



Larkfields Junior School

Health and Safety Policy

Produced in accordance with the Nottinghamshire Policy



1. STATEMENT OF INTENT

The Governing Body of Larkfields Junior 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 policy.

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 schools activities.

The school is committed to continually improving its health and safety performance.

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
(Chair of Governors)

Signed
(Headteacher)

Date

Date

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service 'wired'. Health & Safety Community.

2. ORGANISATION

2.1 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 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 school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools 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;

2.2 Responsibilities of the Headteacher

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 are made and recorded of all the schools 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 inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Schools Health and Safety Team;
- 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; see Appendix 2
- Attending the establishment's health and safety committee;
- Drawing up the establishment's annual health and safety action plan; The termly audit of Health and Safety is seen as the Health and Safety action plan as a combined document.
- 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 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 the school 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 Headteacher these responsibilities fall to his/her immediate deputy.

2.3 Responsibilities of the Health and Safety Co-ordinator. At Larkfields Junior this is the Head Teacher

Responsible 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 school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging annual health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all staff;
- Keeping 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, **inducting them in schools site health & safety rules and** ensuring they consult the asbestos log.

2.4 Senior Leadership Team

Heads of Department 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 headteacher 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

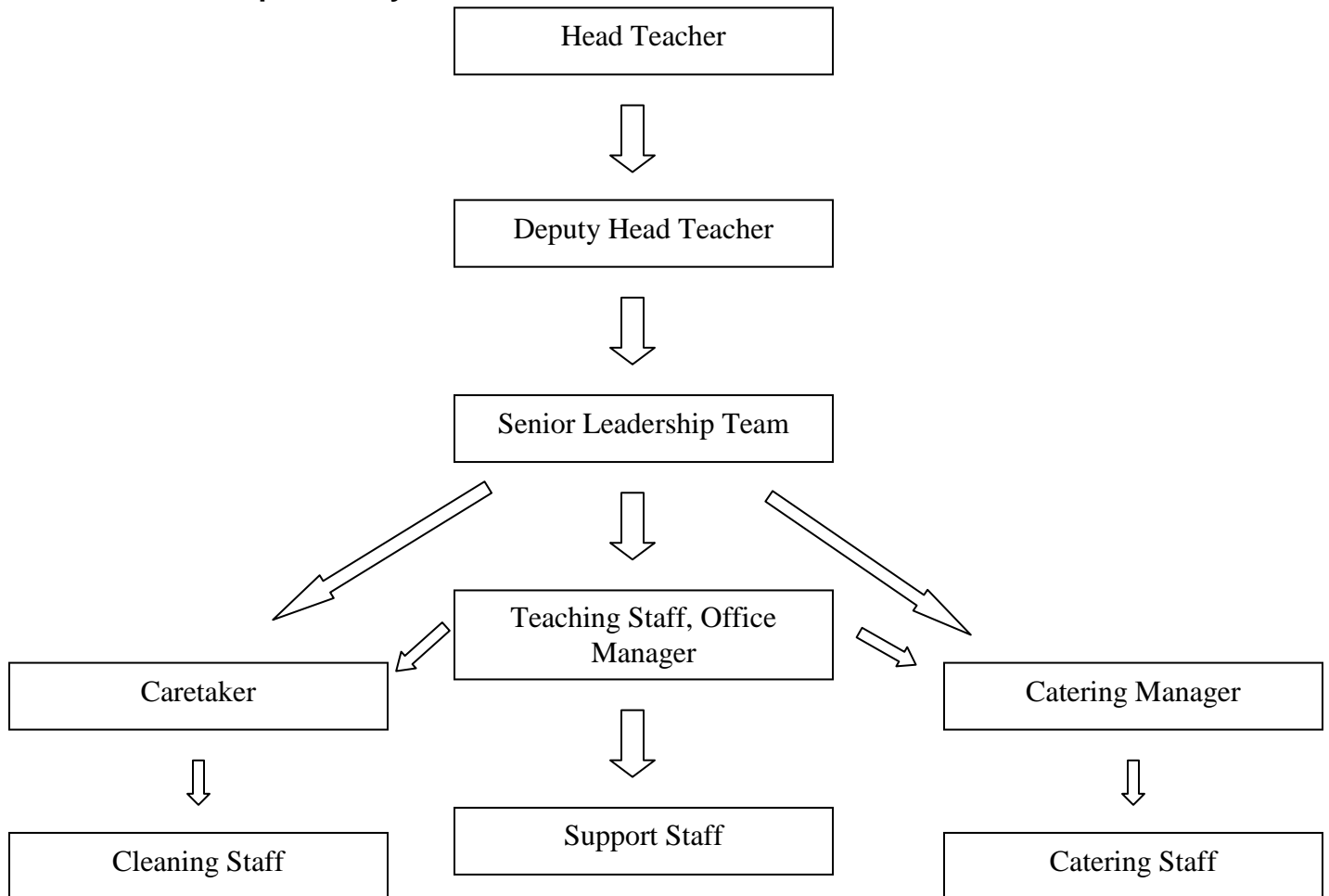
2.5 Responsibilities of all staff

All staff employed at the establishment 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;

- participating in health and safety inspections and the health and safety committee where appropriate.

Line of Responsibility



3 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 Taylor
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Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
Unison	Mrs Emma Poxon

Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/h Association or trade union will be offered facilities in accord with the Authority's Code of Practice. and is required to info	Mr Taylor
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Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	Mr Taylor, Mr Tugnait reporting to F&GP
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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	Health and Safety policy – fire risk assessment
Bomb Alert	School Emergency Plan
Gas Leak	
Electrical Fault	
Water	
Storm or Flood Damage	
