



New Mills School

HEALTH & SAFETY POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	J Elms	October 2013		
Draft 2	G Cash	June 2014	FGB Min No. 7	10/07/2014
Review	J Charles	August 2016	FGB Min No. 18c	08/09/2016
Review	J Charles	November 2018	FGB Min No. 14a	11/12/2018

Revision	Date	Description of Changes
Draft 2	June 2014	Updated DCC template used, information updated and made specific to New Mills School.
Review	August 2016	Name of school amended. Fire section updated. Hyperlinks inserted to reference reporting forms. Appendix 1 updated.
Review	November 2018	Name of school and footer amended. Page 11 – Administration of Medicines: room locations changed, Page 13 – First Aid: change of office name, Page 16 - Waste Management: change of location, Page 17 – name of H&S Governor removed

Signed:M Cole..... Date:11/12/2018.....
 Chair of Governors

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the DCC Extranet.

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

- To take care of their own safety and that of others;

- To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.
- To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.
- Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Name : Debbie McGloin

Name: Maggie Cole

Sign:

Sign:

Headteacher

Chair of Governors

Date:

Date:

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this, they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular, the Governing Body should ensure that:

- The school has a health and safety policy (which can be based on the CAYA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:

- A school health and safety policy is developed with the Governing Body in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, e.g. tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.

- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g. safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

Responsibilities of the Health and Safety Co-Ordinator

The school health and safety co-ordinator has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the general workplace inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/support staff holding positions of special responsibility

This includes Assistant Headteachers, Curriculum Co-ordinators, Heads of Faculties and Departments, Clerical Managers/Supervisors, Technicians and Caretakers they have the following responsibilities:

- Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate accidents that occur within their areas of responsibility.
- Heads of Faculty and the Facilities Manager will prepare an annual report for the head teacher on the health and safety performance of their faculty and area of responsibility.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Faculty on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences to the Facilities Manager.
- Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:

- Make themselves familiar with and conform to the school/faculty health and safety policy.
- Be aware of and comply with all school/faculty health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the school/faculty arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents, however minor, or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

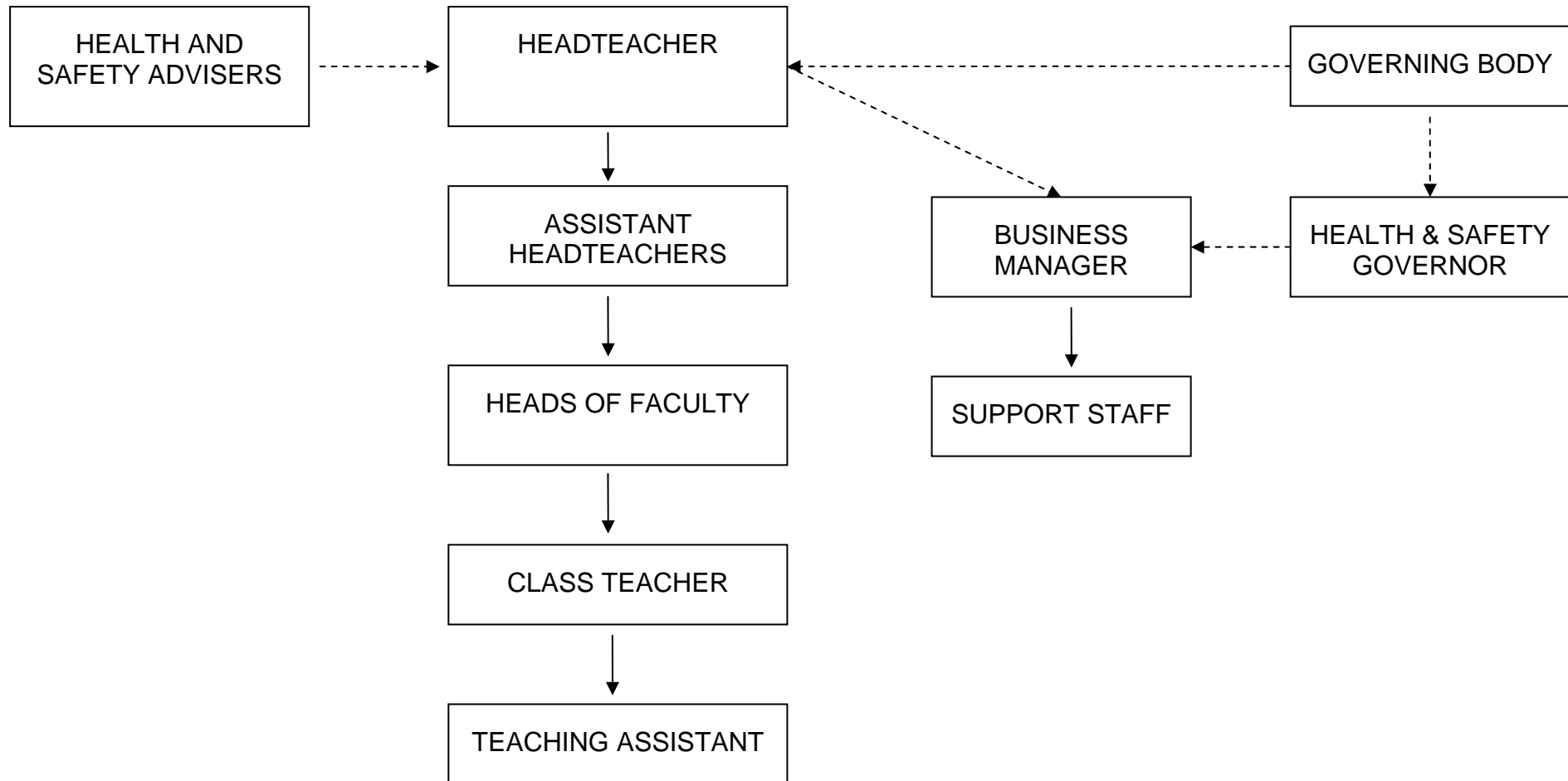
They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Organisational Responsibility for Health and Safety



