

BURFORD SCHOOL



Burford School

Health and Safety Policy



INVESTOR IN PEOPLE



BURFORD SCHOOL

HEALTH AND SAFETY STATEMENT

1. STATEMENT OF INTENT

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

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

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

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

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

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

Signed Signed

(Chairman of Governors) (Headteacher)

Date Date

Other sources of Health and Safety Information:-

- Health and Safety Handbook
- Risk Management Handbook
- Education Visits Policy Document
- Asbestos Log
- Regulations for the Use of Vehicles
- Schools Extranet

2. ORGANISATION

2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the County Council's 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 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 LA 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 LA 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;

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the 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 termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Health and Safety Team - where possible a governor should take part in the inspection;
- 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 committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- 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 his/her immediate deputy.

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

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely 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 County Council's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the County Council
- 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 Subject Co-ordinators

Subject Co-ordinators are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports 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 department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

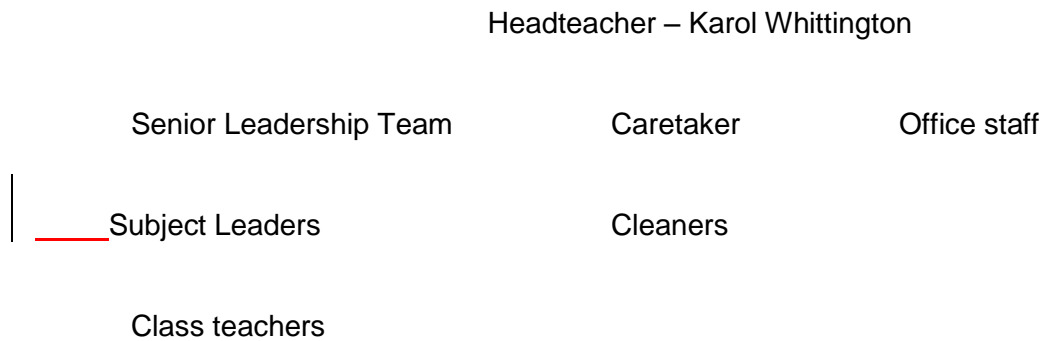
2.5 Responsibilities of all staff

All staff employed at the establishment are responsible for:

- taking 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;
- ensuring that they only use equipment or machinery which they are competent to use or have been trained to use;
- participating in health and safety inspections and the health and safety committee where appropriate.

A flow chart showing the management hierarchy



3 ARRANGEMENTS

Health and Safety Co-ordinator

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

Karol Whittington

Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:
Professional Association Name

n/a

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

Health and Safety Committee

The constitution, membership, Terms of Reference and the minutes of the Premises Committee are kept:

headteacher's office

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	<i>in each classroom</i>
Bomb Alert	in each classroom
Gas Leak	School Office
Electrical Fault	School Office
Water	School Office
Storm or Flood Damage	School office
Persons Threatening Violence on Site	Policies on shared drive
Dangerous Animal(s) on Site	Policies on shared drive

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 person (and deputy) responsible for ensuring and supervising (where appropriate)

the controlled evacuation of people from the building or on the site to a place of safety,

- summoning of the emergency services
- that a roll call is taken at the assembly point
- 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*)

Person	Deputy
Karol Whittington	Debbie Williams
KW	DW
KW	DW
KW	DW

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 fire drills Karol Whittington

The person responsible for recording and monitoring fire drills at least once per term is: Paul Collinswood

The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by: Karol Whittington

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: First Copy
Caretaker's room
Second Copy
School office

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

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	<i>Caretaker's room</i>	Paul Collinswood
Emergency Lighting System	<i>Caretaker's room</i>	Paul Collinswood
Smoke Detection System	<i>Caretaker's room</i>	Paul Collinswood

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: Health and Safety co-ordinator -
Karol Whittington

The approved County Council contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is: *Churches Fire Security*
Tel: 08706084350

