



Shine like Stars



LOWDHAM C of E PRIMARY

Health & Safety Policy

Love others – *“My command is this: love each other as I have loved you.”* John 15:12

Everyone join in – *“How good and pleasant it is when God’s people live together in unity!”* Psalm 133:1

Always do your best – *“Work at everything you do with all your heart.”* Colossians 3:23

Reach out – *“Do to others as you want them to do to you.”* Luke 6:31

Never give up – *“I can do all this by the power of Christ. He gives me strength.”* Philippians 4:13

Lowdham CofE (Aided) Primary School

Love others; **E**verybody join in; **A**lways do your best;
Reach out; **N**ever give up.



Health and Safety Policy

HEALTH AND SAFETY STATEMENT FOR SCHOOLS

NAME OF ESTABLISHMENT: Lowdham CofE Primary School

At the time of writing, the staff mentioned in this policy are:

Headteacher: Matt Jones

Deputy headteacher: Andrea Burrows

Site manager: Barry Edwards

School Business Manager: Helen Sharman

H&S link governor: Chris Simson

1. STATEMENT OF INTENT

The Governing Body of **Lowdham CofE Primary** 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

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- ☒ 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 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 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 health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Headteacher

The Headteacher (Matt Jones) is responsible for:

- ☒ Ensuring the requirements of the Occupier's Liability 1957/1984 (<https://www.legislation.gov.uk/ukpga/1984/3>) are complied with.

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- ☒ 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 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 establishments 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 the deputy headteacher.

2.3 Responsibilities of the Health and Safety Co-ordinator (Matt Jones)

Responsible to the Governors for:

- ☒ Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- ☒ Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- ☒ Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc)

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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 annual 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 Heads of Subject Departments/Subject Co-ordinators – All staff in Primary School

2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, school governors and headteacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;

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- 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: Matt Jones	Headteacher
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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
GMB (union)	Charlotte Baldwin

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:	
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Health and Safety Committee

The constitution, membership and the minutes of the School	FGB
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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)
Emergency plans	Headteacher’s office/Main office/digital staffroom/Caretaker’s office

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

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from them.

The person (and deputy) responsible person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Headteacher: Matt Jones	Deputy Head: Andrea Burrows
☒ summoning of the emergency services	Office admin	
☒ that a roll call is taken at the assembly point	Teachers	Teaching assistants
☒ that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Headteacher, Deputy Headteacher or other member of the senior management team)	Headteacher	Deputy Head

Note: The priorities are as follows:

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

The person responsible for arranging, recording and monitoring fire drills and lockdown procedures at least once per term is:	Matt Jones
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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:	Matt Jones
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Barry Edwards and Matt Jones
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Fire Prevention and Detection Equipment Arrangements

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

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Fire log book	Site Manager – Barry Edwards

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Emergency Lighting System	Fire log book	Site Manager – Barry Edwards
Smoke/heat Detection System	TIS log book	TIS (external company)

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 – Barry Edwards
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is: NCC Service checked annually	Name: NCC – Notts Fire Safety LTD
	Telephone Number: 01623 825516

Locations of Main Service Isolation Points

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

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Main reception – office
Electricity	Main store room (by staff room)
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
School Office and on line	Helen Sharman/ Abbie Button
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: Matt Jones
	Deputy Head: Andrea Burrows

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

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The following employees are **first-aiders** have been trained to First Aid at Work level:
All staff received **Emergency First Aid at Work** training in May 2025. This certificate lasts until May 2028.

The following employees are **appointed persons** have been trained to Emergency Aid for Schools level and have received paediatric first aid training.

N.B. All staff have received EFAW training and can deal with a situation; they will seek second opinions and guidance if the injury/accident is more than superficial.

