

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

The Governing Body of Brookhill Leys 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

Date

Other sources of Health and Safety Information:-

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

Jan 2017

Review Spring 2018

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 (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 the Headteacher or delegated staff have access to any necessary training to be able to carry out their duties;
- 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:

- 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 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;
- 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 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.

Note: in the absence of the Headteacher these responsibilities fall to his/her immediate Deputy.

2.4 Responsibilities of the Deputy Headteacher

The Deputy Headteacher is responsible to the Headteacher for:

- All Health and Safety matters of the school in the absence of the Headteacher.
- Ensuring that all equipment provided for the school is adequate for its intended use, is safe and correctly serviced, and properly maintained.
- Withdrawing from use any unsafe equipment, its proper repair and return, and where necessary its correct disposal.
- Reporting to the Headteacher any problems, or imminent danger associated with their responsibility as soon as it is practicable to do so.

3 Responsibilities of the Site Manager

The Site Manager is responsible to the Headteacher for:

- Ensuring so far as is reasonably practicable, the Health and Safety provisions and procedures affecting cleaning and ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored and locked away when not in use.
- Ensuring that all waste materials from the school are disposed of in accordance with LA policy.

- Maintaining a clean, safe and effective boiler area, including the safe storage and delivery of fuels necessary.
- Maintaining a high standard of housekeeping and ensuring this with all cleaning staff
- Noting and reporting to the Headteacher any problem, or imminent danger as soon as is practicable to do so.
- Active involvement with the Governing Body on Health and Safety matters.

2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health, safety and welfare;
- reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- ensuring any electrical item used has been PAT tested in the schools cycle or is less than 12 months old;
- participating in health and safety inspections and the health and safety committee where appropriate.

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:	Headteacher Jacqueline Sainsbury
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Health and Safety SDPF&P Committee

The constitution, and minutes of the SDPF&P Committee, relevant to all health and safety, are kept:	Within the H & S and Risk Assessment Folders – Held in the School 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 school's emergency plan

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
the controlled evacuation of people from the building or on the site to a place of safety,	Headteacher	Deputy Headteacher
<ul style="list-style-type: none"> summoning of the emergency services 	School Business Manager	Receptionist/Administrator
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	School Business Manager	Receptionist/Administrator
<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 (eg Headteacher, Deputy Headteacher or other member of the senior management team) 	Headteacher	Deputy Headteacher

Note: The priorities are as follows:

- to ensure the safety of all persons, 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:	Headteacher
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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:	Site Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (eg. in the school office)	Site Managers office
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Headteacher
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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 held in the Site Managers office	Site Manager

Emergency Lighting System	Visual Checks and annual checks	Site Manager
Smoke Detection System	None	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:	Visual inspection carried out by site manager and faults report to the office manager and 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 & City of Nottingham Fire Authority
	Telephone Number 0115 967 0880

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	1) Kitchen 2) Site Managers office
Electricity	1) server cupboard 2) old reception area resource cupboard through the Exclusion Unit off the lower hall
Gas	1) main boiler house 2) kitchen

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

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

Accident book(s) are kept by the School Business Manager in the school office

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

The person responsible for monitoring accidents and incidents to identify trends and patterns is the Headteacher

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

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

Name	Location/Extension	Date of Expiry of Certificate
Liz Eyre	Office	March 2018

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

Name	Location/Extension	Date of Expiry of Certificate
Lucy Baxter	Emergency First Aid	May 2018

Michael Bradley	Emergency First Aid	May 2018
Danielle Calladine	Emergency First Aid	May2018
Charlotte Charlesworth	Emergency First Aid	May 2018
Christina Gooch	Emergency First Aid	May 2018
Rebecca Harris	Emergency First Aid	May 2018
Tina Harvey	Emergency First Aid	May 2018
Mary Jackson	Emergency First Aid	May 2018
Jackie Kirk	Emergency First Aid	May 2018
Angela Lane	Emergency First Aid	May 2018
Dawn Maddock	Emergency First Aid	May 2018
Su Martin	Emergency First Aid	May 2018
Karla McCallion	Emergency First Aid	May 2018
Kym Purdon	Emergency First Aid	May 2018
Mandy Roberts	Emergency First Aid	May 2018
Helen Robinson	Emergency First Aid	May 2018
Claire Short	Emergency First Aid	May 2018
Liz Taylor	Emergency First Aid	May 2018
Michelle Tilbury	Emergency First Aid	May 2018
June Ward	Emergency First Aid	May 2018
Alison wheelhouse	Emergency First Aid	May 2018
Tina Wrenn	Emergency First Aid	May 2018