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

<u>Service</u>	<u>Location of isolation point details</u>
Water	Stopcock and water meter in front garden of caretaker's bungalow, in addition to Fire Hydrant
Electricity	Cleaner's cupboard together with electricity meter
Gas	Gas stop valve and meter in gas cupboard, outside entrance to Cedar Class (Y3), by Boiler House

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

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

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

<u>Location of Accident Book</u>	<u>Person in Charge of Accident Book</u>
<i>Medical Room</i>	Mary Shenfield/Sue Kime Karol Whittington

Accident reports should be drawn to the attention of Karol Whittington
and counter-signed by the headteacher or his/her deputy before Debbie Williams
being sent to the Health and Safety Team at County Hall.

The person responsible for monitoring accidents and incidents to identify trends and patterns is: Karol Whittington

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

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

<u>Name</u>	<u>Location/Extension</u>	<u>Date of Expiry of Certificate</u>
Merlyn Vyner	Year 6	01.02.2010
Mary Shenfield	Year R	22.05.2009
Deborah Payne	Year R	15.03.2010

The following employees, **appointed persons**, have been trained to Emergency Aid for Schools level:

Name _____

Date of Expiry of Certificate

The names (and extension numbers if appropriate) of current first aiders and appointed persons

emergency aiders are displayed at the following points in the school.

Medical Room and School Office

The person responsible for ensuring first aid qualifications are maintained is: Karol Whittington

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

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box	<i>Medical Room</i>
First Aid Record Book	<i>Medical Room</i>

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

Location of Travelling First Aid Box	<i>Medical Room</i>
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A termly check on the location and contents of all first aid boxes will be made by: Sue Kime

Use of first aid materials and deficiencies should be reported to: Karol Whittington
who is responsible for their replenishment. (orders via office)

The address and telephone number of the nearest medical centre/NHS GP is: The Doctor's House, Victoria Road
Marlow, Bucks, SL7 1DN
Tel: 01628484666

The address and telephone number of the nearest hospital with accident and emergency facilities is: Wycombe Hospital, Queen Alexandra Road
High Wycombe, Bucks, HP11 2TT
Tel: 01494 526161

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools 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:	Sue Kime
Deputy:	Mary Shenfield

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:

First:	Sue Kime
Second:	Mary Shenfield

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: Sue Kime

Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:

Sue Kime
Mary Shenfield

Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extramural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:

Karol Whittington

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, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:

Paul Collinswood

Verbal reports should be followed up in writing using the hazard reporting form which can be found:

Health and Safety file in headteacher's office

It should then be placed/given to

Karol Whittington

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:

Karol Whittington

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:

Paul Collinswood

All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, classrooms and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).

Paul Collinswood

The person responsible for the safe disposal of any **hazardous substances** or **special wastes** is:

Paul Collinswood

The person responsible for ensuring the safe and appropriate disposal of any **clinical waste** is:

Paul Collinswood

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

Karol Whittington

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

Paul Collinswood

The person responsible for ordering repairs which are the school's responsibility is:

Karol Whittington

The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:

Karol Whittington

The name and telephone number of the school's attached maintenance surveyor is:
Telephone Number:

Mark Biddes
mbiddes@buckscc.gov.uk

Premises Security

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

First: Paul Collinswood
Deputy: Karol Whittington

The person who has been trained to deal safely with burglar alarm call outs will be:

Paul Collinswood

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:

Karol Whittington

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:

Karol Whittington

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

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:

Debbie Williams
CPD co-ordinator

The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is: Debbie Williams

The person responsible for compiling and implementing the school's annual health and safety training plan is: Karol Whittington

The person responsible for reviewing the effectiveness of health and safety training is: Karol Whittington

The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is Debbie Williams

Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is: Karol Whittington

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: Karol Whittington

The person responsible for monitoring the safety of manual handling activities is: Karol Whittington

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is: Karol Whittington

The load assessors for the moving and handling of people are: Karol Whittington

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: -

Access Equipment

Powered access equipment, Mobile Access Platforms, Tower Scaffolds n/a

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Paul Collinswood

Person(s) authorised to use is/are: Paul Collinswood

Stepladders

Person responsible for selection, inspection, maintenance, training,

supervision, safe use and risk assessment is: Paul Collinswood
Person(s) authorised to use is/are: Paul Collinswood

