

St Gregory's High School H&S

Ownership: Consider who the key contacts are/were for the development of the document.

Title of Document:	Type of document:	Owner of document:	Responsible Person Name/s:	Responsible Person Title:	Document Creator
Policies					
Health and Safety Policy	Policy	Governing Body	Headteacher	Headteacher	Compliance Education
Lone Working Policy	Policy	Headteacher	Headteacher	Headteacher	Site Manager
Stress Policy SOP	Policy	Headteacher	Headteacher	Headteacher	WBC
Asbestos Management					
Asbestos Management Plan	Plan	Governing Body	Headteacher	Headteacher	Site Manager
Asbestos Containing Materials reviews	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Asbestos Permit to Work	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Control of Contractors - Asbestos	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Legionella Management					
Legionella Risk Assessment	Strategy	Headteacher	Director of F&R/Site Manager	Business Manager/Site Manager	Maxigiene - Water Management Contractor
Legionella Management Plan	Plan	Governing Body	Headteacher	Headteacher	Site Manager
Flusing of Outlets (term and holiday period based on usage)	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Monitoring Book	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Maxigiene - Water Management Contractor

Fire Safety

Fire Risk Assessment Main Build	Strategy	Headteacher	Director of F&R/Site Manager	Business Manager/Site Manager	Compliance Education
Fire Risk Assessment Sportshall	Strategy	Headteacher	Director of F&R/Site Manager	Business Manager/Site Manager	Compliance H&S
Emergency Evacuations					
Emergency Evacuation Plan (Including fire evacuation and Bomb Threat evacuation)	Plan	Headteacher	Director of F&R/Site Manager	Business Manager/Site Manager	Site Manager
Emergency Evacuation Brief	Procedure	Director of F&R/Site Manager	Director of F&R/Site Manager	Business Manager/Site Manager	Site Manager
Out of Hours Procedure	Procedure	Director of F&R/Site Manager	Director of F&R/Site Manager	Business Manager/Site Manager	Site Manager
Meet and Greet	Procedure	Director of F&R/Site Manager	Director of F&R/Site Manager	Business Manager/Site Manager	Site Manager
PEEP Record	Procedure	Director of F&R/Site Manager	Director of F&R/Site Manager	Business Manager/Site Manager	Site Manager
Emergency Evacuation Briefing	Procedure	Director of F&R/Site Manager	Director of F&R/Site Manager	Business Manager/Site Manager	Site Manager
Inspection Programmes					
Carpet and mat inspections	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Defibrillator Inspections	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Emergency Lights Inspection	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Fire Extinguisher Inspections	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Perimeter Fence Inspections	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Trolley inspections	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Fire Alarm Tests	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager

Weekly Checks	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Daily Inspection sheets (non classroom)	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
First Aid box inspections	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Fire Alarm Inspection	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
PPE Equipment Inspection	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Minibus Inspection	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Lifts and Lifting Equipment Inspections	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Emergency Door Release Inspection	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Emergency Pull Cords Inspection	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Safe Systems Of Work					
Contractor signing in/out	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Asbestos	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Access Gate	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Flushing of Rarely Used Outlets	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Recording of Accidents	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Fire Detection/Prevention/ Fighting Equipment	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Handling and use of chemicals	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Manual Handling	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager

Isolating and unsafe Area	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Legionella Action Plan	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Extreme Weather Plan	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Lockdown Procedure	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Accepting a placement	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Opening the School Field	Procedure	Director of F&R/Site Manager	Headteacher	Headteacher	Site Manager
Testing of alarms	Procedure	Director of F&R/Site Manager	Headteacher	Headteacher	Site Manager
Fire Marshals	Procedure	Director of F&R/Site Manager	Headteacher	Headteacher	Site Manager
Bomb Threat	Procedure	Director of F&R/Site Manager	Headteacher	Headteacher	Site Manager
Site Security	Procedure	Director of F&R/Site Manager	Headteacher	Headteacher	Site Manager
First Aid	Procedure	Director of F&R/Site Manager	Headteacher	Headteacher	Site Manager
Risk Assessments					
Environmental Health	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Asbestos	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Boiler Room and Equipment	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Cash Handling	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Contractors on site	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Storerooms	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager

Manual Handling	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Lone Working	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Passenger Lift and Lifting Equipment	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Walkways and Corridors	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Working at Heights	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Electrical Installations and Equipment	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Trans Penine Pipeline	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Classrooms and Teaching spaces	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Gas appliances and installations	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
All visitors to site	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Grounds Maintenance	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Litter	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Water Coolers and Fountains	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Violence/Security	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Arson	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Display Screen Equipment	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
New People	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
First Aid	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager

School Trips	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Stress	Procedure	Director of F&R/Site Manager	Ed McGlinchey - Headteacher	Headteacher	Site Manager
Scalds	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Tools (Use of)	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Minibus	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Snow, Ice Clearance	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Induction Process	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
General Rooms	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Additional					
COSHH Assessments	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Training Programme (teachers and staff)	Plan	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Planned Preventative Programme	Programme	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
High Risk Area Audits	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Accient and Incident Reporting monitoring	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Contractors signing in sheets	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
DSE Assessments	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Facility Hires and T&C's	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager
Utility Isolation heirarchy	Procedure	Director of F&R/Site Manager	Site Manager	Site Manager	Site Manager

Contractors working in school - Safeguarding DBS Flowchart	Procedure	Director of F&R/ Site Manager	Site Manager	Site Manager	Site Manager
	Procedure	Director of F&R/ Site Manager	Site Manager	Site Manager	Site Manager