



# Plymouth CAST

## Health & Safety Policy 2016

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## Section One - Health & Safety Policy Statement

*"It shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the Health & Safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees". Health & Safety at Work Act 1974 s 2(3)*

Plymouth CAST, through its Board of Directors (the Directors), publishes this statement of policy in accordance with the aforementioned duty.

Plymouth CAST is committed to ensuring, so far as is reasonably practicable:

- The Health, Safety and, where appropriate, welfare at work of all its staff, pupils/students, and other persons who may visit or use our premises, or be otherwise affected by our activities, is in accordance with the relevant statutory and regulatory requirements.
- That risks created by our activities are controlled via our management function, that Health & Safety is integrated into our management systems and that the appropriate resources are provided as a matter of priority to implement this policy.
- That we strive for Health & Safety standards which go beyond legal requirements and match national best practice. We will do this through a planning process which will set clear, measurable objectives and ensure progressive improvement.
- That we develop competence in Health & Safety management issues and practices at all levels and ensure that we maintain effective means of communication and consultation with all stakeholders within our community on Health & Safety issues.
- That we conform to all legal requirements and appropriate Codes of Practice, etc. and take any reasonable measures necessary to manage our affairs to ensure compliance with this policy.
- That we provide and maintain plant and systems of work that are safe and without risks to Health and make arrangements for ensuring the safe use, storage, handling and transport of articles and substances that are inherently or potentially dangerous.
- Areas of responsibility for Health & Safety are defined and delegated as appropriate.
- That this policy statement is brought to the attention of all Plymouth CAST employees.
- That all employees are made aware of their own responsibilities to take reasonable care for their own Health & Safety, and that of others who may be affected by their activities or failure to act.
- That we provide a means of consultation on relevant Health & Safety matters for all our employees and pupils/students and/or their elected representatives.
- That this policy is reviewed annually, updated where necessary and any revisions brought to the attention of the Directors and all Plymouth CAST employees.

## Section Two - Organisation and Responsibilities

Health & Safety is the collective and devolved responsibility of every Plymouth CAST employee.

Each Director and employee is responsible for their ownership of and adherence to this policy.

Plymouth CAST will seek to achieve high standards in Health & Safety management by enlisting the full support and commitment of all employees through effective communication, consultation and training.

## **DIRECTOR RESPONSIBILITIES**

Bodies mandated to consider and, where necessary, implement action relating to Health & Safety are:

- Each Local Governing Body (or the nominated committee thereof)
- The CAST Audit & Risk Committee
- The CAST Buildings Committee
- The CAST Board of Directors

Directors have determined that responsibility for the management of serious incidents is assigned to the members of the Board of Directors and owned by Richard Thorns, the HR Manager for Plymouth CAST.

Corporate Health & Safety Policy review and development is a standing agenda item of the Buildings Committee. Its review will also be informed by the H&S sub-committee of the CAST Joint Consultative Committee. This Buildings Committee will meet at least once a term and review trust-wide Health & Safety performance against annual plans, training records and accident/incident data.

The annual Health & Safety plan and associated objectives will be published each year in March. The Buildings Committee will ensure that the plan evolves to incorporate best practice and any environmental or legislative changes. This Committee will independently audit the management of serious accidents/incidents.

## **LOCAL GOVERNORS RESPONSIBILITY**

Local Governing Bodies will consider school-level Health & Safety matters in the light of the overall CAST network H&S policy and agreed network developments.

Each Local Governing Body will:

- Nominate a Health & Safety Governor to be accountable for the effective implementation of the Plymouth CAST Health & Safety Policy at local level.
- Maintain an overview of the Health & Safety performance of their respective Academy.
- Liaise regularly with the designated school manager(s) to ensure day to day management is robust.
- Consider reports on Fire Safety, including evacuation practices undertaken locally.
- Consider reports of Safety inspections, and monitor the effective delivery of any follow-up action.
- Make recommendations to improve standards and performance generally both within the Academy and the wider Trust.
- Prepare summary reports for presentation at meetings of the Trust's Buildings Committee as required.
- Publish the up-to-date version of the Plymouth CAST Health & Safety Policy on the local website and ensure that it is brought to the attention of any person or organisation seeking to let part their site.

## **PLYMOUTH CAST MANAGEMENT/OPERATIONAL RESPONSIBILITIES**

High standards of Health & Safety management and the implementation and monitoring of this policy is the local responsibility of the Head Teachers and their management teams.

In Plymouth CAST, the first hand overview of Health & Safety management is delegated to the Chair of the Buildings Committee, who, through a team of designated School/Site Managers and Supervisors is responsible for:

- Carrying out the Health & Safety policy on a day-to-day basis.

- Monitoring Health & Safety performance on a regular basis.
- Providing adequate information and publicity to support the Health & Safety programme.
- Ensuring that Safety inspections are carried out on a regular basis.
- Identifying and procuring effective training for designated school and central staff.
- Ensuring contractors are made aware of hazards and procedures they are required to follow.
- Implementing the Health & Safety Policy Arrangements, including Inspections.
- Reporting to and liaising with the appropriate authorities on any local matters as deemed appropriate.

## **DEPARTMENTAL RESPONSIBILITIES**

In schools, the Head Teachers (or other Line Managers, Supervisors, Department Heads etc. as designated via their job descriptions) are responsible for:

- Familiarising themselves with the Health & Safety policy.
- Ensuring persons they supervise are inducted and aware of any hazards in their workplace.
- Ensuring all employees they supervise know what to do in the event of a fire or other emergency.
- Ensuring that all employees they supervise know the whereabouts of first aid facilities.
- Investigating accidents to ascertain the cause and to eliminate recurrence if within their competence.
- Ensuring all Safety rules are observed and that Safety equipment is worn or used where appropriate.
- Ensuring all defects in the workplace they are responsible for are promptly reported and rectified.
- Maintaining good housekeeping standards.
- Ensuring classroom and teaching practices comply with Health & Safety protocol and policy.
- Highlighting any Health & Safety concerns to the designated School/Site Manager.

