

# Caroline Haslett Primary School



## Health and Safety Policy

**Date of Issue:** January 2019

**Date of next review:** January 2020 (or earlier in the event of legislation changes)

**Approved by the Governing Board on:**

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chair of Governors) Date: \_\_\_\_\_

**HEALTH AND SAFETY POLICY FOR  
CAROLINE HASLETT PRIMARY SCHOOL**

**1. STATEMENT OF INTENT**

The Governing Board of Caroline Haslett Primary School will take all steps within its power to meet its responsibilities under the Health and Safety at Work etc Act and other health and safety legislation relating to its activities.

This Health and Safety Policy describes our organisation and arrangements for the management of health and safety within the school.

**2. ORGANISATION**

**2.1 Responsibilities of Governing Board**

Here is a breakdown of the LA's responsibilities as an employer which have been delegated or devolved to Governing Boards. The list that follows is a summary of those delegated or devolved responsibilities.

The Governing Board will:

- (i) formulate a Health and Safety policy setting out in writing the responsibilities and arrangements for ensuring safety in the school and will be reviewed at least once a year;
- (ii) implement new arrangements as necessary;
- (iv) provide appropriate resources from within the school's delegated and devolved budgets to implement the arrangements set out in this policy and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (eg premises and equipment maintenance, staff training);
- (v) receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to the LA, or other external board as appropriate, any hazards which are their responsibility, or which the Governing Board is unable to rectify from its own resources;
- (vi) seek appropriate specialist advice from the LA and/or others on health and safety matters where the Governing Board is not fully competent or where additional advice could usefully be sought;
- (vii) promote high standards of health and safety in the school.

**2.2 Duties of All Employees**

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, via the Headteacher. All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer in all matters of health and safety, so as to

enable the law to be complied with;

- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- report to the School Business Manager (Andrea Fergusson) any serious and immediate danger to health and safety;
- report to the Headteacher any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use equipment when satisfied that they are competent to use it.

Disciplinary action may be taken against anyone disregarding safe working practices.

### **2.3 Responsibilities of the Headteacher or Other Designated Person**

The Headteacher (Paul Quinton), or Deputy Headteacher (Sandra Ottaway) will:

- (i) have overall responsibility for implementing the school's health and safety arrangements as assigned by the Governing Board or Headteacher;
- (ii) be the focal point for day-to-day references on health and safety at the school and give advice or indicate sources of advice;
- (iii) report to the office of the Corporate Director – People – MKC, hazards which cannot be rectified immediately or from within the resources of the Governing Board;
- (iv) stop any misuse of equipment etc. (Specialist advice may be obtained from the MK Health and Safety Officer or relevant Advisory Service);
- (v) arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- (vi) ensure that instructions from the Local Authority on health and safety matters are reported to the Governing Board and/or implemented as appropriate;
- (vii) seek specialist advice on health and safety matters when necessary.

## **3. ARRANGEMENTS**

### **3.1 Fire and Other Emergencies**

- 3.1.1 Emergency procedures exist covering a range of situations (eg medical emergency, serious injury, severe weather, fire), which will or may arise.
- 3.1.2 In an emergency a responsible person is to clear the area of people, take appropriate immediate action, eg close doors, isolate services, call emergency services and summon the **Headteacher or Deputy Headteacher** to arrange follow-up action.
- 3.1.3 Once emergency procedures have been put in hand, the **Headteacher or Deputy Headteacher** will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document.

*FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.*

*SECOND PRIORITY: call the emergency services where necessary.*

*THIRD PRIORITY: safeguard premises and equipment, if possible.*

3.1.4 The School Business Manager is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of school hours.

3.1.5 Fire drills are held termly and are initiated by the Headteacher.

3.1.6. Details of the positions of the following isolation points (water, electricity, gas) are listed on the fire plan and kept in the front office.

### **3.2 Fire Prevention and Detection Equipment Arrangements**

3.2.1 The Infrastructure Manager is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
1. Fire Alarm	Termly checklist in Infrastructure Manager's office
2. Emergency Lighting System	Termly checklist in Infrastructure Manager's office
3. Smoke/Heat Detection	Termly checklist in Infrastructure Manager's office

3.2.2 The Infrastructure Manager is responsible for conducting a visual inspection of fire fighting equipment on a weekly basis.

