



## HEALTH AND SAFETY STATEMENT 2015/16

### 1. STATEMENT OF INTENT

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

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

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities;
- an effective local organisation within the school to implement the policy;
- full and effective consultation with employees on matters affecting their health and safety;
- effective communication throughout the school on health and safety matters;
- competent specialist advice on health and safety matters when this is not available in the school;
- sufficient information, instruction and training for staff on health and safety;
- staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this;
- effective management of contractors;
- effective monitoring and review of the implementation of the health and safety policy and health and safety performance.

### Responsibilities of the Governing Body

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

- complying with the County Council's Health and Safety Policy, organisation and arrangements;
- formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Plan;
- regularly reviewing health and safety arrangements (at least annually) and implementing new arrangements where necessary;
- ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- ensuring that the statement and other relevant health and safety documentation from the Local Authority is drawn to the attention of all employees;
- prioritising action on health and safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken;
- reporting to the Local Authority any hazards which the school is unable to rectify from its own budget;
- seeking specialist advice on health and safety matters which the school staff may not feel competent to deal with;
- ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;
- promoting high standards of health and safety within the school.

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



the schools activities.

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

### **Sources of Health and Safety Information:-**

- Bucks County Council Health and Safety Policies and Procedures
- Bucks County Council Health and Safety Handbook for Schools (available on the Schools Web)
- Education Visits Policy Document
- Asbestos Log
- Legionella Log
- Regulations for the Use of Vehicles 2007
- Health and Safety Executive Website – Education at [www.hse.gov.uk](http://www.hse.gov.uk)
- Buckinghamshire Fire and Rescue Website at [www.bucksfire.gov.uk](http://www.bucksfire.gov.uk)

## **2. ORGANISATION**

### **2.1 Responsibilities of the Headteacher**

The Headteacher (or immediate deputy in her absence) is responsible for:

- being the “Responsible Person” under the Fire Safety Order within the School;
- nominating themselves or a senior manager as Health and Safety Co-ordinator;
- ensuring that subordinate managers meet their health and safety responsibilities;
- ensuring that the arrangements for consultation with staff on health and safety matters are implemented;
- ensuring effective communication on health and safety matters within the school;
- ensuring and County Council and school health and safety policies and procedures are implemented;
- ensuring that incidents, accidents and near misses are reported to the County Council and HSE as appropriate;
- undertaking risk assessments in relation to directly managed staff, eg stress, return to work, personal emergency evacuation plans;
- completing the school's Annual Health and Safety Compliance Report to the Strategic Director Children and Young People's Services;
- ensuring that termly health and safety inspections are carried out and that a copy of the report is given to the Chairman of Governors and is placed on the staff room health and safety noticeboard;
- ensuring that remedial action is taken following health and safety inspections;
- ensuring that health and safety monitoring is undertaken, including:
  - accident, incident and near miss reporting and investigation;
  - annual PAT testing;
  - termly health and safety inspections;
  - job risk assessments are completed and health and safety issues are included in staff appraisals and performance management;
  - providing an annual health and safety report to the governing body
- making recommendations to the governing body in relation to external independent audits carried out by Bucks CC or other bodies;
- reporting to the governing body any health and safety issues which cannot be resolved;
- ensuring the requirements of the Occupier's Liability Acts 1957/1984 are complied with;
- the day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring that health and safety arrangements are carried out in practice.
- ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;



- ensuring that termly health and safety inspections are carried out, where practicable with the health and safety governor;
- ensuring that information received on health and safety matters is passed to the appropriate people;
- identifying staff health and safety training needs and arranging for training to be provided as appropriate;
- attending health and safety committee meetings;
- drawing up the school's annual health and safety action plan;
- co-operating with and providing necessary facilities for trades union safety representatives;
- participating in the County Council health and safety auditing arrangements and ensuring audit action plans are implemented;
- monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- seeking specialist advice on health and safety matters where appropriate;
- ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

