



Alderman Pounder Infant and Nursery School

Policy for Health and Safety

Document Owner: Head Teacher

Issue Date: Autumn 2016

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Review frequency: Annual

REVISION HISTORY

Version	Revision Date	Next review due	Summary of Changes (and author)
1.0	Autumn 2013	Autumn 2014	Policy revised (Julie Shelton)
1.1	Autumn 2014	Autumn 2015	Updated
1.2	Autumn 2015	Autumn 2016	Name updates First Aid training update
1.3	Autumn 2016	Autumn 2017	Amendments to smoking section in light of new Smoke Free Policy Agreed Resources 17.10.16

1. STATEMENT OF INTENT

The Governing Body of Alderman Pounder Infant and Nursery 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 schools 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 17.10.16

Date 17.10.16

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

- 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
- attending the establishment's Resources Committee
- drawing up the establishments annual health and safety action plan
- 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 the Deputy Headteacher

2.3 Responsibilities of the Health and Safety Co-ordinator (HT)

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 correct accident reporting procedures are followed and that where appropriate accidents are investigated
- arranging termly 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 and ensuring they consult the asbestos log

2.4 Heads of Subject Departments/Subject Co-ordinators

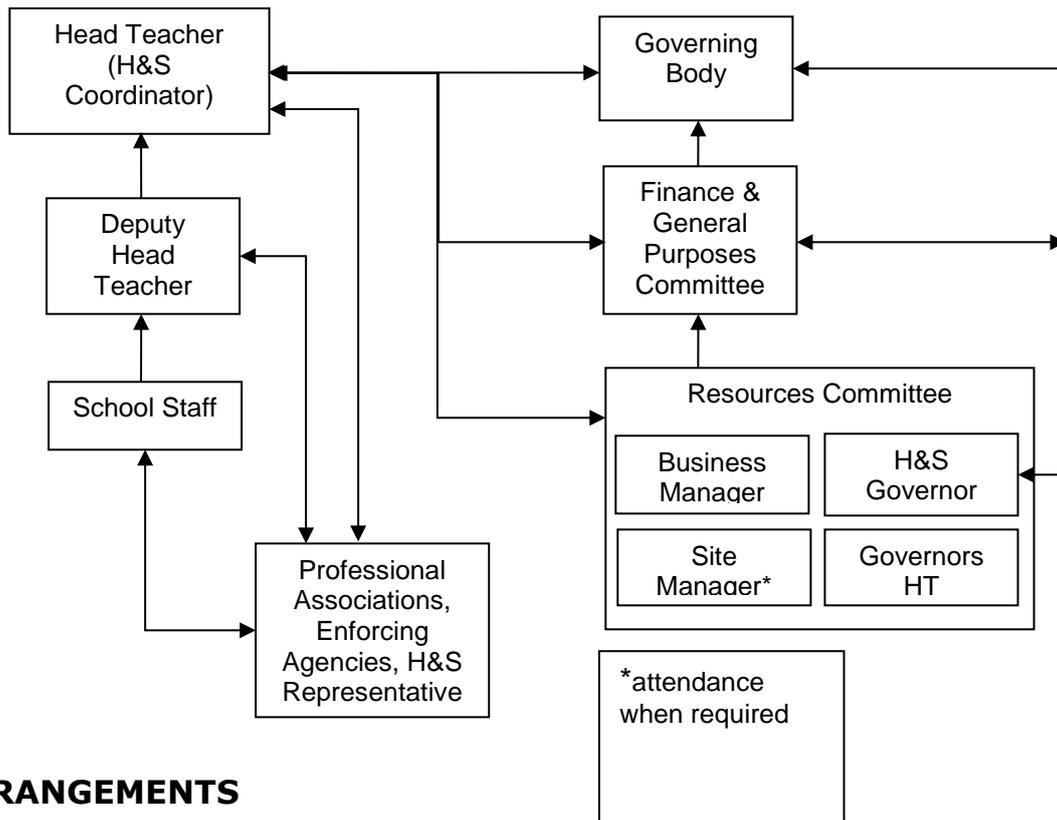
- (not applicable)