## **INDIVIDUAL EMPLOYEE RESPONSIBILITIES**

All employees have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings. They also have a responsibility through routine observation to report to the School/Site Manager any suspected faults with fire appliances, e.g. discharged fire extinguishers, etc.

In particular they must:

- Make themselves familiar with, and conform to, Health & Safety procedures at all times.
- Wear appropriate Safety equipment and use appropriate Safety devices as necessary.
- Conform to all instructions given by those with responsibility for Health & Safety.
- Report hazards, accidents, faults, defects, damage, etc. to the designated School/Site Manager.
- Offer any suggestions to improve Health & Safety to the designated School/Site Manager.
- Not misuse any plant, equipment or hand tools.
- Take a responsible attitude towards Health & Safety, to include having due care for themselves and others.
- Follow all manufacturers and suppliers instructions when using plant and equipment.

## **PUPILS/STUDENTS**

Pupils/Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the Health & Safety of themselves and others.
- Observe standards of dress consistent with Safety and/or hygiene

- Observe all the Health & Safety rules of their respective school, and in particular, the procedures for and instructions of staff in relation to emergency situations.
- Use and not wilfully misuse, neglect or interfere with things provided for their Health & Safety.

## **STAFF AND TRADE UNION CONSULTATION**

As stipulated in the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996, Plymouth CAST recognises its duty and responsibility to consult with its staff and the recognised Trade Unions, on any matter related to Health & Safety. As such, we operate a H&S sub-committee (of the CAST Joint Consultative Committee). Any staff member, whether officially elected or not, is free to raise and/or request a meeting with members of the H&S sub-committee, the CAST Buildings Committee or the CAST Board should they have issues or concerns relating to Health & Safety.

## **Health & Safety Inspections**

Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.

The Designated Local Governor will ensure that a termly inspection of the school site is conducted and record any obvious defects on a Health & Safety Inspection Sheet. Completed forms are forwarded to the Local Governing Body (or LGB committee with this designated responsibility). It should be noted that the intention of these inspections is to highlight obvious visual defects based on a 'common-sense' approach, i.e. there is no requirement for specialist training in advance (although generic Health & Safety Awareness training will be provided for designated staff).

In addition to the above, the Board of Directors will arrange for an independent audit of Health & Safety systems and processes at least every third year and a written inspection report will be presented to the Local Governing Body (or LGB designated committee) and to the CAST Audit & Risk Committee. If the report should raise any concerns or development issues for the school, the LGB should make a written response within three school weeks detailing action to be taken and due dates and this response should be sent to the CAST Audit & Risk Committee.

## **TRAINING**

Each Head Teacher (or other Line Managers, Supervisors, Department Heads etc. as designated via their job descriptions) will ensure that team-members are appropriately trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the standard appraisal process. Update or refresher training will be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures. The Board of Directors will ensure that annual training is available for those with oversight of school-level H&S responsibilities, especially the Designated Local Governor.

New employees will receive induction locally on Health & Safety including arrangements for first aid, emergency procedures, fire and evacuation.

## **DISCIPLINARY PROCEEDINGS**

Understanding and complying with all the Health & Safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the Health & Safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the appropriate authority (Local Governing Body or CAST Board). Any person, who intentionally or recklessly misuses, removes, interferes with or damages Safety equipment (see definition below), may be liable to prosecution under the Health & Safety at Work Act 1974.

“Safety Equipment” means any item of equipment (e.g. a fire extinguisher or a first-aid box) or any part of a building (e.g. a fire escape, fire alarm or fire door) provided specifically in the interests of Health, Safety or welfare as distinct from other items or equipment, parts of buildings, etc. which have other purposes.

## LETTINGS

This policy needs to be read in conjunction with the Plymouth CAST Lettings Policy. Any ‘letting’ will be issued with copies of both policies and will be asked to sign to confirm they have read both policies. For ease of use a space for the required signatures is provided immediately below.

*I, ..... (name) of ..... (company name  
if appropriate) confirm I have read the Plymouth CAST Health & Safety policy and the Plymouth  
CAST/school’s Lettings Policy.*

Letting Authorised Signature: .....

Date: .....

The school should keep a copy of this declaration.



## Appendix 1 – Lead Health & Safety Contacts

PLYMOUTH CAST – BOARD AND EXECUTIVE (THE COMPANY)		
Name	Role	Email Address
John Mannix	Chief Executive Officer	<a href="mailto:john.mannix@plymouthcast.org.uk">john.mannix@plymouthcast.org.uk</a>
Sir Brian Pearse	Board Chair	<a href="mailto:briangpearse@gmail.com">briangpearse@gmail.com</a>
John Mannix	Designated Lead Director	<a href="mailto:john.mannix@plymouthcast.org.uk">john.mannix@plymouthcast.org.uk</a>
John Mannix	Designated Lead Officer	<a href="mailto:john.mannix@plymouthcast.org.uk">john.mannix@plymouthcast.org.uk</a>
Neil Maslen	Area Adviser (West)	<a href="mailto:neil.maslen@plymouthcast.org.uk">neil.maslen@plymouthcast.org.uk</a>
Mary Cox	Area Adviser (Central)	<a href="mailto:mary.cox@plymouthcast.org.uk">mary.cox@plymouthcast.org.uk</a>
Jon Wood	Area Adviser (East)	<a href="mailto:jon.wood@plymouthcast.org.uk">jon.wood@plymouthcast.org.uk</a>

### Academies Operated by Plymouth CAST (By Area and Alphabetical Order)

#### CENTRAL AREA

Our Lady's, Barnstaple		
Name	Role	Email Address
Rob Meech	Principal	<a href="mailto:principal@olcs.uk">principal@olcs.uk</a>
Michala Morris	Business Manager/H&S Co-ordinator	<a href="mailto:sbm@olcs.uk">sbm@olcs.uk</a>
Boniface Weerakonda	Premises Manager/Caretaker	send to <a href="mailto:admin@olcs.uk">admin@olcs.uk</a>
Simon Cohen	Designated Local Governor	<a href="mailto:scohen@olcs.uk">scohen@olcs.uk</a>

