

HEALTH AND SAFETY STATEMENT FOR LONG LANE PRIMARY SCHOOL

1. STATEMENT OF INTENT

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

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

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

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

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

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:

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(H&S Governor, Chair of Operations)

Signed:

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(Headteacher)

Date:

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Date:

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Other sources of Health and Safety Information:-

- Schools Health and Safety Manual
- Schools University web pages
- Schools Offsite Activities Guide
- Property Services Information Booklet

ORGANISATION

2.1 Responsibilities of the Governing Board

The Governing Board is responsible for:

- Complying with the Education Health and Safety policy and Arrangements;
- Formulating and ratifying the school's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements (at least once annually), arrangements for Fire Safety, Arson Prevention, Security, Administration of Medicines and First Aid and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget through delegation to the Operations Committee;
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that 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 school'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 school may not feel competent to deal with;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors;
- Drawing up the school's action plans resulting from H&S inspections;
- Promoting high standards of health and safety within the school;
- Active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;

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

- 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 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 health and safety (Operations) 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 contractors are engaged to work on the school site; This has been delegated to the Bursar;
- Seeking specialist advice on health and safety matters where appropriate;

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

2.3 Responsibilities of staff delegated Health and Safety roles (must be responsible members of staff)

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 the Health and Safety Manual and Asbestos Log are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Ensuring that remedial action is taken following Health & Safety inspections;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the Local Authority
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

- Monitoring contractors on site and ensuring they consult the asbestos log.

2.4 Heads of Departments/Subject Co-ordinators

Are responsible for:

- The day to day management of health and safety within their department / subject in accordance with the health and safety policy;
- Carrying out regular health and safety monitoring inspections of their area and making reports to the headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

2.5 Responsibilities of all staff

All staff employed at the school have a responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Check classrooms/work areas are safe;
- Check equipment is safe before use;
- Ensure safe working procedures are followed;
- Co-operate 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 interfere with or misuse 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 Operations committee where appropriate.

3 ARRANGEMENTS

3.1 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:	Headteacher
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3.2 Health and Safety (Operations) Committee

The minutes of the School Safety (Operations) Committee are kept in the school office	Clerk to Governors
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3.3 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	Fire Safety Log Book
Bomb Alert	Critical Incident Plan – School Web Site
Gas Leak	School Office
Electrical Fault	School Office
Water	School Office
Storm or Flood Damage	Critical Incident Plan – School Web Site
Persons Threatening Violence on Site	Critical Incident Plan – School Web Site
Dangerous Animal(s) on Site	Critical Incident Plan – School Web Site

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

The 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	Monitoring Centre
Summoning of the emergency services	Headteacher Or Monitoring Centre	Monitoring Centre
That a roll call is taken at the assembly point	All staff	All staff
That no-one attempts to re-enter the building until the all clear is given by the emergency services is (<i>eg Headteacher or other member of the senior management team</i>)	All staff	All staff

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	Headteacher
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (e.g. in the school office)	Fire Safety Log Book Second Copy: COSHH sheets in Headteacher's office
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The competent person responsible for carrying out and updating the fire risk assessment for the premises:	H & S Governor/Operations Committee
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3.4 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	Fire Safety Log Book	Caretaker
Emergency Lighting System	Fire Safety Log Book	Central Contract
Smoke Detection System	Fire Safety Log Book	Central Contract

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example: fire hoses, fire extinguishers & fire blankets) and to whom any short comings should be immediately reported is:	Caretaker
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The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name: R.E.S Telephone Number : 0118 9500635
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3.5 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	In DT cupboard, ref: GA/064, East wing.
Electricity	Inside the large cupboard on the left as you enter the Caretaker's office + new distribution board at location GA / 009, west wing dis. toilet
Gas	With Gas Meters in brick shelter on left hand side just inside the main gate
Oil	To the right of the Oil Storage Tank

3.6 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
School Office	Midday Supervisor
Staff Room	Headteacher
Webrisk	H&S Governor/ School Secretary

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or in their absence, a member of the senior management team	Headteacher

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.

3.7 First Aid

The following employees are **first aiders** who have been trained to First Aid at Work level

Name	Location/Extension	Date of Expiry of Certificate
Brid Piotrowski	School Office	6 th June, 2018
Peter Thorne	Head Teacher Office	17 th November, 2020

All employees are **appointed persons** who have been trained to Emergency Aid for Schools level:
The names of current first aiders are displayed in the school office.

The person responsible for ensuring first aid qualifications are maintained is:	Admin Staff
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	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)
Medical Room	Office / medical room
Spare Rollalong Classroom	
Foundation classroom	
Kitchen	
Caretaker's Office	

Travelling first aid boxes are kept in the school office.