Persons Threatening Violence on Site	
Dangerous Animal(s) on Site	
Other	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior leadership 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 ensuring and supervising (where appropriate)	Person	Deputy
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<ul style="list-style-type: none"> the controlled evacuation of people from the building or on the site to a place of safety, 	Head Teacher	Deputy Head Teacher
<ul style="list-style-type: none"> summoning of the emergency services 	Head Teacher / Office Manager	Deputy Head Teacher/ Office Manager
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Head Teacher	Deputy Head Teacher
<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 	Head Teacher	Deputy Head Teacher

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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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy Emergency Plan, school office
	Second Copy HT office, off site by key staff

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 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 box, next to alarm console, Entrance porch	Caretaker
Emergency Lighting System	Fire box, next to alarm console, Entrance porch	Caretaker
Smoke Detection System	Fire box, next to alarm console, Entrance porch	Caretaker

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:	Caretaker
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Nottinghamshire Fire Authority
	Telephone Number 0115 9670880

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
Electricity	Boiler room
Gas	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:

The accident book is kept in the staff room by the Health and Safety notice board.

Location of Accident Book	Person in Charge of Accident Book
Minor accident, accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss. Stored in entrance hall, outside the staffroom.	Head Teacher

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 via well worker reporting system	Headteacher:
	Deputy: Deputy Head Teacher

Guidance will be provided for office staff regarding which types of accident/incident need reporting to the County Council Health and Safety team and the HSE in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Head Teacher
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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** and have been trained in Emergency First Aid in the Workplace

Name	Date of Expiry of Certificate
Mr P Taylor	23rd October 2017
Mrs Michelle Bates	23rd October 2017
Mrs L Lawrence	23rd October 2017

Miss F Johnston	23 rd October 2017
Mrs E Scholter	21 st October 2014
Mrs J Beale	23rd October 2017
Mrs S Parnell	23rd October 2017
Miss K Rea	23rd October 2017
Mrs L Burger	23rd October 2017
Mr L Barber	23rd October 2017
Mrs E Poxon	23rd October 2017
Mrs M Foster-Wright	23rd October 2017
Mrs Michèle Bates	23rd October 2017
Miss L Wright	23rd October 2017
Mrs L Squires	23rd October 2017
Mrs J Wolvin	23rd October 2017
Mrs M Bowley	23rd October 2017
Mrs K Whysall	23rd October 2017
Mrs E Rice	23rd October 2017
Mr D Moore	23rd October 2017

The following employees have received the 'First Aid at Work' training.

Name	Date of Expiry of Certificate
Mrs S Hodgkinson	30 th November 2017

The names of current first aiders and appointed persons emergency aiders are displayed at the following points in the school.