Our Lady & St Patrick's, Teignmouth		
Name	Role	Email Address
Sarah Barreto	Head Teacher	<a href="mailto:head@olsp-rc.devon.sch.uk">head@olsp-rc.devon.sch.uk</a>
Tracey Doody	School Office Manager/Administrator	<a href="mailto:tdoody@olsp-rc.devon.sch.uk">tdoody@olsp-rc.devon.sch.uk</a>
Sarah Wills Mike Hart (Norse)	Premises Manager Caretaker	<a href="mailto:mrsills@olsp-rc.devon.sch.uk">mrsills@olsp-rc.devon.sch.uk</a>
Bernard Dagnall	Designated Local Governor	<a href="mailto:bidagnall@hotmail.com">bidagnall@hotmail.com</a>

**Priory, Torquay**

Name	Role	Email Address
Cathy Lowry	Head Teacher	<a href="mailto:clowry@priory-primary.torbay.sch.uk">clowry@priory-primary.torbay.sch.uk</a>
Helen Newman	Business/Office Manager	<a href="mailto:hnewman@priory-primary.torbay.sch.uk">hnewman@priory-primary.torbay.sch.uk</a>
Pat Ward	Designated Local Governor	<a href="mailto:wardpath@icloud.com">wardpath@icloud.com</a>

**Queensway, Torquay**

Name	Role	Email Address
Jane Fraser	Head teacher	<a href="mailto:fraser@queensway-primary.torbay.sch.uk">fraser@queensway-primary.torbay.sch.uk</a>
Hilary Morley	Office Manager	<a href="mailto:admin@queensway-primary.torbay.sch.uk">admin@queensway-primary.torbay.sch.uk</a>
Lucy Venter Lisa Southwell	Designated Local Governor	<a href="mailto:lucy@ventera.co.uk">lucy@ventera.co.uk</a> <a href="mailto:limsouthwell@gmail.com">limsouthwell@gmail.com</a>

**Sacred Heart, Paignton**

Name	Role	Email Address
Helen Brown	Head Teacher	<a href="mailto:brown@shrcps.org">brown@shrcps.org</a>
Louise Codd Jacquie Humber	Finance Officer Office Manager	<a href="mailto:codd@shrcps.org">codd@shrcps.org</a> <a href="mailto:humber@shrcps.org">humber@shrcps.org</a>
Steve Tester	Premises Manager	<a href="mailto:tester@shrcps.org">tester@shrcps.org</a>
Louise Codd	Designated Local Governor	<a href="mailto:codd@shrcps.org">codd@shrcps.org</a>

**St Margaret Clitherow, Brixham**

Name	Role	Email Address
Matt Tookey	Head Teacher	<a href="mailto:head@smcprimary.org">head@smcprimary.org</a>
Tina Bewley	Administrator	<a href="mailto:finance@smcprimary.org">finance@smcprimary.org</a>
Robert Soper	Caretaker	
Tom Gilmore	Designated Local Governor	<a href="mailto:thomasgilmore@btinternet.com">thomasgilmore@btinternet.com</a>

**St John's, Tiverton**

Name	Role	Email Address
Patrick Harland	Head Teacher	<a href="mailto:pharland@tiverton-st-johns-primary.devon.sch.uk">pharland@tiverton-st-johns-primary.devon.sch.uk</a>
Heidi Last	Business/Office Manager	<a href="mailto:admin@tiverton-st-johns-primary.devon.sch.uk">admin@tiverton-st-johns-primary.devon.sch.uk</a>
Eric Downing (Diamond Shine)	Premises Manager	
Jeremy Filmer-Bennett	Designated Local Governor	<a href="mailto:Filmer.bennett@btinternet.com">Filmer.bennett@btinternet.com</a>

**St John the Baptist, Dartmouth**

Name	Role	Email Address
Liz Hamilton	Head Teacher	<a href="mailto:head@st-johns-dartmouth.devon.sch.uk">head@st-johns-dartmouth.devon.sch.uk</a>
Helen Bridges	Office Manager	<a href="mailto:admin@st-johns-dartmouth.devon.sch.uk">admin@st-johns-dartmouth.devon.sch.uk</a>
John Smale	Caretaker	
Claire Brown	Designated Local Governor	<a href="mailto:cbrown@st-johns-dartmouth.devon.sch.uk">cbrown@st-johns-dartmouth.devon.sch.uk</a>

**St Joseph's, Newton Abbot**

Name	Role	Email Address
Kelly Dunne	Head of School	<a href="mailto:kellydunne@sina.uk">kellydunne@sina.uk</a>
Angela Folland	Executive Head	<a href="mailto:afolland@stnics.uk">afolland@stnics.uk</a>
Caroline Bearne	Administrator	<a href="mailto:cbearne@sina.uk">cbearne@sina.uk</a>
TBC	Premises Manager	
TBC	Designated Local Governor	

**St Joseph's, Exmouth**

Name	Role	Email Address
Nicola Taylor – Bashford	Acting Head	<a href="mailto:ntaylor-bashford@stjo.uk">ntaylor-bashford@stjo.uk</a>
Rachel Pattison	Executive Head	<a href="mailto:r.pattison@marpool.primary.co.uk">r.pattison@marpool.primary.co.uk</a>
Lesley Godfrey	Senior Administrator	<a href="mailto:lgodfrey@stjo.uk">lgodfrey@stjo.uk</a>
William Weston	Caretaker	

Clive Pearcey	Designated Local Governor	<a href="mailto:clivepearcey@hotmail.com">clivepearcey@hotmail.com</a>
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### St Mary's, Buckfast

Name	Role	Email Address
Nicola Slack	Head Teacher	<a href="mailto:head@st-marysrc.devon.sch.uk">head@st-marysrc.devon.sch.uk</a>
Mitzi Belsher	Bursar/Administrator	<a href="mailto:admin@st-marysrc.devon.sch.uk">admin@st-marysrc.devon.sch.uk</a>
Paddy Mahon	Designated Local Governor	<a href="mailto:benenden@btinternet.com">benenden@btinternet.com</a>