Name	Location/Extension	Date of Expiry of Certificate
Charlotte Baldwin	ProTrainings.uk @Lowdham CofE	January, 2026 – March, 2029
Abbie Button	ProTrainings.uk @Lowdham CofE	January, 2026- January,2029
Clare Greaves	ProTrainings.uk @Lowdham CofE	January, 2026- January,2029
Matt Jones	ProTrainings.uk @Lowdham CofE	January, 2026- January,2029
Christine Langan	ProTrainings.uk @Lowdham CofE	January, 2026- January,2029

The person responsible for ensuring first aid qualifications are maintained is: Matt Jones	Headteacher
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Out of School Club Manager: Charlotte Baldwin
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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)
Foundation	Foundation
Year 2/3	Year 2/3
Year 4/5/6	Year 4/5/6

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

Location of Travelling First Aid Box
Store room

A termly check on the location and contents of all first aid boxes will be made by.	Charlotte Baldwin/ Helen Sharman
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Use of first aid materials and deficiencies should be reported to: Julie Silverwood who is responsible for their replenishment.	Matt Jones
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The address and telephone number of the nearest medical centre/NHS GP is:	Lowdham Medical Practice
	0115 9664120

The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queen's Medical Centre
	999/01159249924

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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: Charlotte Baldwin
	Deputy: Helen Sharman

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: As above. Currently N/A
	Second

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is: Alison Anderton	SENCO
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is: various	Class teachers to maintain accessibility
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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: the SLT	Senior Leadership Team: Matt Jones, Andrea Burrows & Tess Edmonds
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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: Matt Jones, Barry Edwards, Helen Sharman	Headteacher Site manager Office administrator
Verbal reports should be followed up in writing using the	

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hazard reporting form which can be found:	
It should then be placed/given to: Matt Jones	
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is: Matt Jones & Barry Edwards	Site Manager/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: Barry Edwards.	Site manager
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: Barry Edwards (who will arrange for its safe disposal).	Site Manager
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is: Barry Edwards.	Site Manager
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is: Julie Colson.	First Aider: contracted to be collected
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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: Barry Edwards by means of the hazard reporting procedure.	Site Manager
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Defective furniture should be taken out of use immediately and reported to: Barry Edwards who will arrange for its replacement or repair.	Site Manager
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The person responsible for ordering repairs which are the school's responsibility is: Barry Edwards & Matt Jones	Site Manager/ headteacher
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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: Matt Jones	Headteacher
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The name and telephone number of the school's attached maintenance surveyor is:	Name: See Asset management website P2
	Telephone Number:

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Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is: Barry Edwards	First: Site Manager
	Deputy: Headteacher
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are: Foremost Security M: 07725 225 487 T: 0115 911 0213	First: as above

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: Barry Edwards & Matt Jones	Site Manager, Headteacher
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Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is: Matt Jones	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: Matt Jones	Headteacher
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in	Headteacher
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consultation with their line managers is: Matt Jones	
The person responsible for compiling and implementing the school’s annual health and safety training plan is: Matt Jones, Chris Simson & Barry Edwards	Headteacher, H&S governor, Site Manager
The person responsible for reviewing the effectiveness of health and safety training is: Matt Jones, Chris Simson & Barry Edwards	As above
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is N/A	N/A

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: Barry Edwards	Site Manager
The person responsible for monitoring the safety of manual handling activities is: Matt Jones	Headteacher

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is: Alison Anderton, Matt Jones	SENCO
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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: Barry Edwards	Site Manager
Person(s) authorised to use is/are: Barry Edwards	As above

Stepladders

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

Equipment Provided for Pupils with Special Educational Needs – 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: Barry Edwards	Site Manager
Person(s) authorised to operate and use is/are: Barry Edwards	Site Manager

Grounds Maintenance Equipment (Machinery and Tools)

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

PE Equipment

Person responsible for selection, inspection, maintenance, training supervision, safe use and risk assessment is:	G.M. Services
Person(s) responsible for regular (daily) visual inspection is/are: various	Staff
Contractor responsible for annual full inspection and report is: G.M. Services	G.M. Services

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training supervision, safe use and risk assessment is:	Teaching staff on duty
Person(s) responsible for regular (daily) visual inspection is/are:	Barry Edwards
Contractor responsible for annual full inspection and report is:	G.M. Services

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training supervision, safe use and risk assessment is: Barry Edwards	Site manager
Person(s) authorised to operate and use is/are: various	Teaching staff

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Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Barry Edwards & Matt Jones	Headteacher & Site manager
Person(s) authorised to operate and use is /are: various	Site Manager and staff