### **2.3 Responsibilities of the Health and Safety Co-ordinator (School administrator and bursar)**

Responsible to the Headteacher for:

- ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable her to discharge her duties effectively;
- promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- ensuring that Health and Safety Handbook for Schools ( provided electronically), Fire Log, Asbestos Log and Legionella Log are kept up to date;
- ensuring that the Health and Safety noticeboard is kept up to date;
- ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- ensuring appropriate procedures for authorisation of school visits is followed;
- participating in any Health and Safety Audits arranged by the County Council;
- providing health and safety induction training for all staff;
- providing basic fire awareness training for all staff at least every six months;
- keeping staff health and safety training records up to date;
- ensuring that all statutory inspections are completed and records kept;
- ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- monitoring contractors on site and ensuring they consult the asbestos log before starting work.

### **2.4 Other Managers including Subject Co-ordinators and Managers of Non-Teaching Staff**

Managers are responsible for implementing this policy in the area of their control. This includes:

- ensuring staff meet their health and safety responsibilities;
- consulting with staff on matters affecting their health and safety;
- communicating health and safety information to staff;
- assessing staff competence and ensuring appropriate training and development;
- ensuring school wide health and safety standards, school health and safety codes of practice and procedures are



implemented;

- ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented;
- ensuring safe working procedures and codes of practice and procedures are developed for activities under their control;

They are also responsible for implementing health and safety monitoring arrangements within their area of responsibility, such as:

- incident reporting and investigation;
- statutory inspection of equipment as appropriate;
- termly health and safety inspections;
- annual monitoring checklist;
- checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- reporting any health and safety issues which cannot be resolved to the Headteacher or Health and Safety Co-ordinator to the Governing Body and the County Council.

## 2.5 Responsibilities of all staff

All staff employed at the school have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work, eg checking classrooms/work areas are safe, checking equipment is safe before use, ensuring safe working procedures are followed;
- co-operate with the Local Authority, Governors and Headteacher on all matters relating to health and safety by complying with the Health and Safety Policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Headteacher/Line Manager any serious or immediate danger;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and the health and safety committee where appropriate.

## 3 ARRANGEMENTS

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

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

The nominated person(s) are:

Name of Nominated Person (Reporter)	Job Title
TINA BUTLER/EMMA LISTER	ADMINISTRATOR/BURSAR

Name of Nominated Person (Verifier)	Job Title
LUCY MCNEIL/LUCY MCNEIL/JUSTINE MITCHENER	CO- HEADTEACHERS





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

LUCY MCNEIL/JUSTINE MITCHENER

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

### Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:

First  
AVRIL CROSLAND

WASPS  
RICHARD LAY

Deputy  
KAREN BRYSON

WASPS  
CAROLINE WOODRUF

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:

First  
AVRIL CROSLAND

WASPS  
RICHARD LAY

Deputy  
KAREN BRYSON

WASPS  
CAROLINE WOODRUF

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

LUCY MCNEIL/JUSTINE MITCHENER

### Asthma Inhalers/Epipens

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

AVRIL CROSLAND

WASPS  
RICHARD LAY

### Display Screen Equipment

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

Employee Name	Job Title
TINA BUTLER/EMMA LISTER	ADMINISTRATOR/BURSAR



JUSTINE MITCHENER	CO-HEADTEACHER
LUCY MCNEIL	CO-HEADTEACHER

The competent (trained) person responsible for administering Workstation Safety Plus Assessments (if there are five or more users) and offering basic advice to users is:	TINA BUTLER/EMMA LISTER
The person responsible for ensuring that the requirements of the risk assessment is implemented is:	LUCY MCNEIL/JUSTINE MITCHENER

### Fire and Other Emergency Arrangements

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

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	HEADTEACHER'S OFFICE
Bomb Alert	HEADTEACHER'S OFFICE
Gas Leak	HEADTEACHER'S OFFICE
Electrical Fault	HEADTEACHER'S OFFICE
Water	HEADTEACHER'S OFFICE
Storm or Flood Damage	HEADTEACHER'S OFFICE
Persons Threatening Violence on Site	HEADTEACHER'S OFFICE
Dangerous Animal(s) on Site	HEADTEACHER'S OFFICE

