



***Rosslyn Park Primary and Nursery School***

***Health, Safety  
And  
Welfare Policy***

***Health and Safety at Work etc. ACT 1974 (SECTION 2 (3))  
All other information can be found at  
[www.hse.gov.uk](http://www.hse.gov.uk)***

**The Governing Body of Rosslyn Park Primary and Nursery 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)

Signed .....  
(Head Teacher)

Date .....

Date .....

Signed.....

Date.....

(Health & Safety Governor)

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual

## **2. ORGANISATION**

### **2.1 Responsibilities of the Governing Body**

The Governing Body is responsible for:

- Complying with the NCC 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 of 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 is 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 and that one is sent to the Schools Health and Safety Team;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies

with current health and safety standards;

- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
  - Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

**Note:** in the absence of the Head teacher these responsibilities fall to his/her immediate deputy.

### **2.3 Responsibilities of the Health and Officer**

2.4 Responsible to the Head teacher for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safety 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 Nottingham City Council 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 The Health & Safety log book is monitored (staff room)
- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all staff;
- Ensuring that all statutory inspections are completed and records kept;
- Making sure all risk assessments are kept up to date (department only)
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site this includes risk assessments.
- Duties of Line Managers

Line Managers are responsible for:

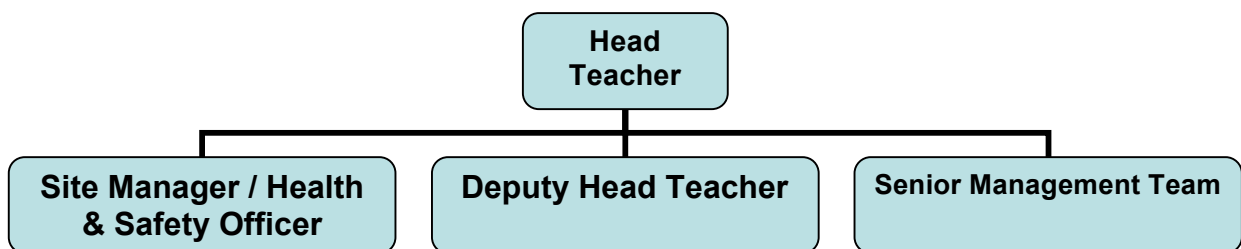
- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly ( at least once annually );
- Carrying out regular health and safety monitoring inspections of the department and making reports to the head teacher where appropriate;

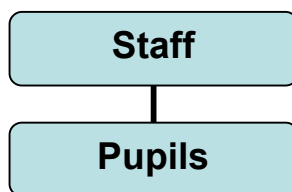
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

## 2.5 Responsibilities of all staff

All staff employed at the establishment has 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 & Transform Trust/ 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 Officer

The Member of Staff in the Establishment with special responsibility for Health and Safety Matters ( Health and Safety officer) is:	<b>Martin Soar</b>
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#### Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
None	

#### Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice. and is required to inform:	
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#### 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	All locations
Bomb Alert	School Office, HT Office, Site Manager's Office (Emergency Plan)
Gas Leak	"
Electrical Fault	"
Water	"
Storm or Flood Damage	"
Persons Threatening Violence on Site	"
Dangerous Animal(s) on Site	"
Other	"

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the 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 )	Head teacher	Site Manager
the controlled evacuation of people from the building or on the site to a place of safety,	<b>Scott Mason</b>	<b>Martin Soar</b>
<ul style="list-style-type: none"> <li>summoning of the emergency services</li> </ul>	<b>Scott Mason</b>	<b>Martin Soar</b>
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	<b>Scott Mason</b>	<b>Martin Soar</b>
<ul style="list-style-type: none"> <li>that no-one attempts to re-enter the building until the all clear is given by the emergency services</li> </ul>	<b>Scott Mason</b>	<b>Martin Soar</b>

**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, monitoring fire drills at least once per term is:	Martin Soar <b>Martin Soar</b>
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	<b>Cleaning cupboard( room number 98) container outside the back of the school.</b>
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	<b>Martin Soar</b>
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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	<b>Site Manager's Office</b>	<b>Martin Soar</b>

Emergency Lighting System	<b>Site Manager's Office</b>	<b>Martin Soar</b>
Smoke Detection System	<b>Site Manager's Office</b>	<b>Martin Soar</b>

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:	<b>Martin Soar</b>
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	<b>Name</b> <b>Notts Fire &amp; Rescue</b>
	<b>Telephone Number</b> <b>0115 9670880</b>

