



**BIRCH COPSE PRIMARY SCHOOL**  
**HEALTH, SAFETY AND RISK POLICY**

**Version**

Version: 2.1

**1. STATEMENT OF INTENT**

The Governing Body of Birch Copse will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

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

Other sources of Health and Safety Information:-

- Schools Health and Safety Manual
- Schools Uniservity web pages
- Schools Offsite Activities Guide
- Property Services Information Booklet
- Schools Fire Order Pack

## 2. ORGANISATION

### 2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Education Health and Safety policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the Local Authority 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 any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;
- Arranging termly health and safety inspections and ensuring follow up action is completed

### 2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with;
- Delegating health and safety roles and responsibilities via consultation with the Governing Body and Staff;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's site committee;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the Local Authority health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness

**Note:** in the absence of the Headteacher these responsibilities fall to a designated senior teacher.

### **2.3 Responsibilities of staff delegated Health and Safety roles (Finance Officer, Educational Visits Coordinator and Caretaker)**

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the Local Authorities and School's Health and Safety Procedures;
- Ensuring that Health and Safety Manual and Asbestos Log are kept up to date;
- Ensuring that the Health and Safety Poster is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- 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;
- Monitoring contractors on site and ensuring they consult the asbestos log.

### **2.4 Senior Leadership Team/ Subject Leaders**

Are responsible for:

- The day to day management of health and safety within their area / subject in accordance with the health and safety policy;
- Carrying out regular health and safety monitoring inspections of their area and reporting to the headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the school;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school's hierarchy

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

All staff employed at the establishment has a responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Co-operating with the LA, school governors and headteacher on all matters relating to health and safety by complying with the health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- Reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- 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 where appropriate

### 3 ARRANGEMENTS

#### 3.1 Health and Safety Representatives

The members of staff who are health and safety representatives for external or National professional associations are:

Professional Association	Name
	None

#### 3.2 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:	Head teacher
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#### 3.3 Health and Safety Committee

The minutes of the School Site Committee are kept by:	Clerk to Governors
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#### 3.4 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	Next to fire exits and in every classroom
Bomb Alert	Office
Gas Leak	Office
Electrical Fault	Office
Water	Office
Storm or Flood Damage	Office
Persons Threatening Violence on Site	Office, staff handbook
Dangerous Animal(s) on Site	Office

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior leadership 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 persons responsible for ensuring and supervising (where appropriate)	Person	Deputy
The controlled evacuation of people from the school or the school grounds to a place of safety,	Headteacher	Deputy Headteacher
• Summoning of the emergency services	School Administrator	Finance officer
• That a roll call is taken at the assembly point	Class teachers/ School Administrator	Teaching assistants/ finance officer

<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 Headteacher, Deputy Headteacher or other member of the senior management team)</li> </ul>	Headteacher	Deputy Headteacher
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**Note: The priorities are as follows:**

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

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Headteacher
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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 Office
	Second Copy Staff room

The competent person responsible for arranging the carrying out and updating of the fire risk assessment for the premises is:	Finance Officer
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### 3.5 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:

System	Location of Test Records	Person Responsible
Fire Alarm	Office	Finance Officer
Emergency Lighting System	Office	Finance Officer
Smoke Detection System	Office	Finance Officer

The person responsible for carrying out a termly <b>visual</b> 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:	Caretaker
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The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Chubb
	Telephone Number 0844 879 1746

### 3.6 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	Finance officer's room
Electricity	School Kitchen

Gas	School Kitchen

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

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

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

Location of Accident Book	Person in Charge of Accident Book
Infant block between year 1 classrooms (children)	First Aid Officer
Upper junior area outside boys toilets (children)	First Aid Officer
Office (Adults/ serious child accidents)	Finance Officer

Serious accident reports or accidents involving adults should be drawn to the attention of and counter-signed by the Headteacher or his/her Deputy.	Headteacher: See Appendix 1
	Deputy: See Appendix 1

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Headteacher
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### 3.8 First Aid

As a general rule all Lunchtime Controllers, Teaching Assistants and Learning Support Assistants are First Aid trained. An up to date list of persons trained and their training expiry dates can be found in the Deputy Head's office.

The names of current first aiders and appointed persons are displayed at the following points in the school.

