

# HEALTH AND SAFETY POLICY

May

# 2017



**BANKS ROAD INFANT AND NURSERY SCHOOL**  
**“A Home for Learning, Laughing, Caring and Trying”**

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**BANKS ROAD INFANT AND NURSERY SCHOOL**  
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**NAME OF ESTABLISHMENT: Banks Road Infant and Nursery School**

**1. STATEMENT OF INTENT**

The Governing Body of Banks Road Infant and Nursery 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.

The school is committed to continually improving its health and safety performance.

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 .....

(Headteacher)

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.

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## **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 Headteacher**

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that yearly 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

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people;

- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

**Note:** in the absence of the Headteacher these responsibilities fall to her immediate assistant heads.

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

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's 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;

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- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site, inducting them in the schools site health & safety rules and ensuring they consult the asbestos log.

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

Heads of Department are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly ( at least once annually );
- Carrying out regular health and safety monitoring inspections of the department and making reports to the headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

#### **2.5 Responsibilities of all staff**

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the 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;

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- 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.

**Health and Safety Management Hierarchy**

**Carole Clemens (HT)**

**Richard Buchanan (Caretaker)**

**Helen Taylor (AHT)**

**Maria Holmes (AHT)**

**Anna Molde (School Business Manager)**

**All the above comprise the school Emergency Team**

**All other members of staff**

### **3 ARRANGEMENTS**

#### **Co-ordination and Communication**

##### **Health and Safety Co-ordinator**

|  |                |
|--|----------------|
| The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters ( Health and Safety Co-ordinator ) is: | Carole Clemens |
|--|----------------|

##### **Health and Safety Representatives**

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

| Professional Association | Name |
|--------------------------|------|
|                          |      |
|                          |      |

##### **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: | <b>Carole Clemens</b> |
|--|-----------------------|



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**Health and Safety matters are dealt with by the Pupil and Personnel Sub committee of the Governing body**

|   |                |
|---|----------------|
| The constitution, membership and the minutes of the School Safety Committee are kept: | Andy Hitchcock |
|   | Sarah Williams |

## **Emergencies (Fire etc)**

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

| Type of emergency procedure          | Location(s)                         |
|--------------------------------------|-------------------------------------|
| Fire Evacuation Procedure            | All classrooms and public areas     |
| Bomb Alert                           | Emergency Plan (office, staff room) |
| Gas Leak                             | Emergency Plan (office, staff room) |
| Electrical Fault                     | Emergency Plan (office, staff room) |
| Water                                | Emergency Plan (office, staff room) |
| Storm or Flood Damage                | Emergency Plan (office, staff room) |
| Persons Threatening Violence on Site | Emergency Plan (office, staff room) |
| Dangerous Animal(s) on Site          | Emergency Plan (office, staff room) |
| Other                                | Emergency Plan (office, staff room) |

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Assistant Headteachers 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,   | Carole Clemens | Maria Holmes<br>Helen Taylor<br>Anna Molde |
| • summoning of the emergency services  | Carole Clemens | Maria Holmes<br>Helen Taylor<br>Anna Molde |
| • that a roll call is taken at the assembly point  | Carole Clemens | Maria Holmes<br>Helen Taylor<br>Anna Molde |
| • that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg <i>Headteacher, Deputy Headteacher or other member of the senior management team</i> ) | Carole Clemens | Maria Holmes<br>Helen Taylor<br>Anna Molde |

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**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: | Carole Clemens<br>Anna Molde<br>Maria Holmes / Helen Taylor |
|---|---|

|  |   |
|--|---|
| The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by: | Carole Clemens<br>Anna Molde<br>Maria Holmes / Helen Taylor |
|--|---|

|   |                             |
|---|-----------------------------|
| Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:<br>( eg. in the school office ) | First Copy<br>School Office |
|   | Second Copy<br>Staffroom    |

|  |   |
|--|---|
| The competent person responsible for carrying out and updating the fire risk assessment for the premises is: | The headteacher, who will take advice from the LA fire risk assessment officer and the Fire Service |
|--|---|

