HEALTH AND SAFETY POLICY

Status: Statutory

Member of Staff Responsible: Principal / Business & Operations Director

Related Policies:

- Safeguarding policy
- Staff Handbook
- Educational Visits Policy
- Fire Evacuation Plan
- Fire Risk Assessment
- First Aid & Medication Policy
- Safer Recruitment Policy
- Restrictive Interventions Policy

Implementation date: September 2013

Reviewed date: September 2026

Next review date: September 2027

1. STATEMENT OF INTENT

The Sheffield UTC Academy Trust will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Trust will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Trust will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Trust will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Trust requires the support of all staff to enable the maintenance of high standards of health and safety in all the UTC's activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Other sources of Health and Safety Information:-

- Education Visits Policy Documents (Evolve)
- Legionella Log (PREMISES MANAGER / BAM)
- Fire Log (Reception)
- Premises Manual (PREMISES MANAGER / BAM)

2. ORGANISATION

2.1 Responsibilities of the Trust – some of which may be delegated to the local Governing Body.

The Trust is responsible for:

- Complying with Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the delegated budget;
- Ensuring that risk assessments are made and recorded of all the work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;

- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the UTC including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Executive Principal / Principal

The Executive Principal / Principal is responsible for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Ensuring the requirements of the Occupier's Liability 1984 is complied with.
- The day-to-day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the UTCs work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety meetings & inspections are carried out and a report is given to the Governors.
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Ensuring that the establishment's health and safety committee takes place;
- Drawing up the establishment's annual health and safety action plan;
- Participating in the health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on behalf of the UTC on site);
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Principal these responsibilities fall to his/her immediate deputy.

3. Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff) Responsible to the Principal for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;

- Promoting health and safety matters throughout the UTC and assisting the Principal in the implementation of the Trusts and UTCs Health and Safety Procedures;

- Ensuring that Health and Safety Manuals and associated Logs (fire & legionella etc.) are kept up to date;
- Ensuring that staff are informed of any changes / updates
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety meetings and inspections and ensuring follow up action is completed and that the Principal is informed;
- Ensuring appropriate procedures for authorisation of educational visits is followed;
- Participating in any Health and Safety Audits;
- Providing health and safety induction training for all staff;
- Ensuring staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site.

2.4 Curriculum Directors

Curriculum Directors are responsible for:

- The day-to-day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Principal where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy.

2.5 Responsibilities of all staff

All staff employed at the establishment has responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- co-operate with the Trust, Governors, Executive Principal and Principal on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Principal/Line Manager any serious or immediate danger;
- report to their Principal/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and the health and safety committee where appropriate.

3. ARRANGEMENTS

Health and Safety Co-ordinator is the Business & Operations Director.

From October 2022, our SLA will be with Derby City Council and our consultant is Adrian Hall/Julie Miles.

Health and Safety Committee - The membership of the committee & minutes are kept by the Business & Operations Director.

Health and Safety Link Governor is Heather Dixon.

Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)	Available from
Fire Evacuation Procedure	Fire Evacuation Plan	Business & Ops Director / Business & Ops Manager / Main Reception / Shared Drive
Bomb Alert	Emergency Plan	Business & Ops Director / Business & Ops Manager Main Office / Shared Drive
Gas Leak	Emergency Plan	Business & Ops Director / Business & Ops Manager Premises Manager / BAM
Electrical Fault	Emergency Plan	Business & Ops Director / Business & Ops Manager Premises Manager / BAM
Water	Emergency Plan	Business & Ops Director / Business & Ops Manager Premises Manager / BAM
Storm or Flood Damage	Emergency Plan	Business & Ops Director / Business & Ops Manager Premises Manager / BAM
Persons Threatening Violence on Site	Emergency Plan	Business & Ops Director / Business & Ops Manager Main Office/ shared drive
Dangerous Animal(s) on Site	Emergency Plan	Business & Ops Director / Business & Ops Manager Main Office/ shared drive
Covid-19 outbreak/ pandemic	Emergency Plan/ Coronavirus Risk Assessment	Business & Ops Director/ Business & Ops Manager Shared drive
Other	Emergency Plan	Business & Ops Director / Business & Ops Manager shared drive

