



# **Redlands Primary & Nursery School**

## **Health and Safety Policy**



## **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 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 Local Authority (if applicable) 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 health and safety 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 his/her immediate deputy.

### **2.3 Responsibilities of the Health and Safety Co-ordinator ( must be a Senior Member of Staff )**

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses 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 / Trusts 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 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 Local Authority;
- 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 the schools site health & safety rules and ensuring they consult the asbestos log.

#### **2.4 Heads of Subject Departments/Subject Co-ordinators**

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 Local Authority / , 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.

**Note: A flow chart showing the management hierarchy should be included at this point in the policy.**

### 3 ARRANGEMENTS

#### Co-ordination and Communication

##### 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:	Steven Walker
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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
N/A	N/A

##### Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in Accordance with the Authority's Code of Practice. and is required to inform:	
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### Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	N/A
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### Emergencies (Fire etc)

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	All Classrooms, Offices & Other Rooms
Bomb Alert	Main Office & School Emergency Plan
Gas Leak	School Emergency Plan
Electrical Fault	School Emergency Plan
Water	School Emergency Plan
Storm or Flood Damage	School Emergency Plan (To be included)
Persons Threatening Violence on Site	LA Policy Violence Towards Staff
Dangerous Animal(s) on Site	School Emergency Plan (To be included)
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 management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person ( and deputy ) responsible for ensuring and supervising ( where appropriate )	Person	Deputy
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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"> <li>summoning of the emergency services</li> </ul>	School Business Manager	Admin Team Member
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Head Teacher	Deputy Head Teacher
<ul style="list-style-type: none"> <li>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>)</li> </ul>	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 emergency evacuation drills at least once per term is:	School Business Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: ( <i>eg. in the school office</i> )	First Copy School Office
	Second Copy Caretaker's Room

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Nottinghamshire County Council Fire Safety Officer
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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 Book Main Office	Caretaker
Emergency Lighting System	Fire Log Book Main Office	Caretaker
Smoke Detection System	Fire Log Book Main Office	ADT Fire & Security PLC
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
The contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:		Nottinghamshire Fire & Rescue Service (Trading) Ltd
		Telephone Number  01623 825516

## 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	School Emergency Plan Main Office
Electricity	As above
Gas	As above

## 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:	Head Teacher
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## Accidents and Medical

### Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

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

Location of Accident Book	Person in Charge of Accident Book
Main Office	Janet Kirby
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 via the Wellworker online system.	Headteacher:
	Deputy:
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Chair of Governors

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**

Name	Location/Extension	Date of Expiry of Certificate
Paul Thom	Upper KS2	16 December 2016
Kim Barnett	Foundation	25 March 2017

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school.

Display Point	Display Point
Staff Room	
Main Office	
The person responsible for ensuring first aid qualifications are maintained is:	School Business Manager
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	All Staff

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(e's)	First Aid Record Book(s)
Disabled Changing Room	Class 3
Class 14	
Nursery	
Table Tennis Centre	
Class 11 (To be arranged)	

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
Disabled Changing Room – Foundation Area	

A termly check on the location and contents of all first aid boxes will be made by.	Principal First Aider
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Principal First Aider
The address and telephone number of the nearest medical centre/NHS GP is:	Newgate Medical Centre Newgate Street Worksop S80 1HP
	01909 500288
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Bassetlaw District General Kilton Road Worksop S81 0BD
	01909 500990

### 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:	First Admin Team
	Deputy School Business Manager
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	First Head Teacher

administration, and safely disposing of medicines which are no longer required is:	Second Deputy Head Teacher
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Deputy Head Teacher

### Hazard Control

### 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:	School Business Manager Head Teacher
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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 telephone to:	School Business Manager Caretaker
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Fault Register School Business Manager's Office
It should then be placed/given to	School Business Manager
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	School Business Manager Caretaker

### 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	Fault Register School Business Manager
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	School Business Manager Caretaker
The person responsible for ordering repairs which are the school's responsibility is:	School Business Manager Caretaker
The person responsible for reporting repairs which are the responsibility of the LA to Property Services and checking repairs are carried out is:	School Business Manager
The name and telephone number of the school's attached maintenance surveyor is:	Name:
	Telephone Number:

## Security

### Premises Security

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

### Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> <li>an identification badge</li> <li>relevant health and safety information</li> <li>and will sign the visitors book</li> </ul>	Main Office
An employee seeing an unidentified person should act in	To be included in the staff

accordance with agreed procedures which can be found:	handbook
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### **Lone Working**

