

# Netherfield Primary School and Pre-School

## **Health and Safety Policy**

October 2016

Nurturing the potential of all, striving to be the best we can be.

Enjoy, Learn, Achieve

## **1. STATEMENT OF INTENT**

The Governing Body of Netherfield Primary and Pre-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 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.

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service 'wired'. Health & Safety Community.

## **2. ORGANISATION**

### **2.1 Responsibilities of the Governing Body**

The Governing Body is responsible for:

- Complying with the County Council's Health and Safety Policy and arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises 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 LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring of health and safety matters within the school, including health and safety inspection reports and accident reports;

## **2.2 Responsibilities of the Headteacher**

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability Act 1957/1984 is complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the school's work activities, including those off site, which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Schools' Health and Safety Team;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the establishment's annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

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

### **2.3 Responsibilities of the Health and Safety Co-ordinator Neville Vanagelis & Philip Holland, Site Managers**

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him to discharge his 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 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 Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the LA;
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos log.

### **2.4 Phase Leaders/Lead subject innovators**

Phase Leaders/Lead Subject innovators are responsible for:

- The day to day management of health and safety within their area of responsibilities in accordance with the health and safety policy;
- Drawing up and reviewing relevant policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of their areas of responsibility and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy.

### **2.5 Responsibilities of all staff**

All staff employed at the establishment have a responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- co-operate with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Headteacher/Line Manager any serious or immediate danger;
- report to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and the health and safety committee where appropriate.

### **STAFFING STRUCTURE**

<b>SENIOR MANAGEMENT TEAM</b>		
HEADTEACHER	DEPUTY HEADTEACHER	ASSISTANT HEADTEACHERS

2 YEAR OLDS	FOUNDATION UNIT	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	Nurture
2 TAs	3 Teachers	2 Teachers	2 Teachers	2 Teachers	2 Teachers	2 Teachers	2 Teachers	2 TAs

SITE STAFF	OFFICE STAFF	MID-DAY STAFF	TEACHING ASSISTANTS
1 Site Managers	1 Office Manager 3 Admin Assistants	1 Senior Mid-day Supervisor 14 Mid-day Supervisors	24 Teaching Assistants 8 Foundation Teaching Assistants

### **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:	Neville Vanagelis/ Site Manager
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#### **Health and Safety Representatives**

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

Professional Association	Name
NASUWT	
NUT	
UNISON	
ATL	

### 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:	Peter Hardern, Headteacher
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### Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	Finance and General Purposes Committee
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### 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	Policy File: Headteachers Office
Bomb Alert	Emergency Plan in School Office
Gas Leak	Emergency Plan in School Office
Electrical Fault	Emergency Plan in School Office
Water	Emergency Plan in School Office
Storm or Flood Damage	Policy File: Headteachers Office
Persons Threatening Violence on Site	Policy File: Headteachers Office
Dangerous Animal(s) on Site	Policy File: Headteachers 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 person for ensuring and supervising ( where appropriate )	Person	Deputy
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The controlled evacuation of people from the building or on the site to a place of safety,	Peter Hardern, Headteacher	Paula Taylor Deputy Headteacher
• summoning of the emergency services	Sue Newbold, Office Manager	Emma Langley Admin Assistant
• that a roll call is taken at the assembly point	Paula Taylor Deputy Headteacher	Emma Tabreham- Henshaw Assistant Headteacher
• that no-one attempts to re-enter the building until the all clear is given by the emergency services is	Peter Hardern, Headteacher	Paula Taylor Deputy Headteacher

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

- **to ensure the safety of all persons, 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:	Peter Hardern, Headteacher
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The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Peter Hardern, Headteacher
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy Peter Hardern, Headteacher
	Second Copy School Office

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Peter Hardern, Headteacher
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## Evacuation Routes

Please see plan at Appendix 1.

**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	Site Managers Office	Neville Vanagelis Site Manager
Emergency Lighting System	Site Managers Office	Neville Vanagelis Site Manager
Smoke Detection System	Site Managers Office	Neville Vanagelis Site Manager

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:	Neville Vanagelis Site Manager
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Extinguishers: Nottinghamshire Fire & Rescue Service Tel: 01623 825516  ADT Fire and Security Telephone Number 0115 921 6121
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**Location of Firefighting Equipment**

Please see plan at Appendix 2.

