Nottinghamshire County Council

Beeston Rylands Junior School

Health and Safety Policy

Head Teacher Signature:	Catherine Turner
Date Adopted:	22nd January 2026
Review Date:	January 2027

Contents

Statement of Intent 3
Organisational Structure and Responsibilities 4
Management Structure 4
Responsibilities of the Governing Body / Trustees 4
Responsibilities of the Head Teacher / Principal 5
Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff) 6
Responsibilities of all Employees 7
Arrangements 7
Co-ordination and Communication 7
Emergencies 8
Accidents and Medical Arrangements 9
Hazard Identification and Control 12
Information, Instruction and Training 12
Premises 13
Security 14
Use of Premises Outside School Hours 15
Control of Contractors 16
Work Equipment 16
Substances and Personal Protective Equipment 20
Housekeeping and Waste 20
Manual Handling 21
Educational Visits 22
Inspections (External & Internal) 22
Management Review 22

Statement of Intent

The Governing Body of **Beeston Rylands Junior School** will meet their 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 ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved 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 school 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 of 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 the schools activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

Signed: Sam Williams / Lisa Griffiths

(Co Chair of Governors)

Date: 22nd January 2026

Signed: Catherine Turner

(Head Teacher)

Date: 22nd January 2026

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

Responsibilities of the Governing Body

The Governing Body are responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed 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 and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.

- Risk assessments are completed 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 and others.

- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.

- Information regarding health and safety matters will be communicated to the relevant individuals.

- Identify staff health and safety training requirements and make arrangements for provision.

- Establish and attend the schools health and safety committee (where appropriate).

- Developing and/or reviewing the school annual health and safety action plan.

- Co-operating with and providing necessary facilities for trade union safety representative(s).

- Participating in the Local Authority / Trust health and safety auditing arrangements and ensuring audit action plans are implemented.

- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.

- Employ only competent contractors to work on the school site.

- Seek specialist advice on health and safety matters were appropriate.

- Implement formal arrangements for managing emergency situations.

- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Head Teacher / Principal these responsibilities fall to their immediate deputy.

Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)

Responsible to the Head Teacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher / Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority / Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the schools health and safety committee (where appropriate).

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher.

Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority / Trust, Governors / Trustees and Head Teacher / Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher / Principal any serious or immediate danger.
- Reporting to their Head Teacher / Principal any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Headteacher – Catherine Turner

Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	None

Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Catherine Turner	Headteacher
Rachel Beech	Office Manager
Steve Buckingham	Caretaker

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Headteacher – Catherine Turner
A copy of the emergency plan is available at:	Headteacher's Office

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	**Person Responsible**	**Deputy**
Summoning of the emergency services.	Catherine Turner	Sue Osborne
That a roll call is taken at the assembly point	Catherine Turner	Sue Osborne
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Catherine Turner	Sue Osborne

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.**

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Fuel	Wood pellet store outside in car park
Gas	none
Water	Stop cock staff room
Electricity	Electrical mains cupboard Reception to AV room corridor

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:	Caretaker – Steve Buckingham

Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident 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 specified:

Location of Accident Book	Person in Charge of Accident Book
Corridor – First Aid area	TA – Claire Bannister Office manager – Rachel Beech
Accident reports must be drawn to the attention of the Head Teacher / Principal and where necessary reported via the RIDDOR online system*:	Headteacher – Catherine Turner
	Deputy: Sue Osborne
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Headteacher – Catherine Turner

The Health and Safety Team requires you to report the following types of incident:

- All incidents that involve employees. Record on spreadsheet and hold locally
- Pupil incidents that involve significant injury e.g. bone fractures. Record on spreadsheet and hold locally
- All RIDDOR reportable incidents. Record on spreadsheet, report online (How to make a RIDDOR report – RIDDOR – HSE) and advise NCC H&S hands@nottscc.gov.uk

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 named first aiders:
Emergency First Aid Training – Lasts 3 years

Preferred Forename	Preferred Surname	Date	Renew
Raisa	ALLGAR		
Nikki	BRADSHAW	03/06/24	02/06/27
Kathrin	BARNETT		
Rachel	BEECH	03/06/24	02/06/27
Claire	ELLIS	03/06/24	02/06/27
Kathryn	HARBY		
Jamie	HARPER		
Helen	HOLLIS	03/06/24	02/06/27
Sophie	JONES		
Rachel	LEIGHTON	03/06/24	02/06/27
Karla	McCALLION	06/05/22	02/06/27
Sue	OSBORNE		
Jennifer	PERKINS		
Catherine	TURNER		
Emma	ZOPPI	03/06/24	02/06/27

