

Willow Farm Primary School



Willow Farm Primary School

Policy

Health and Safety Policy

The latest update of this policy was approved in January 24 by the Full Governing Body

Date of next review: Autumn 2024

Signed: _____

Date: _____

Nominated staff member responsible for policy: Ellen Golar (School Business Manager)

Willow Farm Primary School

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

The Governing Body of Willow farm Primary 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

(Chair of Governors)

Date

Signed

(Head Teacher)

Date

Other sources of Health and Safety Information:-

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

2. ORGANISATION

2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the County Council's Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Head Teacher

The Head Teacher 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 termly 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 Head Teacher these responsibilities fall to his/her immediate deputy.

2.3 Responsibilities of the Health and Safety Co-ordinators – Head Teacher/School Business Manager

Responsible to the Head Teacher for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Head Teacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;

- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos log.

2.4 Subject Co-ordinators

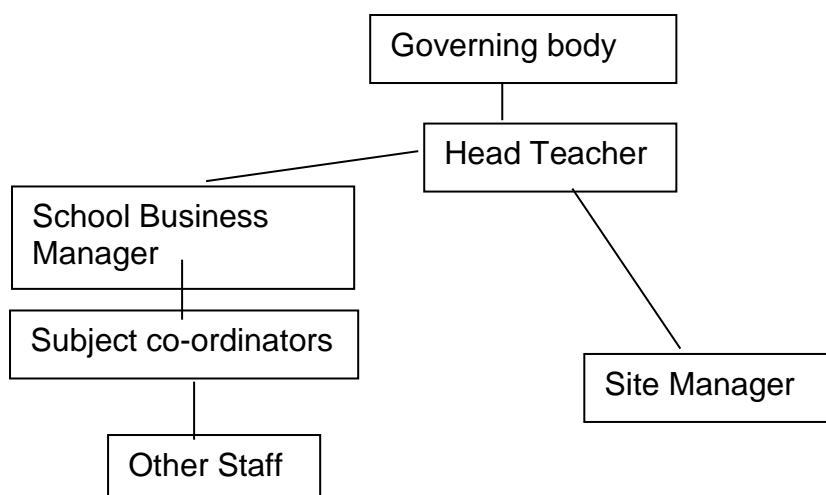
Subject co-ordinators are responsible for:

- Carrying out regular health and safety monitoring inspections of (relevant) resources and making reports to the Head Teacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, school governors and Head Teacher 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 Head Teacher/Line Manager any serious or immediate danger;
- reporting to their Head Teacher/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.



3 ARRANGEMENTS

Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Head Teacher
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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:	None
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Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are available through the main school office	In conjunction with the Full Governing Body
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Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	In classrooms and corridors
Bomb Alert	Main school office
Gas Leak	Main school office
Electrical Fault	Main school office
Water	Main school office
Storm or Flood Damage	Main school office
Persons Threatening Violence on Site	Main school office
Dangerous Animal(s) on Site	Main school office
Emergency Closure	Main school office
Other	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head Teacher, Deputy Head Teacher 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 person 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,	Head teacher	Deputy h/t
<ul style="list-style-type: none"> summoning of the emergency services 	Head teacher/SBM	Deputy h/t
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	All Class Teachers	Deputy h/t
<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (<i>eg Head Teacher, Deputy Head Teacher or other member of the senior management team</i>) 	Head teacher	Deputy h/t

Note: The priorities are as follows:

- **to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- **to call the emergency services when appropriate;**
- **to safeguard the premises and equipment, if this is possible without putting persons at risk.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Head teacher
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The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Head teacher
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (eg. in the school office)	First Copy School office
	Second Copy H/t office

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Head teacher/SBM/Site Manager
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Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	School office	Site Manager
Emergency Lighting System	School office	Site Manager
Smoke Detection System	School office	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:	Have service agreement with Notts cc. Site Manager
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name: Notts Fire & Rescue Service
	Telephone Number 0115 9670880

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Boiler house
Electricity	Cupboard opposite office
Gas	Outside 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 following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
School office –on line system	Head teacher

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

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Head teacher
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

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

Name	Location/Extension	Date of Expiry of Certificate
S Handley – Paediatrics	Reception class	July 2024
E Golar	School office	July 2024
R Dixon	School office	June 2026

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

Name	Location/Extension	Date of Expiry of Certificate
Sharon Handley		May 2026
Zoe Ellwood		May 2026
Nikki Searcy		May 2026
Melanie Duck		May 2026

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

Location of First Aid Box(es)	First Aid Record Book(s)
School entrance hall – Access Room	School office

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
Portable kit	Office cupboard

A termly check on the location and contents of all first aid boxes will be made by.	Admin assistant
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Admin assistant
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The address and telephone number of the nearest medical centre/NHS GP is:	Park House
	0115 961 7616

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queens Medical Centre
	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:	Head Teacher
	Deputy head Teacher

The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Head Teacher
	Deputy Head Teacher

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SEN co-ordinator
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	All Staff
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Dealing with Bodily Fluids