Display Point
Entrance Hall – First Aid Point

The person responsible for ensuring first aid qualifications are maintained is:	Head Teacher
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Head Teacher
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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)
First Aid Point in Entrance Hall	Accident recording book

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

Location of Travelling First Aid Box
First Aid Point – Entrance hall

A termly check on the location and contents of all first aid boxes will be made by.	Mrs Hodgkinson
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Mrs Hodgkinson to check stock and list order to Office Manager
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The address and telephone number of the nearest medical centre/NHS GP is:	Hamma Practice Nottingham Road Kimberley Tel. 0115 9382101
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queens Medical Centre Deby Road Nottingham 0115 9249924
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Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Managing Medicines in School 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 Office Manager
	Deputy Head Teacher, Deputy Head Teacher
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 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 Head Teacher Second Mrs Hodgkinson, Office Manager, Deputy Head Teacher

The person responsible for dealing with insulin for a child with diabetes is:	Mrs Hodgkinson, Mrs Squires, Mrs Bates, Mrs Poxon (Mr Taylor has ultimate responsibility in this area)
The people responsible for administering the EPIpen, in the case of an anaphalatic shock for two children in school, is:	Everybody (all staff have received training).

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Head Teacher/ SLT/ SENCo
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class Teachers
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Hazard Control

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:	Extra curricular – Head Teacher Contractors – Contractor to show Caretaker
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Hazard Reporting and Follow Up

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, by using the booklet outside the staffroom:	All staff to report to Caretaker
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Outside the staffroom
It should then be placed/given to	Caretaker
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Caretaker and Headteacher

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	Caretaker
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Caretaker
The person responsible for ordering repairs which are the school's responsibility is:	Caretaker in association with Office manager
The person responsible for reporting repairs which are the responsibility of the LA to Property Services and checking repairs are carried out is:	Caretaker in association with Office manager
The name and telephone number of the school's attached maintenance surveyor is:	Name: D. Moore (initially)
	Telephone Number: 07812 117785

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, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately.	Head Teacher / Caretaker
Verbal reports should be followed up in writing using the hazard reporting form which can be found at the Health and Safety noticeboard – staff room.	First Aid Point – Entrance Hall
It should then be given to	Caretaker
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Head Teacher / Caretaker

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:	Caretaker
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All staff are responsible for ensuring the good house keeping 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).	Caretaker
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Caretaker
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Caretaker
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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; by means of the hazard reporting procedure	Caretaker
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Caretaker
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The person responsible for ordering repairs which are the school's responsibility is:	Caretaker
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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:	Caretaker
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The name and telephone number of the school's attached maintenance surveyor is:	Name: Building Direct
	Telephone Number: 0115 9567777

Security

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and	First Caretaker
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disarming security alarms etc is:	Deputy Head Teacher
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The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Caretaker
	Deputy Head Teacher

Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	The Office Manager
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	The Emergency Plan
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	The Head Teacher
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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:	Caretaker
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Information, Instruction and Training 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:	The Head Teacher
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Records of employees signatures indicating that they have received and read and understood health and	Fire Training records to be kept in the Fire Records
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safety information are kept:	Book Health and Safety training in Risk Assessment Book
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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 manual which is kept:	The Head Teachers Office/ Health and Safety display – staff room
The person responsible for maintaining it is:	The Head Teacher
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.	The Head Teacher
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:	The Head Teacher
The Health and Safety Law Poster is sited:	Staff Room
The person responsible for maintaining it is	The Head Teacher

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:	Head Teacher
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- Health and Safety Policies: County Council, Departmental, and School.
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Premises Asbestos Log
- Legionella Log
- 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)

Please note that a copy of the risk register (correct at the time of writing) is included as appendix 1

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:	Head Teacher
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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:	Head Teacher / Caretaker
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Head Teacher
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The person responsible for reviewing the effectiveness of health and safety training is:	Head Teacher
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Head Teacher / Caretaker
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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:	Head Teacher
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Manual Handling

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:	Head Teacher / Caretaker
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The person responsible for monitoring the safety of manual handling activities is:	Head Teacher
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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:	Head Teacher / SENCo
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PREMISES**Asbestos**

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the Local Asbestos Management Plan and premises asbestos log is consulted by visiting contractors and other relevant persons is:	Head Teacher / Caretaker
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Head Teacher's office
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	Head Teacher

