



Through wisdom, compassion and endurance, we aim to make the best decisions for our children

HEALTH AND SAFETY POLICY

Reviewed April 2017

WHADDON CE FIRST SCHOOL HEALTH AND SAFETY POLICY- April 2016

STATEMENT OF INTENT	2
Responsibilities of the Governing Body.....	3
Sources of Health and Safety Information:.....	4
Responsibilities of the Health and Safety Co-ordinator	6
ARRANGEMENTS.....	8

3 NAME OF ESTABLISHMENT: WHADDON CE FIRST SCHOOL

STATEMENT OF INTENT

This policy and its supplements should be read in conjunction with the Buckinghamshire County Council Health and Safety Policy. It sets down the local organisation and arrangements established by the governing body to implement that policy.

The Governing Body of Whaddon CE First School is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order and also to ensure that the County Council's health and safety policies and procedures and other documentation listed below are implemented with regard to the provision of:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities;
- an effective local organisation within the school to implement the policy;
- full and effective consultation with employees on matters affecting their health and safety;
- effective communication throughout the school on health and safety matters;
- competent specialist advice on health and safety matters when this is not available in the school;

- sufficient information, instruction and training for staff on health and safety;
- staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this
- the effective management of contractors;
- the effective monitoring and review of the implementation of the health and safety policy and health and safety performance.

Responsibilities of the Governing Body

The Governing Body recognises its responsibilities as set out in the Local Authority's scheme of delegation and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility for:

- Complying with the County Council's Health and Safety Policy, Organisation 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;
- Ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;

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.

Signed Hazel Hedges

(Chair of Governors)

Date April 2016

Signed Selina Davies

(Headteacher)

Date April 2016

Sources of Health and Safety Information:-

- Buckinghamshire County Council Health and Safety Policies and Procedures;
- Education Visits Policy Document;
- Asbestos Log;
- Legionella Log;
- Regulations for the Use of Vehicles 2007;
- Health and Safety Executive Website – Education www.hse.gov.uk;
- Buckinghamshire Fire and Rescue Website www.bucksfire.gov.uk.

ORGANISATION

Responsibilities of the Headteacher

The Headteacher is responsible for:

- Being the “Responsible Person” under the Fire Safety Order within the School.
- Nominating themselves or a senior manager as Health and Safety Co-ordinator;
- Ensuring that subordinate managers meet their health and safety responsibilities;
- Ensuring that the arrangements for consultation with staff on health and safety matters are implemented;

- Ensuring effective communication on health and safety matters within the school;
- Ensuring and County Council and school health and safety policies and procedures are implemented;
- Undertaking risk assessments in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensuring that incidents, accidents and near misses are reported to the County Council and HSE as appropriate;
- Completing the school's Annual Health and Safety Compliance Report to the Strategic Director Children and Young People's Services;
- Ensuring that termly health and safety inspections are carried out and that a copy of the report is given to the Chairman of Governors and is placed on the staff room health and safety notice board;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring health and safety monitoring is undertaken, including:
 - Accident, incident and near miss reporting and investigation;
 - Specific equipment which requires statutory testing;
 - Termly health and safety inspections;
 - Job risk assessments are completed and health and safety issues are included in staff appraisals and performance management;
 - Providing an annual health and safety report to the Governing Body.
- Making recommendations to the Governing Body in relation to external independent audits carried out by the County Council or other bodies
- Reporting to the School's Governing Body any health and safety issues which cannot be resolved;
- Ensuring the requirements of the Occupier's Liability Acts 1957/1984 are complied with;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out, where practicable with the health and safety governor;
- 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 training to be provided as appropriate;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Participating in the County Council health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;

Note: in the absence of the Headteacher these responsibilities fall to the Business Manager

- areas of control and agreeing the annual health and safety report.