Aimee Bestwick	Paediatric First Aid	Jan 2020
Danielle Calladine	Paediatric First Aid	April 2019
Rebecca Harris	Paediatric First Aid	March 2019
Vicki Johnson	Paediatric First Aid	Feb 2018
Angela Lane	Paediatric First Aid	June 2019
Joanne Priestley	Paediatric First Aid	Jan 2020
Kym Purdon	Paediatric First Aid	Jan 2019
George Roberts	Paediatric First Aid	Jan 2019
Henry Sainsbury	Paediatric First Aid	Jan 2020
Louise Staples	Paediatric First Aid	Feb 2018
June Ward	Paediatric First Aid	April 2019
Jane watts	Paediatric First Aid	Jan 2019

The person responsible for ensuring first aid qualifications are maintained is:	School Business Manager and maintained in the office
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Kits	First Aid Record Book(s)
Each class has small first aid kit. These are positioned in each room and denoted by a green cross	School office and classrooms
Upper corridor disabled toilet area	MDSA's have a record book and these are used to accurately complete Accident forms
Main school office	Serious incidents are recorded on Form SR3/5 and dispatched following procedure

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
Staff and class rooms	

A termly check on the location and contents of all first aid boxes will be made	School Business Manager
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	School Business Manager
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The address and telephone number of the nearest medical centre/NHS GP is:	Newthorpe Common Medical Centre Chewton Street, Eastwood, Nottingham Medical Centre
	 01773 760202

The address and telephone number of the nearest hospital with accident and emergency facilities is:	The Queen's Medical Centre Derby Road Nottingham, Nottinghamshire, NG7 2UH
	 0115 924 9924

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 Receptionist/Administrator
	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 administration, and safely disposing of medicines which are no longer required is:	First Receptionist/Administrator
	Deputy School Business Manager

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Inclusion Leader/SENCO
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class teachers - Inhalers are kept in the class room of the affected child
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Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Headteacher
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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, to:	Headteacher / School Business Manager
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	School Office
It should then be placed/given to	Contractors and/or Site Manager, whichever is appropriate
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Headteacher

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:	Site Manager
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, staffroom, classrooms, workshops, art rooms, creative arts areas and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Site Manager
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	Site Manager
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Site Manager
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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	Site Manager / 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	Site Manager – out of use School Business Manager – replacement
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The person responsible for ordering repairs which are the school's responsibility is:	School Business Manager in consultation with Headteacher
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The person responsible for reporting repairs which are the responsibility of	Headteacher / School Business
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the LA to the LA and checking repairs are carried out is:	Manager
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The name and telephone number of the school's attached maintenance surveyor is:	Name: Property Services
	Telephone Number: 0115 9773322 Out of hours – 0785 0795 405

Premises Security

The person (and their Deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Site Manager
	Deputy Headteacher

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Controlled Guarding Solutions
	Deputy Site Manager and Headteacher

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:	Headteacher / Deputy Headteacher in liaison with Site Manager
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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:	Headteacher
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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	Headteacher / Deputy
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safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Headteacher
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:	Headteacher / Deputy Headteacher
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Headteacher / Deputy Headteacher
The person responsible for reviewing the effectiveness of health and safety training is:	Headteacher / Deputy Headteacher
The person responsible for keeping records of training	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:	Headteacher / Deputy Headteacher

Manual Handling of Loads

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	Headteacher
The person responsible for monitoring the safety of manual handling activities is:	Headteacher

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Headteacher
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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 lift in long corridor

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager and annual contractor for servicing
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Person(s) authorised to operate and use is/are:	Trained staff
Training in safe use received from: including dates	Trained staff when needed

Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Contracted Service organised by Site Manager
Person(s) authorised to use is/are:	Site Manager

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Contracted Service
Person(s) authorised to use is/are:	Site Manager

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	Site Manager
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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:	Inclusion Leader / SENCO
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	Inclusion Leader / SENCO

The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is:	Inclusion Leader / SENCO
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Inclusion Leader / SENCO

Lifts

The person responsible for ensuring that lifts are inspected and serviced every year is:	Site 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:	Contracted service arranged by Site Manager
Person(s) authorised to operate and use is/are:	Site Manager

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

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Contracted Service NCC
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Person(s) authorised to operate and use is/are:	Kitchen staff
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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:	Contracted service NCC
Person(s) authorised to operate and use is/are:	Contracted service NCC

Grounds Maintenance Equipment (Machinery and Tools)

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

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Design & Technology subject Leader
Person(s) authorised to operate and use is/are:	Teaching staff
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Teaching staff

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Design & Technology subject Leader
Person(s) authorised to operate and use is/are	Teaching staff

