BANKS ROAD INFANT AND NURSERY SCHOOL
"A Home for Learning, Laughing, Caring and Trying"

HEALTH AND SAFETY POLICY

May

2018

Nottinghamshire County Council

Head Teacher Signature:	
Date Adopted:	
Review Date:	

BANKS ROAD INFANT AND NURSERY SCHOOL
"A Home for Learning, Laughing, Caring and Trying"

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NAME OF ESTABLISHMENT: _____
Banks Road Infant and Nursery School

1. STATEMENT OF INTENT

The Governing Board 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 Board 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 Board 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 Board 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 Board 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 …… Signed …….

(Chair of Governors) (Headteacher)

Date …… Date ……..

Other sources of Health and Safety Information:-

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

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

Responsibilities of the Governing Board

The Governing Board is responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed 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 and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Head teacher

The Headteacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.

- Risk assessments are completed 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 and others.

- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.

- Information regarding health and safety matters will be communicated to the relevant individuals.

- Identify staff health and safety training requirements and make arrangements for provision.

- Establish and attend the schools health and safety committee (where appropriate).

- Developing and/or reviewing the school annual health and safety action plan.

- Co-operating with and providing necessary facilities for trade union safety representative(s).

- Participating in the Local Authority / Trust health and safety auditing arrangements and ensuring audit action plans are implemented.

- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.

- Employ only competent contractors to work on the school site.

- Seek specialist advice on health and safety matters were appropriate.

- Implement formal arrangements for managing emergency situations.

- Compliance with the requirements of the Occupier's Liability Act.

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

Responsibilities of the Health and Safety Co-ordinator (SBM – Anna Molde)

Responsible to the Headteacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher / Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority / Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the schools health and safety committee (where appropriate).
- **Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher**

Responsibilities of all Employees
All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority / Trust, Governors / Trustees and Head Teacher / Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher / Principal any serious or immediate danger.
- Reporting to their Head Teacher / Principal any shortcomings in the arrangements for health and safety.
- 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).

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Health and Safety committee – the members of the School Health and Safety Committee are:

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

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

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:	**Carole Clemens**

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Carole Clemens
A copy of the emergency plan is available at:	School Office

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	**Person Responsible** **Carole Clemens**	**Deputy** **Maria Holmes** **Helen Taylor**
Summoning of the emergency services.	**Carole Clemens**	**Maria Holmes** **Helen Taylor**
That a roll call is taken at the assembly point	**Carole Clemens**	**Maria Holmes** **Helen Taylor**
That no-one attempts to re-enter the building until the all clear is given by the emergency services	**Carole Clemens**	**Maria Holmes** **Helen Taylor**

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.**

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

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:	**Carole Clemens** **Richard Buchanan**

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: Carole Clemens AHTs: Maria Holmes and Helen Taylor
	Assistant Heads: Maria Holmes Helen Taylor Anna Molde (School Business Manager)

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

The following types of incident must be reported using the Wellworker online system:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

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 named first aiders:

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

Name	Location/Extension	Date of Expiry of Certificate
B Bonser	School	February 2021
N Brown	School	February 2021
D Hunter	School	April 19
A Vaites	School	April 19
S Wells	School	January 19

R Whilding	School	February 2021
C Wort	School	April 2020
G Knight	School	April 2020
E Freeman	School	April 2020
D Birch	School	September 2019
M Sisson – Emergency 1st aid at work	School	February 2021
I Stutchbury	School	August 2019
L Young	School	September 2019

The following employees re first Aid at Work or Middays**:**

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
D Jones	School	February 2020
W Kinnear	school	February 2020

Person responsible for ensuring first aid qualifications are maintained:	Anna Molde
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Carole Clemens

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
First Aid point outside the office	First Aid point outside the office

A termly check on the location and contents of all first aid boxes is carried out by:	Marilyn Sisson
Use of first aid materials and deficiencies should be reported to:	Marilyn Sisson / Anna Molde
Address and telephone number of the nearest medical centre / NHS GP:	Banks Road Surgery - 0844 71759
Address and telephone number of the nearest hospital with accident and emergency facilities:	QMC – 0115 924 9924

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

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

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Carole Clemens
A copy of the medicines policy is available at:	Policy folder in HT office
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 Office Administrators Carole Clemens
	Second 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 Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Office Administrators Carole Clemens
	Second Anna Molde

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Rachael Morris (SENCo) / Sophie James (maternity cover SENCo) 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 Identification and Control

Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Carole Clemens

Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Carole Clemens Anna Molde Richard Buchanan
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Richard Buchanan Carole Clemens Anna Molde

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Anna Molde
Defective furniture must be taken out of use immediately and reported to:	Anna Molde
Person responsible for ordering repairs and maintenance:	Anna Molde

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Carole Clemens
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Premises file Training and supply requests file
The health and safety notice board is sited:	Staff room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Carole Clemens Anna Molde
The HSE Health and Safety Law Poster is displayed:	Staffroom
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	School entrance Staffroom School office

