



SUNNYFIELDS PRIMARY SCHOOL

Rose Crescent
Scawthorpe
Doncaster
DN5 9EW

Mr D Richardson
Head Teacher

Mr M Hobbs
Chair of Governors

SUNNY SIX



COMMUNICATE



INDEPENDENCE



RESILIENCE



CREATIVE



PROBLEM
SOLVER



TEAMWORK

Health & Safety Policy

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Respect Challenge Enquiring minds Confidence

Person responsible for policy	David Richardson
Approved by	Governing Body
Role	Headteacher
Date	November 2018
To be reviewed	October 2019

STATEMENT OF INTENT

The nominated person responsible for Health and Safety is DMBC Corporate Safety.

The Governing Body of Sunnyfields Primary School 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 Governing Body 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 Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body 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 Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the School’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.

Signed

Signed

(Chair of Governors)

(Headteacher)

Date

Date

Other sources of Health and Safety Information:-

- DMBC Corporate Health and Safety Manual including all electronic updates via intranet
- Education Visits via EXEANT site
- Asbestos Log
- Legionella Log
- Fire Log
- Risk Assessment file
- Contractors on site file

ORGANISATION

Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the County Council's 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 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 School's delegated budget;
- Ensuring that risk assessments are made and recorded of all the School's 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 from the LA 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 to the LA 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 School including health and safety inspection reports and accident reports;

Responsibilities of the Headteacher (who is the Health and Safety Co-ordinator)

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are 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 relating to personnel and pupils are made and recorded of all the School's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring appropriate procedures for authorisation of School visits is followed;
- Ensuring that annual health and safety inspections are carried out and a copy of the report is given to the Governors.
- Ensuring that remedial action relating to personnel and pupils 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;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans relating to personnel and pupils are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- 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.
- Attending appropriate Health and Safety Training Courses to enable her to discharge her duties effectively
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc.) are kept up to date by the appropriate people;
- Ensuring that the Health and Safety poster is appropriately displayed;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Providing health and safety induction training for all staff;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

Responsibilities of the Site Manager

- Monitoring contractors on site and ensuring they consult the asbestos log. Ensuring non DMBC registered

contractors' complete appropriate form.

- Ensuring that risk assessments relating to the site including COSHE are made and recorded of all activities which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that remedial action relating to the site is taken following health and safety inspections;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans relating to the site are implemented;
- Attending appropriate Health and Safety Training Courses to enable him to discharge his duties effectively
- Ensuring that Health and Safety Manuals and associated Logs related to site (fire, asbestos, legionella etc.) are kept up to date.
- Supervising all statutory inspections related to the site and ensuring records are kept;

Phase Leaders

Phase Leaders are responsible for:

- The day to day management of health and safety within their key stage in accordance with the health and safety policy;
- Carrying out regular health and safety monitoring inspections within their key stage area and making reports to the headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- 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 have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, School governors and headteacher 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;
- reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- reporting to their Headteacher/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;

ARRANGEMENTS

Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Mr D Richardson
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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)
Fire Evacuation Procedure	Staff handbook – main office
Gas Leak	Follow authority guidelines – Emergency Plan-main office
Electrical Fault	Follow authority guidelines – Emergency Plan-main office
Water	Follow authority guidelines – Emergency Plan-main office
Storm or Flood Damage	Follow authority guidelines – Emergency Plan-main office
Persons Threatening Violence on Site	Follow authority guidelines – Emergency Plan-main office

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, 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,	D Richardson	J Crosby
<ul style="list-style-type: none"> summoning of the emergency services 	E Oxtoby	T Gateley
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Class teachers	TAs

<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (e.g. Headteacher, Deputy Headteacher or other member of the senior management team) 	Class teachers	TAs
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Note: The priorities are as follows:

- to ensure the safety of all persons people, 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:	Head teacher
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The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Head teacher
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Head teacher
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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:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Fire safety box	T Headlam
Emergency Lighting System	Fire safety box	T Headlam

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Site manager
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name
	S Yorks fire and rescue service
	Telephone Number
	01302 344468

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	Boiler room - Lower School Y6 classroom store room – upper School
Electricity	Store room outside Y1 classroom – lower School Store room next to kitchen, KS2 hall – upper School
Gas	Free standing brick hut next to main entrance car park Caretakers outside store room next to kitchen

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
Main office	D Richardson

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy before being sent to the Health and Safety Team at County Hall.	Headteacher:
	Deputy:
	D Richardson
	J Crosby

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

First Aid

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

Name	Trainer	Date of Expiry of Certificate
All current staff – 1 day emergency aid	Bentley Training Centre	December 2017
Lorraine Herring, Sally Hammond, Janet Woolley – paediatric first aid	Bentley Training Centre	October 2021

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

Name	Trainer	Date of Expiry of Certificate
L Herring	Bentley Training Centre	October 2021

The person responsible for ensuring first aid qualifications are maintained is:	E Oxtoby
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The person responsible for ensuring that first aid cover is provided for staff working out of normal School hours is:	D Richardson
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First aid boxes and first aid record books are kept at the following points in the School.