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Principal, Vice Principal, Business & Operations Director or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	**Person**	**Deputy**
• the controlled evacuation of people from the building or on the site to a place of safety,	Principal	Vice Principal / SENCO
• summoning of the emergency services	Reception / PREMISES MANAGER/ Principal	Vice Principal/ SENCO
• that a roll call is taken at the assembly point	Principal	Vice Principal / SENCO
• that no-one attempts to re-enter the building until the all clear is given by the emergency services.	Principal	Vice Principal / SENCO

Note: The priorities are as follows:

- ***to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;***
- ***to call the emergency services when appropriate;***
- ***to safeguard the premises and equipment, if this is possible without putting persons at risk.***

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Principal / Business & Operations Director / Business & Ops Manager

The Senior Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Business & Operations Director

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	**First Copy** Business & Operations Director Emergency Plan Fire Risk Assessment / Fire Box
	Second Copy Principal Emergency Plan Fire Risk Assessment / Fire Box

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Business & Operations Director / Business & Ops Manager / Health & Safety Consultant

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	Site Log Book	Premises Manager
Emergency Lighting System	Site Log Book	Premises Manager
Smoke Detection System	Site Log Book	Premises Manager

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Premises Manager

The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name: Protec (through BAM) Telephone Number: 01282 717171
The fire alarm is externally monitored by:	EMCS – 0115 661 2405

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	*Location of Isolation Point Details*
Water	In the main plant room on ground floor
Electricity	Main electrical isolator is in the electrical plant room on ground floor
Gas	In the gas house at the rear of the building

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 make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
On-line staff common area	Nicola Thornton/Laura Darlow

Accident reports should be drawn to the attention of and counter-signed by the	Principal

Principal of his/her deputy before being sent to the appointed Health & Safety Consultant	Business & Operations Director / Business & Ops Manager

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Business & Operations Director / Business & Ops Manager

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

The following employees are **first aiders** have been trained to First Aid at Work level

Name	**Location/Extension**	**Date of Expiry of Certificate**
Carol Snell	Radio	Requal 20/09/2027
Alan Percival	Radio	Requal 12/11/2027
Alistair Kay	Radio	13/01/2029

The following employees are **appointed persons** have been trained to Emergency Aid for Schools level:

Name / Extension	**Full First Aid (FA) Appointed Person (AP)**	**Date of Expiry of Certificate**
Emma Holt	AP	22/08/2026
Julie Jones	AP	22/08/2026
Callum Schofield	AP	22/08/2026
Laura Mannion	AP	22/08/2026
Connor Todd	AP	22/08/2026
Claire Pegg	AP	22/08/2026
Samuel Turner-Wilson	AP	22/08/2026
Anne Harris	AP	22/08/2026
Ash Atwal	AP	10/03/2029
Mark Spacey	AP	01/05/2028
Carrie Crossley	AP	01/05/2028
Lee Kirkwood	AP	21/07/2028
Kerry Warburton	AP	21/07/2028

*Highlighted staff will be renewing their Emergency First aid during the Autumn term.

Name	**Qualification**	**Expiry**
Callum Schofield	Wilderness First Aid	17/06/2029

Location of First Aid Box(es)	**Location of First Aid Box(es)**
First Aid Room	F09 - Engineering

Reception	S05 – Science Lab
Health Suite	S06 – Prep Room
Workshop	S07 – Science Lab
F02 - Engineering	S09 – Science Lab
F04 - Engineering	S05 – Science Lab
F05 - Engineering	S10 – Science Lab
F07 - Engineering	S11 – Science Lab
F08 - Engineering	

Travelling first aid boxes are kept at the following points in the UTC.