### St Nicholas, Exeter

Name	Role	Email Address
Angela Folland	Head Teacher	<a href="mailto:afolland@stncs.uk">afolland@stncs.uk</a>
Julie Down	Office Manager	<a href="mailto:jdown@stncs.uk">jdown@stncs.uk</a>
Neil Shute	Premises Manager	<a href="mailto:nshute@stncs.uk">nshute@stncs.uk</a>
Judy Yung	Designated Local Governor	

## EAST AREA

### Christ the King, Kinson

Name	Role	Email Address
Clare Tickel	Head Teacher	<a href="mailto:Clare.tickel@bournemouth.gov.uk">Clare.tickel@bournemouth.gov.uk</a>
Sally Moore Dawn Garrod	Finance Officer Admin Assistant	<a href="mailto:Sally.moore@bournemouth.gov.uk">Sally.moore@bournemouth.gov.uk</a> <a href="mailto:christthekingrc@bournemouth.gov.uk">christthekingrc@bournemouth.gov.uk</a>
Elizabeth Lee Walter Buczak	Cleaner in Charge Maintenance (Part time)	<a href="mailto:Christthekingrc@bournemouth.gov.uk">Christthekingrc@bournemouth.gov.uk</a>
Mike Carter	Designated Local Governor	<a href="mailto:michael@carter-fern.freeseve.co.uk">michael@carter-fern.freeseve.co.uk</a>

### St Augustine's, Weymouth

Name	Role	Email Address
Michael Lobo	Head Teacher	<a href="mailto:head@staugustines.dorset.sch.uk">head@staugustines.dorset.sch.uk</a>
	Administrator	
Andy Gardner	Premises Manager/Caretaker/Supervisor	<a href="mailto:andyg@staugustines.dorset.sch.uk">andyg@staugustines.dorset.sch.uk</a>

Vern Palmer	Designated Local Governor	Contact via school <a href="mailto:office@staugustines.dorset.sch.uk">office@staugustines.dorset.sch.uk</a>
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### St Catherine's, Bridport

Name	Role	Email Address
Frances Guppy	Head Teacher	<a href="mailto:fguppy@stcatherinesbridport.dorset.sch">fguppy@stcatherinesbridport.dorset.sch</a>
Michelle Crabb	Office Health & Safety Lead	<a href="mailto:office@stcatherinesbridport.dorset.sch.uk">office@stcatherinesbridport.dorset.sch.uk</a>
Chris Fearn	Designated Local Governor	<a href="mailto:chrisfearn42@hotmail.com">chrisfearn42@hotmail.com</a>

### St Catherine's, Wimborne

Name	Role	Email Address
Sarah Sparks	Head Teacher	<a href="mailto:s.sparks@stcatherinescolehill.dorset.sch.uk">s.sparks@stcatherinescolehill.dorset.sch.uk</a>
Carolyn Stewart	Finance Officer	<a href="mailto:office@stcatherinescolehill.dorset.sch.uk">office@stcatherinescolehill.dorset.sch.uk</a>
TBC	Premises Manager	
Simon Pope	Designated Local Governor	<a href="mailto:simon.pope@universalcleaning.org.uk">simon.pope@universalcleaning.org.uk</a>

### St Joseph's, Poole

Name	Role	Email Address
Neil McDermott	Head Teacher	<a href="mailto:nmcdermott@sjcp.co.uk">nmcdermott@sjcp.co.uk</a>
Nicky O'Donoghue	Business/Office Manager	
Neil Lewry	Premises Manager	
Brian Melrose	Designated Local Governor	<a href="mailto:brianmelrose@hotmail.co.uk">brianmelrose@hotmail.co.uk</a>

### St Mary's, Axminster

Name	Role	Email Address
Frances Guppy	Executive Head	<a href="mailto:fguppy@stcatherinesbridport.dorset.sch.uk">fguppy@stcatherinesbridport.dorset.sch.uk</a>
Paul Melling	Assistant Head	<a href="mailto:pmelling@stmarysaxminster.devon.sch.uk">pmelling@stmarysaxminster.devon.sch.uk</a>
Jessie Hay	Finance Officer	<a href="mailto:finance@stmarysaxminster.devon.sch.uk">finance@stmarysaxminster.devon.sch.uk</a>

Roy Haxford	Caretaker	No email sent to: <a href="mailto:admin@stmarysaxminster.devon.sch.uk">admin@stmarysaxminster.devon.sch.uk</a>
James Hammett	Designated Local Governor	<a href="mailto:JamesHammett@UKTram.co.uk">JamesHammett@UKTram.co.uk</a>

### St Mary's, Dorchester

Name	Role	Email Address
Paula Fearn	Head Teacher	<a href="mailto:head@stmarysdorchester.dorset.sch.uk">head@stmarysdorchester.dorset.sch.uk</a>
Sadie Wilson	Business/Office Manager	<a href="mailto:office@stmarysdorchester.dorset.sch.uk">office@stmarysdorchester.dorset.sch.uk</a>
Chris Salked	Premises Manager	Contact through school
Richard Elliott	Designated Local Governor	<a href="mailto:rich7elliott@gmail.com">rich7elliott@gmail.com</a>

### St Mary's, Marnhull

Name	Role	Email Address
Charlotte Targett	Head Teacher	<a href="mailto:cbtargett@stmarymarnhull.dorset.sch.uk">cbtargett@stmarymarnhull.dorset.sch.uk</a>
Melanie Beaumont	Business/Office Manager	<a href="mailto:office@stmarymarnhull.dorset.sch.uk">office@stmarymarnhull.dorset.sch.uk</a>
Peter Howes	Janitor	<a href="mailto:office@stmarymarnhull.dorset.sch.uk">office@stmarymarnhull.dorset.sch.uk</a>
James Lovell-Dyer	Designated Local Governor	<a href="mailto:james@lovell-dyer.fsnet.co.uk">james@lovell-dyer.fsnet.co.uk</a>

