisor					
Occupational Health					

2.2 Responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-Makers	
Board of Trustees	Devise and produce policy on health, safety and welfare at a strategic level.
CEO	
Executive Lead	Preserve, develop, promote and maintain the Trust's health and safety management system.
Operations Lead	
External Health & Safety Advisor	Ensure that health and safety matters are considered when organisational decisions are made.

2.2.1 The Policy-Makers:

- will be familiar with the overall responsibilities;
- must ensure that each school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively;
- will promote an interest in, and enthusiasm for Health and Safety throughout the school.

2.2.2 As Policy-Makers the Board of Trustees:

- must ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given;
- must ensure that sufficient competent persons are in place to advise each school on Health and Safety issues;
- will set Health and Safety targets (with Planners) to improve performance;
- is required to monitor that the Health and Safety targets are being met and each school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis; the Health and Safety Co-ordinator may be delegated the responsibility to collate these KPI's on the Trust's behalf.
- will seek advice from Health and Safety Advisers and their Trust Health and Safety Co-ordinator as appropriate and take actions as necessary; must ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of audit;
- will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

2.2.3 As Policy-Maker the CEO:

- will be responsible for the implementation of the Trust Health & Safety Policy and will liaise with the Trustees to ensure full compliance with its requirements;
- will appoint persons to deal with the day-to-day issues on Health, Safety and Welfare, and ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the Policy, particularly those parts of the Health & Safety Policy which affect them or the responsibilities that are individually allocated;
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- will monitor the safety performance of each school and take such steps as may be necessary to improve the performance;
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed annually (completion may be delegated to another responsible person);
- will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from the nominated contractor and an Asbestos Management Plan is completed and reviewed annually;
- will be responsible for the formulation and execution of Health and Safety Training for staff, in order for them to undertake their work activity safely;
- will ensure that a suitable and sufficient assessment of the risks to the Health and Safety of all persons on Trust premises is carried out. The assessment to be recorded including the hazards identified, the level of risk, any group of people identified as being especially at risk and details of action required (if any);
- will provide ongoing recommendations and present an annual report on Health and Safety to the Board of Trustees;
- will be responsible for dealing with visits from the Health and Safety Executive. Although the day to day liaison with the HSE can be delegated, perhaps, to the Operations Managers, the HSE do expect to talk to the CEO on overall policy matters.
- The CEO and appointed Executive Lead will be responsible for reviewing and where necessary, the amending of this policy statement.

Planners	
Operations Health & Safety Lead Headteacher Operations Manager	Develop the local plans to achieve Trust/school health and safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.

2.2.4 The Planners will:

- be familiar with the overall responsibilities outlined in this policy;
- take overall responsibility for the day to day health and safety management of each school and school activities taking place outside school premises;
- determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;

- delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of duties will not relieve the Headteacher from the overall day to day accountability for health and safety within the school.);*
- as part of their management of health and safety:
 - appoint a Responsible Person
 - identify a member of staff who can act as a Health and Safety Co-ordinator;
- ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in Health and Safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- keep up to date with changes or updates in Health and Safety management;
- ensure that suitable and sufficient training, instruction and information is provided when required;
- set health and safety objectives as part of the Trust/school planning process;
- include Health and Safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- advise Trustees of the resources and arrangements needed to manage Health and Safety effectively as part of the Trust/school planning process;
- communicate any Health and Safety actions outlined in the planning process to relevant staff and Trustees;
- develop management arrangements for the identification of hazards and control of risks (risk assessments); ensure these take place and that results are communicated to staff;
- develop local policies and procedures as necessary for health and safety.
- seek help from the Health and Safety Adviser or other specialist to ensure that the Health and Safety Policy can be implemented effectively and advise the Board of Trustees where issues arise which cannot be managed at a local level, need additional resources or require external support;
- ensure that an annual Premises Health and Safety Evaluation is carried out. (This duty may be delegated to other members of school staff);
- ensure that an Annual Self Audit of the management of Health and Safety is carried out;
- draw up any Action Plans required from the results of the Premises Health and Safety Evaluation and Annual Self Audit and monitor these regularly;
- advise the Board of Trustees and others of the results of any Health and Safety monitoring (including KPI information) which takes place and of any actions required as a result of this; and
- consult with staff as necessary on matters of health and safety which may affect them at work.

Implementers	
Heads of School Senior Leadership Team Heads of Department Operations Manager Directors of Faculty	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.

