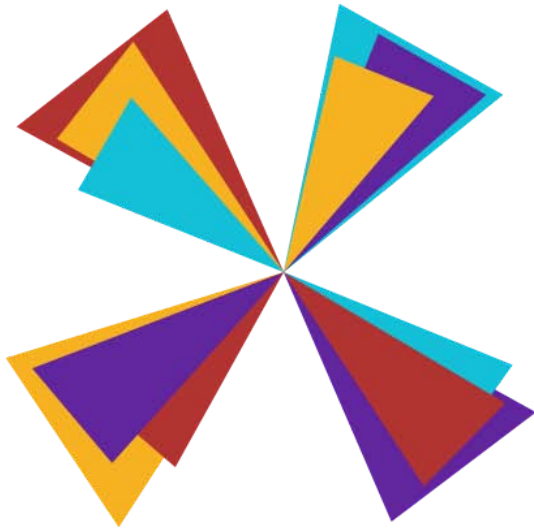


# Health and safety policy

## Blatchington Mill School



**Blatchington  
Mill School**

Involvement, Achievement & Care

<b>Approved by:</b>	Governing Body	<b>Date:</b> 31.1.19
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<b>Last reviewed on:</b>	April 2019
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<b>Next review due by:</b>	April 2020
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# Contents

<b>1. Aims</b>	<b>3</b>
<b>2. Legislation</b>	<b>3</b>
<b>3. Roles and responsibilities</b>	<b>4</b>
<b>4. Site security</b>	<b>5</b>
<b>5. Fire</b>	<b>5</b>
<b>6. COSHH</b>	<b>5</b>
<b>7. Equipment</b>	<b>6</b>
<b>8. Lone working</b>	<b>8</b>
<b>9. Working at height</b>	<b>8</b>
<b>10. Manual handling</b>	<b>9</b>
<b>11. Off-site visits</b>	<b>9</b>
<b>12. Lettings</b>	<b>9</b>
<b>13. Violence at work</b>	<b>9</b>
<b>14. Smoking</b>	<b>9</b>
<b>15. New and expectant mothers</b>	<b>10</b>
<b>16. Occupational stress</b>	<b>10</b>
<b>17. Accidents and reporting</b>	<b>10</b>
<b>18. Training</b>	<b>11</b>
<b>20. The Health &amp; Safety Committee</b>	<b>11</b>
<b>21. Monitoring</b>	<b>12</b>
<b>21. Other relevant school policies</b>	<b>12</b>
<b>Appendix 1 - contacts</b>	<b>13</b>
<b>Appendix 2</b>	<b>14</b>

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# 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

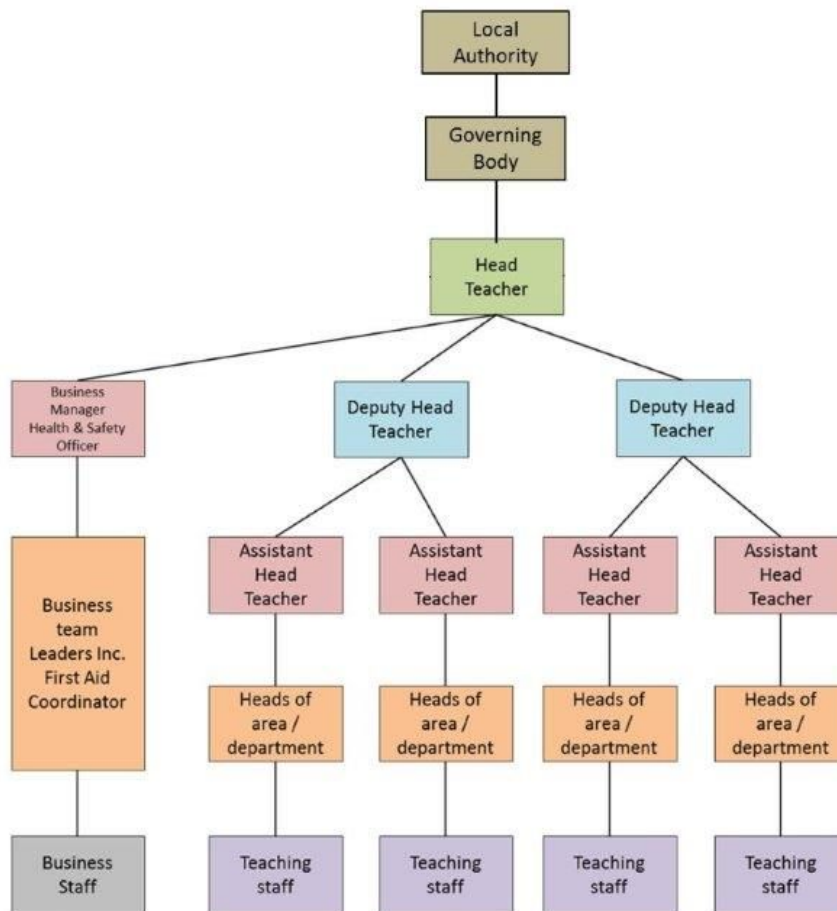
# 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