**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                   | School Business Manager/caretaker |
| Emergency Lighting System | School office                   | School Business Manager/caretaker |
| Smoke Detection System    | School office                   | School Business Manager/caretaker |

|  |                  |
|--|------------------|
| 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: | Richard Buchanan |
|--|------------------|

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|   |                                  |
|---|----------------------------------|
| The contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is: | Notts Fire and Rescue Service    |
|   | Telephone Number<br>0115 9640311 |

### 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 and at the meter in Banks Road |
| Electricity | Reprographics room                          |
| Gas         | Kitchen                                     |

Note: See also ‘Coping with a schools emergency’ document available from NCC portal and kept at the school in School Office on the photocopier notice board.

### 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>Carole Clemens</b><br><b>Richard Buchanan</b> |
|---|--|

## Accidents and Medical

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

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

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

|   |  |
|---|--|
| Location of Accident report forms   | Person in Charge of Accident report forms  |
| School office   | Anna Molde   |
| First Aid point   | First Aiders   |
| Accident reports should be drawn to the attention of and counter-signed by the Headteacher of his/her Assistant Heads before being sent to the Health and Safety Team via the Wellworker online system. | Headteacher:<br>Carole Clemens   |
|   | Assistant Heads:<br>Maria Holmes<br>Helen Taylor<br>Anna Molde (School Business Manager) |

|   |            |
|---|------------|
| The person responsible for monitoring accidents and incidents to identify trends and patterns is: | Anna Molde |
|---|------------|

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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 |
|----------------|--------------------|-------------------------------|
| MSAs           | Lunchtime          | February 2020                 |
| Marilyn Sisson | Lunch play leader  | April 18                      |

The following employee has First Aid training for Forest School

| Name            | Location/Extension | Date of Expiry of Certificate |
|-----------------|--------------------|-------------------------------|
| Nicki Pursglove | Forest school area | January 18                    |

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

| Name         | Location/Extension | Date of Expiry of Certificate |
|--------------|--------------------|-------------------------------|
| J Aylott     | School             | October 17                    |
| B Bonser     | School             | October 17                    |
| D Hunter     | School             | April 19                      |
| A Vaites     | School             | April 19                      |
| S Wells      | School             | January 19                    |
| R Whilding   | School             | February 18                   |
| C Wort       | School             | April 2020                    |
| G Knight     | School             | April 2020                    |
| E Freeman    | School             | April 2020                    |
| D Birch      | School             | September 2019                |
| I Stutchbury | School             | August 2019                   |

The following employees are **emergency first aiders**:

| Name       | Location/Extension | Date of Expiry of Certificate |
|------------|--------------------|-------------------------------|
| J Topps    | School             | February 2020                 |
| D Kerry    | School             | February 2020                 |
| A Leivers  | School             | February 2020                 |
| L Baxter   | School             | February 2020                 |
| L Freeman  | School             | February 2020                 |
| K Gavagan  | School             | February 2020                 |
| C Hunter   | School             | February 2020                 |
| D Jones    | School             | February 2020                 |
| N Scott    | School             | February 2020                 |
| J Setchell | School             | February 2020                 |

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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            |
| Office        | Photocopier Notice Board |

|   |            |
|---|------------|
| The person responsible for ensuring first aid qualifications are maintained is: | Anna Molde |
|---|------------|

|   |                |
|---|----------------|
| The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is: | Carole Clemens |
|---|----------------|