First Aid at Work – Lasts 3 years

Claire	Bannister		29/06/2026
Rachel	Beech		October 2028

First on Scene – Basic First Aid – Lasts 3 years

Preferred Forename	Preferred Surname	Date	Renew
Steven	BUCKINGHAM	22/05/24	21/5/27
Sue	BUCKINGHAM	22/05/24	21/5/27
Jayne	GIBSON	22/05/24	21/5/27
Danni	HOGG	22/05/24	21/5/27
Joanne	HUTCHINSON	22/05/24	21/5/27
Sally	MORGANS	22/05/24	21/5/27
Bridie	UNWIN	22/05/24	21/5/27

First Aid at Work – Lasts 3 years

Claire	Bannister		29/06/2026
Rachel	Beech		October 2028

Person responsible for ensuring first aid qualifications are maintained:	Office Manager – Rachel Beech
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Headteacher – Catherine Turner

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
Portable – to go on the playground	Corridor – First Aid area
Store Cupboard	

A termly check on the location and contents of all first aid boxes is carried out by:	TA – Claire Bannister Office manager – Rachel Beech
Use of first aid materials and deficiencies should be reported to:	Office Manager – Rachel Beech
Address and telephone number of the nearest medical centre / NHS GP:	The Oaks Medical centre villa street Beeston Tel 01159254566 Manor Surgery Middle Street Beeston Tel 01159076960
Address and telephone number of the nearest hospital with accident and emergency facilities:	Queens Medical centre Nottm NG7 2FT Tel 01159249924

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Headteacher – Catherine Turner
A copy of the medicines policy is available at:	Headteacher's Office and website
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of	First: Claire Bannister Office: Rachel Beech
	Deputy: Helen Holliss

administration, and safely disposing of medicines which are no longer required:	
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. 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:	First: Claire Bannister Deputy: Helen Holliss
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Claire Bannister

Hazard Identification and Control

Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Headteacher – Catherine Turner

Hazard Reporting and Follow Up

All employees, 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 to:	Caretaker – Steve Buckingham
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Headteacher – Catherine Turner

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Caretaker – Steve Buckingham
Defective furniture must be taken out of use immediately and reported to:	Caretaker – Steve Buckingham
Person responsible for ordering repairs and maintenance:	Office Manager – Jayne Gibson

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Headteacher – Catherine Turner
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Headteacher's office
The health and safety notice board is sited:	Staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Headteacher – Catherine Turner
The HSE Health and Safety Law Poster is displayed:	Staffroom
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	Porch

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Headteacher – Catherine Turner

- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Headteacher – Catherine Turner
Person responsible for compiling and implementing the school's annual health and safety training plan:	Headteacher – Catherine Turner
Person responsible for reviewing the effectiveness of health and safety training:	Headteacher – Catherine Turner
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Headteacher – Catherine Turner

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Headteacher – Catherine Turner
The asbestos register is kept at:	Caretaker's room
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Headteacher – Catherine Turner
The disturbance procedure is displayed in a (staff only) area, at:	Outside Caretakers room Office
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Caretaker – Steve Buckingham
The LAMP is kept in:	Caretakers room

Legionella

Person with overall responsibility for managing Legionella:	Headteacher – Catherine Turner
The Legionella risk assessment is kept at:	Caretaker's room
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Headteacher – Catherine Turner
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Arc partnership
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Caretaker – Steve Buckingham
The log book is kept in:	Caretaker's room

Fire

Person with overall responsibility for managing fire safety:	Headteacher – Catherine Turner
The fire risk assessment is kept at:	Caretakers room
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Headteacher – Catherine Turner
Person responsible for routine maintenance and servicing of fire safety equipment:	Office Manager – Jayne Gibson
The log book is kept in:	Caretakers room

Security

Premises

	First: Caretaker – Steve Buckingham

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	Deputy: Headteacher – Catherine Turner

Visitors

On arrival all visitors must report to:	School Reception

- Wherever possible, visits to schools should be pre-arranged
- All visitors must report to reception first and not enter the school via any other entrance
- At reception, all visitors should explain the purpose of their visit and who has invited them.
- They should be ready to produce formal identification.
- All Nottinghamshire County Council staff should show their photo ID card.
- *All visitors will be asked to sign the visitors' record book or equivalent such as an electronic recording system which may include a photograph of the visitor being taken.*
- If the visitor is part of a large group of visitors a separate register may be used
- A visitor's badge should be worn and displayed prominently.
- Visitors should wait in the reception area until an appropriate member of staff meets them to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors must not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- If visitors find they are alone with pupils/children, they should report to a member of staff or reception. This should be explained to visitors.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises.
- School reception staff should check the signing in and out' records regularly to monitor compliance with these procedures.
- The Head teacher or Designated Safeguarding Leads (DSLs) along with the nominated Safeguarding Governor should also monitor compliance with the agreed specified visitor's policy procedures. Should any shortfalls be found, these should be addressed as a matter of urgency, to ensure children and visitors to the school are kept safe.

