

# HEALTH AND SAFETY POLICY

**NAME: Crossdale Primary and Keyworth Primary & Nursery Schools**

## **1. STATEMENT OF INTENT**

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

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

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

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

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

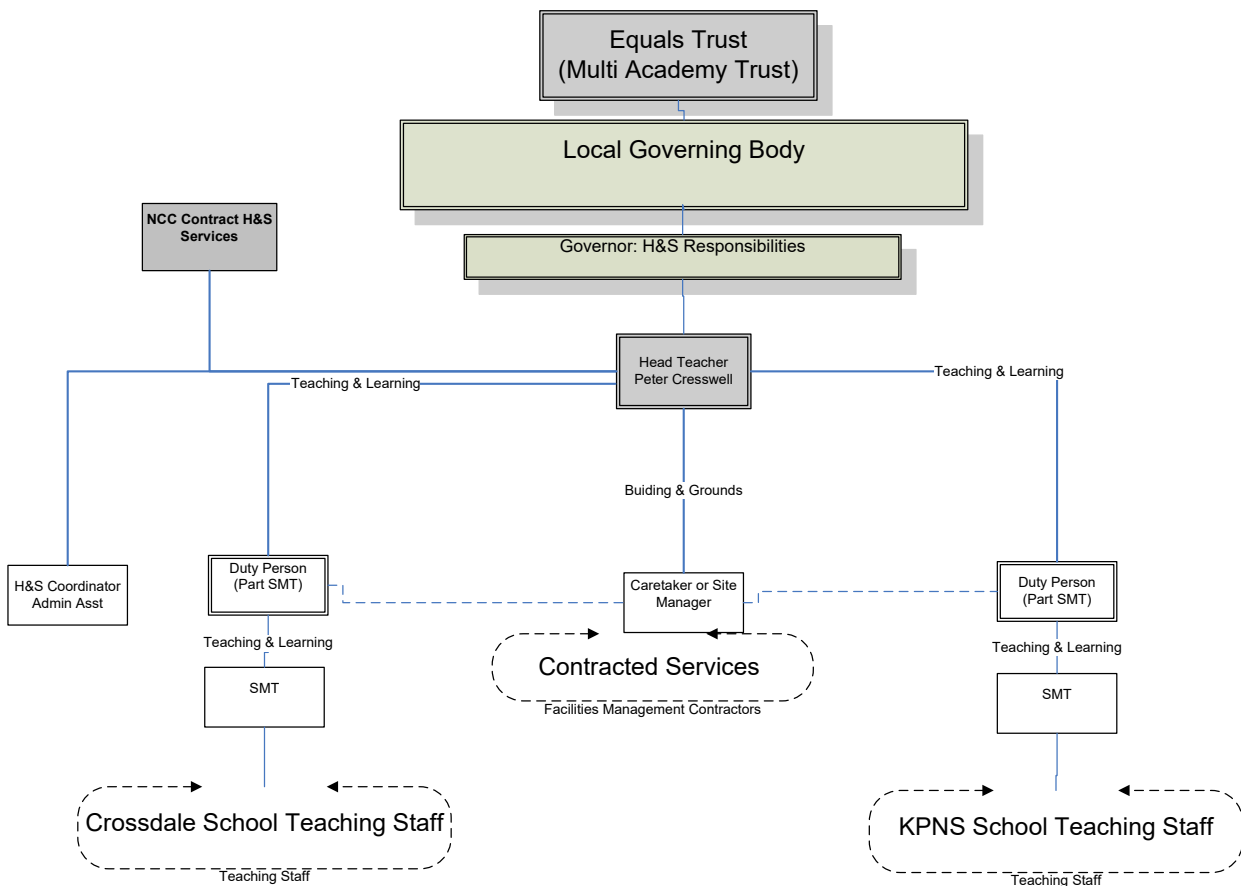
This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Other sources of Health and Safety Information: -

- Equals Trust Health and Safety Policies
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- School Accessibility Plan
- Office 365 KPNS & CPS Health and Safety File
- Every school software system

## 2. ORGANISATION

### School Health & Safety Structure



**This policy document must be read in conjunction with the responsibility matrix. This is a generic policy for the two schools which assigns responsibilities to particular posts/rolls within the organisations. Specific named persons are detailed in the responsibility matrix provided.**

### 2.1 Responsibilities of the Equals Trust

Equals Trust (EQT) will provide generic health and safety policies, checklist and ensure a Local Link Governor is appointed to carry out monitoring and reporting.