### 3. Roles and responsibilities



#### 3.1 The local authority and governing board

Brighton & Hove Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governors who oversee health and safety are Andrew Wallace, Adam Harvey, and Gareth Chan.

#### 3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held

- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Monitoring contracting arrangements, and ensuring that contractors have in place suitable policies, process and training for works undertaken on the school site

In the headteacher's absence, the school Business Manager assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is the School Business Manager. They are responsible for the coordination of health and safety management throughout the School. Their remit covers all areas of Health and Safety and as such the following is an illustrative, but not exhaustive list of responsibilities:

- Develop and establish emergency procedures, and organise fire evacuation practices within the school;
- Have a general oversight of health and first aid matters;
- Make recommendations to the Head teacher for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate);
- Liaise with outside bodies concerned with H&S e.g. LA Health, & Safety team;
- Monitor accidents to identify trends and introduce methods of reducing accidents;

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Departmental Heads will ensure half termly checks of the areas of the site for which they have responsibility and report defects and concerns to the Facilities Team.

### **3.5 Pupils and parents/carers**

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the health and safety lead before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## 4. Site security

The Deputy Facilities Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Facilities Manager and Deputy facilities Manager are key holders and will respond to an emergency.

The school has in place a Business Continuity Plan and Emergency Plan. This identifies the School Emergency Management Team and their roles within a critical and/or major incident.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud siren.

Fire alarm testing will take place each week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire or by sensors and emergency services contacted. Evacuation procedures will also begin immediately.
- Staff and pupils will congregate at the assembly points. These are clearly marked on the south field.
- Form tutors will take a register of pupils, which will then be checked against the attendance register of that day - this is relayed by walkie-talkie.
- The HR Officer will facilitate registers of all staff.
- Staff and pupils will remain outside the building until the head teacher says it is safe to re-enter, based on advice from the emergency services when they are in attendance

There are special arrangements in place for the evacuation of people with mobility needs and site specific fire risk assessments have a focus on evacuation for those with disabilities. Students from Student Support are registered at the top of the field, along with visitors and contractors. Personal Emergency Evacuation Plans are in place for students with specific needs.

## 6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease
- Radioactive materials

Control of substances hazardous to health (COSHH) risk assessments are completed by Heads of department where these substances are found and circulated to all employees who work with hazardous substances. These areas are Design Technology, Art, Science, Reprographics and the Facilities Management. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

The Science department works within CLEAPSS guidance (L196) and uses Hazcards to meet these requirements.

The Science department holds a selection of radioactive substances. The school Radiation Protection Supervisor ensures this material is managed to comply with the Ionising Radiations Regulations and CLEAPSS best practice.

### **6.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

### **6.2 Legionella**

- A water risk assessment has been completed on 25/01/2016 by HSL Ltd.. The Facilities Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 3 years although there is some delay whilst related projects are ongoing. and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: monthly flushing of little used water outlets, monthly checks that the water temperatures are within the appropriate range, shower head cleaning every quarter, water samples are taken every six months, blending valves are serviced and tanks are inspected on an annual basis.

### **6.3 Asbestos**

- Facilities staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site - this register is kept by the Facilities Manager and stored on the Facilities Portal

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- There is a list of all specialist equipment (e.g. Design Technology equipment) owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.
- Where manufacturers' instructions are not available the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Coordinator to

obtain such advice as may be needed for preparing those instructions. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

- Hand tools are used under strict guidance and close supervision of the teacher or teaching assistant, and counted in/out when used by students. Such equipment – even simple items such as scissors – are stored away after use.

## **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Facilities Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- All electrical equipment is checked at periods as appropriate to their use in accordance with guidance from HSE. (Portable Appliance Testing (PAT)) is undertaken on a rolling basis by competent staff.
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- The Facilities Manager is responsible for maintaining accurate records, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing. If there is any doubt about the safety of the equipment it will not be used.
- The Facilities Manager must be made aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a student. The Facilities Manager must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or any apparatus will be reported to the Head of PE and the Facilities Manager.