A termly check on the location and contents of all first aid boxes will be made by:	Admin Staff
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Use of first aid materials and deficiencies should be reported to: Who is responsible for their replenishment.	Admin Staff
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The address and telephone number of the nearest medical centre/NHS GP is:	Boathouse Surgery, Pangbourne
	0118 9842234

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Berkshire & Battle Hospital, London Road, Reading
	0118 3225111

3.8 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 Admin Staff
	Deputy
	Bursar

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 Admin Staff
	Second
	Appropriate Staff
	Member

	Second Appropriate Staff member
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The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENCo
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3.9 Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class Teachers
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3.10 Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, lettings, work Headteacher carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment(s) are produced and appropriately communicated is:	
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3.11 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: The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	The Bursar Headteacher
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3.12 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 hazardous substances or special wastes is:	Caretaker
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Headteacher/Sanitary Waste Disposal company
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3.13 Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Bursar
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Defective furniture should be taken out of use immediately and reported to:	Bursar
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The person responsible for ordering repairs which are the school's responsibility is:	Bursar
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The person responsible for reporting repairs which are the responsibility of the Local Authority to the appropriate Service is:	Bursar
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The name and telephone number of the school's attached maintenance surveyor is:	Name: Maria Morris, West Berks Council
	Telephone Number: 01635 519891

3.14 Premises Security

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

3.15 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:	Headteacher
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3.16 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:	Headteacher
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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:	Headteacher
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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:	Bursar
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Headteacher
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3.17 Manual Handling of Loads

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	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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3.18 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: -

3.18.1 Access Equipment

Ladders

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

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Caretaker
Person(s) authorised to use is/are:	Teachers, Teaching Assistants, Admin. Staff (Subject to Working at Height Policy)

Scaffolding Tower

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

3.18.2 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 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 / Cleaners

3.20 Grounds Maintenance Equipment (Machinery and 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

3.21 Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	DT Coordinator
Person(s) authorised to operate and use is/are:	Designated responsible persons
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:	Class teacher
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	DT Coordinator

3.22 Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	DT Coordinator
Person(s) authorised to operate and use is/are	Designated responsible persons

3.23 Art and Design Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art Coordinator
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3.24 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE Coordinator
Person(s) responsible for regular (daily) visual inspection is/are:	Class Teachers

3.25 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training,	Caretaker
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supervision, safe use and risk assessment is:	
Person(s) responsible for regular (daily) visual inspection is/are:	Caretaker

3.26 Stage Lighting Equipment

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

3.27 Mobile Staging and Seating

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

3.28 Pianos, Organs and Other Musical Instruments

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

3.29 Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Bursar
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Contractor
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:	Headteacher

3.30 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
Peter Thorne	Headteacher
Sarah Sarsfield	Bursar
Brid Piotrowski	Secretary

The person responsible for ensuring that the display screen equipment risk assessments are carried out is:	Headteacher
The person responsible for implementing the requirements of the risk assessment is:	Headteacher

3.31 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	
Caretaking and Cleaning	Caretaker & Cleaners
The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Caretaker & Cleaners

3.32 Hazardous Substances (COSHH)

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

Science	Subject Coordinator
Design and Technology (Materials)	Subject Coordinator
Design and technology (Food and Textiles)	Subject Coordinator
Art and Design	Subject Coordinator
Caretaking and Cleaning	Admin Staff
Catering	Catering Contractor
Grounds Maintenance	Grounds Maintenance Contractor

Copies of all the hazardous substances inventories are held centrally in:	School Office
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The person responsible for undertaking and updating the COSHH risk assessments is:	Admin Staff
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The reports will be kept available for inspection by:	Admin Staff
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3.33 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:	Bursar
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The premises asbestos log is kept:	School Office & Fire Safety Log Book
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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:	Bursar
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3.34 Noise

Any employee concerned about the noise levels at work should report the matter to:	Headteacher
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3.35 Waste Management

Waste will be collected daily by:	Caretaker
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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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3.36 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
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3.37 Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Operations Committee
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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 Board 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:	Operations Committee
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3.38 Provision of Information

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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:	Admin Staff

Risk Management documentation will be kept in the Risk Management File which is kept:	School Office
The person responsible for maintaining it is:	Admin Staff

The Health and Safety Law Poster is sited:	Staff Room
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3.39 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for all educational visits is:	Headteacher & Class Teachers
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3.40 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:	Bursar & Headteacher
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3.41 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 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
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	Adults on Playground duty
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3.42 Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Bursar
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Caretaker
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The person responsible for checking that the premises are left in reasonable other users before locking up is	Caretaker
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3.43 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

3.44 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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3.45 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,	Headteacher & Bursar
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The person in control of contractors is:	Bursar
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Responsibility for liaison with contractors is allocated as follows:	Bursar
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3.46 Supplies (Purchasing/Procurement and Deliveries)

The Governing Board 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
Bursar	All
Headteacher	Gifts & donations

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

3.47 Smoking

The Governing Board has prohibited smoking on the school premises.

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 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.

3.48 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.

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, 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.	Bursar
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3.49 Stress

The persons responsible for monitoring absence owing to stress related illness is:	Bursar
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3.50 Lone Working

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

The school's policy on behaviour (including bullying) is kept:	School Office
Records of bullying incidents and action taken are reported via Webrisk by:	Admin Staff

3.52 Insurance

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

Insurance Company	Details
Absence Protection	Supply insurance – instead of L.A. supply insurance

3.53 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	Operations Committee
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The person responsible for completing and returning the Health and Safety Reports to the Governing Board is:	Operations Committee
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The person responsible for compiling and implementing the schools health and safety action plans, including action for improvements in the appropriate development plan is:	Headteacher
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	By the Bursar
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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.

Signed Headteacher Date

Signed Chair of Operations Committee Date

Signed Chair of Governors Date

APPENDIX 1

Responsible staff

Job Title	Name	Contact
Head teacher	Peter Thorne	School Office
Bursar	Sarah Helms	School Office
Admin Officer/ Secretary	Bríd Piotrowski	School Office
Caretaker	Kim Darling	School Office
Cleaner	Ana Marcazzo	School Office
Cleaner	Wendy Darling	School Office
PE Coordinator	Tom Hunt	School Office
Music Coordinator		
H&S Governor	Andrew Richards	School Office

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.