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 Paul Collinswood

Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is: Paul Collinswood

The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is: n/a

The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is: Paul Collinswood

The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is: Paul Collinswood

Lifts 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: Paul Collinswood

Person(s) authorised to operate and use is/are: Paul Collinswood
Cleaners

Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, n/a

Supervision, safe use and risk assessment is:

Person(s) authorised to operate and use is/are:

Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Contractors

Person(s) authorised to operate and use is/are: Contractors

Grounds Maintenance Equipment (Machinery and Tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Contractors

Person(s) authorised to operate and use is/are: Contractors

Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: n/a

Person(s) authorised to operate and use is/are: n/a

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is: n/a

Person(s) authorised to operate and use is/are: n/a

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: n/a

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: n/a

The person responsible for taking out of use any equipment which is inadequately guarded is/are: n/a

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Teaching staff

Person(s) authorised to operate and use is/are Teaching staff
LSAs

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are: n/a

The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is: n/a

Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: n/a

Person(s) authorised to operate and use is/are: n/a

Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training,

supervision, safe use and risk assessment is: n/a

Persons 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: PE co-ordinator

Person(s) responsible for regular (daily) visual inspection is/are: Teaching staff

Contractor responsible for annual full inspection and report is: Universal Services
Tel: 01621868700

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: PE Co-ordinator

Person(s) responsible for regular (daily) visual inspection is/are: Teaching staff

Contractor responsible for annual full inspection and report is: Annual Contractor

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Karol Whittington

Person(s) authorised to operate and use is/are: Teaching staff

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Paul Collinswood

Person(s) authorised to operate and use is /are: Paul Collinswood

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Karol Whittington

Person(s) authorised to operate and use is/are: Teaching staff

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is: Karol Whittington

Person(s) responsible for carrying out formal visual inspection and testing is/are: *PAT tester*

Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:

Karol Whittington

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
Karol Whittington	Headteacher
Sandra Slater	Finance officer
Jacqueline Hunt	School Secretary

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:

DSE assessor to be appointed and trained

The person responsible for implementing the requirements of the risk assessment is:

Karol Whittington

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	n/a
Design and Technology	n/a
Art and Design	n/a
Caretaking and Cleaning including swimming pools	Paul Collinswood
Catering	n/a
Grounds Maintenance	Contractor

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:

n/a

Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:

n/a

Hazardous Substances

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

Science	n/a
Design and Technology (Materials)	n/a
Design and technology (Food and Textiles)	n/a

Art and Design (Fine Arts)	n/a
Art and Design (Ceramics)	n/a
Caretaking and Cleaning	Paul Collinswood, <i>Cleaning contractor</i>
Swimming Pool Maintenance	n/a
Catering	n/a
Grounds Maintenance	<i>Contractors</i>
Other	

Copies of all the hazardous substances inventories are held centrally in: *Caretaker's room*

The person responsible for undertaking and updating the COSHH risk assessments is: Paul Collinswood and *Contractors*

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by the County Council approved contractor is: n/a

The reports will be kept available for inspection by: n/a

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: Karol Whittington

The premises asbestos log is kept: *headteacher's office*

The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is: Karol Whittington

Radioactive Sources

The Radiation Protection Supervisor is: n/a
 The location of the following records is:
 DFE permission to purchase letter
 History of the sources
 Use log
 Monitoring/Test records
 Risk assessments for use
 LEA Science Code of Practice

Noise

Any employee concerned about the noise levels at work should report the matter to: Karol Whittington
 who will arrange for remedial action or for an assessment to be made by the Health and Safety Team

Waste Management

Waste will be collected daily by: *Cleaners*

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: Paul Collinswood

All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to: Paul Collinswood

The person responsible for checking that the oil tank bund wall is effective is: n/a

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.

Advice may be sought from the Health and Safety Team at County Hall.