Arrangements for Health and Safety

The following procedures and arrangements are in place to minimise Health and Safety risks to an acceptable level. In each case separate documentation will be in place, based on advice and guidance provided by Derbyshire CC Children and Younger Adults Department (CAYA).

Accident/Incident Reporting and Investigation

All accidents and incidents in New Mills School will be reported and recorded in line with the DCC accident reporting guidance.

In New Mills School all staff will report all accidents to either the School Business Manager or Facilities Manager who will ensure that they are recorded in line with this guidance and on the appropriate forms. A copy of the guidance is available in the 'Policies' folder on the Staff Shared Drive or from the Finance Office.

An ['Incident/Near Miss Reporting Form'](#) is available on the Staff Shared Drive in the 'Forms' folder.

An ['Accident Report Form'](#) is available on the Staff Shared Drive in the 'Forms' folder.

Administration of Medicines

A 'Supporting Pupils with Medical Conditions' Policy is in place in line with DFE guidance.

Before medicines can be administered to students, express written approval from parents/carers must be obtained; this applies to both prescription and non-prescription medication.

Medicines should be stored securely in the lockable storage room in the Pastoral Office or, where the pupil has special educational needs, in the TA Base.

After administering medication to a pupil, an entry should be made in the 'Record of Medicines Administered to Pupils' located with the pupils' medicine.

Anti Bullying

The school has a separate Anti Bullying Policy in place.

Asbestos

The school has adopted the Procedures for Managing Asbestos in County Council Buildings produced by DCC. The School Business Manager and the Facilities Manager have attended the appropriate Duty Holder training. In addition, the school operates a 'Permit to Work' process for contractors on site.

Child Protection

The school holds a specific Child Protection and Safeguarding Policy. Any member of staff who has concerns or suspects that a child might be 'at risk' should discuss this first with either the designated Child Protection Officer, the Headteacher, or in their absence, an Assistant Head.

Contractors

The school has adopted all safe practices as recommended by Derbyshire County Council. This includes;

- Checking the contractor's own health and safety policy, risk assessment and method statement for the work to be carried is appropriate.
- Checking the competence of contractors and visiting workers
- Ensuring that the contractor has relevant insurances in place.

- Holding a pre-contract meeting with the contractor to discuss safety issues relating to the work and to hold on-going meetings throughout the contract.
- Passing on any relevant safety information to the contractor which could affect their safety.
- All contractors and visiting workers comply with the Permit to Work regulations, held in the Finance Office.

COSHH

The Governing Body are committed to protecting its employees and others who may be exposed to chemicals or other hazardous substances by complying with the COSHH Regulations 2002.