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 or Business Manager any serious or immediate danger
- reporting to their Headteacher or Business 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

Flow chart showing the management hierarchy



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:	Head teacher
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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
NASUWT	Vacancy

Safety Representatives and Safety Committees

Any employee appointed as a safety representative by Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required to inform:	Head teacher
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Health and Safety Committee/Resources Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	Health & Safety file in Head teacher's office
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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]
Bomb Alert]
Gas Leak]
Electrical Fault] All in Health & Safety file
Water] in Head teacher's office
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 HT, DHT, Early Years Leader and Key Stage coordinators are 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) the controlled evacuation of people from the building or on the site to a place of safety,	Person	Deputy
	Julie Shelton	Sue Ingram
• summoning of the emergency services	Jo Hume	Lyn Bennett

<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Julie Shelton	Helen Davison & Alison Barnes
<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 (<i>eg Headteacher, Deputy Headteacher or other member of the senior management team</i>) 	Julie Shelton	Helen Davison & Alison Barnes

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:	Julie Shelton
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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:	Julie Shelton
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	School Office
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Mick Reason Site Manager
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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 Log in School office	Mick Reason Site Manager
Emergency Lighting System	Fire Log in School office	Mick Reason Site Manager
Smoke Detection System	Fire Log in School office	Mick Reason Site Manager

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:	Mick Reason to report to Julie Shelton (Headteacher)
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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 Service – Nick Ward 07717571772

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	Eskdale Drive – On path at the entrance to school gate
Electricity	External Site Managers Store
Gas	Gas House

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
Cloakroom - Minor accidents/incidents	Teaching Assistants
School Office - Online Reporting	Jo Hume

Accident reports should be drawn to the attention of and counter-signed by the Headteacher before being sent to the Health Safety Team at County Hall.	Headteacher: Julie Shelton
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The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Julie Shelton and H&S Governor
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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

Delegate	Result	Date	Expiry Date
Helen Jones	Passed	24.10.14	23.10.17
Sue Ingram	Passed	24.10.14	23.10.17
Claire Reason	Passed	24.10.14	23.10.17
Anna Zelek	Passed	24.10.14	23.10.17
Kay Sullivan	Passed	24.10.14	23.10.17
Janet Pink	Passed	24.10.14	23.10.17
Helen Saccamando	Passed	24.10.14	23.10.17
Leanne Brady	Passed	24.10.14	23.10.17
Linda Burrows	Passed	24.10.14	23.10.17
Linda Clarke	Passed	24.10.14	23.10.17
Dawn Blackwell	Passed	24.10.14	23.10.17
Lorraine Arnold	Passed	24.10.14	23.10.17
Helen Bacon	Passed	24.10.14	23.10.17

Lorraine Bethall	Passed	24.10.14	23.10.17
Natalie Collins	Passed	24.10.14	23.10.17
Tracey Hall	Passed	24.10.14	23.10.17
Rose Hardman	Passed	24.10.14	23.10.17
Kayleigh Fordham	Passed	24.10.14	23.10.17
Claire Foston	Passed	24.10.14	23.10.17
Lynn Garton	Passed	24.10.14	23.10.17
Heather Jones	Passed	23.10.15	22.10.18
Rachel Towlson	Passed	23.10.15	22.10.18
Jane Turner	Passed	23.10.15	22.10.18
Amy Roberts	Passed	23.10.15	22.10.18
Marianne Stevenson	Passed	23.10.15	22.10.18

The following employees are paediatric **first aiders**

Name	Location/Extension	Date of Expiry of Certificate
Julie Shelton	Office	14 th May 2018
Eleanor Goulbourn	FS2	23 rd October 2017
Alison Barnes	FS2	30 th June 2019
Kayleigh Fordham	MDSA - Outdoors	19 th August 2019
Sharon Hunt	Seedlings	January 2017