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

The person (and deputy) responsible for ensuring and supervising (where appropriate):	Person	Deputy
<ul style="list-style-type: none"> <li>the controlled evacuation of people from the building or on the site to a place of safety:</li> </ul>	LUCY MCNEIL/ JUSTINE MITCHENER  WASPS RICHARD LAY	TINA BUTLER/EMMA LISTER  WASPS CAROLINE WOODRUF
<ul style="list-style-type: none"> <li>the controlled evacuation of people with mobility problems from the site to a place of safety using appropriate equipment such as evacuation chairs:</li> </ul>	LUCY MCNEIL/ JUSTINE MITCHENER  WASPS RICHARD LAY	TINA BUTLER/EMMA LISTER  WASPS CAROLINE WOODRUF



<ul style="list-style-type: none"> <li>the summoning of the emergency services:</li> </ul>	KAREN BRYSON  WASPS RICHARD LAY	LUCY MCNEIL/JUSTINE MITCHENER  WASPS CAROLINE WOODRUF
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point:</li> </ul>	KAREN BRYSON  WASPS RICHARD LAY	LUCY MCNEIL/JUSTINE MITCHENER  WASPS CAROLINE WOODRUF
<ul style="list-style-type: none"> <li>that no-one attempts to re-enter the building until the all clear is given by the emergency services:</li> </ul>	LUCY MCNEIL/JUSTINE MITCHENER  WASPS RICHARD LAY	KAREN BRYSON  WASPS CAROLINE WOODRUF

**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 training at least annually, for example, Fire Warden Training and Fire Risk Assessor Training is:	TINA BUTLER/EMMA LISTER
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The person responsible for arranging, recording and monitoring fire drills at least once per term including recording that time taken to evacuate the building is recorded in the fire log is:	TINA BUTLER/EMMA LISTER
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The Operations Manager, School Improvement will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	LUCY MCNEIL
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy HEADTEACHER'S OFFICE
	Second Copy (Off Site) HEADTEACHER'S HOME

The competent person responsible for carrying out and updating the fire risk assessment for the premises:	KAREN BRYSON
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The person responsible for undertaking Personal Emergency Evacuation Plans (PEEPs) for staff and pupils with mobility problems:	LUCY MCNEIL/JUSTINE MITCHENER
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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:

System	Location of Test Records	Person Responsible
Fire Alarm	Fire Log	RAY SILVEY
Emergency Lighting System	Fire Log	RAY SILVEY
Heat Detection Systems	N/A	N/A
Smoke Detection System	N/A	N/A

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment and to whom any shortcomings should be immediately reported:	RAY SILVEY
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The approved County Council contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	CHURCHES FIRE SECURITY SERVICES
	Telephone Number 0870 608 4350

## First Aid

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

Name	Location/Extension	Date of Expiry of Certificate
AVRIL CROSLAND	N/A	20 <sup>TH</sup> APRIL 2018

The following employees are **appointed persons** and have been trained to Emergency Aid for Appointed Persons level:

Name	Location/Extension	Date of Expiry of Certificate
AVRIL CROSLAND	YEAR 2	20 <sup>TH</sup> APRIL 2018

The following employees have been trained to First Aid for Schools level:

Name	Location/Extension	Date of Expiry of Certificate
LUCY MCNEIL/JUSTINE MITCHENER	HEAD'S OFFICE	May 2016
NATASHA ALLEYNE	OFFICE	May 2016
GISELLE MOORE	YEAR R	
MICHELLE NETHERCOTT	YEAR 1	March 2015
WENDY WARD	YEAR 1	
CHARLOTTE STAINER	YEAR 2	September 2016
JULIE TIMBERLAKE	YEAR 1	December 2017
KAREN BRYSON	YEAR R	April 2018
RACHEL GRAY	VARIOUS	July 2015
MAUREEN PRICE	LUNCHTIME/WASPS	December 2017
TINA BUTLER	LUNCHTIME	
EMMA LISTER		
BEVERLY LONGLEY	LUNCHTIME	May 2016