Before any work involving chemicals or other hazardous substances is undertaken, managers are required to conduct a full risk assessment in consultation with their staff and consider the precautions necessary to either prevent or adequately control exposure.

Consideration is being given to the adoption of a separate COSHH policy for the school, based on DCC guidance.

Curriculum Areas

The school recognises that there are risks associated with curriculum delivery. A balance needs to be achieved between independent learning and the necessary supervision to ensure safety. Schemes of Work and lesson planning should ensure that students are taught how to identify and reduce risks in the way that they work.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All relevant guidance material can be located on DCC S4S or the CLEAPSS website.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Heads of Faculty/Academic leaders are responsible for ensuring that safe practices are adopted for extra-curricular/enrichment activities.

Heads of Faculty are responsible for maintaining and monitoring suitable risk assessments relevant to their departments. This is particularly relevant to high-risk subject areas (ie. Science, Technology, PE and Art).

Disaster Plans

The school has a separate Critical Incident Management Plan for use in the event of a disaster.

Fire

Fire Safety is managed in line with DCC guidance. The school has completed, and will update on an annual basis, an Operational Fire Risk Assessment.

The following instructions have been given to staff in the event that they discover a fire;

If you discover a fire:

- **SOUND THE ALARM** – find out where the fire alarm call points are around your work area. Once the fire alarm call point has been activated, this will alert the office staff and the evacuation procedures will be instigated.

- **ATTACK THE FIRE, IF APPROPRIATE, USING THE CORRECT APPLIANCE** – firefighting equipment is available throughout the school. Make sure you know where it is, and how to use it safely. **DO NOT USE** unless you are competent to do so. **IF IN DOUBT, DO NOT FIGHT THE FIRE!**
- **ENSURE THE SAFETY OF YOURSELF AND OTHERS.**

If you hear the fire alarm:

- **Leave the building immediately by the nearest available route. DO NOT RUN.** Familiarise yourself with the nearest alternative escape routes from your work area in case your normal route is blocked by fire.
- **Lifts must not be used under any circumstances.**
- **Give clear, concise instructions to students to make their way calmly to their designated Tutor Group assembly point on the Top Tennis Court.**
- **Sweep your work area as you leave the building to ensure the room is empty.**
- **Close all windows and doors behind you** – closing windows and doors is essential to help stop the spread of fire and smoke. **DO NOT STOP TO COLLECT PERSONAL BELONGINGS!**
- **Report to your assembly point** – This will either be **Assembly Area 1** (Top Tennis Court – pupils, teaching staff and pastoral staff) or **Assembly Area 2** (Arden Street Car Park – support staff, visitors and contractors).
Make sure you read the 'Roles & Responsibilities' section in this document so you know where to go and what is expected of you.
- **The School Business Manager (GCa) will give the 'All-Clear'**, providing that the building is safe to re-enter, at which point the fire alarm will be silenced. **The alarm must not be silenced before the all-clear is given by the School Business Manager.**
- **The Facilities Manager (JCh), who will be stationed at the Control Point outside the science block, will then pass on the 'All-Clear' to the most senior member of the SLT on the courts.** Once dismissed from the courts, pupils will then be able to make their way back to the classroom in an orderly manner.
- **DO NOT RETURN TO THE BUILDING UNTIL AUTHORISED TO DO SO BY A MEMBER OF THE SLT**

NB – In the absence of the School Business Manager, the Facilities Manager will give the 'All-Clear' and another member of the Admin or Premises Team will be stationed at the designated assembly area.

First Aid

First Aid is managed in line with DCC guidance.

A list of qualified first-aiders is maintained in the Finance Office, and a copy is on the Staff Room notice board. Help in the first instance, between 8:30 and 16:00, is available by contacting reception.

An updated list is emailed to all staff at regular intervals. Refresher courses are arranged as and when required. In addition, a list of the locations of first aid kits is kept, and the contents of these are topped up by the Admin team.

Health and Safety Advice

To enable the school to keep up to date with current legislation and procedures, the school will, purchase the Health and Safety Traded Service from Derbyshire County Council. This gives access to current, specific guidance on a range of issues, accessible through DCC S4S.