### St Mary's, Poole

Name	Role	Email Address
Helen Armstrong	Head Teacher	<a href="mailto:h.armstrong@e-mail.st-marys.poole.sch.uk">h.armstrong@e-mail.st-marys.poole.sch.uk</a>
Pat Rushton	Business Manager	<a href="mailto:p.rushton@e-mail.st-marys.poole.sch.uk">p.rushton@e-mail.st-marys.poole.sch.uk</a>
Amanda Hazell	Office Administrator	<a href="mailto:a.hazell@e-mail.st-marys.poole.sch.uk">a.hazell@e-mail.st-marys.poole.sch.uk</a>
Sean Rolston	Site Manager	<a href="mailto:s.rolston@e-mail.st-marys.poole.sch.uk">s.rolston@e-mail.st-marys.poole.sch.uk</a>
Richard Smith	Designated Local Governor	<a href="mailto:richpoole1@sky.com">richpoole1@sky.com</a>

### St Mary's, Swanage

Name	Role	Email Address
Linda Lake	Head Teacher	<a href="mailto:llake@stmarysswanage.dorset.sch.uk">llake@stmarysswanage.dorset.sch.uk</a>
	Business/Office Manager	

Bill Wilson Mauro Bollani	Premises Manager Caretaker	
Pete Meteau Derek Hancock	Designated Local Governor	<a href="mailto:p.meteau@uwclub.net">p.meteau@uwclub.net</a> <a href="mailto:69hdr@tiscali.co.uk">69hdr@tiscali.co.uk</a>

### St Mary & St Joseph's, Wool

Name	Role	Email Address
Helen Brown	Head	<a href="mailto:h.brown@stmaryjosephswool.dorset.sch.uk">h.brown@stmaryjosephswool.dorset.sch.uk</a>
Jane Slough	Admin Officer	<a href="mailto:j.slough@stmaryjosephswool.dorset.sch.uk">j.slough@stmaryjosephswool.dorset.sch.uk</a>
David Scott	Designated Local Governor	<a href="mailto:office@stmaryjosephswool.dorset.sch.uk">office@stmaryjosephswool.dorset.sch.uk</a>

### The Orchard Nursery, Bournemouth

Name	Role	Email Address
	Manager	
	Business/Office Manager	
	Premises Manager	
	Designated Local Governor	

## WEST AREA

### Holy Cross, Plymouth

Name	Role	Email Address
Paul Cotter	Executive Head	<a href="mailto:pcotter@holycross.plymouth.sch.uk">pcotter@holycross.plymouth.sch.uk</a>
Sharon Leach	School Administrator	<a href="mailto:holy.cross.rc.primary.school@plymouth.gov.uk">holy.cross.rc.primary.school@plymouth.gov.uk</a>
Bob Timberlake (Coastline)	Premises Manager	
Sean Harrison	Designated Local Governor	<a href="mailto:seanharrison5769@hotmail.co.uk">seanharrison5769@hotmail.co.uk</a>

### Keyham Barton, Plymouth

Name	Role	Email Address
Finola Gill	Head Teacher	<a href="mailto:fgill@keyhambarton.plymouth.sch.uk">fgill@keyhambarton.plymouth.sch.uk</a>
Kathy Turvey	Business Manager	<a href="mailto:admin@keyhambarton.plymouth.sch.uk">admin@keyhambarton.plymouth.sch.uk</a>

Paul Stewart	Caretaker	<a href="mailto:pstewart@keyhambarton.plymouth.sch.uk">pstewart@keyhambarton.plymouth.sch.uk</a>
Alaine Cocker	Designated Local Governor	<a href="mailto:acocker@keyhambarton.plymouth.sch.uk">acocker@keyhambarton.plymouth.sch.uk</a>

### Notre Dame, Plymouth

Name	Role	Email Address
Kate White	Head Teacher	<a href="mailto:kwhite@ndonline.org">kwhite@ndonline.org</a>
Sam Bailey	Business/Office Manager	<a href="mailto:sbailey@ndonline.org">sbailey@ndonline.org</a>
Russell Warren Mary Ingleson	Facilities/Network Manager Site Supervisor	<a href="mailto:rwarren@ndonline.org">rwarren@ndonline.org</a>
Stephen Hole	Designated Local Governor	<a href="mailto:steve3192@gmail.com">steve3192@gmail.com</a>

### St Boniface, Plymouth

Name	Role	Email Address
Frank Ashcroft	Head Teacher	<a href="mailto:fashcroft@stbonifaces.co.uk">fashcroft@stbonifaces.co.uk</a>
	Business/Office Manager	
Andrew Chapman	Site Manager	<a href="mailto:achapman@stbonifaces.com">achapman@stbonifaces.com</a>
John Bull	Designated Local Governor	<a href="mailto:jbull@stbonifaces.com">jbull@stbonifaces.com</a>

### St John's, Camborne

Name	Role	Email Address
Nichola Teixeira	Head Teacher	<a href="mailto:head@st-johns.cornwall.sch.uk">head@st-johns.cornwall.sch.uk</a>
Sharon Langley	Administrator	<a href="mailto:secretary@st-johns.cornwall.sch.uk">secretary@st-johns.cornwall.sch.uk</a>
Paul Collins	Caretaker	<a href="mailto:pcollins@st-johns.cornwall.sch.uk">pcollins@st-johns.cornwall.sch.uk</a>
Tim Moran	Designated Local Governor	<a href="mailto:tmoran@st-johns.cornwall.sch.uk">tmoran@st-johns.cornwall.sch.uk</a>

### St Joseph's, Plymouth

Name	Role	Email Address
Brendan Gill	Head Teacher	<a href="mailto:gillb@st-josephs.plymouth.sch.uk">gillb@st-josephs.plymouth.sch.uk</a>
Jayne Couzins	Senior Administrator	<a href="mailto:couzinsj@st-josephs.plymouth.sch.uk">couzinsj@st-josephs.plymouth.sch.uk</a>



Bryan Samuel	Caretaker	<a href="mailto:samuelb@st-josephs.plymouth.sch.uk">samuelb@st-josephs.plymouth.sch.uk</a>
	Designated Local Governor	

