

# North Halifax Grammar School

## Health & Safety Policy



<b>Approved by:</b>	Full Governance Board
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<b>Next review:</b>	Summer Term 2019
<b>Policy owner:</b>	Academy Finance Director

## **Part 1: Health and safety policy statement**

The Governance Board regards the promotion of health and safety at work, to be of the utmost importance for all personnel that attend as either students, staff or visitors to North Halifax Grammar School Academy Trust.

- It is Academy policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes staff, students and visitors to the Academy whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day to day management of Academy activity;
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that staff, students and visitors are able to perform their various tasks safely and efficiently;
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the Academy and during out of Academy activities; and
- Periodic review of this safety policy as Academy activities and the associated risks change.

All staff employed within the Academy have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the Academy have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- Reporting any incident to the health and safety advisor which has led, or could have led to damage or injury; and
- Assisting in any investigation with regard to accidents, dangerous occurrences or near misses.

In line with the Safety Organisation set out in Part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the Academy.

## Part 2: Safety Organisation

### Objectives

#### 2.1 The objectives of the North Halifax Grammar Academy Trust Health and Safety Policy are:

- To promote high standards of safety, health and welfare in compliance with the Health and Safety at Work, etc. Act 1974, and other statutory instruments and approved codes of practice;
- To ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others which are adopted from time to time as appropriate to changing circumstances;
- To protect personnel, whether they be employees, students, members of the general public visiting the Academy or contractors and their employees from any foreseeable hazards;
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable;
- To ensure a safe and healthy working environment for all staff, students and visitors and that there are sufficient facilities and arrangements for their welfare;
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel;
- To ensure staff, students and visitors are aware of their responsibility to take steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety;
- To ensure that full and effective consultation on all matters is encouraged.

### Responsibilities

Responsibilities of individuals within the Academy are as follows:

#### 2.2 Governance Board

In the discharge of its duty the Governance Board, in consultation with the Principal, will:

- (a) Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the Academy.
- (b) Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the Academy.
- (c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- (d) Identify and evaluate all risks relating to:
  - (i) accidents
  - (ii) health
  - (iii) Academy-sponsored activities (including work experience)
- (e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
- (f) Create and monitor the management structure.

In particular, the Governance Board undertakes to provide:

- (a) A safe place for staff and students to work including safe means of entry and exit.
- (b) Equipment and systems of work which are safe.
- (c) Safe arrangements for the handling, storage and transport of articles and substances.
- (d) Safe and healthy working conditions which take account of all appropriate:
  - i. statutory requirements
  - ii. codes of practice whether statutory or advisory
  - iii. guidance whether statutory or advisory
- (e) Supervision, training and instruction so that all staff and students can perform their Academy related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, students and others then, within the financial resources available, the Governance Board will ensure, that such training is provided. Students will receive such training as is considered appropriate to the Academy-related activities which they are carrying out. All training will be regularly updated.

- (f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- (g) Adequate welfare facilities.

So far as is reasonably practicable the Governance Board, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- a) This policy.
- b) All other relevant health and safety matters.
- c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **2.3 The Duties of the Principal**

As well as the general duties which all members of staff have, the Principal has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the Academy and will take all reasonably practicable steps to achieve this end through the safety advisor, heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Principal will:

- (a) Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the Academy.
- (b) Provide safe working conditions for the health, safety and welfare of staff, students and others using the Academy premises and facilities.
- (c) Ensure safe working practices and procedures throughout the Academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- (d) Consult with members of staff, including the safety representatives, on health and safety issues.
- (e) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- (f) Carry out periodic reviews and safety audits on the findings of the risk assessment.
- (g) Ensure all staff receive adequate basic health and safety training. Ensure appropriate specific training and instruction in health and safety matters is given to all members of staff and students who have identified training needs taking full account of the tasks they will be required to undertake.
- (h) Encourage staff, students and others to promote health and safety.
- (i) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
- (j) Encourage all employees to suggest ways and means of reducing risks.
- (k) Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- (l) Monitor the standard of health and safety throughout the Academy, including all Academy based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (m) Monitor first aid and welfare provision.

- (n) Monitor the management structure, along with the governors and ensure that an annual safety audit is carried out.