First Aid trained staff are aware of the risks of handling bodily fluids and know to wear protection and dispose of appropriately. A container is in the First aid room and is collected by PHS for disposal of the contents.	All Staff
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Needlesticks

A sharps box can be located in the locked room opposite the Head Teacher's office for the safe disposal of syringes etc.	All Staff
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Sunscreen

Children can bring in their own sunscreen and apply it before outdoor activities. Staff will provide supervision where necessary, in line with our sunscreen risk assessment.	Class teachers
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Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Head Teacher/SBM
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Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to: .	Head Teacher
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Write to Head Teacher.
It should then be placed/given to	Head Teacher

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Head Teacher/SBM
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House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Site Manager
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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:	Site Manager
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(who will arrange for its safe disposal).	
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Site Manager
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> 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	Head Teacher
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Head Teacher
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The person responsible for ordering repairs which are the school's responsibility is:	Site Manager Head Teacher
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	Site Manager
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The name and telephone number of the school's attached maintenance surveyor is:	Notts CC West Bridgford
	Telephone Number: 0300 500 8080

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 Head Teacher

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Site Manager
	Deputy Head Teacher

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:	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:	Head Teacher
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- Health and Safety Policies: County Council, Departmental, and School.
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Premises Asbestos Log*
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- 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:	Head Teacher
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Head Teacher
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Head Teacher
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The person responsible for reviewing the effectiveness of health and safety training is:	Head Teacher
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact	Head Teacher
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person who is:	
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Manual Handling of Loads

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Site Manager
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The person responsible for monitoring the safety of manual handling activities is:	Head Teacher
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Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Head Teacher
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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

Ladders

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

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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The person responsible for ensuring that special needs equipment is kept in good working order and serviced appropriately is:	Site Manager or SEN co-ordinator as arranged.
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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:	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:	Cook supervisor (Contract Catering)
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Person(s) authorised to operate and use is/are:	Cooking staff. Teachers, support staff & for simple tools.
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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:	P M Winter Horticultural
Person(s) authorised to operate and use is/are:	P M Winter Horticultural

Grounds Maintenance Equipment (Machinery and Tools)

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

Art and Design Equipment (Ceramics)

The person responsible for the kiln	Head Teacher
	Head Teacher

PE 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:	Site Manager / Head Teacher
Contractor responsible for annual full inspection and report is:	Head Teacher

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:	Head Teacher
Contractor responsible for annual full inspection and report is:	Head Teacher

Mobile Staging

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

Piano

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

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Head Teacher
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Contractor appointed Annually.
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

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
E Golar	School Business Manager
R Dixon	School Administrator

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

Hazardous Substances

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

Caretaking and Cleaning	Site Manager (Site Manager's locked cupboard)
Catering	Cook Supervisor
Grounds Maintenance	P M Winter Horticultural

Copies of all the hazardous substances inventories are held centrally in:	Office
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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:	Head Teacher/SBM
The premises asbestos log is kept:	School office
The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Site Manager

Noise

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

Waste will be collected daily by:	Site Manager
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
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Site Manager

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.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

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

The person responsible for 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:	Site Manager
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Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Head Teacher/SBM
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

A copy will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Head Teacher/SBM
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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:	Head Teacher
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Personnel files
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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:	Office
The person responsible for maintaining it is:	Head Teacher/SBM

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.	Head Teacher
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The health and safety notice board is sited:	Outside school office
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Head Teacher

The Health and Safety Law Poster is sited:	Outside school office
The person responsible for maintaining it is	Head Teacher

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	EVC coordinator
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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 coordinator
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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:	Head Teacher/Deputy Head /SBM
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Team Teach

The person responsible for arranging for team teach training and monitoring its effectiveness is:	Head Teacher
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Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme is:	Head Teacher
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The person responsible for following up the annual play equipment inspection report is:	Head Teacher
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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:	Head Teacher
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	Head Teacher
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Pond Area

Supervision is required at all times in the Environmental area. Children are not allowed in this area without a member of staff present. Notices instruct parents to keep their children out of the area during out of school hours.	Head Teacher
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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:	Site Manager/SBM
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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:	Site Manager/SBM
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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"> • relevant health and safety information • and will sign the visitors lpad and be given a sticker to wear 	School Office
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	School office
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Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

The person responsible for submitting proposals to the LA for approval through the self help scheme procedure is:	Head Teacher
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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,	Head Teacher/SBM
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The person in control of contractors is:	Head Teacher/SBM
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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:	Head Teacher/SBM
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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
Head Teacher	All orders

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Administrative Assistant
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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:	Cook Supervisor
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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:	Cook supervisor
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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:	Head Teacher
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Smoking

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

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.	Head Teacher
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:	Head Teacher
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	Head Teacher
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Lone Working

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

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

Insurance

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

Insurance Company	Details
None	n/a

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	Head Teacher
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Head Teacher
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The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is:	Head Teacher
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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:	Head Teacher/SBM
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Head Teacher's office
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Note: The Schools Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.

Signed Head Teacher

Date

Signed Chairman of Governors

Date