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)           |
| First Aid point outside the office | First Aid point outside the 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 |
| First Aid point outside the office   | Disable toilet                       |

|  |                |
|--|----------------|
| A monthly check on the location and contents of all first aid boxes will be made by. | Marilyn Sisson |
|--|----------------|

|  |            |
|--|------------|
| Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment. | Anna Molde |
|--|------------|

|   |                                 |
|---|---------------------------------|
| The address and telephone number of the nearest medical centre/NHS GP is: | Banks Road Surgery - 0844 71759 |
|---|---------------------------------|

|   |               |
|---|---------------|
| The address and telephone number of the nearest hospital with accident and emergency facilities is: | QMC           |
|   | 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<br>Office Administrators<br>Carole Clemens |
|  | Second<br>Anna Molde (SBM)                       |

|  |  |
|--|--|
| The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical | First<br>Office Administrators<br>Carole Clemens |
|--|--|

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|  |                      |
|--|----------------------|
| 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: | Second<br>Anna Molde |
|--|----------------------|

|   |  |
|---|--|
| The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: | Rachael Morris (SENCo)<br>Carole Clemens |
|---|--|

### **Asthma Inhalers**

|   |  |
|---|--|
| The person responsible for the supervision and storage where appropriate of asthma inhalers is: | Class teachers, following procedures set out in staff handbook |
|---|--|

### **Hazard Control**

#### **Risk Assessment**

|  |                |
|--|----------------|
| The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is: | Carole Clemens |
|--|----------------|

### **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 if necessary, to: | Caretaker or<br>Headteacher or<br>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   | Anna Molde  |
| The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:  | Richard Buchanan<br>Carole Clemens                        |

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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: | R Buchanan |
|--|------------|

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:<br>(who will arrange for its safe disposal). | R Buchanan |
|---|------------|

|  |            |
|--|------------|
| The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is: | R Buchanan |
|--|------------|

|   |            |
|---|------------|
| The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is: | R Buchanan |
|---|------------|

### Repairs and Maintenance

|  |            |
|--|------------|
| A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to;<br>by means of the hazard reporting procedure | R Buchanan |
|--|------------|

|   |            |
|---|------------|
| Defective furniture should be taken out of use immediately and reported to:<br>who will arrange for its replacement or repair | R Buchanan |
|---|------------|

|   |            |
|---|------------|
| The person responsible for ordering repairs which are the school's responsibility is: | Anna Molde |
|---|------------|

|  |            |
|--|------------|
| The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is: | Anna Molde |
|--|------------|

|   |  |
|---|--|
| The name and telephone number of the school's attached maintenance surveyor is: | Name: Building Direct  |
|   | Telephone Number:<br>0115 9773322<br>Out of hours 07850 795405 |

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## Security

### Premises

|  |   |
|--|---|
| The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is: | First<br>R Buchanan   |
| The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are                                     | First<br>Securex National Guarding<br>0115 9708932<br>TIS (Alarm Maintenance)<br>01623 425800 (office hours)<br>01623 425805 (outside office hours) |

### Visitors

|   |                                  |
|---|----------------------------------|
| On arrival all visitors should report to:<br>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> | The School Office                |
| An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:   | Emergency plan<br>Staff handbook |

## Information, Instruction and Training

### Provision of Information

|  |  |
|--|--|
| The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is: | Carole Clemens   |
| Records of employees signatures indicating that they have received and read and understood health and safety information are kept:   | Premises file<br><br>Training and supply requests file |

New employees will be informed of all relevant health and safety information as part of the induction process.

- Health and Safety Policies: County Council, Departmental, and School.
- NCC Health and Safety Manual



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- 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)

|  |                              |
|--|------------------------------|
| Health and Safety Documentation will be kept in the Health and Safety manual which is kept:  | School Office                |
| The person responsible for maintaining it is:  | Carole Clemens<br>Anna Molde |
| The person responsible for deciding on the appropriate circulation of each document is:<br>Employees will sign to confirm they have read and understood the information. | Carole Clemens<br>Anna Molde |
| The health and safety notice board is sited:   | Staff room                   |
| The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:                             | Anna Molde                   |
| The Health and Safety Law Poster is sited:   | Staff room                   |
| The person responsible for maintaining it is   | Anna Molde                   |

|   |                              |
|---|------------------------------|
| 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: | Carole Clemens<br>Anna Molde |
| 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:                              | Carole Clemens<br>Anna Molde |

|   |                              |
|---|------------------------------|
| The person responsible for compiling and implementing the school's annual health and safety training plan is: | Carole Clemens<br>Anna Molde |
|---|------------------------------|

|  |                              |
|--|------------------------------|
| The person responsible for reviewing the effectiveness of health and safety training is: | Carole Clemens<br>Anna Molde |
|--|------------------------------|