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	School Business Manager
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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:	Health & Safety Coordinator Line Managers
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Delivery of Tool Box Talks recorded in staff meeting minute book (HT) All staff to sign receipt of H&S policy (Policy file)

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:	School Business Manager's Office
The person responsible for maintaining it is:	School Business Manager
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Health & Safety Coordinator
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	Health & Safety Coordinator

noticeboard and keeping it up to date is:	
The Health and Safety Law Poster is sited:	Throughout school
The person responsible for maintaining it is:	Health & Safety Coordinator

### 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:	Health & Safety Coordinator
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- Health and Safety Policies: County Council, Trust, Departmental, and School.
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition 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:	Health & Safety Coordinator
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:	Health & Safety Coordinator

The person responsible for compiling and implementing the school's annual health and safety training plan is:	School Business Manager
The person responsible for reviewing the effectiveness of health and safety training is:	Health & Safety Coordinator
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	School Business Manager
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Health & Safety Coordinator

## **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:	School Business Manager
The person responsible for monitoring the safety of manual handling activities is:	Health & Safety Coordinator

### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Health & Safety Coordinator
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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 School Business Manager Caretaker
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	School Business Manager'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:	School Business Manager

### Legionella

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

## 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

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:	Caretaker
Person(s) authorised to use is/are:	Caretaker

#### Stepladders

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

### 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
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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, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	N/A
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A
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 Teacher
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	SENCO

### Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	School Business Manager
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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:	NCC Environment Dept Caretaker
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Person(s) authorised to operate and use is/are:	Caretaker/Cleaning Team

### PE Equipment

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

### Outdoor Play Equipment

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

### Stage Lighting Equipment

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

### Mobile Staging and Seating

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

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	School Business Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	B&B Electrical Ltd
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
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Head Teacher
The person responsible for ensuring that any remedial's are actioned is taken if identified in the hard wiring test is:	School Business 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
Janet Kirby	Admin/Finance Assistant
Loraine Hodgkinson	Admin/Finance Assistant
Aimee Keith	Admin/Finance Assistant
Toni Allport	School Business Manager
Carol Sharpe	Head Teacher

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

### Swimming Pools

<p>The person responsible for ensuring that the pool is</p> <ul style="list-style-type: none"> <li>• correctly and safely maintained</li> <li>• regular inspections are carried out</li> <li>• remedial action is taken or if necessary the pool is taken out of use where necessary</li> <li>• appropriate records are kept is:</li> </ul>	N/A
The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:	N/A

### Vehicles

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

<p>Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.</p>	Head Teacher
The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	N/A
The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	N/A

The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:	N/A
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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	N/A
Caretaking and Cleaning	Caretaker/Cleaning Room
Swimming Pool Maintenance	N/A
Catering	Cook Supervisor/Kitchen
Grounds Maintenance	Contractor/Contractor File
Other	
Copies of all the hazardous substances inventories are held centrally in:	Main Office
The person responsible for undertaking and updating the COSHH risk assessments is:	NCC Environment Dept
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:	N/A
The reports will be kept available for inspection by:	N/A

### 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	Caretaker
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Replacing personal protective equipment when it is worn out are as follows	
The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc ) is:	Caretaker

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

## Waste Management and Disposal

Waste will be collected daily by:	Caretaker/Cleaning Team
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Caretaker
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Caretaker

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
The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Caretaker/PHS
The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	School Business Manager (PHS)
The person responsible for checking that the oil tank bund wall is effective is:	N/A

## Pupils Outside School

### Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is:	Educational Visits Coordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	Educational Visits Coordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	N/A

### 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:	Student Placement Officer
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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:	School Business Manager
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	N/A
The person responsible for checking that the letting organisation have Risk assessments and appropriate insurance.	School Business Manager

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:	Head Teacher School Business Manager
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### **Contractors**

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance.	School Business Manager Caretaker
The person in control of contractors is:	School Business Manager Caretaker
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	School Business Manager Caretaker

### **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
Admin Team Member	Official Purchase Orders
	On-line Orders
Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Admin Team

### Welfare

### Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Main Office
Records of bullying incidents and action taken are kept:	Main Office

### Stress

The persons responsible for monitoring absence owing to stress related illness is:	Head Teacher
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### Noise

<b>Any employee</b> 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	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.

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 School Business Manager
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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)

#### 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:	N/A
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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:	Health & Safety Coordinator
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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:	School Business Manager
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## Management Review

### Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Health & Safety Coordinator
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:	Health & Safety Coordinator
Employee absence statistics (i.e non-confidential) for the purposes of performance measurement are kept:	Electronic copies available from attendance officer

***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.***