### St Mary's, Bodmin

Name	Role	Email Address
Alana McGovern	Head Teacher	<a href="mailto:head@st-marys-bod-cornwall.sch.uk">head@st-marys-bod-cornwall.sch.uk</a>
Lesa Potts	Office Manager	<a href="mailto:administrator@st-marys-bod-cornwall.sch.uk">administrator@st-marys-bod-cornwall.sch.uk</a>
Paul Beards	Caretaker	<a href="mailto:sitemanager@st-marys-bod-cornwall.sch.uk">sitemanager@st-marys-bod-cornwall.sch.uk</a>
Andy Brumby	Designated Local Governor	<a href="mailto:anbrumby@hotmail.co.uk">anbrumby@hotmail.co.uk</a>

### St Mary's, Falmouth

Name	Role	Email Address
Jacqui Scarborough	Head Teacher	<a href="mailto:head@st-marys-fal.cornwall.sch.uk">head@st-marys-fal.cornwall.sch.uk</a>
Carol Pipkin Susan Buscombe	Administrator Senior Leader	<a href="mailto:secretary@st-marys-fal.cornwall.sch.uk">secretary@st-marys-fal.cornwall.sch.uk</a> <a href="mailto:sbuscombe@st-marys-fal.cornwall.sch.uk">sbuscombe@st-marys-fal.cornwall.sch.uk</a>
Tony Pipkin	Premises Manager	<a href="mailto:tpipkin@st-marys-fal.cornwall.sch.uk">tpipkin@st-marys-fal.cornwall.sch.uk</a>
Susan Marshall	Designated Local Governor	<a href="mailto:smarshall@st-marys-fal.cornwall.sch.uk">smarshall@st-marys-fal.cornwall.sch.uk</a>

### St Mary's, Penzance

Name	Role	Email Address
Mrs Demelza Bolton	Head Teacher	<a href="mailto:head@st-marys-rc-pz.cornwall.sch.uk">head@st-marys-rc-pz.cornwall.sch.uk</a>
Tressa Herriot	Safeguarding & Pupil Welfare Worker	<a href="mailto:tressa.herriot@st-marys-rc-pz.cornwall.sch.uk">tressa.herriot@st-marys-rc-pz.cornwall.sch.uk</a>
Jackie Merriman	School Secretary	<a href="mailto:jackiemerriman@st-marys-rc-pz.cornwall.sch.uk">jackiemerriman@st-marys-rc-pz.cornwall.sch.uk</a>
Elaine Neale	Caretaker	Tel: 07929 210 090
Maureen Munday	Designated Local Governor	<a href="mailto:maureenmunday@btinternet.com">maureenmunday@btinternet.com</a>

### St Paul's, Plymouth

Name	Role	Email Address
Maria Anderson	Head Teacher	<a href="mailto:manderson@stpaulsplymouth.com">manderson@stpaulsplymouth.com</a>

Karen Spellman	Senior Administrator	<a href="mailto:kspellman@stpaulsplymouth.com">kspellman@stpaulsplymouth.com</a>
Terry Mitch	Carektaker	<a href="mailto:tmitch@stpaulsplymouth.com">tmitch@stpaulsplymouth.com</a>
Fred Pearce	Designated Local Governor	<a href="mailto:fpearce@stpaulsplymouth.com">fpearce@stpaulsplymouth.com</a>

### St Peter's, Plymouth

Name	Role	Email Address
Paul Morse	Head Teacher	<a href="mailto:paulmorse@st-petersrc.plymouth.sch.uk">paulmorse@st-petersrc.plymouth.sch.uk</a>
Louise Patterson	Business/Office Manager	<a href="mailto:admin@st-petersrc.plymouth.sch.uk">admin@st-petersrc.plymouth.sch.uk</a>
John Cooper	Premises Manager	<a href="mailto:John@st-petersrc.plymouth.sch.uk">John@st-petersrc.plymouth.sch.uk</a>
Paul Watson (Chair)	Designated Local Governor	<a href="mailto:paul.watson@babcock.co.uk">paul.watson@babcock.co.uk</a>

### The Cathedral School of St Mary, Plymouth

Name	Role	Email Address
Paul Cotter	Executive Head	<a href="mailto:p.cotter@cathedral.plymouth.sch.uk">p.cotter@cathedral.plymouth.sch.uk</a>
Anne Packer	Administrator	<a href="mailto:a.packer@cathedral.plymouth.sch.uk">a.packer@cathedral.plymouth.sch.uk</a>
Bob Timberlake (Coastline)	Premises Manager	
Sean Harrison	Designated Local Governor	<a href="mailto:seanharrison5769@hotmail.co.uk">seanharrison5769@hotmail.co.uk</a>

## Non Academy Sites Operated by Plymouth CAST

### St Boniface House

Name	Role	Email Address
John Mannix	CEO	<a href="mailto:john.mannix@plymouthcast.org.uk">john.mannix@plymouthcast.org.uk</a>
Helen Moram	Business/Office Manager	<a href="mailto:helen.moram@plymouthcast.org.uk">helen.moram@plymouthcast.org.uk</a>
N/A	Premises Manager	
John Mannix	Chair of Building Committee	<a href="mailto:john.mannix@plymouthcast.org.uk">john.mannix@plymouthcast.org.uk</a>

## Appendix 2 – Delegated Responsibilities (Academy/School Level)

The Head and the Designated Lead from the Local Governing Body, named in Appendix 1 above, retain full accountability for Health & Safety at this School. However, the delegation of Health & Safety responsibilities to identified members of the staff team is an effective method for capitalising on specialisms and expert knowledge and is considered to be best practice by the Directors of Plymouth CAST.

The following table confirms the posts within this school that have delegated roles in relation to the oversight and implementation of the Trust's and School's Health & Safety responsibilities.