## **2.4 The Duties of Supervisory Staff**

All supervisory staff (e.g. Leadership Group, Heads of Departments, Premises Officer, Technicians, ICT staff) will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Principal or the member of staff nominated by the Principal to have overall day-to-day responsibility for the implementation and operation of the Academy's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the Academy's health and safety policy and in helping other members of staff, students and others to comply with its requirements.

As part of their day to day responsibilities they will ensure that:

- (a) Safe methods of working exist and are implemented throughout their department.
- (b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- (c) Staff, students and others under their jurisdiction are instructed in safe working practices.
- (d) New employees working within their department are given instruction in safe working practices.
- (e) Regular safety inspections are made of their area of responsibility as required by the Principal or as necessary.
- (f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
- (g) All machinery and equipment in the department in which they work is adequately guarded.
- (h) All machinery and equipment in the department in which they work is in good and safe working order.
- (i) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all machinery and equipment in the department in which they work.
- (j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- (k) Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored, labelled and disposed of.
- (l) They monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (m) All the signs used meet the statutory requirements.
- (n) All health and safety information is communicated to the relevant persons.
- (o) They report, as appropriate, any health and safety concerns to the appropriate individual.

## **2.5 The Duties of all Members of Staff**

All staff will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
- (b) As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with;
- (c) Co-operate with the Academy on health and safety matters;
- (d) Carry out their work in accordance with training and instructions; and
- (e) Inform the Health and Safety Officer of any potentially dangerous situation(s) so that remedial action can be taken.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular, all members of staff will:

- (a) Be familiar with this Health and Safety Policy and any and all safety regulations as laid down by the Governance Board.
- (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
- (c) See that all machinery and equipment is adequately guarded.
- (d) See that all machinery and equipment is in good and safe working order.
- (e) Not make unauthorised or improper use of machinery and equipment.
- (f) Ensure all students using the machinery and equipment are given appropriate instructions and supervised.
- (g) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (h) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored, labelled and disposed of.
- (i) Report any defects in premises, plant, equipment and facilities which they observe.
- (j) Take an active interest in promoting health and safety and suggest ways of reducing risks.

## **2.6 The Duties of all Students**

All students and Work Experience Students have the same health and safety responsibilities with regard to taking reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions. Students should be supervised at all times and may also be subject to additional controls arising from a risk assessment process.

Students who do not comply with health and safety requirements will be subject to a behaviour for learning sanction as detailed in the Behaviour Policy.

## **2.7 Hirers, Contractors and Others**

When the premises are used for purposes not overseen by the Principal then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

The Principal, the Finance Director or the Premises Officer will seek to ensure that hirers, contractors and others who use the Academy's premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the Academy premises or facilities are being used out of normal Academy hours for private hire then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Governance Board, it will be a condition for all hirers, contractors and others using the Academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governance Board and that they will not without the prior consent of the Governance Board:

- (a) Introduce equipment for use on the Academy premises.
- (b) Alter fixed installations.
- (c) Remove fire and safety notices or equipment.
- (d) Take any action that may create hazards for persons using the premises or the staff or pupils of the Academy.

All contractors who work on the Academy premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety, etc Act 1974, and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work etc Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal will take such actions as are necessary to prevent persons in his or her care from risk or injury.

The Governance Board draws the attention of all users of the Academy premises (including hirers and contractors) to s.8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **2.8 Health and Safety Committee**

The Health and Safety Committee is to comprise of:

- (a) Health and Safety Officer and Premises Officer
- (b) faculty/area representatives
- (c) nominated governor
- (d) Principal

The Committee will meet as deemed necessary but not less than three times annually.

### **Terms of Reference of the Health and Safety Committee**

Under section 2(7) of the Health and Safety at Work etc Act 1974, the Health and Safety Committee has the function, in consultation with the staff and students it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and students.

Specific functions will include:

- (a) The study of accident and notifiable disease statistics and trends, so that reports can be made to the Governance Board on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- (b) Examination of safety audit reports on a similar basis;
- (c) Consideration of reports and factual information provided by inspectors of the enforcing authority;
- (d) Consideration of reports which safety representatives may wish to submit;
- (e) Assistance in risk assessment and the development of Academy safety procedures and safe systems of work;
- (f) Monitoring the effectiveness of safety procedures and safe systems of work;
- (g) Monitoring the effectiveness of the safety content of employee training;
- (h) Monitoring the adequacy of safety and of health communication and publicity in Academy.