Inspection of the Premises

Formal inspections of the premises will be carried out at least 3 times a year. These are normally carried out by any combination of the Health and Safety Co-ordinator, Trade Union H&S Representative and the Health and Safety Governor.

Line managers are responsible for reporting any faults or Health and Safety concerns that arise within their working areas to the Facilities Manager.

The Premises Team will ensure that hazards associated with the site are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are controlled.

Lone Working

Lone Working is managed in line with DCC guidance.

A risk assessment based on Lone Working has been completed, and the school adheres to advice and guidance issued by DCC.

Manual Handling

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate, training provided for staff. Managers are responsible for assessing the appropriate approach to handling tasks and may seek professional DCC advice as necessary.

Monitoring

Monitoring of this policy will take place on a regular basis, including scheduled checks which evidence that necessary steps are being taken. The following is an example of these checks;

Annual Checks

Item	Check By	Comments
Risk Assessments	School Business Manager	
Policy and Management Plan	School Business Manager	
COSHH	School Business Manager	
Review of Procedures	School Business Manager	
Risk Assessments	School Business Manager	
Accident Reports	School Business Manager	
Cleaning Staff Procedures	School Business Manager	
Record Fire Appliance Test	School Business Manager	
Record PE Equipment Check	School Business Manager	
Check Completion of PAT Testing	School Business Manager	
Whole Staff Training- Refreshers	School Business Manager	
Non Accidental Injury Reports	School Business Manager	

Weekly Checks

Item	Check By	Comments
-------------	-----------------	-----------------

Playground, Walls, Fences, Gates and Seats	School Business Manager / Groundsman	
Fire Alarm Tests	Site Supervisor	

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention	School Business Manager	
PE Safety	School Business Manager	
Lettings (Safety)	School Business Manager	
Communication of Health and Safety concerns to all staff	School Business Manager	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Headteacher	
Premises Inspection	School Business Manager	
Fire Log	School Business Manager	
Accident Reports	School Business Manager	
Fire Evacuation	School Business Manager	
Visual Check of Electrical Equipment	All Staff	
Premises Security	School Business Manager	

School Trips and Visits

The school has subscribed to, and uses, the 'Evolve with EduFocus Educational Visits Online Virtual Environment' to manage risk assessments associated with school journeys, as recommended by the LA. Staff who are intending to take students on a School trip need to receive training from the Educational Visits Co-ordinator (EVC). Staff can only access the system with a logon and personal password. Evolve is an on-line system and means that risk assessments and procedures are kept up to date.

School Journeys are not allowed to proceed until the appropriate signatures and authorisation have been obtained.

Staff who have any concerns whilst on a School Journey should immediately seek advice from the EVC or Headteacher, or in the case of an emergency, should contact the Local Authority through the emergency number provided. Any significant incidents which occur on the School Journey should be reported to the EVC on return.

Site Security

All staff are expected to wear a school ID badge, including Supply and Peripatetic Teachers as well as members of the Governing Body. All visitors are expected to sign in at Reception,

where they will be issued with a Visitors badge. Contractors working on site must have a Permit to Work and Contractors pass.

All staff and pupils are encouraged to challenge any adult on site not wearing a badge. Should they feel uncomfortable doing so, they must contact the Finance Office as a matter of urgency so any intruders can be approached.

Smoking

In accordance with DCC regulations, smoking is not permitted inside any part of the building, or on any part of the site, at any time.

Stress Management

A specific Management of Stress Policy is available in the 'Policies' folder on the Staff Shared Drive.

Waste Management

Waste bins are situated in the car park near to the Arden Street gates. These are emptied on a weekly basis.

Confidential waste bins are situated in various locations around the school for the collection of confidential waste. These bins are emptied on a monthly basis, and the school receives a Certificate of Destruction to confirm the waste has been destroyed in an appropriate manner.

APPENDIX 1

Staff with specific Health and Safety responsibilities

Responsible staff as at 01/09/2018

Responsibility	Name
Headteacher	Debbie McGloin
Health and Safety Coordinator	Garry Cash (School Business Manager)
Health and Safety Governor	
Educational Visits Co-ordinator (EVC) Lead Person for Fire Safety Lead Person for Accident Reporting Procedures	Jo Charles (Facilities Manager)
Fire Safety Checks and Tests / Legionella	Anna Shaw (Site Supervisor)
Various checks / Legionella	Craig Pickering (Groundsman)