Asbestos Management	Maintenance Site Person
COSHH (Control of Substances Hazardous to Health)	Cleaner In Charge Kitchen manager
Curriculum Equipment	Deputy Headteacher
Electricity & Electrical Installations	Maintenance Site Person Sally Moore
Electrical Equipment - Curriculum	Maintenance Site Person Sally Moore
Emergency Evacuation Plan	Headteacher Lead Marshall (DG)
Emergency Lighting	Maintenance Site Person Lead Marshall (DG)
Fire Detection and Prevention Systems	Maintenance Site Person Lead Marshall (DG)
Fire Exits and Fire Equipment Checks	Maintenance Person Lead Marshall (DG)
Fire Log Book	Lead Marshall (DG)
Fire Risk Assessments & Plans	Lead Marshall (DG)
First Aid Equipment	Named First Aider (DG)
Food Safety (Catering)	Kitchen manager

Food Safety (Curriculum)	Deputy Headteacher
Gas Safety Checks	Maintenance Site Person
Health & Safety Operations	Maintenance Site Person
Health & Safety Monitoring	Maintenance Site Person
Inspection of Lifts and Hoists	Maintenance Site Person
Lab Safety	n/a
Legionella Risk Assessments & Logs	SLA Dawn G
Lightning Protection	SLA Admin (DG)
Manual Handling	Headteacher Admin (DG)
Mechanical and Electrical Plant	n/a
Portable electrical appliance testing	SLA Sally Moore
Risk Assessments	Headteacher
Special Educational Needs and Disability	Deputy Headteacher / SENCo
Training Records	Deputy Headteacher Office Manager
Trips	Sports Coach
Vehicles	Headteacher Admin (DG)
Wellbeing	Headteacher

Work Equipment Registers and Checks	Maintenance Site Person / SLA Admin (DG)
Safeguarding	DSL: Headteacher Chris Barrington Fran Perry
Contractor Access	Headteacher Admin (DG)

## Appendix 3 – Classroom Checklist

To ensure that Local Governors and Company Directors are aware of potential Health & Safety issues affecting general teaching areas.

- The form is to be completed by the teacher assigned to each classroom, or in the absence of a designated teacher, the Head of Department/Keystage or other relevant line manager.
- The form is to be completed and filed with the Head on or before 31<sup>st</sup> October in each academic year.

Please note, the form has not been adapted for specialist areas, i.e. Science, Technology, Sports etc. Teachers responsible for specialist areas should:

- Complete the basic checklist for each designated space and ensure that elements specific to the specialist area are listed in the Additional Issues section of the form.

The Classroom Checklist 'Contains public sector information published by the Health & Safety Executive and licensed under the Open Government Licence'.

The Classroom Checklist can be found online at: [www.hse.gov.uk/risk/classroom-checklist.htm](http://www.hse.gov.uk/risk/classroom-checklist.htm).



Health and Safety  
Executive

Questions you should ask:		Yes	Further action needed	N/A	
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in a good condition?				
	Are there any changes in floor level or type of flooring that need to be highlighted?				
	Are gangways between desks kept clear?				
	Are trailing electrical leads/cables prevented wherever possible?				
	Is lighting bright enough to allow safe access and exit?				
	Are procedures in place to deal with spillages, eg water, blood from cuts?				
	For stand-alone classrooms: ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails?				
	<b>Work at height (falls)</b>	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
Is a window-opener provided for opening high-level windows?					
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?				
	Is furniture in good repair and suitable for the size of the user, whether adult or child?				
	Is portable equipment stable, eg a TV set on a suitable trolley?				
	Where window restrictors are fitted to upper-floor windows, are they in good working order?				
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?				
	<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, eg computers?			
<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?				
	Have pupils been advised about good practice when using computers?				
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?				
	Are all plugs and cables in good repair?				
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)				
	Has any damaged electrical equipment been taken out of service or replaced?				
<b>Asbestos</b>	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?				
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?				
<b>Fire</b>	If there are fire exit doors in the classroom, are they: ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside?				
	Is fire-fighting equipment in place in the classroom?				
	Are fire evacuation procedures clearly displayed?				
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?				
	<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?				
	Are measures in place, for example blinds, to protect from glare and heat from the sun?				

*This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.*

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## **Appendix 4 – General Health & Safety Arrangements (A-Z)**

### **Accident Procedures**

All accidents shall be reported to the locally designated First-Aid Coordinator, using an Accident Report Form. In addition to this procedure, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), certain types of injury and incident arising from work activities must be reported to the enforcing authority, the Health & Safety Executive (HSE). This is the responsibility of the designated First-Aid Coordinator or designated School/Site Manager.

### **Administration of Medicines**

The administration of medicines to pupils/students is strictly controlled (via The Administration of Medicines Policy) and managed locally by first-aid coordinators. Details of the policy may be obtained upon request.

### **Asbestos**

Asbestos registers and safe-handling procedures are maintained locally at each Academy. Advance reference must be made to these documents in any circumstances where works to the fabric of buildings is to be undertaken.

### **Buildings and External Areas**

Such areas will be inspected termly as part of the school's self-inspections. Any defects discovered whether through inspection or routine observation must be logged and reported to the appropriate authority, usually by email to the designated School/Site Manager.

### **Catering**

School meals are provided either by in-house contractors or in-house staff. In either case the Food Hygiene (England) Regulations 2006 and Regulations (EC) No 853/2004 on the hygiene of foodstuffs are complied with under the monitoring and guidance of the Food Standards Agency / Local Authority Environmental Health Officers.

### **Contractors**

The presence and work of contractors on our premises is the responsibility of the relevant School/Site Manager. Contractors are responsible for familiarising themselves with all relevant Health & Safety procedures. Working practices adopted by contractors will be monitored by the designated School/Site Managers. Poor or dangerous practices will be brought to the attention of the contractor's management, and where there is a serious concern a stop-notice may be served by either the Head or by CAST's Area Adviser. All Contractors must report to the Reception Office on arrival at the school and be escorted whilst on site.

### **Cleaning and Housekeeping**

In order to assist the cleaning teams to do their task thoroughly all employees are expected to maintain tidy workspaces and as clear as is practicable work surfaces, and ensure gangways, corridors etc. within their work area and classrooms are clutter free and have no obstructions or hazards. If there are concerns or any requirement to have cleaning items and/or equipment removed or relocated these should be directed to the designated School/Site Manager.

