

# **Blossom Lower School and Upper House**



## **HEALTH AND SAFETY POLICY**

**Foundation stage, Primary, Secondary, Post 16**

**Last reviewed March 2013 James Stavert  
Next review due March 2014**

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# Health & Safety Policy Statement

## Blossom House School

### 1. STATEMENT OF INTENT

Blossom House 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 school 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 school will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The school 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 school 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 ..... Date.....  
Mrs J Burgess (Head Teacher)

Other sources of Health and Safety Information:-

- Risk Management Assessments
- Education Visits Policy Document
- Asbestos Log
- Legionella Risk Assessments
- Regulations for the Use of Vehicles
- Schools Extranet and intranet
- Schools Health and Safety information icon on computer
- Health and Safety Notice Board
- Regular emails to staff and updates in meetings

## **2. ORGANISATION**

### **2.1 Responsibilities of the Head Teacher**

The Head Teacher is responsible for:

- Complying with the HSE and Department for Education's requirements and legal requirements;
- 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 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;
- 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 Director of Operations**

The Director of Operations is responsible for:

- 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 heads of department carry out risk assessments for their associated areas;
- Ensuring that periodic (Term) health and safety inspections are carried out and a copy of the report is given to the headmistress;
- 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;
- 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 Director of Operations these responsibilities will be managed by the Headmistress and the bursar

### **2.3 Responsibilities of the Health and Safety Co-ordinator (Director of Operations)**

Responsible to the Director of Operations 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 Head Teacher in the implementation of the 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;
- 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 Subject Departments/Subject Co-ordinators**

Heads of Department 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 Director of Operations 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 have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
  - checking classrooms/work areas are safe;
  - checking equipment is safe before use;
  - ensuring safe working procedures are followed;
- co-operating with the Director of Operations and Head Teacher 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 Head Teacher/ Director of Operations any serious or immediate danger;
- reporting to their Head Teacher/ Director of Operations any shortcomings in the arrangements for health and safety;
  - ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participating in health and safety inspections and the Health and Safety Committee where appropriate

## ***ARRANGEMENTS***

### **Director of Operations**

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator ) is:	<b>James Stavert</b>
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### **Fire and Other Emergencies**

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

<b>Type of emergency procedure</b>	<b>Location(s)</b>
Fire Evacuation Procedure	By all emergency exits, main entrance, health and safety file on computer
Bomb Alert	Main front entrance and health and safety file on computer
Gas Leak	Main front entrance and health and safety file on computer
Electrical Fault	Main front entrance and health and safety file on computer
Water	Main front entrance and health and safety file on computer
Storm or Flood Damage	Main front entrance and health and safety file on computer
Persons Threatening Violence on Site	Main front entrance and health and safety file on computer
Dangerous Animal(s) on Site	Main front entrance and health and safety file on computer

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head Teacher, Director of Operations 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.

<b>The person (and deputy) responsible for person for ensuring and supervising (where appropriate)</b>	<b>Person</b>	<b>Deputy</b>
The controlled evacuation of people from the building or on the site to a place of safety,	<b>All members of staff</b>	<b>All members of staff</b>
summoning of the emergency services (automatically notified via REDCARE	<b>James Stavert</b>	<b>Sarah Lynch/ Maria Teles</b>
that a roll call is taken at the assembly point	<b>Sarah Lynch</b>	<b>Maria Teles</b>



that no-one attempts to re-enter the building until the all clear is given by the emergency services is	<b>Group Leaders, Sarah Lynch</b>	<b>Acting Group Leaders. Maria teles</b>
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**Note: The priorities are as follows:**

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

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	<b>James Stavert</b>
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The Headmistress will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	<b>James Stavert</b>
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	<b>First Copy: On the Computer system under Health and safety</b>
	<b>Second Copy: School Office</b>

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	<b>Adrian Omerod: Assess Co Ltd. 07703180299</b>
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### **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:

<i>System</i>	<i><u>Location of Test Records</u></i>	<i><u>Person Responsible</u></i>
Fire Alarm	Director of Operations Office in front entrance of School	<b>James Stavert</b>
Emergency Lighting System	Director of Operations Office in front entrance of School	<b>James Stavert</b>
Smoke Detection System	Director of Operations Office in front entrance of School	<b>James Stavert</b>