## **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- DSE Users are entitled to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school to a maximum of £16.50. If corrective appliances are required for DSE work, the school will reimburse a maximum of £49.50 towards the cost.

## **8. Lone working**

Lone working may include:

- Late working



- Early working
- Home or site visits
- Weekend working
- Facilities management duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, must not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available. There is a school risk assessment for lone working, which is updated and shared with staff by the Deputy Facilities Manager.

If lone working is to be undertaken, a colleague will be informed about where the member of staff is and a programme of regular check-ins will be followed. If the lone working is out of normal hours then a family member or friend will be informed of where the staff member is and when they are likely to return, the school will provide an efficient means of calling for help

The lone worker will ensure that they are medically fit to work alone.

## 9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Facilities Manager ensures that the safer methods for Working At Height are followed and that all equipment is appropriate for use.
- The Facilities team keep a register of ladders and their inspection schedule, this is held on the portal.
- An up to date Risk Assessment for Working at Height is shared with all staff who may consider working at height.
- Only trained and competent staff may work at height and only then when it is unavoidable.
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff authorised to work at height are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- In the theatre a PASMA tower is used for lighting and stage production, this is only to be used by trained staff. Student use of this for course requirements in KS4 is under strict supervision by suitably trained staff only.

## 10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. Staff have a personal responsibility to ask for help or not undertake an activity if they are apprehensive about their capability.

The Deputy Facilities Manager is responsible for undertaking risk assessments for manual handling tasks. Training is given to staff that are expected to lift objects and specialist training is given for staff expected to handle people.

Where lifting equipment/aids are provided, only those members of staff who have been trained in the use of the equipment and are authorised to use it may undertake the activity. Lifting equipment is checked every six months by a competent person.

Some PE equipment may be moved by students but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 students per piece of equipment or mat. Close supervision is maintained at all times.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and council policy on educational visits. The Educational Visits Coordinator will ensure that risk assessments are completed for visits as appropriate.

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. If the threat is from a person over the age of 18 then an HS3 form must be completed and submitted to the First Aid Lead. This applies to violence from pupils, visitors or other staff.

## **14. Smoking**

Smoking is not permitted anywhere on the school premises.

## **15. New and expectant mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

Female staff (full and part-time) are required to inform their line manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed. The First Aid Coordinator will undertake a risk

assessment of the employee work activity to ensure any identified risks to the health of the employee or the unborn child are avoided or minimised.

Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way. The contents of the risk assessment including control measures will be shared with the line manager.

The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## 16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Staff are encouraged to have open and frank conversations with their line manager if they are experiencing levels of stress that they believe to be detrimental to their health or their ability to perform their duties.

Line Managers will carry out stress risk assessments with individuals where it is thought to be appropriate.

The staff counselling line details are shared at regular intervals via Staff Notices:

<https://brighton.helpeap.com/> or telephone 0800 731 8631

## 17. Accidents and reporting

The school has carried out a First Aid needs assessment and identified the following requirement:

There will be at least 20 people on the staff who will have current first aid training, of which 15 will be qualified first aiders and 5 will be appointed persons. Qualified First Aiders have completed the First Aid at Work 3 day initial training, followed by 2 day refreshers every 3 years and an annual ½ day refresher. The named first aiders for the school are published in both reception areas and the staff room.

First Aid boxes are available from West Wing Reception or the First Aid Room. The First Aid Coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the school if their child has an allergy and a list of any such students held on the portal and details are kept on SIMs.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or council HS2 Incident reporting form. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the student may be sent to hospital to err on the side of caution. In these cases the student will be accompanied by a member of staff. The School has a separate Administration of Medicine Protocol. The school maintains consent forms and records of medicines administered.

In the event of an accident the following procedure is followed:

- Any equipment is turned off.
- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature.
- If minor the First Aider will provide appropriate treatment.
- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
- If the injured person requires hospital treatment but an ambulance is not necessary, the First Aid Coordinator is responsible for arranging for a member of staff to transport the student/staff to hospital. If a vehicle other than a taxi is used, a second member of staff (in addition to the driver) will be present to care for the student.
- The member of staff taking the injured person will: stay with the injured person and return to school with them if appropriate or; stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2.

Student accidents, depending on the severity are either reported in the First Aid book or Incident Report form HS2. If the incident involves intentional violence/harassment or verbal/written abuse, it will be reported using

the Violent Incident Occurrence Report Form HS3 unless the perpetrator is under the age of 18 and then a school incident form will be completed.