### **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 1994 requires all employers to assess and control the risks to Health of all substances hazardous to Health (which are widely defined). Cleaning Supervisors, Lab Technicians and/or any other appropriately trained and responsible staff will ensure that, for proprietary materials (e.g. cleaning agents, chemicals) the suppliers' hazard data sheets and instructions for use will be available to all staff. Appropriately trained and responsible staff will carry out COSHH assessments for materials handled by staff

under their control. Details will be kept locally indicating the correct use of the material, the identified hazards and the PPE required by the user.

### **Display Screen Equipment**

All such equipment and associated workstations will be subjected to a formal assessment as soon as is practicable after installation. Staff members are expected to undertake a self-inspection should the location / layout of their workstation change. Details at [www.hse.gov.uk/msd/dse/guidance.htm](http://www.hse.gov.uk/msd/dse/guidance.htm)

### **Electricity and Electrical Installations**

All fixed installations are maintained and managed locally as are arrangements for inspecting and testing portable appliances. All employees have a responsibility through routine observation to report any obvious defects with electrical appliances they use within their department and to report to the designated School/Site Manager any obvious defects/damaged cables, plugs, exposed or charred wires etc. As a general rule personal items of electrical equipment, such as heaters, cooking equipment, fridges, TVs, etc. or anything else that needs to be plugged in to an Academy's mains supply should not be brought to the Academy. If such a need exists, e.g. a medical requirement, prior permission must be obtained in writing from the local School/Site Manager and the item must be PAT tested.

### **Emergency Evacuation and Invac (Lockdown) Procedures**

Procedures are implemented locally stating the action to be taken in the event of an emergency or fire. These are issued and displayed locally by the School/Site Manager. All new members of staff are instructed on the emergency evacuation procedure as part of their induction training by their Manager. Visitors must always be escorted around site.

### **Equipment and Machinery (including Hand Tools)**

Safe operation and maintenance of such equipment and machinery is the responsibility of the appropriate department. Proper methods, instructions and procedures for safe-use must be clearly displayed and conveyed in advance to those who operate / utilise them. No employee may use any item of equipment or machinery unless they have been trained to do so. Maintenance manuals must be maintained up-to-date by designated Technicians and be kept in the appropriate locations / workshops.

### **Fire Detection, Protection & Evacuation Systems incl. Emergency Light Systems**

All systems are maintained by third party agents with records of inspections and checks kept locally.

### **First Aid Procedures**

In accordance with the First Aid at Work Regulations 1981, first aid facilities and trained first aiders are available within each Academy. The locations of First Aid boxes and a list of qualified First Aiders are issued and displayed locally by the School/Site Managers.

### **Incident Reporting Procedures**

Other Incidents (distinctly different from accidents) such as loss / damage / theft of Academy or personal property, fire alarm activations, any other incident or dangerous event shall be recorded on an Incident Form and submitted to the designated School/Site Manager.

### **Ladders, Step Ladders, Trestles and Scaffolding**

Such equipment must conform to minimum industrial standards (domestic rated items cannot be used) and an inventory must be maintained locally within departments. Local technical staff should undertake regular visual inspections and report / rectify / remove any items deemed unsafe for use. Proper methods, instructions and procedures for safe-use must be clearly displayed and conveyed in advance to those who operate / utilise them. Only trained employees may use such equipment.



### **Lone / Out of Hours Working**

No person shall work alone where there is a serious Health or Safety hazard. Such work activities especially those likely to occur outside normal hours should be assessed by each Local Governing Body. Local arrangements in place for reporting after hours working are issued and displayed locally by the School/Site Manager, as are arrangements for out of hours school events

### **Manual Handling Operations**

The Manual Handling Operations Regulations 1992 require hazardous manual handling operations to be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment must be made to identify hazards and preventive measures to be implemented to minimise risks of personal injury due to manual handling activities.

### **Mechanical/Electrical Plant (MEP), Boilers, Lifts etc.**

Records of all such plant and installations and their maintenance arrangements are held locally.

### **Personal Emergency Evacuation Plans (PEEPs)**

Each employee or pupil/student who, for whatever reason, may be compromised in evacuating the building in an emergency will have a PEEP agreed with either the SEN coordinator or designated First-Aid Coordinator.

### **Personal Protective Equipment (PPE)**

In accordance with the Personal Protective Equipment Regulations 1992, suitable personal protective equipment appropriate for the specific hazards of the task being carried out will be provided to all relevant users. Ordering, inventory management, issue and proper use of PPE will be undertaken and managed locally by each department, e.g. Safety goggles, etc. It is the responsibility of the individual to whom personal protective equipment has been issued to wear the equipment where required, to take proper care of that equipment and to promptly report any defects.

### **Risk Assessments**

In addition to specific risk assessments carried out (COSHH, Manual Handling, Trips etc.) general risk assessments for specific/departamental activities will be undertaken as required by the appropriate department. The assessments should identify potential hazards and any risk reduction actions already being carried out and any further actions required to control or eliminate risks. They will be continually reviewed by each originating colleague/department and a copy of the records kept locally.

### **Smoking**

Plymouth CAST operates a strict no-smoking policy. Smoking in a public place is against the law and the Trust may, on a case-by-case basis, decide to take legal action against anyone found to be in breach of policy.

### **Trips and Educational Visits**

Educational visits are subject to stringent Health & Safety stipulations/requirements and each Local Governing Body is required to have robust procedures in places for planning, risk assessment and mitigation and formal agreement to any such events. Consent must be obtained from the Head Teacher and/or Local Governing Body before the planned activity can proceed.

### **Vehicle Use**

This section applies only to those vehicles owned or hired by Plymouth CAST, and used by Plymouth CAST staff while undertaking Plymouth CAST activities. The policy is that that staff do **not** use their own vehicles to transport pupils/students or colleagues for business/academy activities. However if this is unavoidable approval must sought from the Head Teacher or, for central staff, the CEO. The Head is responsible for ensuring that school owned vehicles are properly serviced, maintained and provided with appropriate insurance. Vehicles must be driven

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only by authorised employees who are in possession of a valid driving licence and have completed an approved minibus drivers course.

### **Visitors**

All visitors must sign in/out at the local Reception. Any visitor who does not hold a valid DBS certificate must be escorted at all times whilst on site. All unescorted visitors will be briefed on the Emergency Evacuation procedures upon arrival.