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|   |                              |
|---|------------------------------|
| The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is | Carole Clemens<br>Anna Molde |
| Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:             | Carole Clemens<br>Anna Molde |

## **PREMISES**

### **Asbestos**

|   |                              |
|---|------------------------------|
| The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the Local Asbestos Management Plan and premises asbestos log is consulted by visiting contractors and other relevant persons is: | Carole Clemens               |
| The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:  | School Office                |
| The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:   | Carole Clemens<br>Anna Molde |

### **Legionella**

|  |                  |
|--|------------------|
| The person with overall responsibility for managing Legionella is:   | Richard Buchanan |
| The schools Legionella risk assessment is kept at:   | School Office    |
| The person with responsibility for ensuring that remedial actions from the report are followed through is: | Richard Buchanan |
| The water temperatures are taken (monthly) by:   | Richard Buchanan |
| The flushing of little used outlets is carried out by:   | Richard Buchanan |
| The log book is kept in:   | School Office    |

### **Work Equipment**

#### **SPECIFIC RISKS**

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

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**Access Equipment**

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

|  |                  |
|--|------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Richard Buchanan |
| Person(s) authorised to operate and use is/are:  | Richard Buchanan |
| Training in safe use received from:<br>including dates   | Notts CC         |

Ladders

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

Stepladders

|  |                           |
|--|---------------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Richard Buchanan          |
| Person(s) authorised to use is/are:  | Richard Buchanan<br>Staff |

**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 | R Buchanan |
|--|------------|

**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:             | PDSS                             |
| The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:  | N/A                              |
| The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is: | Carole Clemens<br>Rachael Morris |
| The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:   | Carole Clemens<br>Rachael Morris |

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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: | R Buchanan |
| Person(s) authorised to operate and use is/are:  | R Buchanan |

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

|  |                               |
|--|-------------------------------|
| Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is: | County Catering               |
| Person(s) authorised to operate and use is/are:  | Alison Lee<br>Melanie Buttery |

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

|  |                                |
|--|--------------------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Grounds Maintenance Contractor |
| Person(s) authorised to operate and use is/are   | Contractors                    |

**Design and Technology Equipment (Food Technology and Textiles)**

|  |                               |
|--|-------------------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | County Catering               |
| Person(s) authorised to operate and use is/are   | Alison Lee<br>Melanie Buttery |

|  |            |
|--|------------|
| The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are: | Alison Lee |
|--|------------|

|  |            |
|--|------------|
| The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is: | Alison Lee |
|--|------------|

**PE Equipment**

|  |                |
|--|----------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | All staff      |
| Person(s) responsible for regular (daily) visual inspection is/are:  | All staff      |
| Contractor responsible for annual full inspection and report is:   | Sportsafe Ltd. |

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**Outdoor Play Equipment**

|  |                |
|--|----------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | All staff      |
| Person(s) responsible for regular (daily) visual inspection is/are:  | All staff      |
| Contractor responsible for annual full inspection and report is:   | Sportsafe Ltd. |

**Mobile Staging and Seating**

|  |            |
|--|------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | R Buchanan |
| Person(s) authorised to operate and use is /are:   | R Buchanan |

**Pianos, Organs and Other Musical Instruments**

|  |            |
|--|------------|
| Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is: | R Buchanan |
| Person(s) authorised to operate and use is/are:  | R Buchanan |