The Health and Safety Lead ensures that these forms are forwarded to the Health & Safety Team within the council within 5 days. A copy is retained by the school and a summary of all logged incidents is reported to the school health and safety committee. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety Team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed. All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The Health and Safety Lead monitors accidents to identify any trends.

## **18. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

A training needs analysis is undertaken by the Health and Safety Lead and Departmental Heads to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The Head teacher will ensure that staff are released for this training.

## **20. The Health & Safety Committee**

The School Health and Safety Committee representing the various groups within the School are comprised of:

- Health & Safety Lead
- 1 Member of the Governing Body
- Designated Safeguarding Lead or their Deputy
- Facilities Manager or their Deputy
- First Aid Lead
- Union Safety Representatives (1 representative from each of the recognised staff unions)

Student discussion of health and safety matters will be encouraged at school council and will be communicated to the School Health and Safety Committee.

The committee:

- Ensures effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed. The committee also considers information, statistics and reports relating to health, safety and welfare matters affecting the school.
- Considers and makes recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/safety representative level, or at section level.
- Develop policy to improve and maintain health and safety issues for staff and students.
- Encourage the implementation and maintenance of effective safety rules and practices at departmental level. To encourage effective communication regarding health, safety and welfare matters.
- In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through their staff representative.

## **21. Monitoring**

This policy will be reviewed every 2 years.

At every review, the policy will be approved by the Governing Body

## **21. Other relevant school policies**

There are other policies that complement this policy and its application in school. These are:

The Whistleblowing Policy

Administration of Medicines

Staff Code of Conduct

Safeguarding Policy

## Appendix 1 - contacts

Contact	Number
Health and Safety Governor	Adam Harvey Gareth Chan
Health and Safety Lead	Sarah Hextall – Business Manager <a href="mailto:shextall@blatchingtonmill.org.uk">shextall@blatchingtonmill.org.uk</a> 01273 221 227
Educational Visits Coordinator (EVC)	Jasmine Catlin <a href="mailto:jcatlin@blatchingtonmill.org.uk">jcatlin@blatchingtonmill.org.uk</a> 01273 200611
Facilities Manager	Patrick Roberts <a href="mailto:proberts@blatchingtonmill.org.uk">proberts@blatchingtonmill.org.uk</a> 01273 200630
Deputy Facilities Manager	Yin Wang <a href="mailto:ywang@blatchingtonmill.org.uk">ywang@blatchingtonmill.org.uk</a> 01273 200630
First Aid Coordinator	Janice Crowter <a href="mailto:jcrowter@blatchingtonmill.org.uk">jcrowter@blatchingtonmill.org.uk</a> Ext 263 or 07740177641
Person responsible for recording and logging accidents and incidents	Janice Crowter
Person responsible for reporting Accidents/incidents	Sarah Hextall
Trade Union Safety Representatives	Ian Swannick, Pat Crowcroft
Health and Safety Committee	Gareth Chan, Pat Crowcroft, Janice Crowter, Adam Harvey, Pat Roberts, Ian Swannick, Mandy Valder, Yin Wang
First Aiders	Care of Janice Crowter or one of the two reception desks

## Appendix 2

In the previous sections reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

<b>Records</b>	<b>Kept by</b>	<b>Location</b>
Accidents on Site	Those involved	First Aid Office
First Aid Administered	First Aiders	First Aid Office
Fire Risk Assessment	Health & Safety Lead / Facilities Manager	LA Portal
Asbestos Management Plan	Facilities Manager	LA Portal
Medicines Administered	First Aiders	First Aid Office
Risk Assessments	Deputy Facilities Manager	Portal
COSHH Assessments	Facilities Manager	Portal and hard copies in central cleaners cupboard
Electrical Tests	LEA approved contractor	Portal
Maintenance of Machinery and Equipment	LEA approved contractor	Portal
DSE Assessment	H&S Lead	First Aid Office
Manual Handling Assessment	Heads of relevant departments	Portal
Training	Heads of relevant departments	SIMs
Violent Incidents	Staff involved in incident	First Aid Office
Testing of Equipment	LEA approved contractor	Portal
Accident Investigations	First Aid Lead	First Aid Office
Noise Assessments	LEA approved contractor	Portal
Legionella Testing	LEA approved contractor	School Portal
Monitoring Reports monitoring of what?	H&S Lead	Portal