<b>Display Point</b>
Infant first aid area between year 1 classes
Junior first aid area outside upper junior boys toilets
Office
Deputy Headteacher's Office

The person responsible for ensuring first aid qualifications are maintained is:	Deputy Headteacher
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
Infant first aid area between year 1 classes	Infant first aid area between year 1 classes

Junior first aid area outside upper junior boys toilets	Junior first aid area outside upper junior boys toilets
	Office

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

Location of Travelling First Aid Box
Junior first aid area outside upper junior boys toilets

A termly check on the location and contents of all first aid boxes will be made by:	First Aid Officer
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Use of first aid materials and deficiencies should be reported to: Who is responsible for their replenishment.	First Aid Officer
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The address and telephone number of the nearest medical centre/NHS GP is:	Westwood Road Health Centre
	66 Westwood Road, Tilehurst, Reading, Berks. RG31 5PP Tel: 0118 942 7421

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Berkshire Hospital
	Royal Berkshire NHS Foundation Trust London Road Reading RG1 5AN 0118 322 5111

### 3.9 Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Local Authorities Medical Policy, 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 Class teachers
	Deputy Office staff

The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Local Authorities Medical Policy, 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 Class teachers
	Second Office staff

### 3.10 Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class teachers
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### 3.11 Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, lettings, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment(s) are produced and appropriately communicated is:	Headteacher
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### 3.12 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 to:	Headteacher
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Headteacher
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### 3.13 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:	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).	Caretaker
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The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Caretaker
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The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	Not Applicable
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### 3.14 Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	A Senior member of Staff and Caretaker
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Defective furniture should be taken out of use immediately and reported to:	A Senior member of Staff and Caretaker
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The person responsible for ordering repairs which are the school's responsibility is:	Caretaker
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The person responsible for reporting repairs which are the responsibility of the Local Authority to the appropriate Service is:	Finance Officer
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The name and telephone number of the school's attached maintenance surveyor is:	Name: <i>Maria Morris</i>
	Telephone Number: <i>07796181409</i>

### 3.15 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First <i>Caretaker</i>
	Deputy <i>Headteacher (Or most senior member of staff on site)</i>

### 3.16 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:	<i>Headteacher</i>
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### 3.17 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:	<i>Deputy Headteacher</i>
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- Health and Safety Policies: Local Authority, Education, and School.
- Health and Safety Manual
- Codes of Safe Practice and Guidance
- Off-site Activities Manual
- Premises Asbestos Log
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures 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 and support staff in consultation with their line managers and the employees concerned is:	<i>Deputy Headteacher</i>
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Headteacher
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The person responsible for reviewing the effectiveness of health and safety training is:	Headteacher
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	Finance Officer
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Employees who feel that they have need for health and safety training of any kind should notify the contact person who is:	Deputy Headteacher
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### 3.18 Manual Handling of Loads

#### Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	Headteacher and Caretaker
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The person responsible for monitoring the safety of manual handling activities is:	Headteacher
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#### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their risk assessment is:	Headteacher
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The load assessors for the moving and handling of people are:	Headteacher
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### 3.19 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: -

#### 3.19.1 Access Equipment

##### Ladders

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

### Stepladders

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

### **3.19.2 Manual Handling Equipment**

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

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

The person responsible for ensuring that all hoists used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	Not Applicable
The person responsible for ensuring that slings are laundered regularly and appropriately kept in a hygienic condition is:	Not Applicable

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:	Not Applicable
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Not Applicable

### **3.20 Lifts**

The person responsible for ensuring that lifts are inspected and serviced every six months is:	Not Applicable
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### **3.21 Caretaking and Cleaning Equipment**

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Caretaker
Person(s) authorised to operate and use is/are:	Caretaker Trained personal

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

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

### 3.23 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

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

### 3.24 Grounds Maintenance Equipment (Machinery and Tools)

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

### 3.25 Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Not Applicable
Person(s) authorised to operate and use is/are:	Not Applicable

### 3.26 Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	DT Subject Leader
Person(s) authorised to operate and use is/are:	All trained personal
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Class Teacher

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	DT Subject Leader and Class Teachers
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	DT Subject Leader and Class Teachers

### 3.27 Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	DT Subject Leader
Person(s) authorised to operate and use is/are	DT Subject Leader and Class Teachers

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Caretaker
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Caretaker
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### 3.28 Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art Subject Leader
Person(s) authorised to operate and use is/are:	Art Subject Leader and Class Teachers

### 3.29 Art and Design Equipment (Ceramics / kilns)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art Subject Leader
Persons authorised to operate and use is/are:	Art Subject Leader and Class Teachers

