



# Robert Mellors Primary Academy

## Health & Safety Policy

Ratified by governors on 30.3.2021

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

To be reviewed January 2022

ROBERT MELLORS PRIMARY ACADEMY

1. STATEMENT OF INTENT

The Governing Body of Robert Mellors Primary Academy 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 of the school's 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) (Head Teacher)

Date ..... Date .....

Other sources of Health and Safety Information:-

- Nottinghamshire County Council's Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log/ LAMP document
- Fire Log
- Premises Manual
- Schools Intranet Service 'Wired' Health & Safety Community
- School Health and Safety documents file
- Positive Handling Policy

## 2. ORGANISATION

### 2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Trust Health and Safety Policy and Arrangements;
- Formulating and ratifying the academy 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 are 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 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 Local Authority/Redhill Trust (if applicable) any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

### 2.2 Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the academy's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Drawing up the establishment's annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the Trust 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;
- Implementing formal arrangements for managing emergency situations;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

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

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

Responsible to the Head Teacher 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 academy and assisting the Head Teacher in the implementation of the County Council's/Trust'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 Local Authority;
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

- Monitoring contractors on site, inducting them in the schools site health & safety rules and ensuring they consult the asbestos log.

## 2.4 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 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.
- make use of lidded mugs for hot drinks during school hours and when children are present before or after school e.g. clubs/booster sessions

### Staff Hierarchy

Name		Role	Reports to
Emma Essex	H&S Co-ordinator (supported by Matt Ward)	Head Teacher	Governors
Kate Steel and Barbara Ross		Deputy Head Teachers	Head Teacher
Juliet Clark		Assistant Head Teacher	Head Teacher (HT) and Deputy Head Teacher (DHT)
Matthew Ward		Site Manager	HT and DHT
Hayley Martin		Office Manager	HT and DHT
		Class Teachers	HT, DHT and AHT
		TAs	HT, DHT and AHT

## 3 ARRANGEMENTS

### Co-ordination and Communication

Health and Safety Co-ordinator

Health and Safety Policy

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Emma Essex Supported by Matt Ward
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**Emergencies (Fire etc)**

Senior member of staff in the academy with responsibility for the development, maintenance and implementation of the Emergency Plan	Emma Essex (supported by Matt Ward)
A copy of the emergency plan is available at:	School office and electronically on school drive

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

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	In all classrooms/by school office
Bomb Alert	Emergency plans
Gas Leak	Head Teacher's office
Electrical Fault	Deputy Head Teacher's office
Water	School office
Storm or Flood Damage	Site Manager's office
Persons Threatening Violence on Site	FS Unit
Dangerous Animal(s) on Site	Fire bags
Other	Chair of Governors

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head Teacher, Deputy Head Teacher or in their absence, a member of the Senior Management Team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety	Emma Essex	Kate Steel/Barbara Ross
<ul style="list-style-type: none"> <li>summoning of the emergency services</li> </ul>	Hayley Martin Emma Essex	Matt Ward
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Emma Essex	Kate Steel/Barbara Ross
<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 is (eg Head Teacher, Deputy Head Teacher or other member of the Senior Management Team)</li> </ul>	Emma Essex	Matt Ward

**Note: The priorities are as follows:**

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

The person responsible for arranging, recording and monitoring emergency evacuation drills at least once per term is:	Emma Essex supported by Matt Ward
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (eg. in the school office)	First Copy Above fire panel main entrance
	Second Copy Above fire panel car park entrance
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Emma Essex in conjunction with Matt Ward

**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	Site Managers office	Matt Ward
Emergency Lighting System	Site Managers office	Matt Ward
Smoke Detection System	Site Managers office	Matt Ward
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:		Matt Ward
The contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name	Notts Fire Service
	Telephone Number	01623 825516

**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 room

Electricity	Room off Year 5 classroom
Gas	Boiler room and 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:	Matt Ward
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**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:

<u>Location of Accident Book</u>	<u>Person in Charge of Accident Book</u>
Electronically	First Aiders/Emma Essex
LA Well Worker recording system	Emma Essex/Hayley Martin
Evolve –online educational visits	Emma Essex supported by Marie Harris
Accident reports should be drawn to the attention of and counter-signed by the Headteacher of his/her Deputy before being sent to the Health and Safety Team via the Wellworker online system.	Head Teacher: Emma Essex
	Deputy: Barbara Ross or Kate Steel
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Emma Essex and H&S Governor

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



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Name	Role	Location	Expiry Date of certificate
Rachel Ilett	Teaching Assistant	FS Unit	10.02.2023
Andy Steele	Teaching Assistant	FS Unit	Feb 2022
Jennifer Bailey	Teaching Assistant	Little Herons	22.05.2021
Julie Marshall	Teaching Assistant	Little Herons	11.12.2021
<del>Filomena Walker</del>		<del>FS Unit</del>	<del>05.06.2020</del>
Lindy Clayton	Teaching Assistant	Little Herons	10.02.2023
Julie Williams	Teaching Assistant	KS1/2	16.05.2023
Vicki Wood	Teaching Assistant	KS1	16.05.2023
Michelle Rudkin	Teaching Assistant	KS2	16.05.2023
Nicola Liburd	Teaching Assistant	KS2	16.05.2023
Louise Salisbury	Teaching Assistant	KS2	16.05.2023
Sarah Willett	Teaching Assistant	Little Herons	11.05.2023
Meg Green	Teaching Assistant	FS Unit	11.05.2023
Jack Marsh	Teaching Assistant	KS1	11.05.2023
Michelle Farrell	Teaching Assistant	KS2	11.05.2023

Name	Role	Location/Extension	Date of Expiry of Certificate
Rachel Ilett (Full First Aider)	Teaching Assistant	FS Unit	15.06.2021
<b>Emergency First Aid at work</b>			
Julie Goodhead	Teaching Assistant	KS2	22.10.2021
Michele Farrell	Teaching Assistant	KS2	22.10.2021
Louise Salisbury	Teaching Assistant	KS2	22.10.2021
Zoe Blacknall	Teaching Assistant	KS1	22.10.2021
Lisa Nicholson	Teaching Assistant	KS2	22.10.2021
Abigail Day	Teaching Assistant	KS2	22.10.2021
Marie Carter	Teaching Assistant	KS1	25/02/2022
Melanie Widgery	Teaching Assistant	KS2	25/02/2022
Michelle Rudkin	Teaching Assistant	KS2	25/02/2022
Vicki Wood	Teaching Assistant	KS1	21/03/2022
Laura Whittaker	Teaching Assistant	KS1/2	25/02/2022
Matt Ward	Site Manager	Site	25/02/2022
Hayley Martin	Office Manager	Office	25/02/2022
Sarah Eley	Midday Supervisor	Midday Supervisor	25/02/2022
Laura Prince	Midday Supervisor	Midday Supervisor	25/02/2022

The names of current first aiders and appointed **person's** emergency aiders are displayed at the following points in the school.

Display Point	Display Point
Staff Room, school office, FS Kitchen	H & S noticeboard
The person responsible for ensuring first aid qualifications are maintained is:	Emma Essex
The person responsible for ensuring that first aid cover is provided	Emma Essex

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for staff working out of normal school hours is:	
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First aid boxes and first aid record books are kept at the following points in the school.

<u>Location of First Aid Box(es)</u>	<u>First Aid Record Book(s)</u>
Staff room	Electronic record book – Staff Share area on school server
Dining Room	
FS Unit kitchen	Main office – more serious accident records, staff accidents
Outside staffroom	Office – well worker system to record more serious incidents
Classrooms – small mobile kits	

Travelling first aid boxes are kept at the following points in the school.