2.2.5 The Implementers will:

- maintain an understanding of the Health and Safety Policies developed within school;
- demonstrate commitment to the management of health and safety by:
 - (i) setting a good example to others;
 - (ii) promoting good practice;
 - (iii) identifying Health and Safety problems and rectifying them if possible;
 - (iv) challenging poor Health and Safety performance or attitudes; and
 - (v) regularly communicating about Health and Safety topics.
- be responsible for and take the lead on implementation of Health and Safety policies and any arrangements which have been developed by the Policy Makers and Planners;
- understand and own the plans in place for Health and Safety as part of the overall planning process, monitor progress in these areas and advise Planners of the results or any deficiencies;
- ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- ensure that individuals have Health and Safety objectives as part of their annual review process (these may reflect the overall Health and Safety plans);
- encourage participation in Health and Safety and ensure that communication about Health and Safety issues takes place;
- assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment, etc.) and the results of risk assessments communicated;
- ensure that, where responsibilities for Health and Safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- ensure that staff in these roles have received appropriate training;
- ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- consult with staff as necessary on matters of Health and Safety which may affect them at work and receive Health and Safety reports from Health and Safety Representatives, responding as necessary;
- supervise work adequately to ensure that good Health and Safety standards are maintained;
- ensure that adequate monitoring of Health and Safety takes place, e.g., by taking part in Premises Health and Safety Evaluations and carrying out own inspection of work areas;

- carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve Health and Safety in the future;
- avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively;
- monitor Health and Safety standards at the local level by retaining statistics to identify patterns and trends in events;
- seek advice from the Health and Safety Adviser or another specialist as required;
- make use of other resources provided to promote Health and Safety at work (e.g., intranet/newsletters, trade magazines, Health and Safety Executive website).

In addition to the above, teaching staff are responsible for the health and safety of all CYP under their control whilst involved in organised work activities both on site e.g., classrooms, laboratories, workshops, etc., and off site, e.g., school trips.

2.2.6 Operations Manager will, in addition to those previously stated, have specific responsibilities. These are:

- To maintain an understanding of the Operations Manager’s responsibilities, including an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
- To ensure that staff within their departments are familiar with those parts of the Safety Policy which affect them or the activities in which they are engaged, and where necessary, adequate and appropriate training and information in Health and Safety matters is provided.
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all premises related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.

- Undertaking thorough investigation of all premises related accidents/incidents. Ensuring the availability of an accident book at the premises.
- Ensuring the adequate provision of health and safety notices and that warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request.
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures.
- Liaise with outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning.

Assisters	
Health and Safety Co-ordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

2.2.7 The Health and Safety Co-ordinator:

- is familiar with the responsibilities of Assisters;
- has the core duty to ensure that there is a system established for the management of health and safety - this planning and organisation must take place with the Planner(s) and Policy Maker(s) as necessary;
- will keep up to date with Health and Safety issues and changes by making use of available resources, e.g., (Health and Safety Executive website, trade magazines, etc.);
- may take on certain functions such as communication, collation of statistics, co-ordination of Health and Safety Evaluation/Audits as directed, but the overall responsibility rests with the Headteacher;
- may collate and produce an annual report on Health and Safety performance including essential KPIs for Governing Bodies to view as part of their monitoring process.

Employees

Irrespective of their position within the structure, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

2.2.8 Employees (including temporary and volunteers)

Irrespective of their position within the structure, all staff are employees and therefore all the employee responsibilities apply to everyone.

- All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or omissions.
- All employees must also co-operate with the Board of Trustees and Senior management so that they may fulfil any legal requirements placed on them and employers and/or persons in control of premises.
- All employees will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines such as CLEAPPS Laboratory Handbook.
- All employees must report all accidents, dangerous occurrences and potentially dangerous practices and situations in accordance with the relevant procedure.

2.2.9 Children & Young People (CYP) (This section should be drawn to attention of all CYP)

All CYP must be encouraged to follow all safe working practices and observe all school safety rules.

All CYP will:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of behaviour and dress consistent with safety and/or hygiene;
- follow all instructions issued by any member of staff in the case of an emergency;
- ensure they do not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety;
- inform any member of staff of any situation which may affect their safety.

2.2.10 Staff Safety Representatives

Health and Safety at Work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Board of Trustees is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Operations Manager on general matters affecting the health, safety and welfare of employees;

- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

2.2.11 The Health & Safety Co-ordinator

- will create a positive approach to accident prevention and the Health and Safety of staff, CYP and others on the school premises;
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of Health, Safety and Welfare, which it is reasonably practicable to attain, are being achieved;
- will initiate and maintain positive measures to raise the level of safety performance;
- will ensure that they are conversant with current legislation affecting the Health, Safety and Welfare of staff, CYP and others;
- will advise the Headteacher of all matters requiring action;
- will liaise with outside Safety Advisors, Enforcement Authorities (Health and Safety Executive and Environmental Health Officers, etc.), the Fire Safety Officer, etc.;
- will co-ordinate the activities of other persons with Health and Safety responsibilities;
- will ensure that all electrical leads and plugs are regularly checked. (This may be delegated to the Site Staff.) All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects should be notified to the Operations Manager (or delegated person) - as soon as possible for planning of subsequent repair by a competent person. The Site Supervisor/Caretaker will be responsible for checking items of electrical equipment.