**Locations of Main Service Isolation Points**

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

<b>SERVICE</b>	<b>LOCATION OF ISOLATION POINT DETAILS</b>
Water	Boiler House
Electricity	Boiler House
Gas	Boiler House

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



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

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

Location of Accident Book	Person in Charge of Accident Book
Medical Room	Mrs Lesley Balfe/Mrs Mandy Roper/Miss Ann Hopkin
Staff Room	Mrs Lesley Balfe/Mrs Mandy Roper/Miss Ann Hopkin
Foundation Unit	Mrs Lesley Balfe/Mrs Mandy Roper/Miss Ann Hopkin
Both Halls	Mrs Lesley Balfe/Mrs Mandy Roper/Miss Ann Hopkin

Accident reports should be drawn to the attention of and counter-signed by the Headteacher of his/her Deputy before being sent to the Health and Safety Team at County Hall.	Headteacher:  Peter Hardern, Headteacher
	Deputy:  Paula Taylor Deputy Headteacher

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Peter Hardern, Headteacher
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### 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
Lesley Balfe	KS1, KS2	10.06.2018
Ann Hopkin	KS1, KS2	09.01.2018
Mandy Roper	Foundation Unit, KS1	16.11.2017

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 Room	

The person responsible for ensuring first aid qualifications are maintained is:	Peter Hardern Headteacher
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The persons who have received Paediatric First Aid Training are:

Name	Location	Date of Expiry of Certificate
Mandy Roper	Home/School Liaison	01.11.2017
Sue Reynolds	FSU	01.03.2018
Cathy Steele	FSU	01.03.2018
Elaine Weaver	2-year-olds	21.07.2017
Gemma Nason	Year 6	21.07.2017

The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Peter Hardern, Headteacher
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
Medical Room	Medical Room
Staff Room	Staff Room
Foundation Unit	Foundation Unit
Both Halls	Both Halls

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

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Staff Room	All classrooms have a basic first aid box.

A termly check on the location and contents of all first aid boxes will be made by.	Mrs Lesley Balfe/Mrs Mandy Roper
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**A defibrillator is kept in the School Office.**

The persons who have received training on this equipment are:

Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment?	Mrs Lesley Balfe/Mrs Mandy Roper
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The address and telephone number of the nearest medical centre/NHS GP is:	Dr J Williams Park House Medical Centre 61 Burton Road Carlton Nottingham NG4 3DQ
	<b>0115 961 7616</b>

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queens Medical Centre University Hospital Derby Road Nottingham
	<b>0115 924 9924</b>

### Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Mrs Lesley Balfe/Mrs Mandy Roper
	Deputy Miss A Hopkin

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Mrs Lesley Balfe/Mrs Mandy Roper
	Deputy Miss A Hopkin

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Mrs Lesley Balfe/Mrs Mandy Roper
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### Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Mrs Lesley Balfe/Mrs Mandy Roper
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### 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:	Peter Hardern, Headteacher
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## 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, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Peter Hardern, Headteacher
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	In the Office
It should then be placed/given to	Peter Hardern, Headteacher
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Peter Hardern, Headteacher

## 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:	Neville Vanagelis Site Manager
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All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, classrooms and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Neville Vanagelis Site Manager
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The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Neville Vanagelis Site Manager
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The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	Neville Vanagelis Site Manager
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## Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Neville Vanagelis Site Manager
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Neville Vanagelis Site Manager
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The person responsible for ordering repairs which are the school's responsibility is:	Neville Vanagelis Site Manager
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	Neville Vanagelis Site Manager
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The name and telephone number of the school's attached maintenance surveyor is:	Name: Jarrod Tandy
	Telephone Number: 0115 977 4837

### Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Neville Vanagelis Site Manager
	Deputy Peter Hardern, Headteacher

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First Neville Vanagelis Site Manager
	Deputy Peter Hardern Headteacher

### 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:	Peter Hardern, Headteacher
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### Animals in School

Certain disease carried by animals can also affect humans. Members of staff and children who are in contact with the animals should be made aware of this:

Everyone involved in working with the animals, or "visiting" them should follow the principles of good hygiene to minimise risk of disease or infection. Procedures to ensure good hygiene are outlined in the Animals in School Policy.