RICHARD LAY	WASPS/LUNCHTIME	May 2016
CAROLINE WOODRUFF	WASPS	May 2016
JACKIE RAY	LUNCHTIME	Training arranged
SHELLEY SMITH	LUNCHTIME	May 2016
SALLY STUBBERFIELD		May 2017
LESLEY CARNELL	LUNCHTIME	December 2017
REBECCA ORTON	LUNCHTIME	December 2017

The following employees have been have been trained to administer Early Years First Aid level

Name	Location/Extension	Date of Expiry of Certificate
AVRIL CROSLAND	YEAR 2	April 2018
KAREN BRYSON	YEAR R	April 2018

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.

Display Point	Display Point
MEDICAL AREA	ALL CLASSROOMS
STAFFROOM	ADMIN AREA
HALL	

The person responsible for ensuring first aid qualifications are maintained is:	TINA BUTLER/EMMA LISTER
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	LUCY MCNEIL/JUSTINE MITCHENER
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
MEDICAL AREA – CENTRAL CLASSROOM	MEDICAL AREA – CENTRAL CLASSROOM
HALL KITCHEN	WASPS FILING CABINET

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

Location of Travelling First Aid Box (2)
MEDICAL AREA – CENTRAL CLASSROOM

A termly check on the location and contents of all first aid boxes will be made by.	AVRIL CROSLAND WASPS RICHARD LAY
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Use of first aid materials and deficiencies should be reported to who is responsible for their replenishment:	AVRIL CROSLAND WASPS RICHARD LAY
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The address and telephone number of the nearest medical centre/NHS GP is:	HADDENHAM HEALTH CENTRE 08444 778575
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	STOKE MANDEVILLE HOSPITAL
	01296 315000

### Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	HEADTEACHER'S OFFICE
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### 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:	LUCY MCNEIL/JUSTINE MITCHENER
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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. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	RAY SILVEY
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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:	RAY SILVEY
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The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is:	TINA BUTLER/EMMA LISTER (via UK HYGIENE LTD)
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### 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	Main boiler room (cellar)	Hall boiler room
Electricity	Caretaker's room	
Gas	Main children's toilets	Hall boiler room

### Maintenance of Site, Premises, Housekeeping and Hazard Reporting



All employees and governors must report any hazards that could be a cause of serious or imminent danger, for example, damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	TINA BUTLER/EMMA LISTER, LUCY MCNEIL OR JUSTINE MITCHENER
Verbal reports should be followed up in writing using the hazard reporting form or e-mail which can be found:	TINA BUTLER/EMMA LISTER
It should then be placed/given to:	LUCY MCNEIL/JUSTINE MITCHENER

## 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:	LUCY MCNEIL/JUSTINE MITCHENER
The person responsible for arranging training in safe manual handling of objects:	TINA BUTLER/EMMA LISTER
The person responsible for monitoring the safety of manual handling activities:	LUCY MCNEIL/JUSTINE MITCHENER

### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment:	LUCY MCNEIL/JUSTINE MITCHENER
The Load Risk Assessor for the moving and handling of people:	LUCY MCNEIL/JUSTINE MITCHENER
The people trained in Paediatric Moving and Handling:	JULIE TIMBERLAKE
The person responsible for arranging training and annual refresher training in the safe moving and handling of people is:	LUCY MCNEIL/JUSTINE MITCHENER

## Premises Security

The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc:	RAY SILVEY LUCY MCNEIL/JUSTINE MITCHENER
The person(s) who has been trained to deal safely with burglar alarm call outs:	RAY SILVEY LUCY MCNEIL/JUSTINE MITCHENER



## Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment relating to jobs, locations, work equipment and chemicals and activities are produced by appropriate persons and appropriately communicated:	LUCY MCNEIL/JUSTINE MITCHENER
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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 by means of the hazard reporting procedure to:	TINA BUTLER/EMMA LISTER
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	TINA BUTLER/EMMA LISTER RAY SILVEY
The person responsible for ordering repairs which are the school's responsibility:	TINA BUTLER/EMMA LISTER
The person responsible for reporting repairs which are the responsibility of the Local Authority to the Local Authority and checking repairs are carried out, for example, gas boilers etc is:	TINA BUTLER/EMMA LISTER RAY SILVEY
The name and telephone number of the school's attached maintenance surveyor is:	01296 382812 / 07860 114206

## 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:	LUCY MCNEIL/ JUSTINE MITCHENER
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## Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises, eg clearing snow and ice, will be determined by:	LUCY MCNEIL/JUSTINE MITCHENER RAY SILVEY
The person responsible for gritting appropriate pedestrian and vehicle routes on the site:	RAY SILVEY





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

LUCY MCNEIL/JUSTINE MITCHENER

### Training for Health and Safety

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

LUCY MCNEIL/JUSTINE MITCHENER

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

LUCY MCNEIL/JUSTINE MITCHENER

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

LUCY MCNEIL/JUSTINE MITCHENER

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

LUCY MCNEIL/JUSTINE MITCHENER

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

LUCY MCNEIL/JUSTINE MITCHENER

The person responsible for keeping records of training and certification for the use of hazardous machinery such as wood-working machinery, etc:

N/A

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

LUCY MCNEIL/JUSTINE MITCHENER



## Work Equipment

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

### Working at Height - Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds N/A

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	RAY SILVEY
Person authorised to use:	RAY SILVEY

## Manual Handling Equipment

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

The person responsible for ensuring that manual handling equipment such as sack barrows, flat-bed trolleys, evacuation chairs etc are maintained in a safe condition is:	RAY SILVEY
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## Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all slings hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order:	TINA BUTLER/ EMMA LISTER
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	TINA BUTLER/ EMMA LISTER

## Caretaking and Cleaning Equipment (inc moving and handling equipment, powered cleaning equipment, power tools, hand tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	RAY SILVEY
Persons authorised to operate and use:	ALL STAFF

## Grounds Maintenance Equipment (machinery and tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	RAY SILVEY
Person authorised to operate and use:	RAY SILVEY

## Design and Technology Equipment (resistant and compliant materials)



Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	LUCY MCNEIL
Person(s) authorised to operate and use:	TEACHERS AND TAs

### **Design and Technology Equipment (food technology and textiles)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	LUCY MCNEIL
Person(s) authorised to operate and use:	TEACHERS AND TAs

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	JUSTINE MITCHENER
Person(s) authorised to operate and use:	TEACHERS AND TAs

### **Art and Design Equipment (Ceramics)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	JUSTINE MITCHENER
Persons authorised to operate and use:	TEACHERS AND TAs

### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	LUCY MCNEIL/JUSTINE MITCHENER
Person(s) responsible for regular (daily) visual inspection:	LUCY MCNEIL/JUSTINE MITCHENER
Person responsible for ensuring the PE equipment is inspected annually by a competent contractor:	TINA BUTLER/ EMMA LISTER
Contractor responsible for annual full inspection and report:	UNIVERSAL SERVICES

### **Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	LUCY MCNEIL/JUSTINE MITCHENER
Persons authorised to operate and use:	TEACHING STAFF
Contractor responsible for regular inspection and maintenance of the stage lighting equipment:	I A GLENISTER



### Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	LUCY MCNEIL/JUSTINE MITCHENER
Person authorised to operate and use:	RAY SILVEY

### Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	LUCY MCNEIL/JUSTINE MITCHENER
Person authorised to operate and use:	LUCY MCNEIL

### Portable Electrical Appliances

The person/contractor responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	TINA BUTLER/EMMA LISTER
Persons responsible for carrying out formal visual inspection and testing:	SCIENTIA SERVICES
Staff/PTA must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises:	TINA BUTLER/ EMMA LISTER