All monitoring will be reported to the LGB in line with the Trust and LGB monitoring timetable, highlighting any areas of concern or non-compliance. This reporting process must include details of the scope, methodologies and timeframes of any remedial actions. It is essential that any additional need for support or resource is highlighted to the Trust Governance Management at the earliest opportunity.

The annual checklist should be completed and submitted to both the LGB and the Trust Office, with the LGB highlighting to the Trust any areas of significant concern or considerable strength which may be utilised in other parts of the Trust.

The LGB must complete an annual HASMAP audit which will be submitted to the Trust Governance Manager immediately after the LGB meeting 2 in the summer term.

## **2.2 Responsibilities of the Local Governing Body**

The Governing Body is responsible for:

- Complying with the Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

## **2.3 Responsibilities of the Executive Head**

The Executive Head is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the 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 annual health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Site Management Group
- 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; (Site Management Group)
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's Governing Body and Site Management Group meetings where Health and Safety matters are discussed in detail

- Following the Annual Inspection drawing up the establishments annual Site Management Programme which includes health and safety matters.
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

**Note:** in the absence of the Executive Head these responsibilities fall to the Deputy Head.

## **2.4 Responsibilities of the Health and Safety Co-ordinator (See responsibility Matrix – link on page 2)**

Responsible for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Executive Head in the implementation of the Equals Trust and School's Health & Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) 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 Site Management Group and the Governors
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Executive Head where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Participating in any Health and Safety Audits.
- 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 in conjunction with the Site Manager/Caretaker.
- 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 in conjunction with the Site Manager/Caretaker.

## **2.5 Responsibilities of the Site Manager/Caretaker.**

- Attending appropriate Health and Safety Training Courses including Building Management & Maintenance for School site staff, Health and Safety Management IOSH, Asbestos Management and Awareness,
- Ensuring that Health and Safety checks are conducted in a timely manner and associated Logs (fire, asbestos, legionella etc) are completed;
- Ensuring Health & Safety remedial works are completed.
- Carrying out Weekly, monthly, bi-annual, annual checks linked to Every Software IPAD
- Ensuring contractors complete SR77 or notification of building works and other associated paperwork is completed and monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site. New paperwork released by NCC November 2021
- Seek specialist advice on any Health and Safety matters.
- Report and act any Health and Safety issues / concerns.

## **2.6 Curriculum Leaders 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) in conjunction with the leadership team.
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the subject
- Passing on health and safety information received to the appropriate people;
- Acting on any issues derived from any health and safety reports

## **2.7 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 school governors and Senior Management Team (SMT) 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 SMT/Base Leader/Health and Safety Co-ordinator any serious or immediate danger;
- reporting to their SMT/Base Leader/Health and Safety Co-ordinator 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.

### 3 ARRANGEMENTS

#### Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Executive Head Named Person(s) (See responsibility matrix <a href="#">link on page 2</a> )
--	---

#### Health and Safety Representatives

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

Professional Association	Name
Qualified Governor	Link Governor Building & Services

#### 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:	
--	--

#### Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	Office 365 KPNS & CPS Health & Safety File
---	---

#### Fire and Other Emergencies

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

Type of emergency procedure	Location(s)
-----------------------------	-------------

Fire Evacuation Procedure	See fire safety policy school office
Bomb Alert	See emergency plan school office
Gas Leak	See emergency plan school office
Electrical Fault	See emergency plan school office
Water	See emergency plan school office
Storm or Flood Damage	See emergency plan school office
Persons Threatening Violence on Site	See emergency plan – Lock down
Dangerous Animal(s) on Site	See emergency plan – Lock down
Other	See emergency plan – Lock down