<u>Location of Travelling First Aid Box</u>	<u>Location of Travelling First Aid Box</u>
Adjacent to staff room Small packs in classrooms for playtime use	FS Kitchen Dining Room
A termly check on the location and contents of all first aid boxes will be made by:	Rachel Ilett
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Rachel Ilett
The address and telephone number of the nearest medical centre/NHS GP is: Highcroft Surgery, High Street, Arnold, Nottingham	Tel: <u>0115 9267257</u>
The address and telephone number of the nearest hospital with accident and emergency facilities is: Queen's Medical Centre, Derby Road, Nottingham, NG7 2UH	Tel: <u>0115 9249924</u>

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**Administration of Medicines**

Member of staff in the Academy with responsibility for the development, maintenance and implementation of the medicines policy:	Head Teacher – Emma Essex
A copy of the Medicines Policy is available on the school website and from the 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	First Emma Essex

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records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Deputy Rachel Ilett - First Aider
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 Emma Essex
	Second Rachel Ilett -First Aider
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Jamila Hussain - SENDCO Supported by pupil class teachers

**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:	Emma Essex supported by Matt Ward
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**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, by telephone to:	Site Manager -Matt Ward
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Incident book in main office OSHENS / Well Worker system
It should then be placed/given to:	Matt Ward
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Matt Ward

**Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: by means of the hazard reporting procedure	Matt Ward
Defective furniture should be taken out of use immediately and reported to:	Matt Ward
The person responsible for ordering repairs which are the school's responsibility is:	Matt Ward
The person responsible for reporting repairs which are the responsibility of the LA to Property Services and checking repairs are carried out is:	Matt Ward

**Security**

**Premises Security**

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Matt Ward
	Deputy Caretaker – Phil Atkin
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Matt Ward
	Deputy Caretaker – Phil Atkin

Lime Trees Wraparound Care staff also unlock and lock the building and arm/disarm the intruder alarms

**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>	Main Office
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**Lone Working**

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Emma Essex/Matt Ward
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**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:	Emma Essex
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Training File in Head Teacher's office cupboard.

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 file which is kept:	Head Teacher's Office cupboard
The person responsible for maintaining it is:	Emma Essex

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The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Emma Essex
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:	Emma Essex
The HSE Health and Safety Law Poster is sited:	Staff Room
The person responsible for maintaining it is	Emma Essex

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:	Emma Essex
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- Health and Safety Policies: [Nottinghamshire](#) County Council, Trust, Departmental, and School
- [Nottinghamshire County Council](#) Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Emma Essex
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:	Emma Essex
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Emma Essex

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The person responsible for reviewing the effectiveness of health and safety training is:	Emma Essex
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Emma Essex
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Emma Essex

### **Manual Handling**

#### **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:	Matt Ward
The person responsible for monitoring the safety of manual handling activities is:	Matt Ward Emma Essex

#### **Manual Handling of People**

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Emma Essex
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### **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:	Matt Ward
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Site Manager's 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:	Matt Ward

#### **Legionella**

The person with overall responsibility for managing Legionella is:	Matt Ward
The schools Legionella risk assessment is kept at:	Site Manager's office

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The person with responsibility for ensuring that remedial actions from the report are followed through is:	Matt Ward
The water temperatures are taken (monthly) by:	MDB Plumbing
The flushing of little used outlets is carried out by:	Matt Ward
The log book is kept in:	Site Manager's office

**Fire**

Person with overall responsibility for managing fire safety:	Head Teacher – Emma Essex
The fire risk assessment is kept at	School office Site Manager's office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through	Emma Essex/Matt Ward
Person responsible for routine maintenance and servicing of fire safety equipment	Matt Ward
The log book is kept in	Main 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

**Ladders**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager – Matt Ward
Person(s) authorised to use is/are:	Site Manager – Matt Ward Caretaker – Phil Atkin

**Stepadders**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Matt Ward
Person(s) authorised to use is/are:	Matt Ward Phil Atkin

**Manual Handling Equipment**

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

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The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is:	Matt Ward
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### **Equipment Provided for Pupils with Special Educational Needs**

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	n/a
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 any hygienic condition and in good working order on a day to day basis is:	n/a
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Matt Ward

### **Caretaking and Cleaning Equipment**

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools etc.