Responsibilities of the Health and Safety Manager (Currently the Headteacher)

Responsible for:

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable her to discharge her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensuring that the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;

- Ensuring that the correct accident, incident and near miss 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 County Council;
- Providing health and safety induction training for all staff;
- Providing basic fire awareness training for all staff at least every six months;
- 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 and that records are kept;
- Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

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, for example;
 - check classrooms/work areas are safe;
 - check equipment is safe before use;
 - ensure safe working procedures are followed;
- co-operate with the Local Authority, 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;
- report immediately to their Headteacher/Line Manager any serious or immediate danger;
- report 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;

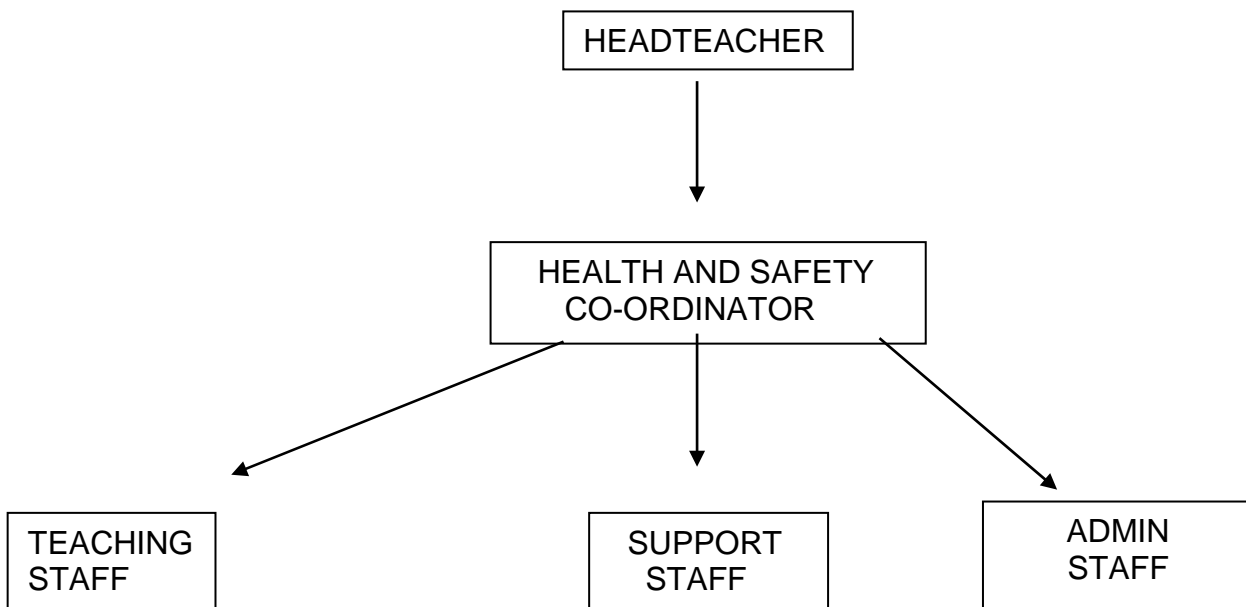
- participate in health and safety inspections and the health and safety committee where appropriate.

Safety Representatives

Safety representatives do not have responsibilities under this policy; however they do have functions as laid down in the Safety Representatives and Safety Committees Regulations.

Note: A flow chart showing the management of health and safety hierarchy should be included at this point in the policy.

WHADDON CE FIRST SCHOOL - HEALTH AND SAFETY STRUCTURE



ARRANGEMENTS

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

Following an accident, incident, dangerous occurrence or near miss the employee or person who witnesses an accident or a nominated person will report the accident/ incident to the Contacts Centre on 0845 3708090 or 01296 395000 Monday to Friday 8.00 am until 6.30 pm as soon as possible after the event The Headteacher or a nominated person will verify the report.:

The nominated person(s) are:

Name of Nominated Person (Reporter)	Job Title
Mrs Sam Mallabar	School Business Manager

Miss Helen Nash	Class Teacher
-----------------	---------------

Name of Nominated Person (Verifier)	Job Title
Mrs Selina Davies	Headteacher

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Mrs Selina Davies Headteacher
---	----------------------------------

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.

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Mrs Lucy Gyau-Awuah
	Deputy – Miss Kim Swain

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 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 Mrs Lucy Gyau-Awuah
	Deputy Miss Kim Swain

The person(s) responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs is:	Mrs Selina Davies
--	--------------------------

Asthma Inhalers/Epipens

The person responsible for the supervision and storage where appropriate of asthma inhalers/epipens is:	Mrs Lucy Gyau-Awuah
---	---------------------

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations using Workstation Safety Plus on the Schools' Web. They will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

Employee Name	Job Title
Mrs Selina Davies	Headteacher
Mrs Sam Mallabar	School Business Manager

The competent (trained) person responsible for administering Workstation Safety Plus Assessments (if there are five or more users) and offering basic advice to users is:	N/A
The person responsible for ensuring that the requirements of the risk assessment is implemented is:	N/A