Location of Travelling First Aid Box	**First Aid Record Book(s)**
First aid room (to be signed out)	On-line / shared drive / First Aid

Travelling first aid boxes are kept at the following points in the school.

A termly check on the location and contents of all first aid boxes will be made by.	Carol Snell

Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment?	Business & Ops Manager / Reception

The address and telephone number of the nearest medical centre/NHS GP is:	NHS Walk-In Centre
	Entrance C Florence Nightingale Community Hospital Osmaston Road Derby Derbyshire DE1 2GD Tel: 01332 224 700

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Derby Hospital Uttoxeter Road, Derby, DE22 3NE
	Main switchboard number: 01332 40 0131

Needle stick injury/Discarded needles

Staff should report any needle stick injury to:	Business & Operations Director / Business & Ops Manager / First Aider Premises Manager
Person responsible for discarded needle's risk assessment is:	Business & Operations Director / Business & Ops Manager

Moving and Handling

There are several staff who have been trained in the correct methods of Moving and Handling people. If there is situation where either a member of staff or a student has a fall and needs to be lifted, these trained staff can assist. You can call for assistance via radio.

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Students with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Sharon Hunt
	Deputy Reception Team

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Students with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Sharon Hunt
	Second Reception Team

The person(s) responsible for undertaking and reviewing the healthcare plans of students with medical needs is:	Learning Managers / SENCO

Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Carol Snell

Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Principal / Business & Operations Director / Business & Ops Manager /Curriculum Directors/ Premises Manager/ Cleaning Site Team

Maintenance of Site, Premises, House Keeping and Hazard Reporting

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:	Premises Manager Business & Operations Director / Business & Ops Manager

Reporting of any danger, damage which cannot be immediately rectified on site will be reported to: Who will action an appropriate response to the issue?	Premises Manager / Business & Operations Director / Business & Ops Manager

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Curriculum Directors/ Business & Operations Director / Business & Ops Manager

House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Premises Manager

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal)?	Premises Manager

The person responsible for the safe disposal of any ***hazardous substances*** or ***special wastes*** is:	Premises Manager / Faculty Technicians

The person responsible for ensuring the safe and appropriate disposal of any ***clinical waste*** is:	PHS

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Business & Operations Director / Business & Ops Manager / Premises Manager

Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Business & Operations Director / Business & Ops Manager / Premises Manager
The person responsible for ordering repairs which are the school's responsibility is:	Business & Operations Director / Business & Ops Manager

The person responsible for reporting repairs which are the responsibility of The Trust is:	Business & Operations Director / Business & Ops Manager

The name and telephone number of the UTC's attached maintenance surveyor is:	Name: BAM BAM (Mechanical) BAM - Orona (Lifts)

	BAM (Electrical) BAM - Hydraclean (Water hygiene)
	Telephone Number: 0161 888 7988

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc. is:	First Premises Manager / Cleaning Supervisor
	Deputy Principal

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Premises Manager
	Deputy Principal

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Principal / Premises Manager

Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Principal / Business & Operations Director / Business & Ops Manager

- Health and Safety Policies: Departmental and UTC
- Derby City Council Health and Safety Consultant from October 2022
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)
- Legionella Log

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Business & Operations Director / Business & Ops Manager

The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Business & Operations Director / Business & Ops Manager

The person responsible for compiling and implementing the school's annual health and safety training plan is:	Business & Operations Director / Business & Ops Manager

The person responsible for reviewing the effectiveness of health and safety training is:	Business & Operations Director / Business & Ops Manager

The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc. is	Business & Operations Director / Business & Ops Manager / Curriculum Directors

Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Business & Operations Director / Business & Ops Manager

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Premises Manager / Business & Operations Director / Business & Ops Manager / Curriculum Directors

The person responsible for monitoring the safety of manual handling activities is:	Premises Manager / Business & Operations Director / Business & Ops Manager / Curriculum Directors

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	SENCO Learning Managers All staff

The load assessors for the moving and handling of people are:	SENCO Learning Managers All staff

Work Equipment

Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

FACULTY	EQUIPMENT	INSPECTION & REPAIR
ENGINEERING	MACHINERY	Via XYZ Machinery Tools or MSS. Inspections via Allianz.

Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Person(s) authorised to operate and use is/are:	N/A
Training in safe use received from: including dates	N/A

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Premises Manager / Business & Operations Director / Business & Ops Manager / Curriculum Directors / Technical staff
Person(s) authorised to use is/are:	Premises Manager

Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat bed trolleys etc. are maintained in a safe condition is	Premises Manager

Equipment Provided for Students with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	n/a at present

The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	n/a at present

The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	Premises Manager / First Aiders
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	n/a at present

Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Premises Manager / BAM - Orona

Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Premises Manager / BAM / Cleaners
Person(s) authorised to operate and use is/are:	Premises Manager / BAM Cleaners

Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Taylor Shaw

Person(s) authorised to operate and use is/are:	Taylor Shaw

Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Curriculum Director
Person(s) authorised to operate and use is/are:	Science staff

Engineering / CDM Equipment

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Curriculum Directors
Person(s) authorised to operate and use is/are:	Engineering / CDM staff
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:	Engineering / CDM staff

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Engineering / CDM staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Curriculum Directors

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Business & Operations Director / Business & Ops Manager / Premises Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	All staff Annual PAT done by Norwood Electrical usually February half term

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	**Job Title**
Nicola Thornton	Business & Operations Director
Ciaran O'Hare	Governance Professional
Claudia Thompson	HR Administrator
Laura Darlow	Business & Operations Manager
Marie Jones	Trust Team
Mark Evans	Trust Network Manager
Lee Kirkwood	Principal
Rhydian Watkins	Vice Principal
Carol Snell	Administrator

Amanda Miller	PA to Principal
Anne Harris	Exams Officer
Callum Schofield	Learning Manager
Emma Varney	Deputy SENDCo
Julie Jones	Administrator
Kimberley Coates	Assistant Principal/ SENDCO
Amanda Hollis	Learning Manager
Connor Todd	Learning Manager
Beth Tough	Marketing Officer
Jon Middleton	Trust Data Analyst
Sharon Hunt	Assistant Principal DSL & Safeguarding Lead
Stevie Fisher	Administrator
Helen Hurst	MIS/ Cover Manager
Keala Miller	Learning Support Assistant
Leanne Sutcliffe	Learning Support Assistant
The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Business & Operation Director / Business & Ops Manager
The person responsible for implementing the requirements of the risk assessment is:	Business & Operations Director / Business & Ops Manager

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	Curriculum Director
Engineering	Curriculum Director
Caretaking and Cleaning	Premises Manager / Cleaners
Catering	Taylor Shaw

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc.) is:	Curriculum Directors / Technicians

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	Technician (Prep Room)
Engineering	Technician (Prep Room)
Caretaking and Cleaning	Premises Manager / Cleaners
Catering	Taylor Shaw

Copies of all the hazardous substances inventories are held centrally in:	EMERGENCY PLAN FIRE BOX Shared drive

The person responsible for undertaking and updating the COSHH risk assessments is:	Curriculum Directors

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined annually and tested by:	Flamefast/ MSS/ Safelab
The reports will be kept available for inspection by:	Curriculum Director
The person responsible for ensuring that local exhaust ventilation (dust extraction equipment on woodworking machines) will be examined annually	Curriculum Director

Asbestos

There is no asbestos in the building

Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Consultant	Business & Operations Director / Business & Ops Manager

Waste Management

Waste will be collected daily by:	Premises Manager / Cleaning Team

The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Premises Manager / Cleaning Team

All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Premises 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 the PREMISES MANAGER who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from the Health and Safety Consultant.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the appointed contractor	Premises Manager

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Premises Manager

Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Business & Operations Director / Business & Ops Manager