### 3.30 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE Subject Leader
Person(s) responsible for regular (daily) visual inspection is/are:	PE Subject Leader and Class Teachers
Contractor responsible for annual full inspection and report is:	Universal Services

### 3.31 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) responsible for regular (daily) visual inspection is/are:	Caretaker and Class Teachers on Duty
Contractor responsible for annual full inspection and report is:	Universal Services

### 3.32 Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training,	Headteacher
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supervision, safe use and risk assessment is	
Person(s) authorised to operate and use is/are:	All trained Staff

### 3.33 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) authorised to operate and use is /are:	All staff

### 3.34 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Headteacher
Person(s) authorised to operate and use is/are:	All staff and supervised children

### 3.34 Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Finance Officer
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Qualified contractors (P and R)
Staff must not bring onto the premises any portable electrical appliances unless they are authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Qualified contractors (P and R)

### 3.35 Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
Gaynor Roberts	Finance Officer
Kerry Beer	Admin assistant
Lindsay Oxlade	Clerical Officer
Alison Marsh	Headteacher PA
Sarah Stephenson	Admin Assistant

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Qualified contractor
The person responsible for implementing the	Headteacher

requirements of the risk assessment is:	
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### 3.36 Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	Science Subject Leader
Design and Technology	DT Subject Leader
Art and Design	Art Subject Leader
Caretaking and Cleaning including swimming pools	Caretaker
Catering	Catering contractors
Grounds Maintenance	Grounds maintenance contractor and caretaker

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc ) is:	Not Applicable
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#### Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	Not applicable
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### 3.37 Hazardous Substances (COSHH)

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

Science	Not Applicable
Design and Technology ( Materials )	Not Applicable
Design and technology ( Food and Textiles )	Not Applicable
Art and Design ( Fine Arts )	Not Applicable
Art and Design ( Ceramics )	Not Applicable
Caretaking and Cleaning	Caretaker
Swimming Pool Maintenance	Not Applicable
Catering	Catering contractor
Grounds Maintenance	Grounds maintenance contractor and caretaker
Other	Caretaker

Copies of all the hazardous substances inventories are held centrally in:	The Office
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The person responsible for undertaking and updating the COSHH risk assessments is:	Headteacher
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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 an approved contractor is:	Not Applicable
The reports will be kept available for inspection by:	The Office

### 3.38 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the Local Authorities policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Headteacher
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The premises asbestos log is kept:	Office
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Headteacher

### 3.39 Radioactive Sources

The Radiation Protection Supervisor is:	Headteacher
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The location of the following records is:

DFE permission to purchase letter	Office
History of the sources	Office
Use log	Office
Monitoring/Test records	Office
Risk assessments for use	Office
LEA Science Code of Practice	Office

### 3.40 Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to:	Headteacher
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### 3.41 Waste Management

Waste will be collected daily by:	Caretaker and Cleaners
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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:	Caretaker
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Caretaker
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The person responsible for checking that the oil tank bund wall is effective is:	Caretaker
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### 3.42 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 immediately to the appropriate person e.g. Head teacher or Caretaker who will arrange for them to be dealt with.

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

Advice may be sought from the Local Authority Health and Safety Team.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Caretaker and Headteacher
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### 3.43 Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Governors Risk
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

A copy of the inspection will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Headteacher
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### 3.44 Provision of Information

The person responsible for distributing all health and safety information received from the Education Department is:	Headteacher
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety documentation will be kept in the Health and Safety Manual which is kept:	School Office
The person responsible for maintaining it is:	Headteacher

Risk Management documentation will be kept in the Risk Management File which is kept:	Headteacher's office
The person responsible for maintaining it is:	Headteacher

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:	Headteacher

The Health and Safety Law Poster is sited:	Staff room
The person responsible for maintaining it is:	Headteacher

### 3.45 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for all educational visits is:	Educational Visits Coordinator
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### 3.46 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Deputy Headteacher
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### 3.47 Outdoor Play Equipment

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

The person responsible for following up the annual play equipment	PE subject Leader
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inspection report is:	
The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Caretaker
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Headteacher

### 3.48 Swimming Pools

The person responsible for ensuring that the pool is <ul style="list-style-type: none"> <li>correctly and safely maintained</li> <li>regular inspections are carried out</li> <li>remedial action is taken or if necessary the pool is taken out of use where necessary</li> <li>appropriate records are kept</li> </ul> is:	Not Applicable
The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the Local Authority guidance, with lifesavers and adequate supervision etc is:	Not Applicable