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Carole Clemens

- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Carole Clemens Anna Molde
Person responsible for compiling and implementing the school's annual health and safety training plan:	Carole Clemens
Person responsible for reviewing the effectiveness of health and safety training:	Carole Clemens
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Carole Clemens

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Carole Clemens
The asbestos register is kept at:	School office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Carole Clemens Anna Molde
The disturbance procedure is displayed in a (staff only) area, at:	School office Staffroom
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	NCC
The LAMP is kept in:	School office – premises file

Legionella

Person with overall responsibility for managing Legionella:	Richard Buchanan Carole Clemens
The Legionella risk assessment is kept at:	School Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Richard Buchanan
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Richard Buchanan
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Richard Buchanan
The log book is kept in:	School Office

Fire

Person with overall responsibility for managing fire safety:	Carole Clemens
The fire risk assessment is kept at:	School office Policy file
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Carole Clemens
Person responsible for routine maintenance and servicing of fire safety equipment:	Carole Clemens Anna Molde
The log book is kept in:	Premises file school office

Security

Premises

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First R Buchanan

Visitors

On arrival all visitors should report to: where they will be issued with: • an identification badge • relevant health and safety information • and will sign the visitors book	The School Office

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Carole Clemens

Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Anna Molde

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Carole Clemens Anna Molde
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Carole Clemens Anna Molde
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Carole Clemens Anna Molde
Responsibility for liaison and monitoring of contractors:	Carole Clemens Anna Molde

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Buchanan
Person(s) authorised and competent to operate and use:	Richard Buchanan

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Buchanan Carole Clemens
Person(s) authorised and competent to operate and use:	Employees following training

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Buchanan Carole Clemens
Person(s) authorised and competent to operate and use:	Employees following training

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	SENCo Carole Clemens

Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	SENCo Carole Clemens
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	SENCo Carole Clemens
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	SENCo Carole Clemens PDSS
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	SENCo Carole Clemens

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	N/A

Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Buchanan
Person(s) authorised and competent to operate and use:	Richard Buchanan

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Carole Clemens Nicki Pursglove
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Richard Buchanan
Contractor responsible for annual full inspection and report:	Spotsafe

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Carole Clemens Nicki Pursglove
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Richard Buchanan
Contractor responsible for annual full inspection and report:	Spotsafe

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Anna Molde Carole Clemens

Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Anna Molde Carole Clemens
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Anna Molde Carole Clemens
Person(s) responsible for carrying out formal visual inspection and testing:	A J Testing
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Anna Molde

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Anna Molde
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Anna Molde
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	N/A
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Anna Molde

Substances and Personal Protective Equipment

Hazardous Substances

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

	Person Responsible	Location / Extension
Science	Rosie Morgan	Classrooms
Art	Katie Racz	Classrooms
Caretaking	Ricahrd Buchanan	Caretakers office
Cleaning	Ricahrd Buchanan	Caretakers office
Catering	Alison Lee	Kitchen
Grounds Maintenance	Contractor NCC	Off site
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Caretakers office
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		Anna Molde Richard Buchanan
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		NCC – Catering Anna Molde

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 r / Caretaker 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.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Anna Molde Richard Buchanan
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Carole Clemens Anna Molde

Waste Management and Disposal

Waste will be collected daily by:	Richard Buchanan
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Richard Buchanan
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Anna Molde Carole Clemens

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

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Richard Buchanan
Person responsible for the safe disposal of any **hazardous substances** or **special waste**:	Richard Buchanan Anna Molde Carole Clemens
Person responsible for ensuring the safe and appropriate disposal of any **clinical waste**:	Richard Buchanan Anna Molde Carole Clemens

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Richard Buchanan Anna Molde Carole Clemens
Person responsible for monitoring the safety of manual handling activities:	Richard Buchanan Anna Molde Carole Clemens

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	SENCo
Person responsible for monitoring the safety of manual handling activities:	SENCo

Educational Visits

The Educational Visits Co-ordinator at the school is:	Maria Holmes
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Maria Holmes
The Educational Visits Policy is located at:	

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	NCC - catering

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body / Trust	Anna Molde Carole Clemens

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Carole Clemens Sarah Williams

Person responsible for ensuring follow up action on the report is completed:	Carole Clemens Sarah Williams Anna Molde

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Carole Clemens
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Carole Clemens Sarah Williams

BANKS ROAD INFANT AND NURSERY SCHOOL
"A Home for Learning, Laughing, Caring and Trying"

THE POLICY WILL BE REVIEWED ANNUALLY.
DATE OF REVIEW BY GOVERNING BOARD: Annually June 2014 June 2015 June 2016 June 2017 June 2018 June 2019
This policy was reviewed and ratified by the Finance and Strategic Development committee in June 2018. Signed: Chair of Governors_____ Date: _____