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Executive Head, Deputy Head 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,	Executive Head	Member SMT
<ul style="list-style-type: none"> <li>summoning of the emergency services</li> </ul>	Executive Head or Named Person	Member SMT
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Class Teacher	Teaching Asst
<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 is (eg <i>Executive Head, Deputy Head or other member of the senior management team</i>)</li> </ul>	Executive Head	Member SMT

**Note: The priorities are as follows:**

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

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Health & Safety Coordinator
---	-----------------------------

The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Site Manager/Caretaker/Nominated Contractor see responsibility matrix (link on page 2)
--	--

Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	All hazardous and flammable substances kept in Main Office & with Site Manager/Caretaker.
---	---

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

### Fire Prevention and Detection Equipment Arrangements

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

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Every Software via IPAD	Site Manager/Caretaker
Emergency Lighting System	Every Software via IPAD	Site Manager/Caretaker
Smoke Detection System	Every Software via IPAD	Site Manager/Caretaker

The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Site Manager/Caretaker
--	------------------------

The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name
	Notts Fire Authority
	Telephone Number
	0115 9670880

### Locations of Main Service Isolation Points

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

SERVICE	<i>LOCATION OF ISOLATION POINT DETAILS</i>	
	Keyworth Primary & Nursery	Crossdale Drive
Water	Building 70 to the right of the kitchens	Boiler house
Electricity	Main entrance cupboard	Main Entrance Cupboard
Gas	Building 69 located outside to the left of the kitchen entrance	Outside kitchen (Wooden outdoor meter cupboard)

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



## Investigation

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

Accident book(s) are kept by the following people at the location(s) specified (ELECTRONIC, Master document available to view by invitation):

Location of Accident Book	Person in Charge of Accident Book
Office	Office Manager
Kitchen	Midday Meals Supervisor
Accident reports should be drawn to the attention of and counter-signed by the Executive Head of his/her Deputy before being sent to the Health and Safety Team at County Hall.	Duty Person or Executive Head
	Deputy Head, Office Manager
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	
Executive Head	

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 (Please also see First Aid Policy)

Nominated first aiders will be provided in both schools, with some trained to Paediatric First Aid level.

These persons are detailed in the responsibility matrix (link on page 2) and on charts displayed at prominent locations within the schools.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the schools.

CPS Display Point	KPNS Display Point
STAFF ROOM	STAFF ROOM
SCHOOL KITCHEN	SCHOOL KITCHEN
IN EACH FIRST AID BOX (6)	SCHOOL OFFICE

The person responsible for ensuring first aid qualifications are maintained is:	Office Manager/H&S Coordinator
---	--------------------------------

The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Executive Head or Another member SMT
---	--------------------------------------

First aid boxes and first aid record books (electronically, any tablet can be used) are kept at the following points in the school.

CPS Location of First Aid Box & Record Books	KPNS Location of First Aid Box & Record Books
Base 1	MAIN ENTRANCE
Base 2	OFFICE
Base 3	CLASSROOMS
Main Entrance/Office	KITCHEN
Kitchen	

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

<b>CPS Location of Travelling First Aid Box</b>	<b>KPNS Location of Travelling First Aid Box</b>
School Office x 2	SCHOOL OFFICE AND EACH CLASS

A regular check on the location and contents of all first aid boxes will be made by	Deputy Head Named Person see responsibility matrix (link on page 2)
---	--

Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment	Office manager
---	----------------

The address and telephone number of the nearest medical centre/NHS GP is:	Keyworth Health Centre Bunny Lane Keyworth Nottingham 0115 9373527
---	--

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queens Medical Centre Derby Road Nottingham 0115 9249924
---	---

### Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the administration of medicines policy, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Named Person see responsibility matrix (link on page 2)
	Deputy Head Executive Head

The person responsible for the dealing with the administration of controlled drugs such as anti-biotics in accordance with the administration of medicines policy, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First, we encourage parents to administer but individual arrangements of controlled drugs will be organised if exceptional circumstances pertain
	Second Office Manager/H&S Coordinator Executive Head / Deputy Head

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	School Nurse now removed from this duty. Responsibility back to Parents for sign off by GP/Hospital.
---	--

### Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class teachers/office staff
---	-----------------------------

## 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:	Executive Head Site Manager/Caretaker H&S Coordinator
--	---

## Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Executive Head/SMT/Site Manager/Caretaker
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	Online EVERY system/Issues

## 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:	Site Manager/Caretaker
--	------------------------

All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

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

The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is:	Site Manager/Caretaker
--	------------------------

The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is:	Site Manager/Caretaker/Office Manager
---	---------------------------------------

## 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	Executive Head/SMT/ Site Manager/Caretaker
---	---

Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Site Manager/Caretaker Duty Person
--	---------------------------------------

The person responsible for ordering repairs which are the	Site Manager/Caretaker
---	------------------------

school's responsibility is:	Office Manager
The person responsible for reporting repairs which are the responsibility of the Executive Head for authorisation to the Equals Trust and checking repairs are carried out is:	Site Manager Office Manager H&S Coordinator

The name and telephone number of the school's attached maintenance surveyor is:	Name: Building Direct N.C.C
	Telephone Number: <b>9567755</b>

### Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Site Manager/Caretaker/ Nottingham Security
	Executive Head/Deputy Head

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Nottingham Security
	Executive Head/Deputy Head/Site Manager/Caretaker

### 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:	Executive Head/Deputy Head Site Manager/Caretaker /
---	--

### 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:	Executive Head H&S Coordinator
--	-----------------------------------

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

- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their class teacher is:	Executive Head H&S Coordinator
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Executive Head H&S Coordinator
The person responsible for reviewing the effectiveness of health and safety training is:	Executive Head H&S Coordinator
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Executive Head H&S Coordinator
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Executive Head H&S Coordinator

### **Manual Handling of Load**

#### 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:	Executive Head/SMT Supported by Site Manager/Caretaker
The person responsible for monitoring the safety of manual handling activities is:	Executive Head/SMT

#### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Executive Head/SMT
The load assessors for the moving and handling of people are:	Fountaindale, supported by designated staff team who are manual handling qualified.

### **Work Equipment**

#### SPECIFIC RISKS

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

### **Access Equipment**

#### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Person(s) authorised to operate and use is/are:	N/A
Training in safe use received from: including dates	N/A

#### Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Site Manager/Caretaker, Executive Head H&S Coordinator
Person(s) authorised to use is/are:	All staff trained at height

#### Stepladders

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

### **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	Site Manager/Caretaker and supported as required by specialist
--	--

### **Equipment Provided for Pupils with Special Educational Needs**

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	Executive Head H&S Coordinator British Red Cross at Crossdale N/A at KPNS
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	Site Manager/Caretaker at Crossdale  N/A at KPNS
The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in	Executive Head/ H&S Coordinator/

good working order on a day to day basis is:	Children's Centre at Crossdale N/A at KPNS
--	---

**Lifts**

The person responsible for ensuring that lifts are inspected and serviced every six months is:	N/A
--	-----

**Caretaking and Cleaning Equipment**

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Named Person see responsibility matrix (link on page 2)
Person(s) authorised to operate and use is/are:	Named Person see responsibility matrix

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

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Named Person see responsibility matrix
Person(s) authorised to operate and use is/are:	Named Person see responsibility matrix

**Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)**

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Named Person see responsibility matrix
Person(s) authorised to operate and use is/are:	Named Person see responsibility matrix

**Grounds Maintenance Equipment (Machinery and Tools)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Named Person see responsibility matrix
Person(s) authorised to operate and use is/are	Named Person see responsibility matrix

**Laboratory Apparatus and Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
--	-----

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

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

Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Named Person see responsibility matrix
Person(s) authorised to operate and use is/are:	Class teachers
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Class Teachers

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	N/A
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	

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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Named Person see responsibility matrix (link on page 2)
Person(s) authorised to operate and use is/are	Class Teachers

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Named Person see responsibility matrix
--	--

The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Named Person see responsibility matrix
--	--

### Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Named Person see responsibility matrix
Person(s) authorised to operate and use is/are:	Class Teachers

### Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Named Person see responsibility matrix
--	--



**PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Deputy Head/SMT
Person(s) responsible for regular (daily) visual inspection is/are:	Class teachers
Contractor responsible for annual full inspection and report is:	Named Person see responsibility matrix

**Outdoor Play Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Deputy Head/SMT Site Manager/Caretaker
Person(s) responsible for regular (daily) visual inspection is/are:	Site Manager/Caretaker
Contractor responsible for annual full inspection and report is:	Named Person see responsibility matrix

**Stage Lighting Equipment**

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

**Mobile Staging and Seating**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	CCT Lighting Site Manager/Caretaker
Person(s) authorised to operate and use is /are:	Staff Members

**Pianos, Organs and Other Musical Instruments**

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Named Person see responsibility matrix (link on page 2)
Person(s) authorised to operate and use is/are:	STAFF MEMBERS

**Portable Electrical Appliances**

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Named Person see responsibility matrix Site Manager/Caretaker H&S Coordinator
Person(s) responsible for carrying out formal visual inspection and testing is/are:	All Staff
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:	Executive Head

## Display Screen Equipment

The following 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.

Post	Notes
Executive Head	Executive Head
Deputy Head(s)	Deputy Heads(s)
SMT	SMT
Office	Office
Defined rolls within the school	Defined rolls within the school

The person responsible for implementing the requirements of the risk assessment is:	Health & Safety Coordinator
---	-----------------------------

## 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	
Asbestos above ceiling access	Site Manager/Caretaker
Science	Class Teachers
Design and Technology	Class Teachers
Art and Design	Class Teachers
Caretaking and Cleaning including swimming pools	Site Manager/Caretaker
Catering	Named Person see responsibility matrix
Grounds Maintenance	Named Person see responsibility matrix

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Individuals / Cleaning staff  Hazardous items – Site Manager/Caretaker in conjunction with contractors
--	--

## Respiratory Protective Equipment

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

## Hazardous Substances

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

Science	All staff
Design and Technology (Materials)	All staff

Design and technology (Food and Textiles)	All staff
Art and Design (Fine Arts)	All staff
Art and Design (Ceramics)	All staff
Caretaking and Cleaning	Site Manager/Caretakers Room
Swimming Pool Maintenance	N/A
Catering	Named Person see responsibility matrix (link on page 2)
Grounds Maintenance	Named Person see responsibility matrix
Other – above ceilings	Site Manager/Caretaker

Copies of all the hazardous substances inventories are held centrally in:	School Office Fire Log Book
---	--------------------------------

The person responsible for undertaking and updating the COSHH risk assessments is:	H&S Coordinator
--	-----------------

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by the County Council approved contractor	Named Person see responsibility matrix
The reports will be kept available for inspection by:	H&S Coordinator

## 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:	Executive Head Named Person see responsibility matrix
--	--

The premises asbestos log is kept:	School Office
------------------------------------	---------------

The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	H&S Coordinator
---	-----------------

## Radioactive Sources

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

The location of the following records is:

DFE permission to purchase letter	N/A
History of the sources	N/A

## Noise

Specialist by arrangements	SMT
----------------------------	-----

### Waste Management

Waste will be collected daily by:	Site Manager/Caretaker
-----------------------------------	------------------------

The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Site Manager/Caretaker
--	------------------------

The person responsible for checking that the oil tank bund wall is effective is:	N/A
--	-----

### Cleaning Arrangements

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

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

Advice may be sought from the Health and Safety Team contracted by Equals Trust/Schools.

The person responsible for the collection and management of soiled laundry is: <b>(Residential establishments only)</b>	N/A
--	-----

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Executive Head/SMT Site Manager/Caretaker
---	--

### Health and Safety Inspections

The person responsible for organising and carrying out ongoing safety inspections, including planning, inspection, reporting is:	Executive Head Site Manager/Caretaker H&S Coordinator
--	---

Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). The Link Governor for Building and Services will participate with safety inspections where practicable.