Location of First Aid Box(es)	First Aid Record Book(s)- headbumps and medication
All classrooms, KS1 cloakroom, KS2 PPA room	Box file, main office

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

Location of Travelling First Aid Box
Main office – KS1
PPA room – KS2

A termly check on the location and contents of all first aid boxes will be made by.	L Herring
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	L Herring
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The address and telephone number of the nearest medical centre/NHS GP is:	Dr McKenna 390490

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Doncaster R I
	366666

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in School's 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 L Herring
	Deputy D Richardson
Special arrangements are made for individual children with specific on-going medical needs with their 1-1 carer / TA	

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in School's 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 L Herring
	Second D Richardson

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	D Richardson
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	L Herring
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Risk Assessment

The person responsible for carrying out a general survey of the School's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	D Richardson –pupil and personnel T Headlam - site
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Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards on the site 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, by telephone to:	T Headlam
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	T Headlam
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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:	T Headlam
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All staff are responsible for ensuring the good housekeeping of their own classrooms and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	T Headlam
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	T Headlam
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	T Headlam
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to;	T Headlam
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	T Headlam
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The person responsible for ordering repairs which are the School's responsibility is:	T Headlam
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	T Headlam
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The name and telephone number of the School's attached maintenance surveyor is:	Name: DMBC
	Telephone Number: 736000

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc. is:	T Headlam
	D Richardson

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	T Headlam
	D Richardson

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:	T Headlam
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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:	D Richardson
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- Health and Safety Policies:
- DMBC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits procedures
- Risk Assessments and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- 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)

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:	D Richardson
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The person responsible for compiling and implementing the School's annual health and safety training plan is:	D Richardson
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The person responsible for reviewing the effectiveness of health and safety training is:	D Richardson
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	D Richardson
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Manual Handling of Loads

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:	T Headlam
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The person responsible for monitoring the safety of manual handling activities is:	T Headlam
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Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	D Richardson
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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: -

Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	
Person(s) authorised to use is/are:	T Headlam

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	T Headlam
Person(s) authorised to use is/are:	

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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	T Headlam

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:	
Person(s) authorised to operate and use is/are:	T Headlam

Cleaning is sub contracted to metro Clean who are responsible for maintenance of own equipment

Design and Technology Equipment (Food Technology and Textiles)

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

Art and Design Equipment

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	D Richardson
Person(s) responsible for regular (daily) visual inspection is/are:	T Headlam
Contractor responsible for annual full inspection and report is:	GEMS – Gymnasium Equipment Management Services

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	T Headlam
Person(s) responsible for regular (daily) visual inspection is/are:	T Headlam
Contractor responsible for annual full inspection and report is:	GEMS – Gymnasium Equipment Management Services

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	D Richardson
Person(s) authorised to operate and use is/are:	School staff and DMBC Peri. music service staff

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	T Headlam
Person(s) responsible for carrying out formal visual inspection and testing is/are:	T Headlam
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	T Headlam

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
E Oxtoby	Business Manager
T Gateley	Office Manager
D Richardson	Head Teacher
J Hides	Parent Support Advisor

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	D Richardson
The person responsible for implementing the requirements of the risk assessment is:	D Richardson

Personal Protective Equipment (PPE)

There are no staff employed by the School who require PPE

Hazardous Substances

No hazardous substances are used in the School.

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	T Headlam
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The premises asbestos log is kept:	Site manager store
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	DMBC
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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 Team	D Richardson
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Waste Management

Waste will be collected daily by:	T Headlam
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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:	T Headlam
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	T Headlam
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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 Site Manager who will arrange for them to be dealt with.

The site manager is 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 Team at Council house

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 LA is:	T Headlam
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	T Headlam
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Health and Safety Inspections

The person responsible for organising and carrying out annual safety inspections, including planning, inspection, reporting is:	D Richardson
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Where possible Health and Safety Inspections will be carried out with the School'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 School Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	M Hobbs
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Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	D Richardson
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Individual teachers' records.
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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 box which is kept:	Main office
The person responsible for maintaining it is:	D Richardson

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.	D Richardson
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The health and safety notice board is sited:	In Staffroom
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	D Richardson

The Health and Safety Law Poster is sited:	Staffroom
The person responsible for maintaining it is	D Richardson

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:	D Richardson
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The person responsible for ensuring that the appropriate risk	D Richardson
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assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	D Richardson
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	D Richardson
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Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the School under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self-help scheme is:	D Richardson
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The person responsible for following up the annual play equipment inspection report is:	D Richardson
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The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	T Headlam
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	D Richardson
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	D Richardson
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	D Richardson
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The person responsible for checking that the premises are left in reason by other users before locking up is	T Headlam
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Visitors

On arrival all visitors should report to: • and will sign the visitors book	School office
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Contractors

Note: The School will normally use contractors on the LA's approved list.

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on the LA's approved lists is,	D Richardson/ T Headlam
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The person in control of contractors is:	T Headlam
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Supplies (Purchasing/Procurement and Deliveries)

The 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 as set out in the staff code of conduct. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

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

Name	Types of Order
E Oxtoby	All
D Richardson	All
T Headlam	Site maintenance

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate	T Gateley
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location:	
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Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, 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:	D Richardson
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Smoking

The Governing Body has prohibited smoking in the School.

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.

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

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

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	D Richardson
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Vehicles

School 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.	D Richardson
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The person responsible for maintaining a list of authorised drivers of School vehicles who have passed the County test is:	D Richardson
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The persons responsible for monitoring absence owing to stress related illness is:	D Richardson
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Bullying/Harassment

The School's policy on behaviour (including bullying) is kept:	<i>Policy file – heads office</i>
Records of bullying incidents and action taken are kept:	<i>Incident sheet file, HT office</i>

Insurance

All insurance is arranged through the LA.

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the School's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	D Richardson
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the School is/are	D Richardson
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The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is:	D Richardson
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The person responsible for compiling and implementing the School's annual health and safety action plan, including action for improvements in the appropriate development plan is:	D Richardson
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Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	By the office manager
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Note: The School's Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.

Signed Headteacher

Date

Signed

Chairman of Governors

Date