The person responsible for the collection and management of soiled laundry is: (Residential establishments only) n/a

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is: Paul Collinswood

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

Health and Safety Inspections

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

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 Education Department Health and Safety Team, County Hall, Aylesbury, Bucks, HP20 1UZ

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 completed report is: *Chairman of Premises Committee*

Provision of Information

The person responsible for distributing all health and safety information received from the Education Department and elsewhere and for the

maintenance of a health and safety information reference system is:	Karol Whittington
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	<i>headteacher's office</i>
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 handbook which is kept:	<i>headteacher's office</i>
The person responsible for maintaining it is:	Karol Whittington
Risk Management documentation will be kept in the Risk Management Handbook which is kept:	<i>headteacher's office</i>
The person responsible for maintaining it is:	Karol Whittington
The person responsible for deciding on the appropriate circulation of each document is:	Karol Whittington
Employees will sign to confirm they have read and understood the information.	
The health and safety notice board is sited:	<i>outside headteacher's office</i>
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Karol Whittington
The Health and Safety Law Poster is sited:	<i>board outside headteacher's office</i>
The person responsible for maintaining it is:	Karol Whittington
Educational Visits and Journeys	
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	Educational Visits Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	Educational Visits Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Educational Visits Co-ordinator

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: Debbie Williams

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: Karol Whittington

The person responsible for following up the annual play equipment inspection report is: Karol Whittington

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: Paul Collinswood

The person responsible for ensuring that the equipment is adequately supervised when in use is: Teaching Staff

Swimming Pools

The person responsible for ensuring that the pool is

- correctly and safely maintained
- regular inspections are carried out
- remedial action is taken or if necessary the pool is taken out of use where necessary
- appropriate records are kept, is: n/a

The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc, is: n/a

Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises In accordance with the lettings procedure is: Karol Whittington
Governors' Premises Committee

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

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

Visitors

On arrival all visitors should report to: the School Office
where they will be issued with:

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

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

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

The person responsible for submitting proposals to the LA for approval through the self help scheme procedure is: Karol Whittington

Contractors

Note: The School will normally use contractors on the County Council's 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, when one cannot be found on the County Council's approved lists is: Karol Whittington

The person in control of contractors is: Karol Whittington

Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors and the LMS Handbook is allocated as follows: Karol Whittington

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.

<u>Name</u>	<u>Types of Order</u>
Karol Whittington	All within Scope of Financial Delegation
Angela Mathieson	Educational supplies

Deliveries of goods will be reported to: School Office
 who will arrange for them to be taken to the appropriate location:

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

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is: n/a

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:

n/a

Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer

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

Karol Whittington

Smoking

The Governing Body has prohibited smoking in the school, its grounds and in vehicles under its control.

The only exceptions will be in or during:

- certain areas outside work;
- car parks and areas outside the school buildings
- any other area designated by the Headteacher where, due to special circumstances, a ban would be unreasonable

Notes:

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

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

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

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

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available.

Requests for support should be made to:

Karol Whittington

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 2000*"

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.)

Karol Whittington

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.

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: Karol Whittington

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is: Karol Whittington

The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is: n/a

The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is: n/a

Stress

The persons responsible for monitoring absence owing to stress related illness is: Karol Whittington

Lone Working

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

Bullying/Harassment

The school's policy on behaviour (including bullying) is kept: By all teaching staff

Records of bullying incidents and action taken are kept: By Karol Whittington

Insurance

In addition to the insurance arranged by the County Council for all LEA maintained schools, the Governing Body has decided to arrange the following additional cover. n/a

Insurance Company Details n/a

Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Education Department Health and Safety Team within one term of the date of the issuing of this model is: Karol Whittington

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are: Governors' Premises Committee

The person responsible for completing and returning the Annual Health and Safety Report to the Director of Children's Services is: Karol Whittington

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:

Chairman Premises Committee

Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:

Karol Whittington

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

Signed  Headteacher

Date20/05/09.....

Signed..... Chairman of Governors

Date.....