A copy will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Executive Head H&S Coordinator
---	-----------------------------------

## Provision of Information

The person responsible for distributing all health and safety information received from the LA/HSE and elsewhere and for the maintenance of a health and safety information reference system is:	Executive Head / H&S Coordinator
--	-------------------------------------

Records of employee's signatures indicating that they have received and read and understood health and safety information are kept:	School Office H&S Coordinator
---	----------------------------------

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

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	School Office
The person responsible for maintaining it is:	H&S Coordinator

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.	Executive Head H&S Coordinator
--	-----------------------------------

The health and safety notice board is sited:	Staff Room
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	H&S Coordinator

The Health and Safety Law Poster is sited:	Staff Room
The person responsible for maintaining it is	H&S Coordinator

## Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval are obtained for educational visits in United Kingdom <b>not</b> including and overnight stay is:	Executive Head / Deputy Head
---	---------------------------------

The person responsible for ensuring that the appropriate risk assessment and approval are obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	Executive Head / Deputy Head
--	---------------------------------

--	--

The person responsible for ensuring that the appropriate risk assessment and approval are obtained for educational <b>visits abroad</b> including an overnight stay is:	Executive Head / Deputy Head
---	------------------------------

### 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:	Executive Head / Deputy Head
--	------------------------------

### Team Teach

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

### Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme is:	Executive Head / Deputy Head / Site Manager/Caretaker
---	---

The person responsible for following up the annual play equipment inspection report is:	H&S Coordinator School Office
---	----------------------------------

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:	Site Manager/Caretaker
--	------------------------

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

### Swimming Pools

The person responsible for ensuring that the pool is <ul style="list-style-type: none"> <li>correctly and safely maintained</li> <li>regular inspections are carried out</li> <li>remedial action is taken or if necessary the pool is taken out of use where necessary</li> </ul> appropriate records are kept is:	Contracted out to local Leisure Centre. Detailed risk assessment and operating procedures are provided and stored in the school offices
---	---

The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code	See above
---	-----------

of safe practice, with lifesavers and adequate supervision etc is:	
--	--

### Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises In accordance with the lettings procedure is:	Executive Head
--	----------------

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

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

### Visitors

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

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

### Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals for improvements.	Executive Head in accordance with Equals Trust Policy
--	---

### Contractors

**Note: The School will normally use contractors on the approved list.**

The person responsible for selecting contractors and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on the LA's approved lists is,	Executive Head/SMT/ Site Manager/Caretaker
--	---

The person in control of contractors is:	Executive Head/SMT/ Site Manager/Caretaker
--	---

Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Executive Head / SMT H&S Coordinator Site Manager/Caretaker
---	---

### **Supplies (Purchasing/Procurement and Deliveries)**

The Equals Trust Policy will be adopted to 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
Equals Trust	In accordance with Finance Policy
Office Manager	External contracts and equipment.
H&S Coordinator	H&S PPE and documentation

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

### **Catering**

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Named Person see responsibility matrix
--	--

### **In-house Catering**

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Named Person see responsibility matrix
--	--

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 matter requiring authorisation/action to the Governing Body or LA is:	Executive Head
--	----------------

### **Smoking**

The Governing Body has prohibited smoking on the school site.



**Notes:**

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

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

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

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

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Executive Head
---	----------------

**Vehicles**

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.	Executive Head
---	----------------

The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	N/A
---	-----

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

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

**Stress**

The persons responsible for monitoring absence owing to stress related illness is:	Executive Head
--	----------------

**Lone Working**

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

**Bullying/Harassment**

The school's policy on behaviour (including	Executive Head's Office
---	-------------------------

bullying) is kept:	
Records of bullying incidents and action taken are kept:	Executive Head's Office

## Insurance

Equals Trust insure on behalf of the Schools all buildings and operational areas of the statutory education taking place within the School. Any third parties e.g. Preschool will ensure their own content public liability / employee liability and indemnity and operations.

## Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement/Checklist to the Equals Trust:	Local Governing body Executive Head H&S Coordinator
--	---

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Local Governing body Executive Head H&S Coordinator
--	---

LGB Governor checklist for Health and Safety at Crossdale Primary School reported annually	H&S LGB
--	---------

The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is:	Executive Head H&S Coordinator
--	-----------------------------------

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

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

Signed ..... Executive Head

Date .....

Signed .....

Nominated person by Chairman of Governors

Date .....