**Locations of Mains Service Isolation Points**

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

SERVICE	LOCATION OF ISOLATION POINT DETAILS
<b>Water</b>	<b>Plant Room</b>
<b>Electricity</b>	<b>Plant Room</b>
<b>Gas</b>	<b>Plant Room</b>

**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
<b>F1</b>	<b>Lorraine Clay ,in all locations</b>
<b>F2</b>	
<b>CLUSTER 1</b>	
<b>CLUSTER 2</b>	
<b>CLUSTER 3</b>	
<b>CLUSTER 4</b>	
<b>FIRST AID ROOM</b>	





The person responsible for monitoring accidents and incidents to identify trends and patterns is:	<b>Lorraine Clay</b>
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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**

85 are **first aiders** and have been trained to First Aid in Schools level (1 day course)

The following employees are **appointed persons** and have been trained to First Aid at work level (3 days)

Name	Location/Extension	Date of Expiry of Certificate
<b>Lorraine Clay</b>	<b>Cluster 3</b>	

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

Display Point	Display Point
<b>Main Office</b>	

The person responsible for ensuring first aid qualifications are maintained is:	<b>Lorraine Clay</b>
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	<b>Lorraine Clay</b>
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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)
<b>F1</b>	<b>Main Office</b>
<b>F2</b>	
<b>Cluster 1</b>	
<b>Cluster 2</b>	
<b>Cluster 3</b>	
<b>Cluster 4</b>	
<b>First Aid Room</b>	

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
<b>Medical Room</b>	

A termly check on the location and contents of all first aid boxes will be made by.	<b>Lorraine Clay</b>
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	<b>Lorraine Clay</b>
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The address and telephone number of the nearest medical centre/NHS GP is:	<b>Melbourne Medical Centre</b>
	<b>0115 9786114</b>
The address and telephone number of the nearest hospital with accident and emergency facilities is:	<b>Queens Medical Centre Nottingham 0115 9249924</b>

### 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:	<b>Lorraine Clay</b>
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:	<b>Lorraine Clay</b>
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	<b>SENCO/Lorraine Clay</b>

### Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	<b>Lorraine Clay</b>
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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,	<b>Martin Soar</b>
Verbal reports should be followed up in writing by filling in the H&S log book this can be found in the staff room	<b>Martin Soar</b>
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	<b>Martin Soar</b>

## 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:	<b>Site Staff</b>
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: ( who will arrange for its safe disposal).	<b>Site Staff</b>
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The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is:	<b>Martin Soar</b>
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The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is:	<b>Martin Soar</b>
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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 H&S log book	Site Staff
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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 Staff
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The person responsible for ordering repairs which are the school's responsibility is:	Martin Soar
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## Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Martin Soar
	Deputy <b>Darren Edgar</b>

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Nottingham Security
	Deputy <b>Martin Soar</b> <b>Darren Edgar</b>

## 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:	<b>Site Staff</b>
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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:	<b>Scott Mason (HT)</b>
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- Health and Safety Team (Tel - 87 64608/9)
- 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	<b>Martin Soar H&amp;S Officer</b>
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consultation with their line managers and the employees concerned is:	Scott Mason (HT)
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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:	<b>Martin Soar</b>
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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:	<b>Martin Soar</b>
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The person responsible for monitoring the safety of manual handling activities is:	Martin Soar
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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:	<b>Martin Soar</b>
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The load assessors for the moving and handling of people are:	<b>n/a</b>

## Work Equipment

### SPECIFIC RISKS

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

### **Access Equipment**

#### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	<b>Martin Soar</b>
Person(s) authorised to use is/are:	Martin Soar

Stepladders

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

**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	<b>Site Staff</b>
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**Equipment Provided for Pupils with Special Educational Needs**

The person responsible for ensuring that all hoists, both ceiling mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	<b>N/A</b>
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	<b>Lorraine Clay</b>

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:	<b>Lorraine Clay</b>
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	<b>Lorraine Clay</b>

**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:	<b>Martin Soar/Cleaner in c</b>
Person(s) authorised to operate and use is/are:	Martin Soar/Cleaner in Cf

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>NCC - Lisa Fox</b>
Person(s) authorised to operate and use is/are:	<b>Designated - Kitchen Staff</b>

**Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Outside Contractors (Horizon)</b>
Person(s) authorised to operate and use is/are:	<b>Outside Contractors (Horizon)</b>