Legionella

The person with overall responsibility for managing Legionella is:	The Head Teacher
The schools Legionella risk assessment is kept at:	Head Teacher's Office
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Head Teacher/Caretaker
The water temperatures are taken (monthly) by:	Specialised company – 'Sterilizing Services'
The flushing of little used outlets is carried out by:	Caretaker
The log book is kept in:	Head Teacher's Office

Work EquipmentSPECIFIC 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: -

Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Caretaker
Person(s) authorised to use is/are:	All trained staff

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Caretaker
Person(s) authorised to use is/are:	Head Teacher and train staff

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	Caretaker

Equipment Provided for Pupils 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:	Caretaker
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	Caretaker

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:	Caretaker
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Caretaker

Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Caretaker
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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:	Caretaker
Person(s) authorised to operate and use is/are:	Caretaker

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

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Catering manager
Person(s) authorised to operate and use is/are:	Trained catering staff

Grounds Maintenance Equipment (Machinery and Tools)

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

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	DT coordinator
Person(s) authorised to operate and use is/are:	All staff and pupils
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Class Teachers
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when equipment is in use is/are:	Class Teachers and DT Coordinator
The person responsible for taking out of use any equipment Which is inadequately guarded is/are:	DT Coordinator, Class Teacher

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head Teacher
Person(s) authorised to operate and use is/are	All staff / parent helpers

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Catering Manager
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Caretaker
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Art and Design Equipment (Fine Arts)

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

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art Coordinator
Persons authorised to operate and use is/are:	All staff

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE coordinator / Caretaker
Person(s) responsible for regular (daily) visual inspection is/are:	All staff
Contractor responsible for annual full inspection and report is:	Sportsafe UK

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Caretaker
Person(s) responsible for regular (daily) visual inspection is/are:	Caretaker
Contractor responsible for annual full inspection and report is:	Sportsafe UK

Stage Lighting Equipment

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

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head Teacher / Caretaker
Person(s) authorised to operate and use is /are:	All staff

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Head Teacher/ S.Parne
Person(s) authorised to operate and use is/are:	All staff

Portable Electrical Appliances and Hard Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Caretaker, Head Teach Office Manager
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Person(s) responsible for carrying out formal visual inspection and testing is/are:	Caretaker
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:	Head Teacher / Caretaker
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Head Teacher / Office Manager / Caretaker

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
Mrs Emma Poxon	Office Manager
Mrs Maddy Bowley	Clerical Assistant
Ms Lisa Wright	Clerical Assistant

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Outside provider to be contacted
The person responsible for implementing the requirements of the risk assessment is:	Head Teacher

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 equipment complies with relevant legal and British standards is:	The Head Teacher
The person responsible for following up the annual play equipment inspection report is:	Caretaker
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:	Caretaker

The person responsible for ensuring that the equipment is adequately supervised when in use is:	Head Teacher
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Substances and Personal Protective Equipment

Hazardous Substances

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

Science	NA
Design and Technology (Materials)	NA
Design and technology (Food and Textiles)	NA
Art and Design (Fine Arts)	NA
Art and Design (Ceramics)	NA
Caretaking and Cleaning	Caretaker
Swimming Pool Maintenance	NA
Catering	Catering Manager
Grounds Maintenance	Caretaker
Other	Caretaker / Head Teacher

Copies of all the hazardous substances inventories are held centrally in:	The Emergency Plan
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The person responsible for undertaking and updating the COSHH risk assessments is:	Caretaker
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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 the County Council approved contractor is:	Caretaker
The reports will be kept available for inspection by:	Head Teacher

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	
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replacing personal protective equipment when it is worn out follows	
Science	
Design and Technology	
Art and Design	
Caretaking and Cleaning including swimming pools	NA
Catering	Catering Manager
Grounds Maintenance	Caretaker

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	The person whose Garments are soiled
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Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	Caretaker
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Housekeeping and Waste

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 Caretaker 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 Team at Lawn View House 01623 434033.