## **Part 3: Safety Arrangements and Risk Management**

### **Introduction**

#### **3.1 Safety Arrangements**

The safety arrangements set out below are for the information, guidance and compliance of all staff, students and visitors in North Halifax Grammar Academy Trust. Health and safety are integral parts of management.

They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work etc Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all Heads of Department/area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as follows:

- (a) Providing and maintaining safe equipment and safe systems of work;
- (b) Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles;
- (c) Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety;
- (d) Providing safe places of work with safe access to and egress from them;
- (e) Providing a safe and healthy working environment;
- (f) Providing a system for rapidly identifying and remedying hazards;
- (g) Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

All staff, students and visitors have a statutory duty to co-operate in fulfilling the objectives of the Governance Board and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their Head of Department/area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

#### **Specific arrangements for health and safety**

#### **3.2 Accident and Near Miss Reporting**

Any accident, injury or near miss accident is to be reported to the School Welfare Officer by the person or persons involved in the accident, or by the Head of Department/area and entered in the accident report book, (either the student accident, or the staff accident book). Accident books are held in the Academy Office. The Health and Safety Officer is to ensure that the Governance Board and Health and Safety Committee are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013).

### **3.3 Accident investigation**

- (a) All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the Head of Department/area. They in turn are to report the incident to the Health and Safety Officer.
- (b) The Health and Safety Officer is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- (c) Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.
- (d) All contractors must ensure that accidents involving their personnel are reported to the safety advisor of the Academy as well as their own reporting chain.

### **3.4 Reporting procedures**

Any practice or condition that is likely to have an adverse effect on the health and safety of staff, students and visitors, or damage to equipment or property, is to be reported to Heads of Department/area. Such reports are to be recorded.

### **3.5 Out of Academy visits and activities**

All staff that arrange or actively participate in Academy visits or out of Academy activities must follow the procedures outlined in the Education Visits Policy held in the Academy's Policies Folders and on the Academy's systems.

### **3.6 Safe working procedures and Risk Management**

Heads of Departments/area must ensure that safe working procedures as detailed below are developed and documented on appropriate risk assessments:

- (a) Assessing the risks;
- (b) Identifying the hazards;
- (c) Consideration of who may be harmed;
- (d) Defining controls to eliminate or reduce the risk of the hazards;
- (e) Implementing the system, including the allocation of responsibilities;
- (f) Monitoring the system.

Once developed, safe working procedures and risk assessments must be promulgated to protect all staff, students and visitors working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that staff, students and visitors under their control are fully conversant with these procedures.

Risk assessments must be seen as live documents and subject to review:

- At least annually;
- After a serious incident; or
- If circumstances change (ie for a new piece of equipment).

### **3.7 Defective tools and equipment**

- (a) All defects found in hand tools, power tools or any other equipment must be reported immediately to the Head of the Department/area, who in turn will inform the Premises Officer of the details;

- (b) The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

### **3.8 Means of access**

- (a) When using access equipment such as ladders, crawling boards, etc. the correct equipment is to be used for the job to be undertaken;
- (b) Correct routes of access must always be used.

### **3.9 Machinery**

All Heads of Departments/area, teachers and supervisors controlling the use of machinery should refer to the appropriate legislation. Some examples are given below:

- (a) The Factories Act 1961: Safety (General Provisions)
- (b) The Abrasive Wheels Regulations 1970
- (c) Woodworking Machine Regulations 1974
- (d) Operations at Unfenced Machinery Regulations 1938
- (e) Lifting Plant and Equipment (Records of test and Examination, Etc.) Regulations 1992
- (f) Provision of Use of Work Equipment Regulations 1992
- (g) Health and Safety (Safety Signs & Signals) Regulations 1996
- (h) Electrical Equipment (Safety) Regulations 1994
- (i) Health and Safety (Display Screen Equipment) Regulations 1992

Up to date guidance and legislation can be found on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

### **3.10 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- (a) Keep corridors and passageways unobstructed;
- (b) Ensure shelves in storerooms are stacked neatly and not overloaded;
- (c) Keep floors clean;
- (d) Do not obstruct emergency exits.