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

Name	Location/Extension	Date of Expiry of Certificate
Joanne Hume	Business Manager	19 th August 2017

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

Location of Main First Aid Box	First Aid Record Book(s)
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School Office	School Office
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Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Foundation Stage	Kitchen Area
Key Stage One	Cloakroom

A termly check on the location and contents of all first aid boxes will be made by.	Joanne Hume
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Joanne Hume
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The address and telephone number of the nearest medical centre/NHS GP is:	Valley Surgery, Bramcote Lane
	01159430530
The address and telephone number of the nearest hospital with accident and emergency facilities is:	QMC, Derby Road, Nottingham 01159249924

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Julie Shelton Joanne Hume Lyn Bennett
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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:	Julie Shelton
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The person(s) responsible for undertaking and reviewing the healthcare plans of	School Nurse and Health Visitor
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pupils with medical needs is:	
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Lyn Bennett
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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:	Julie Shelton
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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, by telephone to:	Report to Business Manager who will inform Site Manager
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Nottinghamshire Portal
It should then be placed/given to	Site Manager and then place in H&S File

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Julie Shelton Head teacher
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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:	Mick Reason
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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).	Mick Reason
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Mick Reason
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Mick Reason
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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	Mick Reason
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Defective furniture should be taken out of use immediately and reported to, and who will arrange for its replacement or repair	Mick Reason
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The person responsible for ordering repairs which are the school's responsibility is:	Mick Reason
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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:	Mick Reason
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The name and telephone number of the school's attached maintenance surveyor is:	Name: Building Direct
	Telephone Number: 0845 3302949

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Mick Reason
	Deputy Julie Shelton

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Mick Reason
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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:	Julie Shelton instructs Mick Reason
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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:	Julie Shelton
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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
- Procures 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)

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:	Julie Shelton
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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:	Julie Shelton
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Julie Shelton
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The person responsible for reviewing the effectiveness of health and safety training is:	Julie Shelton
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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	Julie Shelton
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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:	Julie Shelton
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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:	Julie Shelton
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The person responsible for monitoring the safety of manual handling activities is:	Julie Shelton
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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:	Julie Shelton
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The load assessors for the moving and handling of people are:	N/A
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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: -

Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds **NOT APPLICABLE**

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

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Julie Shelton Mick Reason
Person(s) authorised to use is/are:	Mick Reason

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Julie Shelton
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Person(s) authorised to use is/are:	Mick Reason
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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	Mick Reason
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Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	NA
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	NA

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:	Class teachers where applicable
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Julie Shelton

Lifts

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

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Sarah Brookes NCC Catering Dept
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Person(s) authorised to operate and use is/are:	Sarah Brookes
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Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

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

Grounds Maintenance Equipment (Machinery and Tools)

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

Laboratory Apparatus and Equipment NOT APPLICABLE

Design and Technology Equipment (Resistant and Compliant Materials) NOT APPLICABLE

Design and Technology Equipment (Food Technology and Textiles) NOT APPLICABLE

Art and Design Equipment (Fine Arts) NOT APPLICABLE

Art and Design Equipment (Ceramics) NOT APPLICABLE

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Julie Shelton
Person(s) responsible for regular (daily) visual inspection is/are:	All teachers
Contractor responsible for annual full inspection and report is:	Sportsafe UK- Annual Inspection

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Julie Shelton
Person(s) responsible for regular (daily) visual	All staff

inspection is/are:	
Contractor responsible for annual full inspection and report is:	Sportsafe UK

