



Round Hill Primary School Health and Safety Policy (V1.2)



Head Teacher Signature:	Adrian Nash
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1. STATEMENT OF INTENT

The Governing Body of the 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 school's activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Other sources of Health and Safety Information:

- Equals Trust Health and Safety Policies
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- School Accessibility Plan
- Office 365 KPNS & CPS Health and Safety File
- Every school software system

2. Organisational Structure and Responsibilities

Management Structure

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

2.1 Responsibilities of the Equals Trust

Equals Trust (EQT) will provide generic health and safety policies, checklist and ensure a Local Link Governor is appointed to carry out monitoring and reporting.

All monitoring will be reported to the LGB in line with the Trust and LGB monitoring timetable, highlighting any areas of concern or non-compliance. This reporting process must include details of the scope, methodologies and timeframes of any remedial actions. It is essential that any additional need for support or resource is highlighted to the Trust Governance Management at the earliest opportunity.

The annual checklist should be completed and submitted to both the LGB and the Trust Office, with the LGB highlighting to the Trust any areas of significant concern or considerable strength which may be utilised in other parts of the Trust.

The LGB must complete an annual HASMAP audit which will be submitted to the Trust Governance Manager immediately after the LGB meeting 2 in the summer term.

2.2 Responsibilities of the Governing Body / Trustees

The Governing Body / Trustees are 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.

2.3 Responsibilities of the Head Teacher / Principal

The Head Teacher / Principal 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 where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Head Teacher / Principal these responsibilities fall to their immediate deputy.

2.4 Responsibilities of the Health and Safety Co-ordinator (Head Teacher)

Responsible to the Head Teacher / Principal 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.

2.5 Responsibilities of the Site Manager/Caretaker.

- Attending appropriate Health and Safety Training Courses including Building Management & Maintenance for School site staff, Health and Safety Management IOSH, Asbestos Management and Awareness,
- Ensuring that Health and Safety checks are conducted in a timely manner and associated Logs (fire, asbestos, legionella etc) are completed;

- Ensuring Health & Safety remedial works are completed.
- Carrying out Weekly, monthly, bi-annual, annual checks linked to Every Software IPAD
- Ensuring contractors complete SR77 or notification of building works and other associated paperwork is completed and monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site. New paperwork released by NCC November 2021
- Seek specialist advice on any Health and Safety matters.
- Report and act any Health and Safety issues / concerns.

2.6 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).

3. Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Head Teacher
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	N/A
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Health and Safety Governors

The members of the School Health and Safety Committee are:

Name	Job Title
Chris Leonforte	Governor
Andrew Turner	Governor

Fire and Other Emergencies

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

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	See fire safety policy school office
Bomb Alert	See emergency plan school office
Gas Leak	See emergency plan school office
Electrical Fault	See emergency plan school office
Water	See emergency plan school office
Storm or Flood Damage	See emergency plan school office
Persons Threatening Violence on Site	See emergency plan – Lock down
Dangerous Animal(s) on Site	See emergency plan – Lock down
Other	See emergency plan – Lock down

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Head Teacher
A copy of the emergency plan is available at:	Intranet

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head, Deputy Head 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 ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Person Responsible	Deputy
Summoning of the emergency services.	HT	DHT
That a roll call is taken at the assembly point	HT	DHT
That no-one attempts to re-enter the building until the all clear is given by the emergency services	HT	DHT

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 fire drills at least once per term is:	Health & Safety Coordinator
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Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Front car park (painted blue)
Gas	Top of Boiler house steps
Electricity	Electric cupboard (bottom of Main Stairwell)

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:	Head Teacher /Site Manager
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident 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 specified:

Location of Accident Book	Person in Charge of Accident Book
Accident reports must be drawn to the attention of the Head Teacher / Principal	Head Teacher / Principal
	Deputy Head
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	
Head Teacher / Principal:	

The following types of incident must be recorded:

- 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 (with a copy of the RIDDOR report sent to hands@nottsc.gov.uk).

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 (Please also see First Aid Policy)

Nominated first aiders will be provided in both schools, with some trained to Paediatric First Aid level.

These persons are detailed in charts displayed at prominent locations within the schools.