3.2.3 Aylesbury Fire Services is responsible for conducting the annual test of fire fighting equipment.

### **3.3 Risk Assessment Register**

The Infrastructure Manager holds the current, signed school risk assessment register. The risk assessment register is followed up at all Health and Safety meetings, which are held at least termly. New issues are raised and added at the meeting.

### **3.4 Hazard Reporting, Risk Assessment and Safety Signs**

3.4.1 All employees and governors should report hazards of which they become aware by means of the red report sheets and hand them to the School Business Manager immediately.

3.4.2 The Infrastructure Manager is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

### **3.5 First Aid**

3.5.1 The following employees have been trained to First Aid at Work level

<u>Name</u>	<u>Date of expiry of certificate</u>
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Suzie Hilton	20 <sup>th</sup> April 2019
Lucy Knowles	12 <sup>th</sup> October 2019
Claire Pledger	12 <sup>th</sup> October 2019
Emma Shettle	12 <sup>th</sup> October 2019
Francesca Thompson	12 <sup>th</sup> October 2019
Janine Varlow	12 <sup>th</sup> October 2019
Sarah Vizor	12 <sup>th</sup> October 2019
Angela White	12 <sup>th</sup> October 2019
Keri Church	12 <sup>th</sup> October 2020
Faye Carey	12 <sup>th</sup> October 2020
Diane Lindop	12 <sup>th</sup> October 2020
Denise Hayward	17 <sup>th</sup> November 2020
Ruth Jackson	27 <sup>th</sup> November 2020
Anne Moyle	27 <sup>th</sup> November 2020
Karen Critchlow	29 <sup>th</sup> January 2021
Beatrice Arthur	29 <sup>th</sup> January 2021

3.5.2 The following employees have been trained to Paediatric First Aid level

<u>Name</u>	<u>Date of expiry of certificate</u>
Donna Sproson	1 <sup>st</sup> May 2020
Bushra Mushtaq	28 <sup>th</sup> February 2021
Laura Maddox	28 <sup>th</sup> February 2021
Louis Amissah	18 <sup>th</sup> June 2021
Jo Anderson	18 <sup>th</sup> June 2021
Gill Twining	3 <sup>rd</sup> July 2021

3.5.3 On expiry of certificates or when an employee who has been trained as a first aider leaves the school, the School Business Manager will make arrangements for another person to be trained to replace them.

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

First Aid Room

3.5.5 First aid boxes are kept at the following points in the school.

First Aid Room

The Concourse

Mekon

The Faraday Building

3.5.6 Travelling first aid kits are kept at the following points in the school

First Aid Room

3.5.7 A termly check on the contents of boxes will be made by Gill Twining (*any shortages reported to School Business Manager*).

3.5.8 Use of first aid materials and deficiencies should be reported to School Business Manager who will arrange for replacement.

3.5.9 First aid record books are kept in the following places in the school.

First Aid Room

3.5.10 Details of contact numbers for the nearest hospital casualty department and other medical services are set out below.

**999** (emergency care) or **111** (non urgent care)

### **3.6 Accident and Dangerous or Violent Incident Reporting and Investigation**

3.6.1 An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the Serious Accident Report book which is kept in the first aid room soon as practicable afterwards.

3.6.2 Serious Accident reports should be drawn to the attention of and counter-signed by the Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work, he will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident, he will report the accident in accordance with the Council's procedures.

### **3.7 Entering and Leaving the Premises**

3.7.1 Caretaker & Infrastructure Manager are responsible for opening and securing the building as necessary.

3.7.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by Headteacher.

### **3.8 Maintenance of Premises and Housekeeping**

3.8.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Infrastructure Manager/caretaker will make a daily check. **All employees** are required to co-operate with decisions taken as a result of this check.

3.8.2 An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report to the School Business Manager by means of red report slip.

3.8.3 Defective furniture should be reported to the Infrastructure Manager.

3.8.4 The School Business Manager is responsible for ordering repairs that are the School's responsibility, eg replacement of damaged glazing, under the delegated

budget.