### 3.49 Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Finance Officer
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Finance Officer
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Caretaker

### 3.50 Visitors

On arrival all visitors should report to reception where they will be issued with:

- an identification badge
- relevant health and safety information
- and will sign the visitors book

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

The person responsible for submitting proposals to the LEA for approval through the Notification process is:	Headteacher
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### 3.52 Contractors

**Note: Schools have the option to opt out of the Property Services Contract or use contractors on the Local Authorities approved list.**

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is,	Finance Officer
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The person in control of contractors is:	Finance Officer
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Responsibility for liaison with contractors is allocated as follows:	Finance Officer and Caretaker
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### 3.53 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.

Certain 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.

The names of these employees can be found in the School's Financial Policy.

Deliveries of goods will be reported to reception who will arrange for them to be taken to the appropriate location.

### 3.54 Catering (For completion only by schools with a catering operation on site)

#### 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:	Catering Contractors
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### 3.55 Smoking

The Governing Body has prohibited smoking in the school and in vehicles under its control without exception.

**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.**

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:	Headteacher
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**3.56 Vehicles**

**The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and any Local Authority guidance.

School owned, hired or leased minibuses or coaches are only to be used for approved journeys.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: <b>(prior to the first use of any vehicle.)</b>  He/she will ensure that the driver has a valid licence, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	Headteacher
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority is:	Not Applicable
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The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test and no known medical conditions that affect their ability to drive etc is:	Not Applicable
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the Local Authority test is:	Not Applicable
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**3.57 Stress**

The persons responsible for monitoring absence owing to stress related illness is:	Finance Officer
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### 3.58 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Headteacher
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### 3.59 Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	In the Policies File on the school network.
Records of bullying incidents and action taken are reported via Webrisk by:	Finance Officer

### 3.60 Working at Height

The school recognises there may be an increased risk to the health and safety of its employees whilst working at heights. The person responsible for identifying these risks and managing them is the **Headteacher**.

**Risk Assessments** of work undertaken whilst working at heights will include the following considerations:

- Justification for working at height
- Planning and Organisation of the work
- Selection, use and inspection of work equipment
- Competence of personnel
- Description and duration of work
- Access and egress
- Weather conditions
- Where appropriate, fall protection
- Securing the work area
- Working on roofs
- The worker – the medical fitness of each worker to work at height must be assessed.

**Contractors** will be made aware of our management of the risks of working at height, and should provide a method statement to list the control measures for working at height.

**Control measures** must be followed:

- **Maintenance and Inspection** – ladders and step ladders will be checked prior to use and inspected on a frequency not exceeding once per year. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers requirements.
- **Pupils** – the interface between working at heights and pupils is recognised as high risk and where necessary our risk assessments will reflect the higher duty of care required for young persons
- **Lone working** – all working at height will be subject to our lone working policy.

**Training** – where necessary, anyone required to work at heights will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

**Line Managers** – it is the responsibility of individual line managers to monitor the tasks being carried out by their staff

**Employees** – are expected to cooperate fully with any instructions given by their managers. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

### 3.61 Insurance

In addition to the insurance arranged by the Local Authority for all Local Authority maintained schools, the Governing Body has decided to arrange additional cover.

Details of this cover can be found in the school office.

### 3.62 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	Headteacher
The person responsible for completing and returning the Annual Health and Safety Report to the Governing Body is:	Headteacher
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Headteacher
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	In the School Office

***Note: The Schools Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.***

**Responsible officer**

Headteacher

**Date of last review:** February 2017

**Dates of amendments:** 22<sup>nd</sup> February 2010      27<sup>th</sup> February 2012      13<sup>th</sup> February 2014  
26<sup>th</sup> February 2015

**Date of next review:** February 2019

## APPENDIX 1

Responsible staff

Job Title	Name
Head teacher	John Micklewhite
Deputy Head	Paul Massey
Assistant Head	Kenny Cooling
Finance Officer	Gaynor Roberts
Admin Assistant	Kerry Beer
Admin Assistant	Sarah Stephenson
Clerical Officer	Lindsay Oxlade
Caretaker	Ian Wright

By using Job Titles in the Arrangements section of the Health and Safety Policy rather than individual names it means that when the policy is reviewed the school should only have to update Appendix 1