Where possible Health and Safety Inspections will be carried out with the UTC's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable. A copy will be provided to the UTC Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Business & Operations Director / Business & Ops Manager

Provision of Information

The person responsible for distributing all health and safety information received from the Appointed Health & Safety Consultant and elsewhere and for the maintenance of a health and safety information reference system is:	Business & Operations Director / Business & Ops Manager

Records of employee's signatures indicating that they have received and read and understood health and safety information are kept:	PA to the Principal / Business & Operations Director / Business & Ops Manager

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	Shared drive
The person responsible for maintaining it is:	Business & Operations Director / Business & Ops Manager

The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Business & Operations Director / Business & Ops Manager

The health and safety notice board is sited:	Staff room
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Business & Ops Manager

The Health and Safety Law Poster is sited:	Staff room
The person responsible for maintaining it is	Business & Ops Manager

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom **not** including an overnight stay is:	Visit Leader EVC Principal

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom **including** an overnight stay is:	Visit Leader EVC Principal Derby City Council

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational **visits abroad** including an overnight stay is:	Visit Leader EVC Principal Derby City Council

Work Experience

The person responsible for co-ordinating Alternative Provision and apprenticeships, ensuring risk assessments are completed, ensuring students are visited, liaising with the relevant provider as appropriate is:	Principal

Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises in accordance with the letting's procedure is:	Business & Operations Director / Business & Ops Manager / Premises Manager

The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Premises Manager

The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Premises Manager

Visitors

On arrival all visitors should report to: where they will be asked to sign in using our Inventry System issued with: • an identification badge • relevant health and safety information	Reception

Contractors

The person responsible for selecting contractors and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance.	Premises Manager / Business & Operations Director / Business & Operations Manager / BAM

The person in control of contractors is:	Premises Manager / Business & Operations Director / Business & Operations Manager

Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Premises Manager / Business & Operations Director / Business & Operations Manager

Supplies (Purchasing/Procurement and Deliveries)

The Trust / Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, students and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Types of Order
Business & Operations Director	Goods

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Reception who will liaise with the Business & Operations Director / Business & Operations Manager / Premises Manager

Visits and Recommendations of Enforcing Authorities, Appointed H & S Consultant, Environmental Health Officer.

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Business & Operations Director / Business & Ops Manager

Smoking / Vaping

The Trust has prohibited smoking / vaping on the UTC site (including the car parking area) and in vehicles under its control.

Notes:

Employees are not permitted to smoke/ vape when teaching or supervising students or when they may otherwise come into contact with students.

The policy applies equally to all people who have business in the premises including, Members, Trustees, Employees, students, parents and other visitors.

All job applicants will be informed of the no smoking/ vaping policy.

No Smoking/ Vaping signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

Vehicles

UTC owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	Principal

Stress

The persons responsible for monitoring absence owing to stress related illness is:	Business & Operations Director

Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Business & Operations Director / Business & Operations Manager / Curriculum Directors

Bullying/Harassment

The UTC's policy on behaviour (including bullying) is kept:	Shared Drive
Records of bullying incidents and action taken are kept:	Student/staff record (SIMS)

Restrictive Interventions

Please refer to the Restrictive Interventions Policy for further information.

The UTC's policy on Restrictive Interventions is kept:	Shared Drive
Records of restrictive interventions are kept:	CPOMS/ securely on Shared Drive

Audit, Review, Performance Measurement and Action Plan

The person responsible for liaising with the Health and Safety Consultant is:	Business & Operations Director / Business & Operations Manager

The person(s) responsible for carrying out an annual review of the Policy and its implementation in the school is/are	Business & Operations Director / Business & Operations Manager

The person responsible for compiling and implementing the UTC annual health and safety action plan, including action for improvements in the appropriate development plan is:	Business & Operations Director / Business & Operations Manager

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	Business & Operations Director / PA to Principal/ EPM

Note: The UTCs Appointed Health and Safety Consultant is responsible for external health and safety audit of the management of health and safety in the establishment.