Fire and Other Emergency Arrangements

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	Details on the wall in each classroom, hall, school office.
Bomb Alert	See Emergency plan in office
Gas Leak	See Emergency plan in office
Electrical Fault	See Emergency plan in office
Water	See Emergency plan in office
Storm or Flood Damage	See Emergency plan in office
Persons Threatening Violence on Site	See Emergency plan in office
Dangerous Animal(s) on Site	See Emergency plan in office

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher (or in her absence the Business Manager) 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):	Person	Deputy
<ul style="list-style-type: none"> the controlled evacuation of people from the building or on the site to a place of safety, 	Mrs Selina Davies	Mrs Sam Mallabar
<ul style="list-style-type: none"> the controlled evacuation of people with mobility problems from the site to a place of safety using appropriate equipment such as evacuation chairs, 	Mrs Selina Davies	Mrs Sam Mallabar
<ul style="list-style-type: none"> the summoning of the emergency services 	Mrs Selina Davies	Mrs Sam Mallabar
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Mrs Selina Davies	Mrs Sam Mallabar
<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (e.g. <i>Headteacher, Deputy Headteacher or other member of the senior management team</i>) 	Mrs Selina Davies	Mrs Sam Mallabar

Note: The priorities are as follows:

- to ensure the safety of all 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 including recording that time taken to evacuate the building is recorded in the fire log is:	Mrs Selina Davies
--	-------------------

The Operations Manager, School Improvement will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Mrs Selina Davies
--	-------------------

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy Headteacher's Office
	Second Copy School office – Emergency Folder

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Headteacher
--	-------------

The person responsible for undertaking Personal Emergency Evacuation Plans (PEEPs) for staff and pupils with mobility problems is:	N/A
--	-----

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:

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Mrs Selina Davies
--	-------------------

The approved County Council contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Churches Fire Security
	Telephone Number 0870 608 4350

First Aid

The following employees are **first aiders** and have been trained to First Aid for Schools level

Name	Location/Extension	Date of Expiry of Certificate
Mrs Selina Davies	School 01908 501719	08.04.17.
Miss Helen Nash	School 01908 501719	09.05.19
Mrs Sally Jaworska	School 01908 501719	03.03.16.
Miss Lisa Lawrence	School 01908 501719	07.01.18.
Miss Kim Swain	School 01908 501719	10.02.18
Miss Sophie Padbury	School 01908 501719	5.10.19
Miss Kajal Wright	School 01908 501719	30.04.17
Mrs Lucy Gyau-Awuah	School 01908 501719	10.06.17

The following employees have been trained to administer Pediatric First Aid level

Name	Location/Extension	Date of Expiry of Certificate
Mrs Lucy Gyau-Awuah	School 01908 501719	09.06.17.
Miss Kim Swain	School 01908 501719	14.07.19
Miss Sophie Padbury	School 01908 501719	05.10.19

The names of current first aiders are displayed on the **notice board in the school office**.

The person responsible for ensuring first aid qualifications are maintained is:	Headteacher
---	-------------

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

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)
Staff room First Aid Drawer	Staff room First Aid Drawer
School hall	

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

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Staff room First Aid Drawer	Staff room First Aid Drawer

A termly check on the location and contents of all first aid boxes will be made by.	Mrs Lucy Gyau-Awuah
---	---------------------

Use of first aid materials and deficiencies should be reported to (who is responsible for their replenishment)	Mrs Lucy Gyau-Awuah
--	---------------------

The address and telephone number of the nearest medical centre/NHS GP is:	Westcroft Health Centre 1 Savill Lane, Westcroft Milton Keynes MK4 4EN Tel ; 01908 520545
---	--

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Milton Keynes Hospital NHS foundation Trust Standing Way, Eaglestone, Milton Keynes MK6 5LD Tel ; 01908 660033
---	--

Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	Governors file in Headteachers office.
---	--

Health and Safety Manager

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

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.