### Personal Protective Equipment (PPE)

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	
Science	LUCY MCNEIL/JUSTINE MITCHENER
Design and Technology	LUCY MCNEIL
Art and Design	JUSTINE MITCHENER
Caretaking and Cleaning including Swimming Pools	RAY SILVEY
Catering	N/A
Grounds Maintenance	RAY SILVEY
The person responsible for making arrangements for laundering soiled PPE (eg overalls, aprons, etc ):	TINA BUTLER/ EMMA LISTER

### Hazardous Substances

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

Science	LUCY MCNEIL/JUSTINE
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	MITCHENER
Design and Technology (materials)	LUCY MCNEIL
Design and Technology (food and textiles)	LUCY MCNEIL
Art and Design (fine arts)	JUSTINE MITCHENER
Art and Design (ceramics)	JUSTINE MITCHENER
Caretaking and Cleaning	RAY SILVEY
Grounds Maintenance	RAY SILVEY
Other	AS APPROPRIATE

Copies of all the hazardous substances inventories are held centrally in:	ADMIN OFFICE
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The person responsible for undertaking and updating the hazardous substance risk assessments is:	LUCY MCNEIL/JUSTINE MITCHENER
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### 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:	LUCY MCNEIL/JUSTINE MITCHENER /RAY SILVEY/ TINA BUTLER/EMMA LISTER
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The premises Asbestos Log is kept:	ADMIN OFFICE
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The person responsible for ensuring that the Asbestos Log is updated annually and as appropriate following work on the fabric of the building:	TINA BUTLER/EMMA LISTER
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### Legionella

The premises Legionella Log is kept:	ADMIN OFFICE
The Premises Responsible Person who has been trained to be responsible for the management of legionella in the school:	RAY SILVEY
The Nominated Legionella Controller person who has been trained to be responsible for checking water temperatures as part of the legionella programme:	RAY SILVEY

### Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.	LUCY MCNEIL/JUSTINE MITCHENER
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### Waste Management



Waste will be collected daily by:	RAY SILVEY SHIRLEY ROOTS
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:	RAY SILVEY
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	RAY SILVEY
The company responsible for collecting the schools general waste:	AYLESBURY VALE DISTRICT COUNCIL
The company responsible for collecting the schools special waste for example, clinical waste, sharps is:	UK HYGIENE SERVICES
The company responsible for collecting the schools waste electronic equipment:	AS APPROPRIATE

### Cleaning Arrangements

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

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

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the Local Authority:	TINA BUTLER/ EMMA LISTER
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	TINA BUTLER/ EMMA LISTER
Spill kits can be found at the following locations:	MEDICAL AREA CARETAKER'S ROOM

### Health and Safety Inspections

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

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



A copy will also be provided to the governors for consideration at their next meeting.

The persons responsible for ensuring follow up action on the report is completed:	LUCY MCNEIL H&S COMMITTEE
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### Provision of Information

The person responsible for distributing all health and safety information received from the Health and Safety Team and elsewhere for the maintenance of a health and safety information reference system:	TINA BUTLER/ EMMA LISTER LUCY MCNEIL
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Appendix to H&S Policy on permanent display in staffroom
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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:	STAFFROOM ADMIN OFFICE
The person responsible for maintaining it:	TINA BUTLER/EMMA LISTER

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.	LUCY MCNEIL/JUSTINE MITCHENER
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The health and safety notice board is sited:	STAFFROOM
The person responsible for ensuring documents are displayed for two weeks on the health and safety notice board and keeping it up to date:	TINA BUTLER/EMMA LISTER
The Health and Safety Law Poster is sited:	STAFFROOM
The person responsible for maintaining it is:	TINA BUTLER/ EMMA LISTER