- 3.8.5 The Headteacher works alongside the Infrastructure Manager to determine the programming of structural maintenance works, having taken into account the works identified in the School Development Plan.

The Infrastructure Manager is responsible for making arrangements for dealing with asbestos in compliance with the Council's policy, in particular when arranging adaptations or improvements. The asbestos register is kept in the front office.

### **3.9 Adaptations or Improvements to Premises (Buildings and Grounds)**

- 3.9.1 The Headteacher is responsible for submitting proposals to the Director of Education FAO the Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by the FRIENDS.

### **3.10 Training**

- 3.10.1 The Infrastructure Manager will draw health and safety responsibilities and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training.

- 3.10.2 The Headteacher will identify health and safety training needs in consultation with the employees concerned.

- 3.10.3 The Headteacher is responsible for the school's training plan. It may be included in the school's development plan.

- 3.10.4 Where certificates of competence are required for potentially hazardous activities (e.g. swimming) the School Business Manager is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.

- 3.10.5 Employees who feel that they have need for health and safety training of any kind should notify the Headteacher in writing.

- 3.10.6 The Infrastructure Manager is responsible for reviewing the effectiveness of health and safety training.

### **3.11 Work Equipment**

#### **3.11.1 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:-

	<u>Person Responsible for Risk Assessment</u>	<u>Persons Authorised to Use/Operate</u>	<u>Persons Authorised to Inspect and Arrange Repairs</u>	<u>Frequency of Inspection</u>
1. Access Equipment (eg ladders)	Andy Dickens	Andy Dickens	Andy Dickens	Each use
2. Caretaking and Cleaning Equipment (including tools)	Andy Dickens	Cleaning staff	Andy Dickens	Annually
3. Grounds Maintenance Equipment	Sports Grounds	Contractor	Own equipment	Own

	Services			equipment
4. PE and Play Equipment	Andy Dickens	Staff *	Universal services	Annually
5. Art and Design Equipment	Staff	Staff *	Staff	Ongoing
6. Stage Lighting Equipment	Andy Dickens	Staff *	A/C Testing Services	Biennially
7. Mobile Staging and Piano	Premises staff	Premises staff *	P.A.T test-piano	Biennially
8. Portable Electrical Appliances	A/C Testing	Staff	A/C Testing Services	Biennially

\* Equipment in these categories are available for use of all pupils whilst supervised by trained staff

### 3.11.2 Portable Electrical Appliances

Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is the Infrastructure Manager.

### 3.11.3 Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety (electric plane, jigsaw, angle grinder, portable grinder, motor mower, hedge cutter, drill, paper guillotine), the Infrastructure Manager will

- (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and
- (ii) will take follow-up action (ie taking machines out of service) when necessary.

3.11.4 The Infrastructure Manager is responsible for instructing employees and children on the correct use of equipment (including use of guards) before the latter are authorised to use it. Employees are responsible for reporting to the Infrastructure Manager any equipment which is not fitted with appropriate safety features (eg guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

## 3.12 **Safety Inspections**

3.12.1 Health and safety inspections of premises, by members of the Health and Safety Committee, take place at least once every term. These are initiated by the Infrastructure Manager. An inspection of the premises is also undertaken at least termly by the Infrastructure Manager and Health and Safety Governor.

3.12.2 The School Business Manager ensures all incidents are recorded on the LA's Electronic Accident and Incident Reporting system. Responsibility for following up action on the report will rest with the Headteacher.

## 3.13 **Provision of Information**

3.13.1 The School Business Manager is responsible for distributing all health and safety information received by the school from the LA or elsewhere.



3.13.2 All relevant health and safety documentation is kept in the staffroom and is readily available for reference by all employees. The exception is where information is more appropriately kept at a particular location. In such cases, the Infrastructure Manager will inform the relevant employees of the location and information kept on these files.

3.13.3 Where relevant, all new health and safety information received at the school will be copied. The School Business Manager will decide on the circulation of each document. A copy of the information will also be displayed by a member of the Health and Safety Committee on the School health and safety notice board. The notice board is sited in the staffroom.