All staff are responsible for ensuring the good housekeeping 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).	Miss Lisa Lawrence
---	--------------------

The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Miss Lisa Lawrence
--	--------------------

The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Miss Lisa Lawrence
---	--------------------

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	Girls toilet
Electricity	Staff toilet Staff room
Gas	N/A

Maintenance of Site, Premises, Housekeeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, for example, damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Headteacher
---	-------------

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
---	-------------

The person responsible for arranging training in safe manual handling of objects is:	Headteacher
--	-------------

The person responsible for monitoring the safety of manual handling activities is:	Headteacher
--	-------------

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	N/A
---	-----

The Load Risk Assessors for the moving and handling of people are:	N/A
--	-----

The people trained in Paediatric Moving and Handling are:	N/A
---	-----

The person responsible for arranging training and annual refresher training in the safe moving and handling of people is:	N/A
---	-----

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First – Cleaner in Charge Miss Lisa Lawrence
	Deputy Mrs Selina Davies

The person who has been trained to deal safely with burglar alarm call outs is:	First – Cleaner-in Charge Miss Lisa Lawrence
---	--

	Deputy Mrs Selina Davies
--	-----------------------------

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 relating to jobs, locations, work equipment and chemicals and activities are produced by appropriate persons and appropriately communicated is:	Mrs Selina Davies
--	-------------------

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	Mrs Selina Davies
---	-------------------

Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Mrs Selina Davies
---	-------------------

The person responsible for ordering repairs which are the school's responsibility is:	Mrs Selina Davies
---	-------------------

The person responsible for reporting repairs which are the responsibility of the Local Authority to the Local Authority and checking repairs are carried out, for example, gas boilers etc is:	Mrs Selina Davies
--	-------------------

The name and telephone number of the school's attached maintenance surveyor is:	Name: George Thompson
	Telephone Number: 01296 677292 - via Properties Services Helpdesk.

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:	N/A
---	-----

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises, for example, clearing snow and ice, will be determined by:	Mrs Selina Davies
---	-------------------

The person responsible for gritting appropriate pedestrian and vehicle routes on the site is:	Miss Lisa Lawrence
---	--------------------

During periods of very hot weather, arrangements for minimising the risks from exposure to excessive amounts of sunlight or excessive heat will be determined by:	Mrs Selina Davies
---	-------------------

Training for Health and Safety

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Mrs Selina Davies
--	-------------------

- Health and Safety Policies: County Council,
- Health and Safety Policy: School.
- Codes of Safe Practice and Guidance
- Education Visits Policy Document
- Premises Asbestos Log
- Premises 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)
- Policy on School Swimming

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in	Headteacher
---	-------------

consultation with the employees concerned is:	
The person responsible for co-ordinating the provision of the health and safety training needs of support staff is:	Headteacher
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Headteacher
The person responsible for reviewing the effectiveness of health and safety training is:	Headteacher
Employees who feel that they have need for health and safety training of any kind should notify:	Headteacher

Work Equipment

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: -

Working at Height - Access Equipment

Non-Powered Access Equipment Ladders, Stepladders, Podium Steps, Platform Steps etc

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Mrs Selina Davies
Person(s) authorised to use are:	Class teachers Teaching Assistant Cleaner in Charge

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 manual handling equipment such as sack barrows, flat-bed trolleys, evac. chairs etc are maintained in a safe condition is:	N/A
---	-----

Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all slings 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 and 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:	N/A

Lifts

The person responsible for ensuring that passenger lifts including stair lifts are inspected and serviced every six months is:	N/A
The person responsible for ensuring that the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place is:	N/A

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:	Sam Mallabar
Person(s) authorised to operate and use is/are:	N/A

PE 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:	Class teachers
Person responsible for ensuring the PE equipment is inspected annually by a competent contractor is:	Headteacher
Contractor responsible for annual full inspection and report is:	Universal Services

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:	Class Teachers

Portable Electrical Appliances

The person/contractor responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Business Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	A/C Testing Services Ltd
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Business Manager

Personal Protective Equipment (PPE)

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary in a risk assessment.

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

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Caretaking and Cleaning	Miss Lisa Lawrence
Catering	Mrs Sally Jaworska

Hazardous Substances

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

Caretaking and Cleaning	School office
-------------------------	---------------

Copies of all the hazardous substances inventories are held centrally in:	Health and Safety file in Headteachers office. COSHH File in Cleaning Cupboard
---	---

The person responsible for undertaking and updating the hazardous substance risk assessments is:	Business Manager
--	------------------

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises Asbestos Log is consulted by visiting contractors and other relevant persons is:	Headteacher
--	-------------

The premises Asbestos Log is kept at the following location in the building:	School office
--	---------------

The person responsible for ensuring that the Asbestos Log is updated, annually and as appropriate following work on the fabric of the building is:	Business Manager
--	------------------

Legionella

The premises Legionella Log is kept:	Staffroom Drawer
--------------------------------------	------------------