Children and adults will be taught how to gently interact with the animals, thus minimising stress and therefore the likelihood of the animals scratching and biting.

Parents will be asked to inform school if there is an allergy is known about. All staff involved will be informed and measures will be taken to ensure that the child does not come into physical contact with the known allergen.

The people responsible for the supervision of animals in school are	Nicola Holdridge/Erica
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	Cresswell
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### Dogs in School

Only known dogs will be permitted to be in school under the direct supervision of their owner.

The person responsible for supervising the dogs in school is:	Joanne Mulligan
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All waste related to the farm and animals will be disposed of by the Site Manager.

### Caring for animals during weekend and holiday periods

Parents and carers who access the school site when school is closed will be given all necessary information required for safe management of the animals and their housing. Emergency contact details will be shared.

### 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:	Peter Hardern, Headteacher
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- Health and Safety Policies: County Council, Departmental, and School.
- NCC 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 teaching staff in consultation with their line managers and the employees concerned is:	Peter Hardern Headteacher
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Peter Hardern, Headteacher
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Peter Hardern, Headteacher
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The person responsible for reviewing the effectiveness of health and safety training is:	Peter Hardern, Headteacher
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Peter Hardern, Headteacher
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Peter Hardern, Headteacher
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## **Manual Handling of Loads**

### Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Neville Vanagelis Site Manager
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The person responsible for monitoring the safety of manual handling activities is:	Neville Vanagelis Site Manager
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### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Tracy Walker
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The load assessors for the moving and handling of people are:	Peter Hardern, Headteacher
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## **Work Equipment**

### SPECIFIC RISKS

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

## Access Equipment

### Ladders

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

### Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Neville Vanagelis Site Manager
Person(s) authorised to use is/are:	All Staff

## 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	Neville Vanagelis Site Manager
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## 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:	N/A
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	

The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	Rowan Carr SENCo
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Rowan Carr SENCo

## 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:	Neville Vanagelis Site Manager
Person(s) authorised to operate and use is/are:	All Cleaners



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

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Brigitte Newmarch School Cook
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Person(s) authorised to operate and use is/are:	Brigitte Newmarch School Cook
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### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Paul Humphreys
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Person(s) responsible for regular (daily) visual inspection is/are:	Paul Humphreys
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Contractor responsible for annual full inspection and report is:	Paul Humphreys
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### **Outdoor Play Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Paula Taylor
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Person(s) responsible for regular (daily) visual inspection is/are:	Neville Vanagelis Site Manager
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Contractor responsible for annual full inspection and report is:	Neville Vanagelis Site Manager
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### **Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Paula Taylor
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Person(s) authorised to operate and use is/are:	Paula Taylor/Neville Vanagelis
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### **Mobile Staging and Seating**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Neville Vanagelis Site Manager
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Person(s) authorised to operate and use is /are:	Neville Vanagelis/ Teaching Staff
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### **Pianos, Organs and Other Musical Instruments**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Neville Vanagelis Site Manager
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Person(s) authorised to operate and use is/are:	Teaching Staff
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## Portable Electrical Appliances

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

## Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
Sue Newbold	Office Manager
Amanda Green	Administrator
Esther Snook	Administrator
Emma Langley	Admin Assistant

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Neville Vanagelis Site Manager
The person responsible for implementing the requirements of the risk assessment is:	Peter Hardern Head teacher

## Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	Kate Garner
Design and Technology	Sarah Hollingworth
Art and Design	Steph Crawford
Caretaking and Cleaning	Neville Vanagelis
Catering	Brigitte Newmarch
Grounds Maintenance	Neville Vanagelis & Country Wide Service

## Hazardous Substances

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

Science	Kate Garner
Design and Technology ( Materials )	Sara Hollingworth
Design and technology ( Food and Textiles )	Sara Hollingworth
Art and Design ( Fine Arts )	Steph Crawford
Art and Design ( Ceramics )	Steph Crawford
Caretaking and Cleaning	Neville Vanagelis
Catering	Brigitte Newmarch
Grounds Maintenance	Neville Vanagelis & Country Wide Services