Person responsible for ensuring first aid qualifications are maintained:	Suzanne Woodhouse / A Nash
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Suzanne Woodhouse / A Nash

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)
Reception	Office (staff & visitor)
First aid point	Downstairs first aid point
Foundation stage	Kitchen
Outside technology room	

top of the stairs/outside male toilets (first floor)	
A termly check on the location and contents of all first aid boxes is carried out by:	S. Woodhouse
Use of first aid materials and deficiencies should be reported to:	S. Woodhouse
Address and telephone number of the nearest medical centre / NHS GP:	Oaks Medical Centre 0115 9254566
Address and telephone number of the nearest hospital with accident and emergency facilities:	QMC 0115 9294429

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	S.Woodhouse/A.Nash
A copy of the medicines policy is available at:	School Intranet
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First, we encourage parents to administer but individual arrangements of controlled drugs will be organised if exceptional circumstances pertain
	Second A.Nash/ Office Staff
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. 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:	First: A.Nash, Deputy and AHT
	Deputy: S.Woodhouse
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	SENCO/S.Woodhouse

Asthma Inhalers (See separate policy in asthma)

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class teachers/office staff
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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:	Head Teacher /Deputy Head Teacher
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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 to:	Head Teacher /Site Manager / Office Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Head Teacher /Site Manager /Office Manager

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, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Head/SMT/Site Manager/Caretaker
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Online EVERY system/Issues

House Keeping and Disposal of Waste

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

The person who should be contacted if circulation routes are obstructed by rubbish is:	Site Manager/Caretaker
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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).	Site Manager/Caretaker
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	Site Manager/Caretaker
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Site Manager/Caretaker/Office Manager
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Repairs and Maintenance

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

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Site Manager/Caretaker/ Nottingham Security
	Head/Deputy Head

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

4. Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Head Teacher / Office Manager
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Records of employees signatures indicating that they have received and understood health and safety information is kept:	Head Teacher
The health and safety notice board is sited:	Crush Hall/staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Office Manager
The HSE Health and Safety Law Poster is displayed:	Crush Hall/staffroom
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	Staffroom

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

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

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Head Teacher
The asbestos register is kept at:	Front office desk
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Head Teacher
The disturbance procedure is displayed in a (staff only) area, at:	Staff Room
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Site Manager
The LAMP is kept in:	School office

Legionella

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

Fire

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

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Site Manager
	Deputy: Cleaning Area Manager

	07793980711
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Visitors

On arrival all visitors must report to:	Reception
Where they will be issued with; <ul style="list-style-type: none"> • An identification badge • Relevant health and safety information • Sign the visitors pod 	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Head Teacher
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Site Manager
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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)	Head Teacher
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Head Teacher
Person responsible for selecting contractors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Head Teacher
Responsibility for liaison and monitoring of contractors:	Office Manager / Site Manager

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Ladders

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

Stepladders

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

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Site Manager
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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:	Site Manager
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Site Manager
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:	Site Manager
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Site Manager

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Site Manager
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Site Manager
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Caretaking and Cleaning Equipment

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

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Site Manager
Contractor responsible for annual full inspection and report:	Site Manager

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head Teacher / Site Manager
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Site Manager
Contractor responsible for annual full inspection and report:	Sports and Playground Services

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Teachers/Teaching Assistant's/Site Manager

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Teachers/Teaching Assistant's/Site Manager

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Site Manager
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Site Manager
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Site Manager
Person(s) responsible for carrying out formal visual inspection and testing:	Site Manager
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:	Head Teacher

Display Screen Equipment (DSE)

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

Employee Name	Job Title
Karen Gibbons	Business Manager
Tanya Walters	Clerical Assistant
Steph Culshaw	Clerical Assistant
Sarah Newton	Clerical Assistant

Person responsible for implementing the requirements of the DSE risk assessment:	Head Teacher
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Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> • Correctly and safely maintained • Regular inspections are carried out • Remedial action is taken or if necessary the pool is taken out of use where necessary • Appropriate records are kept 	n/a
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	n/a

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from:	Head Teacher
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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.	
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Head Teacher
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	Head Teacher
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Office Manager

Personal Protective Equipment

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.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Site Manager/Caretaker
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Site Manager/Caretaker

Hazardous Substances

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

Science	All staff
Design and Technology (Materials)	All staff
Design and technology (Food and Textiles)	All staff
Art and Design (Fine Arts)	All staff
Art and Design (Ceramics)	All staff
Caretaking and Cleaning	Site Manager/Caretakers Room
Swimming Pool Maintenance	N/A
Catering	Catering staff
Grounds Maintenance	Site Manager
Other – above ceilings	Site Manager/Caretaker

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

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 Site Manager (e.g. Site Manager / 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:	Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Manager

Waste Management and Disposal

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

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)	Site Manager
Person responsible for the safe disposal of any hazardous substances or special waste :	Site Manager
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Site Manager

Smoking

The Governing Body has prohibited smoking on the school site.

Notes:

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.

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

No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

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:	Head
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Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Site Manager
Person responsible for monitoring the safety of manual handling activities:	Site Manager

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:	Deputy Head
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Deputy Head
The Educational Visits Policy is located at:	School Server

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Catering Staff
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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	Head Teacher
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Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Head Teacher / Site Manager/ Business Manager/Governor
Person responsible for ensuring follow up action on the report is completed:	Head Teacher

Management Review

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