**Portable Electrical Appliances and Hard Wiring**

|  |                      |
|--|----------------------|
| The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:   | Anna Molde           |
| Person(s) responsible for carrying out formal visual inspection and testing is/are:  | External Contractors |
| 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: | Anna Molde           |
| The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:   | Anna Molde           |
| The person responsible for ensuring that any remedial's are actioned is taken if identified in the hard wiring test is:  | Anna Molde           |

**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.

| <b>Employee Name</b>             | <b>Job Title</b>        |
|----------------------------------|-------------------------|
| Anna Molde                       | School Business Manager |
| Gillian Stuart<br>Sarah Williams | Office Administrators   |
|                                  |                         |

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|   |                |
|---|----------------|
| The competent (trained) person responsible for carrying out display screen equipment risk assessments is: | Anna Molde     |
| The person responsible for implementing the requirements of the risk assessment is:                       | Carole Clemens |

### **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 and Cleaning  | Anna Molde  |
| Catering   | Alison Lee  |
| Grounds Maintenance  | Contractors |

|   |                          |
|---|--------------------------|
| The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc ) is: | R Buchanan<br>Alison Lee |
|---|--------------------------|

### **Housekeeping and Waste**

#### **Cleaning Arrangements**

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

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

Advice may be sought from the Health and Safety Team at Lawn View House 01623 434033.

|   |            |
|---|------------|
| The person responsible for the collection and management of soiled laundry is:<br>(Residential establishments only)   | n/a        |
| 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: | Anna Molde |
| A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:                       | Anna Molde |

#### **Waste Management and Disposal**

|   |                  |
|---|------------------|
| Waste will be collected daily by:   | Richard Buchanan |
| The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the | Richard Buchanan |

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|  |                  |
|--|------------------|
| containers are chained after emptying to prevent them being moved and set on fire by arsonists is:                                   |                  |
| All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to: | Richard Buchanan |

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: | Richard Buchanan |
|--|------------------|

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).     | Richard Buchanan |
| The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is: | Richard Buchanan |
| The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:       | Richard Buchanan |
| The person responsible for checking that the oil tank bund wall is effective is:                             | Richard Buchanan |

### **Hazardous Substances**

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

|                         |                                |
|-------------------------|--------------------------------|
| Caretaking and Cleaning | R Buchanan – caretaker's store |
| Catering                | Alison Lee – kitchen           |
| Grounds Maintenance     | Contractor – off site          |
| Other                   | Contractors                    |

|   |                   |
|---|-------------------|
| Copies of all the hazardous substances inventories are held centrally in: | Caretaker's store |
|---|-------------------|

|  |            |
|--|------------|
| The person responsible for undertaking and updating the COSHH risk assessments is: | R Buchanan |
|--|------------|

## **Pupils Outside School**

### **Educational Visits and Journeys**

|  |                                |
|--|--------------------------------|
| The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including and overnight stay is: | Carole Clemens<br>Maria Holmes |
| The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:      | Carole Clemens<br>Maria Holmes |

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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: | n/a |
|--|-----|

### **Work Experience**

|  |              |
|--|--------------|
| The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is: | Maria Holmes |
|--|--------------|

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

|   |            |
|---|------------|
| The person responsible for co-ordinating lettings of the Premises in accordance with the lettings procedure is:                   | Anna Molde |
| The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is: | Anna Molde |

|  |                  |
|--|------------------|
| The person responsible for checking that the letting organisation have Risk assessments and appropriate insurance.     | Anna Molde       |
| The person responsible for checking that the premises are left in reasonable order by other users before locking up is | Richard Buchanan |

### **Premises Alterations, Contractor and Deliveries**

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

|  |                              |
|--|------------------------------|
| The person responsible for submitting proposals and ensuring that the Asbestos Forms AF1 – 5 are completed and sent to the LA Property Services for approval is: | Carole Clemens<br>Anna Molde |
|--|------------------------------|

#### **Contractors**

|  |                              |
|--|------------------------------|
| The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is, | Carole Clemens<br>Anna Molde |
| The person in control of contractors is:   | Carole Clemens<br>Anna Molde |
| Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:  | Carole Clemens<br>Anna Molde |