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Matt Ward
Person(s) authorised to operate and use is/are:	Matt Ward Phil Atkin

### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Emma Essex supported by Matt Ward
Person(s) responsible for regular (daily) visual inspection is/are:	All staff using equipment
Contractor responsible for annual full inspection and report is:	GM Services

### **Outdoor Play Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Emma Essex supported by Matt Ward
Person(s) responsible for regular (daily) visual inspection	Matt Ward



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is/are:	
Contractor responsible for annual full inspection and report is:	GM Services

**Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Emma Essex supported by Matt Ward
Person(s) authorised to operate and use is/are:	Equipment is currently not in use

**Portable Electrical Appliances and Hard Wiring**

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

**Display Screen Equipment**

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations.

<b><u>Employee Name</u></b>	<b><u>Job Title</u></b>
Hayley Martin	Office Manager
Julie Bridges	Clerical support
Miriam Wong	Admin support

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Emma Essex Matt Ward
The person responsible for implementing the requirements of the risk assessment is:	Hayley Martin

**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:

Caretaking and Cleaning	Matt Ward
Grounds Maintenance	Matt Ward
Other	Matt Ward
Copies of all the hazardous substances inventories are held centrally in:	Site Manager's office
The person responsible for undertaking and updating the COSHH risk assessments is:	Matt Ward
The reports will be kept available for inspection by:	Matt Ward

### **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 Matt Ward 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 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:	Matt Ward
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Matt Ward

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

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

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

## Health and Safety Policy

The person who should be contacted if circulation routes are obstructed by rubbish is:	Matt Ward
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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)	Matt Ward
The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Matt Ward
The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	Matt Ward

### 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:	Emma Essex Class teachers Marie Harris
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:	Emma Essex Class teachers Marie Harris

#### 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:	Student mentors
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### USE OF PREMISES OUTSIDE SCHOOL HOURS

The person responsible for co-ordinating lettings of the Premises <b>in</b> accordance with the lettings procedure is:	Hayley Martin
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Matt Ward
The person responsible for checking that the letting organisation have Risk assessments and appropriate insurance.	Emma Essex Matt Ward
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Matt Ward

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### PREMISES ALTERATIONS, CONTRACTOR AND DELIVERIES

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**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:	Emma Essex supported by Matt Ward (but should never be necessary)
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**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)	Matt Ward/Emma Essex
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, <u>insurance</u> and past health and safety performance, is:	Emma Essex supported by Matt Ward Redhill Trust premises manager
The person in control of contractors is:	Matt Ward
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Matt Ward

**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
Emma Essex Hayley Martin	All
Deputy Head Teachers	All up to limit in finance policy (in absence of HT)
All staff	Consumables/subject equipment
Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	School Office

**WELFARE**

**Bullying/Harassment**

The school's policy on behaviour (including bullying) is kept:	<i>Head Teacher's office</i>
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Health and Safety Policy

Records of bullying incidents and action taken are kept:	<i>Head Teacher's office</i>
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**Stress**

The persons responsible for monitoring absence owing to stress related illness is:	Emma Essex
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**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	Matt Ward or Emma Essex
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**Smoking**

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. NCC Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

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

No Smoking signs will be displayed on the premises at access and egress points.

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:	Emma Essex
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**INSPECTIONS (EXTERNAL AND INTERNAL)**

**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:	Nottinghamshire County Council School Catering Service
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**Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), LA 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:	Emma Essex supported by Matt Ward
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**Internal Health and Safety Inspections**

The person responsible for organising and carrying out termly	Emma Essex supported by
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Health and Safety Policy

safety inspections, including planning, inspection, reporting is:	Matt Ward
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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.

The person responsible for ensuring follow up action on the report is completed is:	Emma Essex supported by Matt Ward
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**MANAGEMENT REVIEW**

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

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are:	Emma Essex/Matt Ward
The person responsible for compiling and implementing the <u>school's</u> annual health and safety action plan, including action for improvements in the appropriate development plan is:	Emma Essex/Matt Ward
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	Office – Hayley Martin

Signed ..... Head Teacher

Date .....

Signed ..... Chair of Governors

Date .....