### 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 an overnight stay is:	NATASHA ALLEYNE LUCY MCNEIL/JUSTINE MITCHENER
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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 Buckinghamshire Education Business Partnership as appropriate:	TINA BUTLER/ EMMA LISTER LUCY MCNEIL/JUSTINE MITCHENER
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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 persons responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme:	LUCY MCNEIL/JUSTINE MITCHENER TINA BUTLER/EMMA LISTER
The person responsible for following up the annual play equipment inspection report:	TINA BUTLER/EMMA LISTER
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:	RAY SILVEY
The person responsible for ensuring that the equipment is adequately supervised when in use:	ALL STAFF

#### Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises in accordance with the lettings procedure:	TINA BUTLER/EMMA LISTER
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified:	RAY TINA BUTLER/ EMMA LISTER SILVEY
The person responsible for checking that the premises are left in reasonable order by other users before locking up:	RAY SILVEY ALL HIRERS

#### Visitors

On arrival all visitors should report to: where they will be sign the visitors book, be issued with an ID badge and be directed to the relevant health and safety information	TINA BUTLER/EMMA LISTER
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	SECURITY POLICY

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

The person responsible for submitting proposals to the Local Authority for approval through the self help scheme procedure:	TINA BUTLER/EMMA LISTER
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#### Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies





with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Types of Order
TINA BUTLER/EMMA LISTER	ALL TYPES
LUCY MCNEIL/JUSTINE MITCHENER	DONATIONS/GIFTS

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	TINA BUTLER/ EMMA LISTER
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**Visits and Recommendations of Enforcing Authorities eg HM Inspectors of Health and Safety (HSE), County Council, Health and Safety Advisers, Environmental Health Officer, Buckinghamshire Fire and Rescue Officers**

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA:	LUCY MCNEIL/JUSTINE MITCHENER TINA BUTLER/EMMA LISTER
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## Smoking

Smoking in the school and in vehicles under its control is prohibited by law. Smoking is not permitted on any part of our premises or grounds.

### 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 are 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:	LUCY MCNEIL/JUSTINE MITCHENER
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## Vehicles

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation (prior to the first use of any vehicle) from: She will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and child seats where necessary.	LUCY MCNEIL/JUSTINE MITCHENER
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### Stress and Well Being

The persons responsible for monitoring absence owing to stress related illness and promoting well being is:	LUCY MCNEIL/JUSTINE MITCHENER
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### Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	LUCY MCNEIL/JUSTINE MITCHENER
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### Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	HEADTEACHER'S OFFICE
Records of bullying incidents and action taken are kept:	HEADTEACHER'S OFFICE

### Audit, Review, Performance Measurement and Action Plan

The persons responsible for completing the school's on-line Annual Health and Safety Compliance Report to the Strategic Director of Children and Young People's Services on line by the end of the summer term each year:	LUCY MCNEIL/JUSTINE MITCHENER
The persons responsible for carrying out an annual review of the School's Health and Safety Policy and ensuring its dissemination and implementation in the school;	LUCY MCNEIL/JUSTINE MITCHENER
The persons responsible for ensuring the implementation of the recommendations of any audit reports carried out by the County Council:	LUCY MCNEIL/JUSTINE MITCHENER
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan:	LUCY MCNEIL/JUSTINE MITCHENER
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	ADMIN PC

Signed .....

(Chairman of Governors)

Signed .....

(Co-Headteachers)

Date .....

Date .....





## **Staff List**

I have read the Health and Safety Policy and understand the recommendations and actions set out.

<b><i>Name</i></b>	<b><i>Signature</i></b>	<b><i>Date</i></b>
Justine Mitchener/Lucy McNeil		
Tina Butler		
Emma Lister		
Ray Silvey		
Charlotte Stainer		
Michelle Nethercott		
Wendy Ward		
Giselle Moore		
Julie Timberlake		
Avril Crosland		
Karen Bryson		
Rachel Gray		
Maureen Price		
Bev Longley		
Jackie Ray		
Shelley Smith		
Rebecca Orton		
Lesley Carnell		
Richard Lay		
Caroline Woodruff		



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