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## **Welfare**

### **Bullying/Harassment**

|  |   |
|--|---|
| The school's policy on behaviour (including bullying) is kept: | In the Policy folder in the head teacher's office<br>On the shared computer network<br>All staff have a personal copy of the policy |
| Records of bullying incidents and action taken are kept:       | <i>Head teachers office</i>   |

### **Stress**

|  |                |
|--|----------------|
| The persons responsible for monitoring absence owing to stress related illness is: | Carole Clemens |
|--|----------------|

### **Noise**

|   |             |
|---|-------------|
| <b>Any employee</b> concerned about the noise levels at work should report the matter to:<br>who will arrange for remedial action or for an assessment to be made by the Health and Safety Team | Headteacher |
|---|-------------|

### **Health and Safety Inspections**

|   |   |
|---|---|
| The person responsible for organising and carrying out annual safety inspections, including planning, inspection, reporting is: | Anna Molde<br>Carole Clemens<br>Sarah Williams<br>(Governing Board) |
|---|---|

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: | Carole Clemens<br>Anna Molde |
|---|------------------------------|

### **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: | Carole Clemens |
|--|----------------|

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|  |  |
|--|--|
| Records of employees signatures indicating that they have received and read and understood health and safety information are kept: | On the front sheet of this policy document which is kept in the school office. |
|--|--|

New employees will be informed of all relevant health and safety information as part of the induction process.

|   |                         |
|---|-------------------------|
| Health and Safety Documentation will be kept in the Health and Safety manual which is kept: | School Office Staffroom |
| The person responsible for maintaining it is:   | Anna Molde              |
| The Health and Safety Law Poster is sited:  | Staffroom               |
| The person responsible for maintaining it is  | Carole Clemens          |

### **Outdoor Play Equipment**

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

|  |                                   |
|--|-----------------------------------|
| Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: | Carole Clemens<br>Nicki Pursglove |
| Person(s) responsible for regular (daily) visual inspection is/are:  | All staff                         |
| Contractor responsible for annual full inspection and report is:   | Sportsafe                         |

### **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: | Carole Clemens |
|---|----------------|

### **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 |
|----------------|----------------|
| Anna Molde     | All            |
| Carole Clemens | All            |

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|  |   |
|--|---|
| Deliveries of goods will be reported to:<br>who will arrange for them to be taken to the appropriate location: | Anna Molde<br>Carole Clemens<br><br>School Office |
|--|---|

**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 District/Borough Council is: | Local authority<br>Headteacher |
|--|--------------------------------|

**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: | Local authority<br>Alison Lee |
|--|-------------------------------|

**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: | Anna Molde<br>Carole Clemens |
|---|------------------------------|

**Smoking**

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

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: | Carole Clemens |
|---|----------------|

**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:<br>(prior to the first use of any vehicle.)<br>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 child seat or seat belt for each passenger. | Carole Clemens |
|--|----------------|

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**Lone Working**

|   |                |
|---|----------------|
| The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is: | Carole Clemens |
|---|----------------|

**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: | The Chairman of The Governing Board |
|--|-------------------------------------|

|  |                 |
|--|-----------------|
| The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are | P & P committee |
|--|-----------------|

|  |                                     |
|--|-------------------------------------|
| The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is: | The Chairman of The Governing Board |
|--|-------------------------------------|

|   |                 |
|---|-----------------|
| 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: | P & P committee |
|---|-----------------|

|   |               |
|---|---------------|
| Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept: | School office |
|---|---------------|

***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.***

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|   |
|---|
| <b><u>THE POLICY WILL BE REVIEWED ANNUALLY.</u></b>   |
| DATE OF REVIEW BY GOVERNING BODY: Annually<br>June 2014<br>June 2015<br>June 2016<br>June 2017<br>June 2018   |
| This policy was reviewed and ratified by the Finance and Strategic Development committee in June 2017.<br><br>Signed:    Chair of Governors _____<br><br>Date:        _____ |