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (e.g. fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	<b>James Stavert</b>
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The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name: <b>CHUBB Fire</b>
	Telephone Number <b>0844 879 1666</b>

### 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	<b>Boiler room down on floor on left by main entrance, Keys found in Director of Operations office on left in key box: see floor plans</b>
Electricity	<b>Electricity cupboard, smaller consumer units in corridors, see floor plans</b>
Gas	<b>Gas room, external to building, Keys found in Head of Operations office on left in key box: see floor plans</b>

### 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, behaviour log or incident 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, behaviour log and incident book	Person in Charge of Accident, incident Book
Main Office- accident and incident	<b>James Stavert</b>
Cleaning cupboard-accident	<b>James Stavert</b>
Shed (gardeners)-accident	<b>James Stavert</b>
Nursery by front door-accident	<b>James Stavert</b>
Computer pupil log- all pupil behaviour	<b>Charlotte Lawrence-Smith</b>

Accident reports should be drawn to the attention of and counter-signed by the Head of Operations	Director of Operations: <b>James Stavert</b>
	<b>In case of absence: Joey Burgess (Headmistress)</b>

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	<b>James Stavert</b>
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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.

## First Aid

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

Name:	Phone Number	Exp Date
Alison	120	13.2.15
<b>Annerie</b>	117	13.2.15
Amalia	167	21.2.16
Amy McD		21.2.16
Ben	117	13.2.15
Bonny	124	15.2.13
Becky G		13.2.15
Catherine	116	13.2.15
Charlotte (EYFS)	128	26.10.13
Claire (EYFS)	127	24.9.15
Claire H	120	5.9.15
Claudia		15.2.13
Debbie	114	15.2.13
Ems		13.2.15
Emma S	115	13.2.15
Gilza		13.2.15
Glena	116	13.2.15
Hannah R		5.9.15
Helen King	123	17.07.13
Helen Kriston (office)	102	15.2.13
Helen V-H	122	21.2.16
James	105	21.2.16
Jenny B		21.2.16
Jess Hagar	123	13.2.15
Jessica Bridge	116	26.10.13
Jo R (office)	103	26.10.13
Jojo		13.2.15
Joey	104	15.2.13
Jumi	124	13.2.15
Katrina	166	26.10.13
Lindsey	120	13.2.15
Lucy A		5.9.15
Lucy D	114	5.9.15
Lynn P		24.9.15
Maria	104	5.9.15
Michael S		15.2.13
Millie	128	21.2.16
Nick	120	26.11.13
Nicky F	119	15.2.13
Phoebe	117	5.9.15

Polly E	123	26.10.13
Polly G		5.9.15
Roger	122	21.2.16
Ruth L	128	5.12.15
Peter	114	21.2.16
Pippa	124	5.9.15
Ruth L	128	24.9.15
Sarah-Jane	107	5.9.15
Sarah Lynch (office)	101	26.10.13
Sonia	113	13.2.15
Tamsin	119	26.10.13
Tiffany		5.9.15
Tim S		21.2.16
Tom G	114	21.2.16
Tom R	169	5.9.15
Val	124	13.2.15
Wendy White	107	5.9.15

The names (and extension numbers if appropriate) of current first aiders are found on the first aid icon on all computer desktops and by help can be called by pressing the First Aid button on any phone.

<b>Display Point</b>
Main School Office
Nursery main entrance wall

The person responsible for ensuring first aid qualifications are maintained is:	<b>James Stavert</b>
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	<b>James Stavert</b>
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First aid boxes and first aid record books are kept at the following points in the school.

<b>Location of First Aid Box(es)</b>	<b>First Aid Record Book(s)</b>
Main Office	Main School Office
Sports Hall Kitchen	Kitchen
Gardeners Shed	Gardeners Shed
Cleaning Cupboard	Nursery Kitchen
Nursery Kitchen	
Portcabin	
School vehicles	

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

Location of Travelling First Aid Box
<b>Main Office</b>
<b>Minibuses</b>

A termly check on the location and contents of all first aid boxes will be made by.	<b>Sonia Kerslake</b>
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	<b>Sonia Kerslake</b>
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	<b>Kingston Hospital: Emergency only 999</b> <b>Tel: 020 8546 7711</b> <b>Fax: 020 8547 2182</b>
	<b>Galsworthy Rd.</b> <b>Kingston-upon-Thames</b> <b>Surrey KT2 7QB</b>