3. Part 3: Arrangements for health and safety

3.1 Risk Assessment

- 3.1.1 The underlying process which informs safety management is risk assessment. Suitable and sufficient assessments will be made of the risks to the health and safety of employees to which they are exposed whilst at work and the risks to the health and safety of persons not in their employment arising out of, or in connection with, the conduct of their work activity or undertaking. The assessment must be recorded either in writing or by an easily accessible database.
- 3.1.2 Action will be taken to eliminate or reduce risks to an acceptable level for those employees or non-employees identified and documented as being exposed to harm.
- 3.1.3 The risk assessment only remains valid if up to date. Should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes. Control measures identified to eliminate or reduce risks must, where appropriate, be incorporated into safe systems of work e.g. into lesson plans etc.
- 3.1.4 A template for risk assessments can be found at Appendix 1.

3.2 Training

- 3.2.1 Training needs will be addressed to provide all necessary information, instruction, training and supervision to ensure the health and safety at work of all employees, especially new employees, (including temporary staff, casual and voluntary workers).
- 3.2.2 Retraining will be undertaken when staff take up new responsibilities or there is a change in equipment or systems of work procedures.
- 3.2.3 All new employees will be briefed on all health and safety matters relating to their particular areas of work. Further instruction will be included in induction courses.
- 3.2.4 Training records will be held by the School. Health and Safety Training will be incorporated as part of the Trust's development and staff training plan, and will thus be considered particularly at the time of reviewing:
 - The annual budget
 - The school development plan

3.3 Consultation

- 3.3.1 The school reports on a regular basis to the Finance and Audit and Operations and Risk Committees and the Board of Trustees gives consideration of the following information:
 - Any accidents and notifiable disease statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
 - Examination of annual health and safety audit;
 - Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act;
 - Assistance in the development of safety rules and safe systems of work;

- Schools will consult and work with health & safety representatives to protect all employees from harm in the workplace.
- Local Health and Safety Committee meetings will be planned one per school term.

3.4 Emergency Evacuation

- 3.4.1 The Headteacher and Operations Manager are responsible for ensuring that a minimum of once termly fire drills are undertaken but they may delegate the carrying out of the drill to the Site Supervisor/Caretaker. All drills are to be recorded in the fire log book.
- 3.4.2 Review of the fire risk assessment is carried out by the Operations Manager in consultation with the Site Supervisor/Caretaker and where necessary external Health and Safety Advisors.
- 3.4.3 The Operations Manager and Site Supervisor/Caretaker are responsible for ensuring that fire exits, and escape routes are kept free at all times, but staff must ensure that they do not place objects which may cause an obstruction. The Site Supervisor/Caretaker is responsible for maintaining fire extinguishers, emergency lighting and carrying out alarm tests.

3.4.4 Persons who are physically disabled or sensory impaired

The Headteacher will ensure that Personal Emergency Evacuation Plans (PEEPs) are developed for all employees and CYP who have been identified as having physical disabilities or sensory impairments. All employees will be made aware and briefed on specific PEEPs.

3.5 Communication

- 3.5.1 The Executive Lead for Health and Safety reports to the Finance, Audit, Operations and Risk Committees and the Board of Trustees gives consideration of the following information:
- Any accidents and notifiable disease statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
 - Examination of annual health and safety audit;
 - Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act 1974;
 - Assistance in the development of safety rules and safe systems of work.

3.6 References

- The Health and Safety at Work Act 1974
- Management of Health and safety at Work Regulations 1999
- Appendix 1: Named Roles of Responsibility

4. Monitoring & Review

- 4.1 This policy will be reviewed annually by Operations Managers and the Associate Executive Director of Finance and Business.