The person responsible for the collection and management of soiled laundry is: (Residential establishments only)	
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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:	Caretaker
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be	Caretaker
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rectified immediately should report the matter to:	
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Waste Management and Disposal

Waste will be collected daily by:	Caretaker
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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:	Caretaker
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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:	Caretaker
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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:	Caretaker
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All staff are responsible for ensuring the good house keeping 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).	Caretaker
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Caretaker
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Caretaker
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The person responsible for checking that the oil tank bund wall is effective is:	Caretaker
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Pupils Outside School

Educational Visits and Journeys

The person responsible for ensuring that the appropriate assessment and approval is obtained for educational	Mrs Lawrence
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visits in United Kingdom including an overnight stay is:	
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The person responsible for ensuring that the appropriate assessment and approval is obtained for educational visits abroad including an overnight stay is:	Mrs Lawrence
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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 work related learning partners as appropriate is:	Mrs Lawrence / Mr Taylor
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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:	Office Manager
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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:	Caretaker / Office Manager
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The person responsible for checking that the letting organisation Has Risk assessments and appropriate insurance.	Office Manager
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Caretaker
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Premises Alterations, Contractor and Deliveries

Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals and ensuring that the Asbestos Forms AF1 – 5 are completed and sent to the LA Property Services for approval is:	Office manager / Head Teacher
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Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	Office Manager / Head Teacher
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The person in control of contractors is:	Caretaker
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Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Caretaker / Office Manager
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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. 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
Office Manager	All, as detailed in Finance policy
Head Teacher	All, as detailed in Finance policy

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Office staff
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Welfare**Bullying/Harassment**

The school's policy on behaviour (including bullying) is kept:	In T Drive – Policies , completed documents
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Records of bullying incidents and action taken are kept:	By the Head Teacher
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	Head Teacher
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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	Caretaker / Head Teacher
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Smoking

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. NCC Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

Notes:

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 on the premises at access and egress points.

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:	Head Teacher
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Insurance

In addition to the insurance arranged with the LA the Governing Body has decided to arrange the following additional cover.

Insurance Company	Details
N/A	

Inspections (External and Internal)

Catering (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Notts Catering Service
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In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Catering Manager
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Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), LA 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:	Head Teacher
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Internal Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Head Teacher
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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:	Head Teacher / Caretaker
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Management Review

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:	Head Teacher
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Head Teacher
The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is:	Head Teacher
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Head Teacher
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Office Sims system

Note: The schools 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 Chair of Governors

Date

Procedures

There are a number of details relating to Health and Safety included in the 'School File'. These give guidance to staff over timings and arrangements for supervising children. Some key procedural points are listed below which should be read in conjunction with the school's risk assessments.

Play time

Children vacate the building through five external doors. They play on the two large playgrounds and when the weather is dry they use the school fields. The school will ensure that the crowns of the trees are high enough to ensure safe play underneath the lowest branches. These will also provide shade for children. There should be a minimum of two members of staff on duty outside. One should be situated near the steps between the playgrounds so that both areas can be seen. The other adult should be based around the bottom end of the lower playground to ensure that children are not entering the building at the lower door and that no members of the public are gaining access to the site. If there is any serious emergency outside, members of staff should send for help from the staff room or school office immediately. At the end of play time, children in the upper classes should enter the building at a walking pace under the direction of their class teachers. One member of staff should ensure that these classes enter the building safely and that the external doors are shut.

Off site visits and residentials

The school offers a large number of off site visits and residential trips. The school follows the Local Authority for off site visits and all risk assessments and forms are completed in accordance with this policy.

Swimming

The school still sends all children swimming at the local Kimberley Leisure Centre. The risk assessment for swimming should be viewed which details the procedures that need to be adhered to. The obvious risk is a severe one, that of drowning and therefore adult/pupil ratios must be maintained and drowning alarm drills must be carried out for all groups. First aid boxes should be taken for the journey to and from the baths. Observers should be briefed on their responsibilities by teaching staff and children should be tested in shallow water for their competency before being moved to deeper water. Behaviour should be of a high standard at all times. If, at any point, any teacher or observer is concerned that a pupil may be struggling in the water, a drowning alarm should be sounded and the pool evacuated. Staff should attempt to aid children with the long poles provided and only enter the water if required.

Extra Curricular Activities

The school runs many extra curricular activities and, for the most part, the risks managed in these are similar to those encountered in lesson time. Details for monitoring the attendance and locating the whereabouts of children are detailed in a risk assessment. Details regarding use of vehicles is detailed in a separate

policy but all those drivers who transport children should have the appropriate insurance cover. Parents need to have given their permission for children to travel in the car of a member of staff or other adult. Outside providers need to comply with the details set out in the advice for contractors. They should have risk assessments for the activities they provide, have relevant liability cover and present the appropriate CRB information. They should be made aware of the emergency procedures in school and of the need to keep an accurate register of children taking part.

Signed Headteacher

Date

Signed Chair of Governors

Date

Larkfields Junior School

Risk Register

Larkfields Junior have adopted the generic risk assessments for:

- Pedestrian access
- Vehicle access
- Steps
- Emergency vehicle access
- Vehicle parking
- Ice or snow
- Fallen leaves
- Accident reporting
- Animals in school
- Boiler rooms
- Caretaking
- Class rooms
- Cleaning
- Contractors
- Corridors
- Electricity
- Fire (see also separate fire risk assessment)
- First Aid
- Gas
- Glass
- Grounds Maintenance
- Gym
- Hall
- Hazardous substances, flammables, cleaning materials
- Kitchen
- Ladders – stepladders
- Lessons
- Library
- Manual handling of pupils
- Manual handling of inanimate objects
- Office
- Plant rooms
- Play equipment, external

- Playground
- Play time
- Safety training
- Staff room
- Stairs
- Store rooms
- Temperature
- Toilets
- Violence
- Waste
- Water systems, tanks, taps and shower outlets
- Wheelchairs

Larkfields Junior School has created the following specific risk assessments and implement the necessary control measures:

- Swimming
- Extra curricular activities
- Travel Plans – Access and egress
- Transporting pupils
- Trim Trail – Low level play equipment
- Individual child risk assessment (confidential – see Head Teacher)
- Lone working

Appendix 2**Health and Safety Training plan**

<u>Academic Year</u>	<u>Training Required</u>	<u>People involved</u>	<u>Term</u>	<u>Completed</u>
2012/2013	Epi-pen and Diabetes training	All staff (excluding D. Moore)	Autumn 2012	September 2012
	'Basic First Aid'	All staff (including office and kitchen/dinner staff)	Autumn 2012	21 st October 2012
	'First Aid at Work'	Mrs S Hodgkinson	Autumn 2012	November 2012
	'MAPA'	All staff (including office and dinner staff)	Autumn 2012	23 rd November 2012
	Manual Handling (for SEND/ disabilities)	Mrs M Bates (TA) & Miss L Wright	Autumn 2012	15 th November 2012
	'Fire safety'	All staff (including D. Moore and office staff)	Summer 2013	26 th June 2013
	2013/2014	Diabetes and EPI-pen training	All staff (excluding D. Moore)	Autumn 2013
Health and safety policy update		All staff to read and sign	Autumn 2013	October 2013

	Risk assessments update	All staff to read and sign	Autumn 2013	October 2013
	Manual Handling (for SEND/ disabilities)	Mrs M Bates (TA) & Miss L Wright	Spring 2014	Spring 2014
2014/2015	EPI-pen training an diabetes	All staff (excluding D. Moore)	Autumn 2014	September 2014
	'Working at Height'	All staff	Spring 2015	
	'Basic First Aid'	All staff (including office an kitchen/dinner staff)	Autumn - October 2014	October 2014 (Excluding L.Scholter)
	'Fist Aid at Work' training for	Mrs S Hodgkinson	Autumn - November 2014	November 2014
	'Working at Height'	All staff	Spring 2015	
	COSHH	D.Moore	Spring 2015	
	General 'Health and Safety in the	D. Moore	Summer 2015	

	Workplace'			
	Emergency plan	All staff	Spring 2015	
	'Basic Asbestos knowledge' (Toolbox Talks from Wired)	All staff (including D. Moore and office staff)	Spring 2015	
	Health and safety and Risk Assessment update and signing	All staff (including D. Moore and office staff)	Summer 2015	
	'Fire Safety'	All staff (including D. Moore and office staff)		
2015/2016	Epi-pen and diabetes	All staff (excluding D. Moore)	Autumn 2015	
	Health and safety Risk assessment update policy update	All staff to read and sign	Spring 2016	
	'MAPA'	All staff (including office and dinner staff)	Autumn 2015 (unless a need in school is required/identified before this time)	

	'Basic legionella's knowledge' (Toolbox Talks from Wired)	All staff (including D. Moore and office staff)	Spring 2016	
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