### **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:	<b>First: Sonia Kerslake</b> <b>Nursery: Ruth Lo</b>
	<b>Second: Sarah Lynch</b> <b>Nursery: Ruth Lo</b>

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:	<b>First: Sonia Kerslake</b>
	<b>Second: Sarah Lynch</b>

### **Asthma Inhalers**

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	<b>Sarah Lynch</b> <b>Sonia Kerslake</b> <b>Nursery- Ruth Lo</b>
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**(see also Medicine policy)**

## 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 are produced and appropriately communicated is:	<b>James Stavert</b>
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## Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees 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:	<b>James Stavert</b>
Verbal reports should be followed up in writing using the hazard reporting form which can be found outside Director of Operations Office and bottom of spiral staircase or by email	
It should then be placed/given to	<b>James Stavert or put outside office in plastic folder</b>

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	<b>James Stavert</b>
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## 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:	<b>James Stavert</b>
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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 left by the appropriate bins in the room	<b>(Cleaning staff will arrange for its safe disposal).</b>
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The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is (science department)	<b>Ian Ford</b>
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## Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	<b>James Stavert</b>
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	<b>James Stavert</b>
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The person responsible for ordering repairs which are the school's responsibility is:	<b>James Stavert</b>
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## Premises Security

The responsible for unlocking and locking the building, arming and disarming security alarms etc is:	<b>First person in the premises</b>
	<b>Last person to leave usually cleaner or headmistress</b>

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	<b>First: Joey Burgess</b>
	<b>Second: James Stavert</b>

## 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:	<b>James Stavert</b>
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## 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:	<b>James Stavert</b>
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- Health and Safety Policies: 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

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:	<b>James Stavert</b>
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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:	<b>James Stavert</b>
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	<b>James Stavert</b>
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The person responsible for reviewing the effectiveness of health and safety training is:	<b>James Stavert</b>
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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 (when we install it)	<b>James Stavert Tom Richards</b>
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Employees who feel that they have need for health and safety training of any kind should notify in writing or by email the contact person who is:	<b>James Stavert</b>
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## **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:	<b>James Stavert</b>
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The person responsible for monitoring the safety of manual handling activities is:	<b>James Stavert</b>
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### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	<b>Charlotte Lawrence-Smith</b>
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The load assessors for the moving and handling of people are:	<b>Charlotte Lawrence-Smith</b>
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**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**

Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>James Stavert</b>
Person(s) authorised to operate and use is/are:	<b>James Stavert Stuart Rolland</b>

Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	<b>James Stavert</b>
Person(s) authorised to use is/are:	<b>James Stavert Ezio Talmon</b>

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	<b>James Stavert</b>
Person(s) authorised to use is/are:	<b>James Stavert Mike Dupree Ezio Talmon</b>

**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	<b>James Stavert</b>
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Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	<b>James Stavert Done by Trojan Lifts</b>
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## 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:	<b>James Stavert</b>
Person(s) authorised to operate and use is/are:	<b>James Stavert Tom Richards Michael Stevenson Helen- v-H Ezio Talmon</b>

## Grounds Maintenance Equipment (Lawn mower, hedge trimmers, strimmers)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	<b>James Stavert</b>
Person(s) authorised to operate and use is/are:	<b>James Stavert Ezio Talmon</b>

## Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Ian Ford James Stavert</b>
Person(s) authorised to operate and use is/are:	<b>Ian Ford</b>

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

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	<b>Tom Richards Helen Van Hoogstraten Michael Stevenson</b>
Person(s) authorised to operate and use is/are:	<b>Helen Van Hoogstraten Tom Richards Michael Stevenson</b>
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:	<b>Helen Van Hoogstraten Tom Richards Michael Stevenson</b>

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:	<b>Tom Richards Helen Van Hoogstraten Michael Stevenson</b>
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	<b>Tom Richards Helen Van Hoogstraten Michael Stevenson</b>

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

Person responsible for selection, inspection, maintenance, training, supervision safe use and risk assessment is:	<b>Helen King Helen Van Hoogstraten Valerie Smith</b>
Person(s) authorised to operate and use is/are	<b>Helen King Helen Van Hoogstraten Valerie Smith Gilza F Ben Walsh</b>