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Contracted services – Catering NCC or Site Manager
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the kitchen area is:	Contracted services – Catering NCC or Site Manager
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Art and Design Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art & Design subject Leader
Person(s) authorised to operate and use is/are:	Teaching staff

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE leader
Person(s) responsible for regular (daily) visual inspection is/are:	PE leader
Contractor responsible for annual full inspection and report is:	Sport Safe UK including wooden play trail

Outdoor Play Equipment

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

Mobile Staging

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) authorised to erect stage:	Site Manager

Piano's, and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Music Subject leader
Person(s) authorised to operate and use is/are:	Teaching staff , all staff who are trained and children

Portable Electrical Appliances

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

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
Tina Harvey	Receptionist / Administrator
Liz Eyre	School Business Manager
Dawn Maddock	PA to Headteacher
Lucy Baxter	Deputy Headteacher
Jacqueline Sainsbury	Headteacher
Michael Bradley	Deputy Headteacher
Peter Blackwell	Inclusion Leader / SENCO
Phil Tuck	Site Manager

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

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	Site Manager Inclusion Leader / SENCO
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The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Inclusion Leader / SENCO
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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:	Site Manager Inclusion Leader / SENCO
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Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified: ***Any teaching resources are non-hazardous and stored in the general stationary cupboard***

Science	Subject leader
Design and Technology (Materials)	Subject leader
Design and technology (Food and Textiles)	Subject leader
Art and Design	Subject leader
Caretaking and Cleaning	Site Manager
Catering	Contracted service NCC
Grounds Maintenance	Contracted service NCC
Other	Subject Leader or School Business Manager

Copies of all the hazardous substances inventories are held centrally in:	Site Managers Office
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The person responsible for undertaking and updating the COSHH risk assessments is:	Site Manager
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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:	Headteacher
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The premises asbestos log is kept:	Buildings Conditions Survey – Held in Site Managers Office – updated online
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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:	Headteacher
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Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for an assessment to be made by the Health and Safety Team	Headteacher
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Waste Management

Waste will be collected on agreed days by;	Contracted cleaning service
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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:	Site Manager
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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:	Site Manager (First instance) Headteacher (Thereafter)
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Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Manager who will arrange for them to be dealt with. They must in the immediate instance be clearly signposted if creating a wet surface that may be walked on.

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. (such as mercury)

Advice may be sought from the Health and Safety Team at County Hall.

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:	Site Manager
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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:	Headteacher
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Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Headteacher Health & Safety Governors
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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:	Health & Safety Governor
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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:	Headteacher Deputy Headteacher
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Records of employees signatures indicating that they have received and read and understood health and safety information or training are kept:	Health & Safety folder – Held in 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:	In the office
The person responsible for maintaining it is:	Headteacher

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

The Health and Safety Law Poster is sited:	Displayed throughout the school site
The person responsible for maintaining it is	Site Manager

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 any overnight stay is:	EVC leader with Headteacher
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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:	EVC leader with Headteacher
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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:	EVC leader with Headteacher
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Deputy Headteacher
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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 is:	Headteacher
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The person responsible for following up the annual play equipment inspection report is:	School Business Manager
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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:	Site Manager
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	Headteacher through directed staff
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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
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	School Business Manager
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Site Manager
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Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none">• an identification badge green or red (CRB checked and ID)• relevant safeguarding and health and safety information• and will sign the visitors book	The school office
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An employee seeing an unidentified person should act in accordance with agreed safeguarding procedures which can be found: Report the matter immediately to the School Office	At the school office
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Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals to the LA for approval through procedure is:	Headteacher
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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,	Headteacher
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The person in control of contractors is:	Headteacher
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Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Headteacher
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Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

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

Name	Types of Order
Office staff on the instruction of leadership team / subject leaders	Supplies are ordered through the office only. This covers all orders as each requires a purchasing order.

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Office
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Catering

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Contracted catering service NCC
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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: Contracted catering service	Contracted catering service NCC
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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:	Headteacher
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Smoking

The Governing Body has prohibited smoking in the school and in vehicles under its control.

Notes:

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

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

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

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

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

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and booster seats are used for children under the specified height;	Headteacher
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	Individual owners
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	Headteacher and the Governors
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Lone Working

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

The school's policy on behaviour (including bullying) is kept:	In the main school office –also available electronically and on school website
Records of bullying incidents and action taken are kept:	Individual teachers records and where appropriate in specific pupil records.

Insurance

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

None currently taken

Insurance Company	Details

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	Headteacher and Health & Safety Governor
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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:	Headteacher
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Electronically at main office
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Note: The Senior Leadership Team is responsible for external health and safety audit of the management of health and safety in the establishment.