### **3.11 Electrical equipment**

- (a) Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- (b) Care must be taken not to overload sockets.
- (c) The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- (d) Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- (e) If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

- (f) Portable Appliance Testing of equipment to be carried out as necessary.

### **3.12 Use of harmful substances**

- (a) When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- (b) No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the Premises Officer. The user department is to be in possession of a Safety Data Sheet.
- (c) Construction work on the premises involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Health and Safety Officer.

### **3.13 Skin infections and hand care**

- (a) To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary;
- (b) Use barrier creams before commencing work, it provides a barrier between the skin and harmful chemicals, oils and dirt;
- (c) Do not put oily or chemically soiled rags in pockets;
- (d) Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **3.14 Smoking**

- (a) We do not permit smoking or the use of e-cigarettes anywhere on our premises other than within a member of staff's own car.
- (b) Staff are only permitted to smoke during allocated Academy break times or before or after school. Teachers are not permitted to leave students unattended to smoke during assigned lesson times.
- (c) The Academy will be flexible if an individual has commitments that mean their break times are used for other activities e.g. clubs, intervention, meetings and rehearsals. In such cases staff should manage their time to ensure appropriate, but not excessive breaks are taken.
- (d) Any breach of our rules on smoking may lead to disciplinary action being taken against the member of staff.

### **3.15 Emergency services**

- (a) Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.
- (b) The School Welfare Officer is on call within the Academy during the hours of 8am to 2.30pm.
- (c) There is a first aider on call within the Academy during the hours of 6.30 am to 6.30 pm.

### **3.16 Noise**

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **3.17 Fire prevention**

- (a) Fire duties and procedures are documented in the Academy's Emergency Plan;

- (b) 'Action To Be Taken In The Event Of A Fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used;
- (c) All staff, students and visitors are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire;
- (d) The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable;
- (e) Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation;
- (f) A Risk Assessment is updated annually and discussed with Calderdale Council's Health and Safety Advisor.

### **3.18 Fire prevention**

- (a) It is the duty of all staff, students and visitors within the Academy to ensure the health and safety of all visitors to the Academy.
- (b) Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

### **3.19 Contractors**

Contractors working within the Academy are required to comply with the working rules as issued by this Academy. Any breach of these rules is to be reported to the head of faculty/area and/or safety advisor.

### **3.20 Use of vehicles**

Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on Academy business.

### **3.21 Legionellosis**

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are in place and are documented as completed. These measures are in compliance with current legislation.

### **3.22 Manual handling of loads**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

### **3.23 Health and Safety information and advice**

Health and safety information and advice is available on all aspects of health, safety and welfare from the Health and Safety Officer.

The Academy purchases the services of the Local Authority's Health and Safety Advisor who operates as our Competent Person and who provides advice and assistance on all aspects of Health and Safety.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Principal	Andrew Fisher <a href="mailto:principalspa@nhgs.co.uk">principalspa@nhgs.co.uk</a>
Health & Safety Officer	Emma Casson <a href="mailto:e.casson@nhgs.co.uk">e.casson@nhgs.co.uk</a>
Premises Officer	Ian Pickard <a href="mailto:i.pickard@nhgs.co.uk">i.pickard@nhgs.co.uk</a>
Health & Safety Governor	Mike Pitts / Roger Hartley c/o the Clerk to the Governance Board <a href="mailto:p.wright@nhgs.co.uk">p.wright@nhgs.co.uk</a>
Health & Safety Trained Staff	Craig Stephenson <ul style="list-style-type: none"> <li>• Educare Health &amp; Safety in Education</li> <li>• Educare Fire Safety</li> </ul> Sofia Johnston <ul style="list-style-type: none"> <li>• EduCare Health &amp; Safety in Education</li> </ul> Gary Topham <ul style="list-style-type: none"> <li>• EduCare Health &amp; Safety in Education</li> </ul> Emma Casson <ul style="list-style-type: none"> <li>• EduCare Health &amp; Safety in Education</li> <li>• IOSH Basic Health &amp; Safety</li> </ul>