### **3.14 Curriculum Planning (eg Educational Visits, Work Experience)**

3.14.1 Particular activities requiring the approval of specific persons are identified as follows:-

Educational visits including overnight stay – Headteacher

Educational visits (not including overnight stay) – Headteacher

Work experience placements – Deputy Headteacher

Use of School transport – Headteacher

### **3.15 Dangerous Substances**

3.15.1 Inventories of dangerous substances used in the School are maintained by the following employees:

Andy Dickens (Infrastructure Manager) COSHH register

### **3.16 Manual Handling**

3.16.1 The Headteacher, the School Business Manager and Infrastructure Manager are responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

### **3.17 Personal Protective Equipment (PPE)**

3.17.1 Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. **All employees** are responsible for informing the Infrastructure Manager as soon as they become aware of a need to repair or replace PPE that they use.

3.17.2 The School Business Manager will be responsible for replacing worn PPE.

3.17.3 The Infrastructure Manager will check that PPE is being used by employees and pupils where appropriate. If employees are not sure whether their activity requires PPE, then advice will be sought from Infrastructure Manager.

### **3.18 Waste Management and Cleaning Arrangements**

3.18.1 Waste is collected daily by **the cleaners** and the premises team will arrange for its

safe storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Infrastructure Manager who will arrange for its disposal.

3.18.2 All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Caretaker or Infrastructure Manager who will arrange for them to be dealt with.

3.18.3 Hazardous materials or substances require special procedures for disposal. **Relevant employees**, who are responsible for ensuring that hazardous substances are disposed of safely, do so in accordance with the COSHH data sheet. Advice may be sought from the Infrastructure Manager.

3.18.4 The School Business Manager is 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.

3.18.5 The cleaning arrangements for the school are set out in the premises team individual listed duties.

3.18.6 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Infrastructure Manager who will assess whether the arrangements can be changed.

### **3.19 Use of Premises Outside School Hours**

3.19.1 The School Business Manager is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

3.19.2 The Infrastructure Manager is responsible for informing other users of the building of the presence of any hazards that they may encounter and how the risks have been controlled (*eg cordoning off, warning notice*).

3.19.3 The Infrastructure Manager is responsible for checking that the premises are left in reasonable order by other users before locking up.

### **3.20 Safety Representatives and Safety Committees**

3.20.1 The school has an established Health and Safety Committee.

The constitution, membership and the minutes of the School Health & Safety Committee are kept in the First Aid Room.

### **3.21 Visitors and Contractors**

3.21.1 **All visitors and contractors** should report on arrival on site to the front office staff who will:

- (i) identify a contact person;
- (ii) issue an identification badge
- (iii) provide them with relevant health and safety information;
- (iv) remind them of their duties to the school community
- (v) advise on fire evacuation procedures

3.21.2 Visitors will be asked to sign the visitor's book and will be informed of this request by means of a notice sign on each entrance.

3.21.3 An employee seeing an unidentified person should act in accordance with agreed

procedures.

3.21.4 If the school uses a contractor not on a Council approved list, the School Business Manager is responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act

3.21.5 Responsibility for liaison with contractors:

Building Cleaning - School Business Manager

Building Maintenance and Improvements - Infrastructure Manager

Grounds Maintenance - Infrastructure Manager

Catering - School Business Manager

### **3.22 Supplies (Purchasing/Procurement and Deliveries)**

3.22.1 The Governing Board will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

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.

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

<u>Name</u>	<u>Type of Orders etc</u>
School Business Manager	All supplies

3.22.2 Deliveries of goods will be reported to the School Business Manager & Infrastructure Manager.

3.22.3 Arrangements for the safe movement and storage of supplies will be made by

Infrastructure Manager.....Movement

Infrastructure Manager.....Storage

### **3.23 Catering**

3.23.1 The School Business Manager is responsible for registering the food premises with the Environmental Health Officers.

3.23.2 The School Business Manager is responsible for monitoring the quality of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards.

### **3.24 Visits and Recommendations of Enforcing Authorities eg Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer**

3.24.1 Notification of visits and recommendations should be given to the School Business Manager who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Board or LA.

### **3.25 Display Screen Equipment**

3.25.1 The following roles are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

School Business Manager

Secretary

Receptionist

3.25.2 The School Business Manager is responsible for carrying out the risk assessment.

3.25.3 The School Business Manager is responsible for initiating action required as a result of the assessment.

### **3.26 Noise**

3.26.1 **An employee** concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made by the MK **Health and Safety Officer**.