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is: Tess Edmonds, Matt Jones	Tess Edmonds, Peripatetic teachers
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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: Matt Jones	Headteacher
Person(s) responsible for carrying out formal visual inspection and testing is/are: Barry Edwards	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: Matt Jones	Headteacher

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
Helen Sharman	School Business Manager
Abbie Button	Apprentice Office Administrator

Hazardous Substances

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

Caretaking and Cleaning	Site Manager – Barry Edwards
Catering	Site Manager – Barry Edwards
Grounds Maintenance	Site Manager – Barry Edwards
Other	Site Manager – Barry Edwards

Copies of all the hazardous substances inventories are held centrally in: Barry's office	Site Manager's office
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The person responsible for undertaking and updating the	Site Manager
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COSHH risk assessments is: Barry Edwards	
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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: Barry Edwards	Site Manager
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The premises asbestos log is kept:	Foyer
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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: Barry Edwards	Site manager
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Noise

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

Waste will be collected daily by: Barry Edwards	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:	As above
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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:	As above
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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 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.

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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: Matt Jones & Barry Edwards	Headteacher & 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: Matt Jones	Headteacher
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Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is: Matt Jones & Chris Simson	Headteacher, Health and Safety governor.
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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:	Matt Jones
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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: Matt Jones	Headteacher
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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:	Site manager's office
The person responsible for maintaining it is: Matt Jones	Headteacher

The person responsible for deciding on the appropriate circulation of each document is: Matt Jones Employees will sign to confirm they have read and understood the information.	Headteacher
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The health and safety notice board is sited:	Staffroom
The Health and Safety Law Poster is sited:	Staffroom
The person responsible for maintaining it is: Matt Jones	Headteacher

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including overnight stay is: Helen Sharman	Educational visits leader Helen Sharman
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is: Matt Jones & Helen Sharman	Headteacher & EVC
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	N/A

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: Matt Jones	Headteacher
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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: Matt Jones	Headteacher
The person responsible for following up the annual play equipment inspection report is: Barry Edwards	Site Manager
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: Barry Edwards	Site Manager

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The person responsible for ensuring that the equipment is adequately supervised when in use is:	All staff
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises in accordance with the lettings procedure is:	Site Manager: B. Edwards
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	As above
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is: Barry Edwards	As above
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Visitors

On arrival all visitors should report to: Helen Sharman/ Abbie Button where they will be issued with: <ul style="list-style-type: none">  an identification badge  relevant health and safety information  Safeguarding poster and leaflet shown to all visitors  log themselves into InVentry electronic system 	The office
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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: Matt Jones	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: Matt Jones, Helen Sharman	Headteacher & Office administrator
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The people in control of contractors is: Matt Jones, Helen	Headteacher & Office
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Reach out; Never give up.



Sharman	administrator
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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: Matt Jones, Helen Sharman	Headteacher & Office administrator
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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
Helen Sharman	All
Matt Jones	All
Andrea Burrows	All

Deliveries of goods will be reported to: Helen Sharman (SBM) who will arrange for them to be taken to the appropriate location: where needed	The Office
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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: Catering & Facilities Management – NCC	C&FM – Matt Jones to check
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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: Estelle Butler	The head cook/chef
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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	Headteacher
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is: Matt Jones	
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Smoking

The Governing Body has prohibited smoking in the school 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: Matt Jones	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.	Matt Jones to check
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Stress

The persons responsible for monitoring absence owing to stress-related illness is: Matt Jones	Headteacher
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone-working activities is: Matt Jones	Headteacher
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Bullying/Harassment

The school’s policy on behaviour (including	Headteacher’s office/school website
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bullying) is kept:	
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: Matt Jones	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/are: Matt Jones	Headteacher
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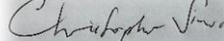
The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is: Matt Jones	Headteacher
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The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is: Matt Jones	Headteacher
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:  Headteacher

Date: 25/09/24

Signed:  H&S Link Governor

Date: 25/09/24

Reviewed and ratified by Governing body	Autumn Term 2025		
Next Revision (Please highlight as appropriate)	Annual	Biennial	Tri-annual
To be review	Autumn Term 2026		

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