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Headteacher – Catherine Turner

Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Office Manager – Rachel Beech

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Headteacher – Catherine Turner
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Office Manager – Rachel Beech
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Headteacher – Catherine Turner
Responsibility for liaison and monitoring of contractors:	Office Manager – Rachel Beech Caretaker – Steve Buckingham

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Caretaker – Steve Buckingham
Person(s) authorised and competent to operate and use:	Caretaker – Steve Buckingham

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Caretaker – Steve Buckingham
Person(s) authorised and competent to operate and use:	All staff

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Caretaker – Steve Buckingham

Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	TA working with child in liaison with occupation therapist
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	TA working with child in liaison with occupation therapist
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	TA working with child in liaison with occupation therapist

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	N/A

Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Caretaker – Steve Buckingham
Person(s) authorised and competent to operate and use:	All staff

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	PE subject lead – Jen Perkins

Person(s) responsible for regular daily visual inspection and in-house routine inspection:	All staff
Contractor responsible for annual full inspection and report:	Sportsafe UK Ltd

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Headteacher – Catherine Turner
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	All staff
Contractor responsible for annual full inspection and report:	Sportsafe UK Ltd

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Caretaker – Steve Buckingham and all staff using the mobile stage
Person(s) authorised and competent to operate and use:	

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Office Manager – Rachel Beech
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Office Manager – Rachel Beech
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Office Manager – Rachel Beech
Person(s) responsible for carrying out formal visual inspection and testing:	All staff
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Headteacher – Catherine Turner

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title
Catherine Turner	Headteacher
Rachel Beech	Office Manager
Karolina Atri	Admin Assistant

Person responsible for implementing the requirements of the DSE risk assessment:	Headteacher – Catherine Turner

Swimming Pools

Person responsible for ensuring the swimming pool is: • Correctly and safely maintained • Regular inspections are carried out • Remedial action is taken or if necessary the pool is taken out of use where necessary • Appropriate records are kept	N/A
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	N/A
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	

Substances and Personal Protective Equipment

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

	Person Responsible	Location / Extension
Science	N/A	
Art	N/A	
Caretaking	Caretaker – Steve Buckingham	Caretakers room
Cleaning	Caretaker – Steve Buckingham	Caretakers room
Catering	The Lanes Primary School	The Lanes Primary School
Grounds Maintenance	LA Grounds Maintenance Team	LA
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Caretakers room
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		Caretaker – Steve Buckingham
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Office Manager – Rachel Beech

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 line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Caretaker – Steve Buckingham
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Caretaker – Steve Buckingham

Housekeeping and Waste

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 Caretaker – Steve Buckingham 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.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Office Manager – Rachel Beech
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Headteacher – Catherine Turner

Waste Management and Disposal

Waste will be collected daily by:	Caretaker – Steve Buckingham
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Caretaker – Steve Buckingham
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Caretaker – Steve Buckingham

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Office Manager – Rachel Beech
Person responsible for the safe disposal of any **hazardous substances** or **special waste**:	Office Manager – Rachel Beech
Person responsible for ensuring the safe and appropriate disposal of any **clinical waste**:	Office Manager – Rachel Beech

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Headteacher – Catherine Turner
Person responsible for monitoring the safety of manual handling activities:	All staff

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Headteacher – Catherine Turner
Person responsible for monitoring the safety of manual handling activities:	All staff

Educational Visits

The Educational Visits Co-ordinator at the school is:	Headteacher – Catherine Turner
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Headteacher – Catherine Turner
The Educational Visits Policy is located at:	Headteacher's office

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	LA Catering Service

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body / Trust	Headteacher – Catherine Turner

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Emma Truman Health and Safety Governor
Person responsible for ensuring follow up action on the report is completed:	Headteacher – Catherine Turner

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Headteacher – Catherine Turner

Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Headteacher – Catherine Turner