The person(s) responsible for ensuring that temperature of the Refrigerator and freezer are monitored and logged is/are:	<b>Gilza F</b>
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The person responsible for ensuring an adequate schedule of cleaning is carried out in the food technology area is:	<b>Helen Van Hoogstrate</b>
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## Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Brenda Davies Helen Van Hoogstraten</b>
Person(s) authorised to operate and use is/are:	<b>Brenda Davies Helen Van Hoogstraten</b>

## Art and Design Equipment (Ceramics) Not in school at moment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>NA</b>
Persons authorised to operate and use is/are:	<b>NA</b>

## PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Wendy White Roger White</b>
Person(s) responsible for regular (daily) visual inspection is/are:	<b>Wendy White Roger White</b>
Contractor responsible for annual full inspection and report is:	<b>NA</b>

## Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, Supervision and safe use and risk assessment is:	<b>James Stavert</b>
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Person(s) responsible for regular (daily) visual inspection is/are:	<b>James Stavert</b>
Contractor responsible for annual full inspection and report is:	NA

### **Mobile Staging and Seating**

Person responsible for selection, inspection, maintenance, training, Supervision and safe use and risk assessment is:	<b>James Stavert</b>
Person(s) authorised to operate and use is /are:	<b>James Stavert</b>

### **Pianos, Organs and Other Musical Instruments**

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	<b>Nathan Dawe</b>
Person(s) authorised to operate and use is/are:	<b>All music dept staff</b>

### **Portable Electrical Appliances**

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	<b>James Stavert Cox Electrical</b>
Person(s) responsible for carrying out formal visual inspection and testing is/are:	<b>James Stavert</b>
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:	<b>James Stavert</b>

## 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.

<b>Employee Name</b>	<b>Job Title</b>
All employees	Mixed
The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	<b>James Stavert</b>
The person responsible for implementing the requirements of the risk assessment is:	<b>James Stavert</b>

## 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	<b>Ian Ford</b>
Design and Technology	<b>Tom Richards</b>
Art and Design	<b>Helen Van Hoogstraten, Brenda Davies</b>
Care-taking and Cleaning	<b>Shield Cleaning Services James Stavert Ezio Talmon</b>
Catering	<b>NA</b>
Grounds Maintenance	<b>James Stavert Ezio Talmon</b>

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc ) is:	<b>Person in relevant dep</b>
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## Respiratory Protective Equipment

The person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	<b>James Stavert Michael Stevenson</b>
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## Hazardous Substances

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

Science	<b>Ian Ford</b>
Design and Technology ( Materials )	<b>Helen Van Hoogstraten</b>
Design and technology ( Food and Textiles	<b>Helen Van Hoogstraten</b> <b>Valerie Smith</b>
Art and Design ( Fine Arts )	<b>Brenda Davies</b> <b>Helen Van Hoogstraten</b>
Art and Design ( Ceramics )	<b>NA</b>
Care-taking and Cleaning	<b>James Stavert</b> <b>Shield Cleaning</b>
Grounds Maintenance	<b>James Stavert</b>
Other	<b>James Stavert</b>

Copies of all the hazardous substances inventories are held centrally in:	<b>Health and Safety file on comp system</b>
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The person responsible for undertaking and updating the COSHH risk assessments is:	<b>James Stavert</b> <b>Ian Ford –Science</b> <b>Heads of dept</b>
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested an approved contractor is:	<b>Michael Stevenson</b> <b>Tom Richards</b>
The reports will be kept available for inspection by:	<b>Tom Richards</b> <b>James Stavert</b>

## 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:	<b>James Stavert</b>
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The premises asbestos log is kept:	<b>Director of Operations office</b>
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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:	<b>James Stavert</b>
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## Radioactive Sources

The Radiation Protection Supervisor is:	<b>NA</b>
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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	
Local Authority Science Code of Practice	

## Noise

<b>Any employee</b> 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	<b>James Stavert</b>
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## Waste Management

Waste will be collected twice a week by:	<b>BIFFA waste services</b>
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The person responsible for ensuring the safe storage of	<b>James Stavert</b>
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waste in appropriately sited secure containers	
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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:	<b>James Stavert</b>
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### **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 Director of Operations 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:	<b>James Stavert</b>
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	<b>James Stavert</b>
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### **Health and Safety Inspections**