The Premises Responsible Person who has been trained to be responsible for the management of legionella in the school is:	Headteacher
The Nominated Legionella Controller person who has been trained to be responsible for checking water temperatures as part of the legionella programme is:	Miss Lisa Lawrence

Radioactive Sources

The Radiation Protection Supervisor is:	N/A
---	-----

The location of the following records is:

History of the sources	N/A
------------------------	-----

Use log	N/A
Monitoring/Test records	N/A
Risk assessments for use	N/A

County Council Science Code of Practice	

Noise

Any employee 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 or a specialist contractor.	Headteacher
---	-------------

Waste Management

Waste will be collected daily by:	Cleaner in Charge
-----------------------------------	-------------------

All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Cleaner in Charge
--	-------------------

The company responsible for collecting the schools general waste is:	Bucks County Council
--	----------------------

The company responsible for collecting the schools special waste for example, clinical waste, sharps is:	N/A
--	-----

The company responsible for collecting the schools waste electronic equipment is:	
---	--

Cleaning Arrangements

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

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

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 Local Authority is:	Business 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:	Business Manager
---	------------------

Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Headteacher
---	-------------

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.

Safety Representative - Inspection and Report Forms (ED/C2001) or equivalent will be completed and the top copy will be forwarded to the Health and Safety Team, County Hall, Aylesbury, Bucks, HP20 1UX

A copy will also 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 & H&S Governor
---	----------------------------

Provision of Information

The person responsible for distributing all health and safety information received from the Health and Safety Team and elsewhere for the maintenance of a health and safety information reference system is:	Headteacher
--	-------------

Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Health and Safety file in Headteacher's Office
--	--

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

Health and Safety Documentation will be kept:	Headteacher's Office / Staff room/ School Office
The person responsible for maintaining it is:	Headteacher

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.	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 notice board 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

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Headteacher
--	-------------

Work Experience

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

Team Teach

The person responsible for arranging for Team Teach training and monitoring its effectiveness is:	N/A
---	-----

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 the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme is:	Headteacher
---	-------------

The person responsible for following up the annual play	Headteacher
---	-------------

equipment 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:	Headteacher
--	-------------

The person responsible for ensuring that the equipment is adequately supervised when in use is:	Class teachers
---	----------------

Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises in accordance with the lettings procedure is:	Headteacher
---	-------------

The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Headteacher
---	-------------

The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Caretaker
---	-----------

Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	School office
---	---------------

An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Staff handbook
---	----------------

Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

The person responsible for submitting proposals to the Local Authority for approval through the self help scheme procedure is:	Headteacher
--	-------------

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
Mrs Sam Mallabar	Supplies, equipment, gifts, donations.
Mrs Selina Davies	Supplies, equipment, gifts, donations.

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Mrs Sam Mallabar
--	------------------

Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Health and Safety (HSE), County Council, Health and Safety Advisers, Environmental Health Officer, Buckinghamshire Fire and Rescue Officers

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LEA is:	Headteacher
--	-------------

Smoking

Smoking in the school and in vehicles under its control is prohibited by law.

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	Headteacher
--	-------------

may also be available. Requests for support should be made to:	
--	--

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 with the County Council policy contained in "*Regulations for the Use of Vehicles 2007*"

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and child seats where necessary.	Headteacher
---	-------------

The person responsible for informing Bucks Transport Services of the acquisition of a vehicle in order that registration, taxing and testing can be arranged is:	Headteacher
--	-------------

Stress and Well Being

The persons responsible for monitoring absence owing to stress related illness and promoting well being is:	Headteacher
---	-------------

Lone Working

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

Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Policies file in the Headteacher's office Staff room
Records of bullying incidents and action taken are kept:	Behaviour book – Headteacher's office

Insurance

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

Insurance Company	Details
AON	Public Liability £50, 000,000 any one occurrence, unlimited in the policy

Audit, Review, Performance Measurement and Action Plan

The person responsible for completing the school's on-line Annual Health and Safety Compliance Report to the Strategic Director of Children and Young People's Services on line by the end of the summer term each year is:	Headteacher
The person(s) responsible for carrying out an annual review of the School's Health and Safety Policy and ensuring its dissemination and implementation in the school is/are	Headteacher H&S Governor
The person responsible for ensuring the implementation of the recommendations of any audit reports carried out by the County Council is:	Headteacher
The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is:	Headteacher
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	School office

Signed: Headteacher

Date: April 2016

Signed: Chair of Governors

Date: April 2016