Copies of all the hazardous substances inventories are held centrally in:	Site Manager's Office
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The person responsible for undertaking and updating the COSHH risk assessments is:	Neville Vanagelis Site Manager
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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 is:	Neville Vanagelis Site Manager
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The premises asbestos log is kept:	Site Manager's Office
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Neville Vanagelis Site Manager
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## Radioactive Sources

The Radiation Protection Supervisor is:	N/A
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The location of the following records is:

Use log	Vicky Buckland/James Payne ICT Co-ordinator
Monitoring/Test records	Neville Vanagelis Site Manager

Risk assessments for use	Paul Humphreys/ Neville Vanagelis
CLEAPSS Science Codes of Practice	Kate Garner Science Coordinator

## Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Neville Vanagelis Site Manager
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## Waste Management

Waste will be collected daily by:	Neville Vanagelis Site Manager
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Neville Vanagelis Site Manager
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Neville Vanagelis Site Manager
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## Cleaning Arrangements

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

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

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

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	Neville Vanagelis Site Manager
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Peter Hardern Head teacher
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## Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Peter Hardern Head teacher
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body 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:	Peter Hardern Head teacher
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### Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	Peter Hardern Head teacher
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Office
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	Headteacher's Office
The person responsible for maintaining it is:	Peter Hardern Head teacher

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):	Peter Hardern Head teacher
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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 notice board and keeping it up to date is:	Neville Vanagelis Site Manager

The Health and Safety Law Poster is sited:	Staff Room
The person responsible for maintaining it is:	Neville Vanagelis Site Manager

### Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including and overnight stay is:	Peter Hardern Head teacher
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	Peter Hardern Head teacher
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The person responsible for ensuring that the appropriate risk	Peter Hardern
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assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	Head teacher
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### Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Peter Hardern Head teacher
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## Outdoor Play Equipment

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

The person responsible for the selection and siting of outdoor play equipment and ensuring that this process goes through the County Council self help scheme is:	Peter Hardern Headteacher
The person responsible for following up the annual play equipment inspection report is:	Peter Hardern Headteacher
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:	Neville Vanagelis Site Manager
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Staff on Duty

## Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Sue Newbold Office Manager
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Neville Vanagelis Site Manager
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Neville Vanagelis Site Manager

## Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"><li>• an identification badge</li><li>• relevant health and safety information</li><li>• and will sign the visitors book</li></ul>	School Office
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	In the Headteacher's Office and Staffroom

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

The person responsible for submitting proposals to the LA for approval through the self help scheme procedure is:	Peter Hardern, Headteacher
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## Contractors

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

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on the LA's approved lists is,	Neville Vanagelis Site Manager
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The person in control of contractors is:	Neville Vanagelis Site Manager
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Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Neville Vanagelis Site Manager
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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
Peter Hardern	Headteacher
Sue Newbold	Office Manager
Amanda Green	Administrator

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Office Staff
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## Catering (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Brigitte Newmarch, School Cook
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## 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:	Brigitte Newmarch School Cook
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**Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer**



The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Brigitte Newmarch, School Cook
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## Smoking

The Governing Body has prohibited smoking on the school site and in vehicles under its control.

### 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:	Peter Hardern Headteacher
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## 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.	Peter Hardern Headteacher
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	N/A
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## Stress

The persons responsible for monitoring absence owing to stress related illness is:	Paula Taylor Deputy Headteacher
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## Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Neville Vanagelis Site Manager
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## Bullying/Harassment

The school's policy on behaviour (including bullying) - Engagement and Mood management policy is kept:	Headteacher's Office & Staff Room
Records of bullying incidents and action taken are kept:	Headteacher's Office

## Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	Peter Hardern Headteacher
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is	Peter Hardern Headteacher
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The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is:	Peter Hardern Headteacher
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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:	Neville Vanagelis Health and Safety Co-ordinator
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Headteacher's Office
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**Note: The Schools Health and Safety Team is responsible for an external health and safety audit of the management of health and safety in the establishment.**

This policy was ratified by the Governors in September 2015 and reviewed in October 2016. It will be updated in October 2017