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	<b>James Stavert</b>
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### **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:	<b>James Stavert</b>
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	<b>By James Stavert</b>
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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 handbook which is kept:	<b>Director of Operations Office</b>
The person responsible for maintaining it is:	<b>James Stavert</b>

Risk Management documentation will be kept in the Risk Management Handbook which is kept:	<b>Director of Operations Office</b>
The person responsible for maintaining it is:	<b>James Stavert</b>

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.	<b>James Stavert</b>
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The health and safety notice board is sited:	<b>In the staff room</b>
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:	<b>James Stavert</b>

The Health and Safety Law Poster is sited:	<b>Staff room Main school Office</b>
The person responsible for maintaining it is	<b>James Stavert</b>

### **Educational Visits and Journeys**

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including and overnight stay is:	<b>James Stavert</b>
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	<b>James Stavert</b>
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	<b>James Stavert</b>
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## 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:	<b>James Stavert</b>
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## 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	<b>James Stavert</b>
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The person responsible for following up the annual play equipment inspection report is:	<b>James Stavert</b>
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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:	<b>James Stavert Claire Flanders</b>
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	<b>Those staff who are supervising pupils</b>
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## Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	<b>James Stavert Joey Burgess</b>
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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:	<b>James Stavert</b>
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	<b>James Stavert Joey Burgess</b>
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## Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"><li>• an identification badge</li><li>• relevant health and safety information</li><li>• and will sign the visitors book</li></ul>	<b>Main School Office</b>
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found should ask them who they are and to report to the office to get the appropriate identification or report to the director of operations:	<b>James Stavert Office Staff</b>
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## **Adaptations or Improvements to Premises (Buildings and Grounds)**

### **Contractors**

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,	<b>Joey Burgess  James Stavert</b>
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The person in control of contractors is:	<b>James Stavert</b>
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Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors.	<b>James Stavert</b>
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### **Supplies (Purchasing/Procurement and Deliveries)**

The school 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
<b>Sonia Kerslake</b>	General Stationary, biscuits, water for pupil, tea coffee etc
<b>Heads of Dept</b>	Equipment supplies for their dept. Paper
<b>James Stavert</b>	Toner
<b>Michael Dupree</b>	All ICT equipment related to running computers and systems.
<b>James Stavert</b>	All furniture, general equipment not associated with curriculum
<b>James Stavert/ Shield cleaning</b>	Cleaning materials

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	<b>Main Office: James Stavert Sarah Lynch Maria Teles</b>
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**Visits and Recommendations of Enforcing Authorities**  
**e.g. HM Inspectors of Factories (HSE)**  
**LEA 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 school. is:	<b>Joey Burgess</b> <b>James Staver</b> <b>Office Staff</b>
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**Smoking**

The school has prohibited smoking in the school, in vehicles under its control and on external premises

There are no exceptions

**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 school 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:	<b>James Stavert</b>
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**Vehicles**

**James Stavert** 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 School policy as well as information 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.) 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.	<b>James Stavert</b> <b>Joey Burgess</b>
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The person responsible for informing VOSA of the acquisition of a vehicle in order that registration, taxing and testing can be arranged is:	<b>James Stavert</b>
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the law and VOSA is:	<b>James Stavert</b>
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The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	<b>James Stavert</b>
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the PSV test is:	<b>James Stavert</b>
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**Stress**

The persons responsible for monitoring absence owing to stress related illness is:	<b>Joey Burgess</b>
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**Lone Working**

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	<b>James Stavert</b>
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**Bullying/Harassment**

The school's policy on behaviour (including bullying) is kept:	<b>In Policies in shared files</b>
Records of bullying incidents and action taken are kept:	<b>Pupil logs, daily record Books</b>

**Insurance**

<b>Insurance Company</b>	<b>Details</b>
Townsend and McCormack Brokers	

**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 if requested is:	<b>The office staff</b>
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	<b>James Stavert Joey Burgess</b>
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The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is:	<b>School Office if requested</b>
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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:	<b>James Stavert</b>
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	<b>In BROMCOM school admin system</b>
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Signed .....  
 Head Teacher

Date: .....

Signed .....  
 Director of Operations

Date .....