### **3.27 Smoking/vaping/E-Cigarettes**

3.27.1 The Governing Board has prohibited smoking/vaping in the school and in vehicles under its control.

The only exceptions will be in or during:

- (i) certain outside work;
- (ii) front car park and areas outside the school buildings

Employees are not permitted to smoke/vape when teaching or supervising pupils or when they may otherwise come into contact with pupils whilst on duty.

The policy applies equally to all people who have business in the school premises including County Councillors, employees, pupils, parents and other visitors. Although it is recognised that there may be circumstances when it will not be possible or advisable to stop a member of the public from smoking/vaping, employees are requested as far as possible to encourage visitors not to smoke/vape. The Governing Board recognises the right of individuals to be smokers/vapers but is mindful of the right of the non-smoking majority to work in, visit and use a smoke free environment.

In the few instances where these rights conflict, the aim will be to seek a reasonable solution, initially by negotiation and without the need to use more formal procedures.

3.27.2 All job applicants will be informed by the staff handbook of the no smoking/vaping policy.

3.27.3 No smoking signs will be displayed in the school wherever appropriate, determined by the Headteacher.

### **3.28 Administration of Medicines [See Supporting Pupils with Medical Conditions Policy]**

- 3.28.1 The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.
- 3.28.2 The administration of medicines to pupils that the school has agreed to meet are kept in the First Aid room.

### **3.29 Vehicles**

- 3.29.1 The Headteacher is responsible, in conjunction with the School Business Manager, for ensuring that vehicles kept by the school are operated in accordance with the law and with the DVLA regulations for the use of vehicles.
- 3.29.2 School owned, hired or leased minibuses or coaches are only to be used for approved journeys.
- 3.29.3 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the School Business Manager. They will ensure that the driver has a valid licence and appropriate insurance.
- 3.29.4 The School Business Manager is responsible for informing the Council of the acquisition of a vehicle in order that registration, taxing and testing can be arranged.
- 3.29.5 The School Business Manager is responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Council.
- 3.29.6 The School Business Manager is responsible for maintaining a list of authorised drivers of school vehicles who have passed the appropriate test.

### **3.30 Bullying/Harassment**

- 3.30.1 The School's policy on behaviour (including bullying) is kept in the front office and is available online.
- 3.30.2 Records of bullying incidents and action taken are kept by the Deputy head.

### **3.31 Insurance**

- 3.31.1 In addition to the insurances arranged by the MK Council for all LA maintained Schools, the Governing Board has decided to arrange the following additional cover.

**Occasional Motor Business Use Insurance** (for employees using own vehicles)

**Vehicle Insurance** (for school minibus)

### **3.32 Lone working**

Lone working may include:

Late working

Home or site visits

Weekend working

Site manager duties

Site cleaning duties

Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone

### **3.33 New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

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

3.34.1 The Governing Board is responsible for:

- (i) carrying out an annual review of the policy and its implementation in the school;
- (ii) ensuring the School Development Plan or Premises Development Plan include key actions identified by the Health and Safety Committee.

Employee absence statistics (ie non-confidential), for the purposes of performance measurement, are kept by the School Business Manager.

<b>Headteacher</b>	<b>Paul Quinton</b>
<b>Deputy Head</b>	<b>Sandra Ottaway</b>
<b>School Business Manager</b>	<b>Andrea Fergusson</b>
<b>Infrastructure Manager</b>	<b>Andy Dickens</b>
<b>Secretary</b>	<b>Wendy Swaine</b>
<b>Receptionist</b>	<b>Lindsay Mercer</b>

## **ANNEX 1**

### **CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE**

Advice and assistance is available from line managers and from:

Health and Safety Advisor

Tel. No. 01908 254531

Advisors and School Support Services

Tel. No. 01908 253341

Insurance Manager (LGSS)

Tel. No. 01604 367037

Passenger Transport Dept

Tel. No. 01908 252542

Road Safety Officer

Tel. No. 01908 252353

Environmental Health

Tel. No. 01908 252398