Stage Lighting Equipment NOT APPLICABLE

Mobile Staging and Seating

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

Pianos, Organs and Other Musical Instruments NOT APPLICABLE

Portable Electrical Appliances

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

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
Joanne Hume	Business Manager
Lyn Bennett	Admin Assistant
Julie Shelton	Head Teacher
Sue Ingram	Deputy 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 replacing personal protective equipment when it is worn out are as follows	
Science	Not applicable
Design and Technology	Not applicable
Art and Design	Not applicable
Caretaking and Cleaning including swimming pools	Mick Reason
Catering	Sarah Brookes
Grounds Maintenance	Garden Guzzlers

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Catering Services Caretaking Services
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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:	NOT APPLICABLE
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Hazardous Substances

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

Science	Not Applicable
Design and Technology (Materials)	Not Applicable
Design and technology (Food and Textiles)	Not Applicable
Art and Design (Fine Arts)	Not Applicable
Art and Design (Ceramics)	Not Applicable
Caretaking and Cleaning	Mick Reason
Swimming Pool Maintenance	Not Applicable
Catering	Sarah Brookes
Grounds Maintenance	NCC
Other	

Copies of all the hazardous substances inventories are held centrally in:	Site Managers Store
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The person responsible for undertaking and updating COSHH risk assessments is:	Mick Reason
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction	Not Applicable
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equipment on woodworking machines etc) will be examined annually and tested by the County Council approved contractor is:	
The reports will be kept available for inspection by:	N/A

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:	Julie Shelton
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The premises asbestos log is kept:	HT office
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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:	Julie Shelton
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Radioactive Sources **NOT APPLICABLE**

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	Julie Shelton
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Waste Management

Waste will be collected daily by:	Mick Reason
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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:	Mick Reason
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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:	Mick Reason
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The person responsible for checking that the oil tank bund wall is effective is:	Not applicable
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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 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 County Hall.

The person responsible for the collection and management of soiled laundry is: (Residential establishments only)	Not Applicable
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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:	Joanne Hume
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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:	Julie Shelton
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Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Julie Shelton H&S Link Gov
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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:	Julie Shelton
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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:	Julie Shelton
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Health & Safety File Head teacher's office
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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:	Head teacher's office
The person responsible for maintaining it is:	Julie Shelton
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.	Julie Shelton

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:	Julie Shelton

The Health and Safety Law Poster is sited:	Staff Room
The person responsible for maintaining it is	Julie Shelton

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

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed,	Julie Shelton
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ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	
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Team Teach

The person responsible for arranging for team teach training and monitoring its effectiveness is:	N/A
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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:	Julie Shelton
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The person responsible for following up the annual play equipment inspection report is:	Julie Shelton
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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:	Mick Reason
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	All staff
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Swimming Pools NOT APPLICABLE

Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Julie Shelton
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Mick Reason
The person responsible for checking that the premises are left in reasonable order by other users locking up is	Mick Reason

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	School Reception Area
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Health & Safety file Head teacher's office
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Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

The person responsible for submitting proposals to the LA for approval through the self help scheme procedure is:	Julie Shelton
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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:	Julie Shelton and Mick Reason
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The person in control of contractors is:	Mick Reason
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Mick Reason

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

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Lyn Bennett
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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:	Julie Shelton
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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:	Sarah Brookes with Education Catering Service
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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:	Julie Shelton
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Smoking

- The school adheres to the Nottinghamshire Smoke Free Policy

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:	Julie Shelton
The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	Not Applicable
The person responsible for authorising the use of the school minibus, ensuring risk assessments are	Not Applicable

competed, drivers have passed the minibus test etc is:	
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:	Not Applicable
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	Julie Shelton
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Julie Shelton
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Bullying/Harassment

The school's policy on Behaviour and Anti Bullying is kept:	School Office and School server
Records of bullying incidents and action taken are kept:	Behaviour Log HT Office

Insurance

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

Insurance Company	Details

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:	Julie Shelton
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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	Julie Shelton
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The person responsible for completing and returning the Annual Health and Safety Report to the Director of Children's Services is:	Julie Shelton
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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:	Julie Shelton
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	School office and Govs Committee File
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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: