



St Joseph's Roman
Catholic High School

Health & Safety Policy

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom

Striving for academic excellence and celebrating success in all we do

Version Control

Current Version	Previous Version	Summary of Changes Made
March 2021	Oct 2020	6. Arrangements, work equipment, Sports Equipment section added

Policy Impact Statement	
Policy:	
This Policy has been implemented:	
Fully	✓
Partially	
Occasionally	
Not at all (give reasons why)	
What revisions need to be made:	
To the Policy?	
To its implementation?	

SCHOOL HEALTH & SAFETY POLICY

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

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

1 Policy Statement

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

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

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

2 Organisation for Health and Safety

2.1 Headteacher & Governors

Headteachers are responsible for the day to day Health and Safety Management of schools and all staff directly employed by the school. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular, Headteachers must be aware of the arrangements governing visits and general contractors whilst on the school premises.

The Local Authority may give a warning notice to any maintained school (community, community special, foundation, foundation special, voluntary aided or voluntary controlled) in its area where the safety (not the health of staff or students) is threatened by, for example, break down in discipline.

Aided Schools

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

Headteachers & Governors Roles

- Monitor the effectiveness of the safety policy.
- Make arrangements to ensure that all staff employed by the school and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant Health and Safety information.
- Understand the Headteacher and Governor Responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of Bolton Council.
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a Health and Safety hazard.
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system.
- Ensure accidents are reported and investigated where necessary and ensure control measures are implemented.
- Develop and maintain safe working practices.
- Ensure that all staff are aware of the first aid arrangements and first aiders.
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities.
- Provide suitable induction training for all new staff.
- Identify Health and Safety training needs.
- Ensure all structural defects are reported to the Diocese and Local Authority.
- Ensure staff have an awareness of relevant Health and Safety legislation and their responsibilities as employees.
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained.
- Ensure there are suitable provisions for contractors working on site.

- Understand the organisation, role and powers of Health and Safety Executive Inspectors.
- Recognise that the policy, risk assessments and practices are not static and ensure that the schools Health and Safety policies and procedures are updated and amended where necessary.
- Ensure that appropriate funds are allocated in the budget to ensure effective Health and Safety procedures, repairs and maintenance in the school.

2.2 The School Business Manager, Facilities Manager, Caretaking Staff and Lead Cleaner

The School Business Manager, Facilities Manager, Caretaking Staff and Lead Cleaner are key members of the school staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools, the 'contact person/people' for reporting faults and liaising with contractors on site.

The School Business Manager has responsibility:

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

The Facilities Manager has a responsibility:

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

2.3 Obligations of All Employees

The Health and Safety at Work Act 1974 states:

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

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

Also that:

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

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

- i Have a general responsibility for the application of the School’s Safety Policy and any Local Authority Policy, to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed.
- ii Shall, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations.
- iii To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied.
- iv To observe standards of dress consistent with safety and hygiene.
- v To exercise good standards of housekeeping and cleanliness.
- vi Shall resolve any Health and Safety problems any member of staff may refer to them and refer to the Head, any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- vii To know and apply the emergency procedures in respect of fire and first-aid.
- viii To use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others.
- ix To co-operate with other employees in promoting improved safety measures in their school.
- x To co-operate with the appointed Safety Representative and the Enforcement Officer of the Health and Safety Executive or the Public Health Authority.
- xi To ensure that tools and equipment provided are kept in good condition, used appropriately and carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit necessary risk assessments and audit reports.
- xii Ensure that ANY Health and Safety hazards are reported to the Headteacher.
- xiii Not to behave in any way that would cause risk to either themselves or others.

- xiv Ensure that any persons under their supervision do not behave in any way that would cause risk to either themselves or others.

2.4 Staff (teaching and non-teaching) holding positions of Special Responsibility (e.g Deputy Headteacher, Assistant Headteacher, Caretaker, Catering Manager, etc)

Staff holding these positions:

- i Are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the Governing Body or Headteacher.
- ii Should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water, etc).
- iii Should resolve any Health and Safety problems any member of staff or pupil may raise and refer to the Headteacher any problem for which there is not satisfactory solution within the resources available.
- iv Should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety at work.
- v Should propose to the Headteacher or caretaker any changes and additions to plant, equipment or machinery which are necessary for maintenance or safety.
- vi Ensure that induction processes adequately cover Health and Safety procedures.

2.5 Particular Responsibilities of Class Teachers

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

A class teacher is expected to:

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

- xi Liaise with and recommend to Heads of Department or Headteacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- xii Ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc, plus any special safety procedures are available and will be used.

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

2.6 The Pupil

Pupils are expected to:

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

2.7 The Health and Safety Representative

Health and Safety representatives are:

- i Not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work Act 1974.
- ii Do not carry additional legal liability for either their activities or omissions as a safety representative.
- iii The functions of safety representatives are as follows:
 - to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of accidents at the workplace.
 - to investigate complaints by any employees he/she represents relating to that employees' health, safety or welfare at work.
 - to make representations to the employer on general matters out of (i) and (ii) above.
 - to make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace.
 - to carry out inspection.
 - to represent the employees he/she is appointed to represent in consultation at the workplace with inspectors of the HSE and any other enforcing authority.
 - to receive information from inspectors in accordance with Section 28(8) of the 1974 Act.

- to attend meeting of safety committees in the capacity of safety representative and in connection with any of the above functions.

2.8 Visitors

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

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

3.0 Arrangements for Health and Safety

3.1 Fire Safety

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

3.2 Risk Assessment

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

For example:

- i School Visits.
- ii Use of heat producing equipment in classrooms as part of the curriculum: candles, kettles.
- iii Significant repairs and maintenance.
- iv Contractors on site.
- v The use of any substances under COSHH.
- vi Significant events on the school premises.
- vii Use of new equipment (where appropriate).
- viii Working at heights.
- ix Lone working.
- x Working with chemicals, e.g. bleach.

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

3.3 Critical Incidents

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

3.4 Accidents/Incidents

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

3.5 First Aid

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

3.6 Asbestos

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

3.7 COSHH

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

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

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

3.8 Display Screen Users

Requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 apply to the use of all types of Display Screen Equipment, together with associated workstations. Members of staff who are defined as a user of display screen equipment are entitled to an eyesight test, the cost of which will be borne by the school or council as applicable and a contribution to the costs of lenses/spectacles required for the use of display screen equipment, where appropriate. The corporate policy and guidance gives details of the legal rights under the Regulations.

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

3.9 Sun Protection

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

3.10 Administration of Medicines

Only essential medicines will be administered during the school day or on Educational Visits. These will only be those prescribed by a doctor. Parents must complete and sign the 'Parental Agreement to Administer Medicine' form before any medicines can be handed over to the school. A risk assessment may be needed before an Education Visit takes place. Staff supervising the visit will be responsible for

safe storage and administration of the medication during the visit. This is covered in detail in the school 'Supporting Pupils with Medical Conditions Policy'.

3.11 Concluding Statement

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

Equal Opportunities

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

No Smoking Policy

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

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

4.0 Review

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

5.0 School Lettings

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

6.0 Arrangements

Roles & Responsibilities	
The senior member of staff in school with responsibility for Health & Safety matters is:	Mr T McCabe - Headteacher
The Governor appointed for Health and Safety is:	Members of the Finance Committee
Consultation with staff regarding Health & Safety is provided via:	Staff briefings Emails, induction
Designated Child Protection Officer is: Deputy Designated Child Protection Officer is:	Mr M Singleton Mrs R Hawkrigg
Risk Assessment	
The person responsible for ensuring risk assessments are carried out is:	School Business Manager
Copies of risk assessments are located:	Shared folders on P Drive
Staff who have undergone training and are competent to carry out risk assessments are:	SBM Science & Technology Technicians Facilities Manager Lead Cleaner Head of PE Admin Staff Catering company - Hutchinson
Any hazards noted within school must be reported to:	Site Manager School Business Manager
Risk assessments will be reviewed periodically	
Educational Visits Coordinator is:	School Business Manager & Assistant H/T
Educational visits risk assessments are can be accessed by:	EVOLVE
Emergency & Fire Arrangements	
Competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	School Business Manager & Casserley Property Management Solutions (Salford Diocese)
Fire drills will be carried out termly by:	Headteacher
Fire alarm points will be tested on a weekly basis by:	Facilities Manager, caretaker in his absence
Means of escape will be checked on a weekly basis by:	Facilities Manager, caretaker in his absence
Fire fighting equipment will be checked on a weekly basis by:	Facilities Manager, caretaker in his absence
Emergency lighting will be tested on a monthly basis by:	Facilities Manager, caretaker in his absence
Records of tests, check and drills will be held in/by:	Facilities Manager in Site Office
Fire extinguishers will be serviced on an annual basis by:	Chubb Fire

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non-employees (including pupils, visitors, etc)

Location of accident forms:	Main school office/Science Prep
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Persons responsible for accident forms:	Qualified first aider giving treatment/dealing with casualty
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Person responsible for carrying out accident investigation is:	Mrs J Rainford – First Aider/Science Technician
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Accident forms must be completed and returned to Bolton Council, Health & Safety Team, 2nd Floor Paderborn House, Le Mans Crescent, Bolton, BL1 1UR

The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Headteacher/School Business Manager
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made

First Aid

A list of qualified first aid trained staff and their location within school along with date of issue and expiry date of qualification is held on the P drive, Admin, First Aid

The person responsible for ensuring that qualifications are maintained is:	School Business Manager
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First aid boxes are kept in the points throughout school:	PE (boys & girls) 1 x Science 1 x Technology 1 x Food Tech 1 x St Anthony's 1 x reprographics, 1x main office
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Travelling first aid boxes are located:	Travelling First Aid boxes: main office and 1 on each mini bus
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The location and contents of all first aid boxes are checked on a:	Monthly basis by Principal First Aider
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The address of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital, Minerva Road, Farnworth, Bolton, Lancashire, BL4 0JR Telephone 01204 390390
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Occupational Health provision is provided by:	Cordant Occupational Health Services, 14 Queen Victoria Road, 2 Greyfriars, Coventry, CV1 3RY Telephone 02476 309727
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Pupils with Medical/Special Needs

The person/s responsible for undertaking and reviewing healthcare plans of students with medical needs is:	SENCO liaising with Principle First Aider
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The person/s responsible for ensuring student specific risk assessment are conducted is:	SENCO/Managers of Learning/Pupil Progress Coordinators
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The person responsible for the supervision and storage of pupils medicines is:	Principal First Aider
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Maintenance & Premises	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Facilities Manager or School Business Manager in his absence
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Facilities Manager, Site Team or School Business Manager.
Defective furniture or equipment should be taken out of use immediately and reported to:	Facilities Manager, Site Team or School Business Manager.
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms is:	First – Bolton Council Security & Response Second – Facilities Manager
Health & Safety Training	
Health and Safety including school specific arrangements should be drawn to the attention of all employees during their induction training as covered in induction handbook. Induction training should cover:	School Health & Safety Policy Educational Visits Risk Assessment Fire & Emergency Arrangements Accident Reporting Arrangements First Aid Arrangements Good Housekeeping Hazard Reporting & Maintenance Procedures Whistle Blowing Policy
Person responsible for organising health and safety training is:	School Business Manager
Work Equipment	
Ladders - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Facilities Manager
Person(s) authorised to use:	Certified ladder users
Caretaking & Cleaning Equipment – Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is:	Facilities Manager
Laboratory Apparatus & Equipment – Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Science, Senior Science Technician
Design & Technology Equipment - Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Technology, Technology Technician, Class Teachers
Person(s) authorised to operate and use is/are:	Head of Technology Technology teachers who have received DATA (Design & Technology Association) training Technology Technician

	(full list displayed on door of material preparation area & Technology office)
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Head of Technology Class Teachers Technology Technician
The person responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Head of Technology Class Teachers Technology Technician
Servicing of machinery including LEV	All machinery is serviced on an annual basis by School Workshop Services
Art Equipment – Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment i/are:	Head of Design Technology Class Teacher
Person(s) responsible for regular (daily) visual inspection is/are:	Head of Performing Arts Class Teacher
Person(s) responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recoded is/are:	Facilities Manager School Business Manager
Sports Equipment – Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is:-	Head of P.E., P.E. Teachers Facilities Manager
Person(s) authorised to operate and use is/are:	Head of P.E. and P.E. Teachers
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Head of P.E. and P.E. Teachers
Servicing of sports equipment	All equipment is serviced on an annual basis by a professional sports equipment maintenance and repair company.
Personal Protective Equipment (PPE)	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn are as follows: Science Design Technology Art Caretaking Cleaning Catering	Senior Science Technician Technology Technician Class Teacher Facilities Manager & Caretaker Facilities Manager & Lead Cleaner Catering Manager & Assistant Catering Manager
Copies of all the hazardous substances inventories are held centrally in:	Science, Technology & site offices
The person(s) responsible for undertaking and updating the COSHH risk assessments are:	S Senior Science Technician Technology Technician Class Teacher Facilities Manager Facilities Manager & Lead Cleaner

	Catering Manager & Assistant Catering Manager
Asbestos	
The person(s) responsible for making arrangements for dealing with asbestos in compliance with Bolton Council's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and relevant persons is/are:	Facilities Manager School Business Manager
Copies of the asbestos management plan are held in:	Main Office Site office School Business Manager's office
The person(s) responsible for ensuring that the plan is updated, as appropriate is/are:	Facilities Manager School Business Manager Casserley Property Management
Legionella	
The Duty Holder as defined in Control of Legionella Bacteria in Water Systems ACoP is:	Facilities Manager
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Headteacher
Work Experience	
The person for co-ordinating work experience placements ensuring risk assessments are completed and ensuring students are visited is:	Education Business Co-ordinator
Visitors	
On arrival all visitors should report to reception, and sign in using inVentry system where they will be issued with: ALL VISITORS MUST PROVIDE PHOTOGRAPHIC IDENTIFICATION	Identification badge and appropriate coloured lanyard (either red or green – red for visitors who are not on Single Central Record, and Green for visitors who are recorded on Single Central Record). Relevant health & safety information Visitors code of conduct
VISITORS WHO ARE ISSUED WITH RED VISITOR BADGES/LANYARDS MUST BE ACCOMPANIED BY A MEMBER OF STAFF AT ALL TIMES.	
The person(s) responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments and past health and safety performance is/are:	Building Consultants Headteacher School Business Manager Facilities Manager
The person in control of contractors whilst on site is:	Facilities Manager
Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to: Who will deal with spillage or wet floor.	Facilities Manager Reception – asking to contact Facilities Manager or caretaker School Business Manager
The display screen equipment assessor for school is/are:	School Business Office Manager

The Health & Safety Law Poster is located in:	Site office
The person responsible for updating it is:	Facilities Manager
Smoking	
St Joseph's is a no smoking (including e-cigarettes) site this includes all school buildings, grounds and vehicles.	