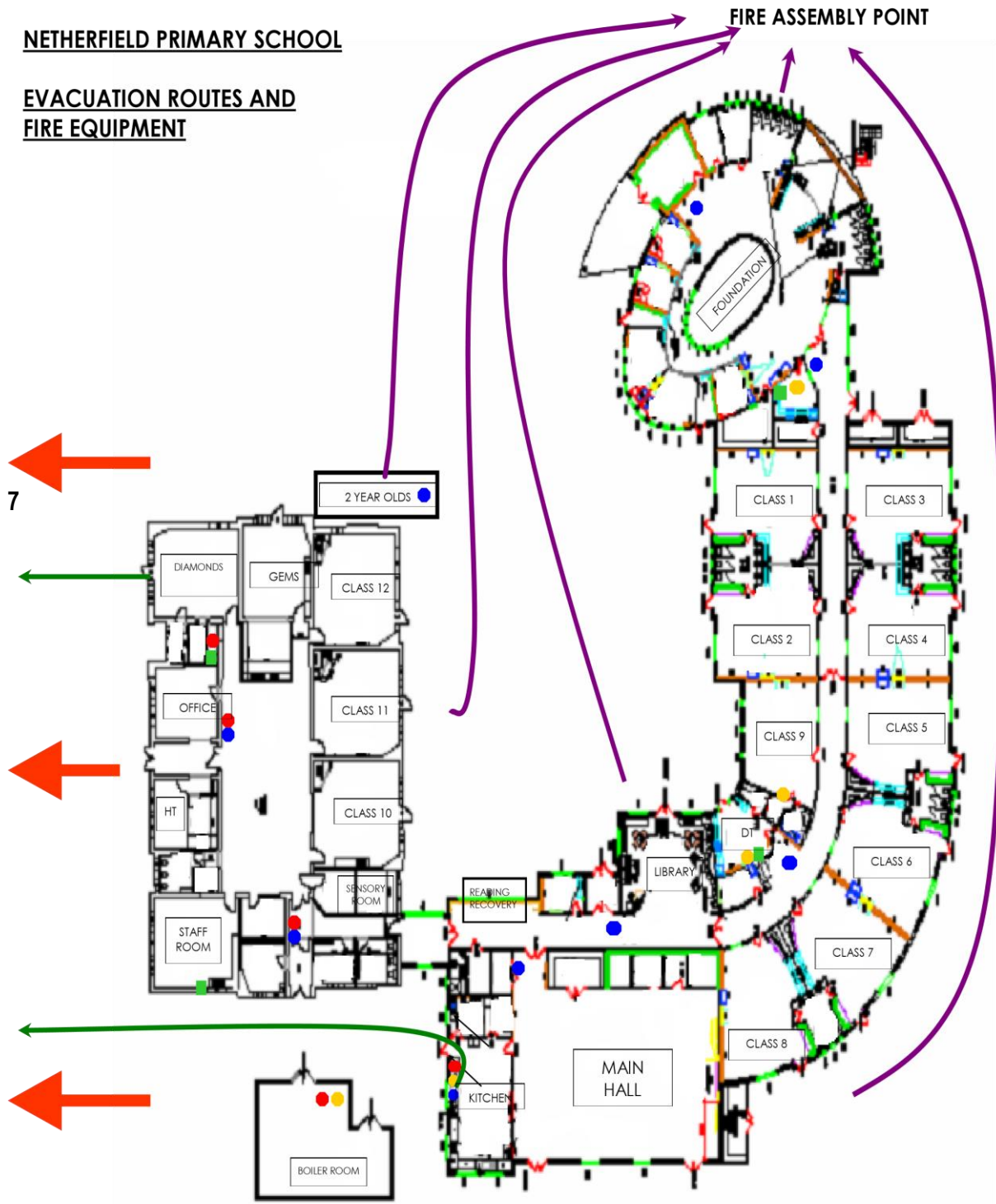
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Appendix 1

NETHERFIELD PRIMARY SCHOOL

EVACUATION ROUTES AND  
FIRE EQUIPMENT



EXIT ROUTE KEY

-  Exits for bomb threat or Derailment (to Ley Street Community Centre)
-  Exits for fire
-  Exits for Kitchen Staff

# Appendix 2 – Location of Fire Fighting Equipment in School

## KEY

- Water (9)
- CO<sup>2</sup> (5)
- Powder (5)
- Fire Blanket (5)