**Grounds Maintenance Equipment ( Machinery and Tools )**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Outside Contractors (Horizon)</b>
Person(s) authorised to operate and use is/are:	<b>Outside Contractors (Horizon)</b>

**Outdoor Play Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Martin Soar</b>
Person(s) responsible for regular (daily) visual inspection is/are:	<b>All staff</b>
Contractor responsible for annual full inspection and report is:	<b>Sportsafe UK Ltd</b>

**Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>B-Safe</b>
Person(s) authorised to operate and use is/are:	<b>All Staff</b>

**Portable Electrical Appliances**

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	<b>Martin Soar</b>
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Person(s) responsible for carrying out formal visual inspection and testing is/are:	Martin Soar
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:	Martin Soar

### 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	
Caretaking	Martin Soar
Catering	<b>Lisa FOX (NCC)</b>
Grounds Maintenance	Horizon Landscapes

### Hazardous Substances

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

Caretaking and Cleaning	<b>Martin Soar</b>
Catering	<b>Lisa Fox</b>
Grounds Maintenance	<b>Horizon Landscapes</b>
Other	<b>N/A</b>

Copies of all the hazardous substances inventories are held centrally in:	<b>Site Manager's Office</b>
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The person responsible for undertaking and updating the COSHH risk assessments is:	<b>Martin Soar</b>
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by the County Council approved contractor is:	<b>Martin Soar</b>
The reports will be kept available for inspection by:	<b>Martin Soar</b>



## 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:	<b>Martin Soar</b>
The premises asbestos log is kept:	<b>Site Managers Office</b>
The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Martin Soar

## Radioactive Sources

Risk assessments for use	<b>N/A</b>
CLEAPSS Science Codes of Practice	<b>N/A</b>

## Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	<b>Martin Soar</b>
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## Waste Management

Waste will be collected by:	<b>NCC</b>
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:	Martin Soar
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Martin Soar
Waste Management certificate will be kept by	<b>Martin Soar</b>

## 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 Loxley House

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:	Martin Soar
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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:	Martin Soar
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**Health and Safety Inspections**

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Martin Soar
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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:	Martin Soar
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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:	Martin Soar
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	<b>School Office</b>
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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:	<b>Site Manager's Office</b>
The person responsible for maintaining it is:	<b>Martin Soar</b>

The health and safety notice board is sited:	<b>Entrance Lobby to main school.</b>
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	<b>Nigel Knight</b>

The Health and Safety Law Poster is sited:	<b>Entrance lobby to main School. Staff Room/Site Manage</b>
The person responsible for maintaining it is	Martin Soar

### **Educational Visits and Journeys**

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom <b>not</b> including an overnight stay is:	<b>OVC – Patricia Wilson</b>
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom <b>including</b> an overnight stay is:	<b>As above</b>
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	<b>As Above</b>
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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 following up the annual play equipment inspection report is:	<b>Martin Soar</b>
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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:	<b>Martin Soar</b>
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	<b>All staff</b>
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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:	<b>Andy Mullahy</b>
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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:	<b>Martin Soar</b>
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	<b>Martin Soar</b>
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### Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> <li>• an identification badge</li> <li>• relevant health and safety information</li> <li>• and will sign the visitors book</li> </ul>	<b>School Office</b>
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	<b>Record of Visitors Signing in system</b>
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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:	<b>Martin Soar</b>
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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,	<b>Martin Soar</b>
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The person in control of contractors is:	<b>Martin Soar</b>
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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:	<b>Martin Soar</b>
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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.

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	<b>Office Staff</b>
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### **Catering (For completion only by schools with a catering operation on site)**

The person responsible for registering the food premises with the local Environmental Health Officer of the NCC is:	<b>Lisa Fox</b>
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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:	<b>Lisa Fox</b>
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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:	<b>HT/Site Manager</b>
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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, 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.

**Stress**

The persons responsible for monitoring absence owing to stress related illness is:	<b>Head Teacher</b>
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**Lone Working**

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	<b>Martin Soar</b>
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**Bullying/Harassment**

The school’s policy on behaviour (including bullying) is kept:	<b>Head Teacher’s/School Office/shared drive</b>
Records of bullying incidents and action taken are kept:	<b>Head Teacher’s Office</b>

**Insurance**

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

<b>Insurance Company</b>	<b>Details</b>
<b>All insurance purchased through LA</b>	

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

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:	<b>Martin Soar</b>
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	<b>School Office</b>
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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..... Chair of Governors

Date.....

Signed..... Health & Safety Governor

Date.....