5. Appendix 1 - Risk Assessment Template

Activity

Location

Hazard #	Hazard Description	Persons at Risk	Current Mitigation	Severity / Impact	Likelihood	Risk Score	Future Mitigation	Severity / Impact	Likelihood	Residual Risk Score	ACTION		Comments/linked documents/Actions
											WHO	WHEN	
R1						0				0			
R2						0				0			
R3						0				0			-
R4						0				0			-
R5						0				0			-

Date	Assessor	Review Date	Signature	Version

Risk Rating Rationale

SEVERITY			PROBABILITY		
Outcome	Example	Score	Outcome	Example	Score
MINOR	Small cuts, grazing Slight inconvenience	1	UNLIKELY	No previous history	1
SERIOUS	Bumps to head Procedures not understood	2	POSSIBLE	Similar event happened in the past	2
MAJOR	Broken or fractured bones Procedure deliberately ignored	3	PROBABLE	Same event happened in past	3
CATESROPHIC	Fatal accident School closure	5	HIGH PROBABLE	Same event has happened regularly	5

Probability score x Severity score = Risk Rating total

Risk rating total	
1-5	Low Risk
6-15	Medium Risk
25	High Risk

6. Appendix 2: Named Roles and Responsibilities

Role Secondary Schools	The Grove	Idsall School	Marches School	Sir John Talbot's	Shrewsbury Academy	Woodlands
Chair of Board of Trustees	Alex Fry	Alex Fry	Alex Fry	Alex Fry	Alex Fry	Alex Fry
Chief Executive	Sarah Finch	Sarah Finch	Sarah Finch	Sarah Finch	Sarah Finch	Sarah Finch
Associate Executive Director of Finance and Business	Charlotte Allsopp	Charlotte Allsopp	Charlotte Allsopp	Charlotte Allsopp	Charlotte Allsopp	Charlotte Allsopp
Operations H&S Lead	Rob Hughes & Elaine Fletcher	Rob Hughes	Rob Hughes & Elaine Fletcher	Rob Hughes & Elaine Fletcher	Rob Hughes & Elaine Fletcher	Rob Hughes & Elaine Fletcher
Heads of School	Mitch Allsopp	Michelle King	Alison Pearson	Tim Stonall	Jim Taylor	Jules Taylor
Ops Manager	Susan Thorley	Rob Hughes	Karen Faux	Howard Prince	Nick Parkin	Lisa Dugmore
H&S Co-ordinator	Susan Thorley	Rob Hughes	Andrew Humphreys	Howard Prince	Nick Parkin	Lisa Dugmore
Site Supervisor/Caretaker	Donna Burton	Anthony Grindrod	Tony Pritchard	Keith Robinson	Ben Edwards	Brian Clay

Role Primary Schools	Longlands	Lower Heath	Tilstock	The Grange Primary	Oakmeadow
Chair of Board of Trustees	Alex Fry	Alex Fry	Alex Fry	Alex Fry	Alex Fry
Chief Executive	Sarah Finch	Sarah Finch	Sarah Finch	Sarah Finch	Sarah Finch
Associate Executive Director of Finance and Business	Charlotte Allsopp	Charlotte Allsopp	Charlotte Allsopp	Charlotte Allsopp	Charlotte Allsopp
Operations H&S Lead	Rob Hughes & Elaine Fletcher	Rob Hughes & Elaine Fletcher	Rob Hughes & Elaine Fletcher	Rob Hughes & Elaine Fletcher	Rob Hughes & Elaine Fletcher
Heads of School	Lisa Millington	Helen Reynolds	Rowena Kaminski	Charlie Summers	Samantha Hill
Ops Manager	Susan Thorley	Howard Prince	Howard Prince	Nick Parkin	Elaine Fletcher
H&S Co-ordinator	Susan Thorley	Howard Prince	Howard Prince	Nick Parkin	Elaine Fletcher
Site Supervisor/Caretaker	Christopher Burton		Alan Bloor		Mart Smith

7. Appendix 3: Contents of Local arrangements and procedures for Health, Safety and Welfare (Health & Safety School Manual)

1	Safety Standards
2	Monitoring and Review
3	Visits from Enforcing Authorities
4	Outside Trips and Activities
5	Work Experience
6	Fire Safety
7	Emergency Response Management
8	Means of safe Access/Egress
9	Use of premises outside school hours
10	First Aid
11	Supporting Students with Medical Conditions - Administration of Medication
12	Managing Sharps and Needle Injuries
13	Accident Reporting, Recording and Investigation
14	Risk Assessment
15	Asbestos Management
16	Control of substances Hazardous to Health (COSHH)
17	Portable Appliance Testing (PAT)
18	Electricity at Work
19	Heating and Ventilation
20	Gas Pressure Vessels
21	Confidential Counselling Service
22	Training
23	Smoking on School Premises
24	Guarding and Fencing of Machinery
25	Use of Machinery and Hand Tools (Work Equipment)
26	Curriculum Safety
27	Good Housekeeping
28	Safety Arrangements during Grounds Maintenance
29	Road Safety
30	Visitors (including Contractors)
31	Resources/Reprographics
32	Safety of Pregnant Workers
33	Display Screen Equipment (DSE) Assessment
34	Manual Handling
35	Lone Working
36	Noise at Work
37	Personal Protective Equipment (PPE)
38	Animal Handling
39	Occupational Health
40	Health and Safety Advice