



# NORTHWOOD PRIMARY SCHOOL

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## HEALTH AND SAFETY POLICY

Signed	<i>V. Garrett</i>
Role	Chair of Governors
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## AMENDMENTS PAGE

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# HEALTH AND SAFETY POLICY STATEMENT

## SECTION A - STATEMENT OF INTENT

At Northwood Primary School we recognise our duty under the Health and Safety at Work etc. Act (as amended) 1974 and associated regulations. We will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our staff and governors are informed of their duties and responsibilities to ensure they take all reasonable precautions to ensure the safety, health and welfare of those that are likely to be affected by the operation of the school.

We will make assessments of the hazards and evaluate the risks created in the course of the school operation and we will review these regularly. We will, so far as is reasonably practicable, control the health and safety risks identified.

We further recognise our duty, so far as is reasonably practicable:

- to consult with our employees on matter affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction and training where necessary for our staff, taking into account those for whom English is not their first language;
- to prevent accidents and cases of work related ill health;
- to actively manage, supervise and audit health and safety at work and to ensure continuous improvement in our health and safety performance and management;
- to provide the required resources to make this policy and our health and safety working arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers and their workers when their worker come onto the school site to do work for us in order to ensure the health and safety of everyone at work;
- our duty to co-operate and work with other employers and their workers when we work at other premises or sites under their control in order to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure that our staff recognise their duties under health and safety legislation whilst at work, we inform them of their duty to take care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out the school's health and safety rules in this policy, on the health and safety noticeboard and in staff meetings and forums.

Signed:

Signed:

Headteacher

Chair of Governors

Date:

Date:

## **SECTION B – ORGANISATION**

The Academy Trust has overall responsibility for health and safety though it is necessary that school managers have responsibility for ensuring that the school is safe for use by employees and visitors on a day to day basis. In so doing, they may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters or seek clarification from our independent Health and Safety Advisor - Solent Organisational Support Associates (SOSA) The headteacher is also responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

### **Responsibilities**

#### **Trust Governors**

The governors have overall responsibility to ensure that the school staff and premises comply with the School's health and safety policy and practices. They will give support as necessary to help ensure the headteacher can meet their health and safety obligations.

The Governing body and headteacher will comply with any direction given to them by the independent health and safety advisor concerning the health and safety of persons on the school premises or when taking part in any external school activities.

#### **Headteacher**

The headteacher is responsible for:

- Production & review of the health and safety policy and annual review.
- Checking that the health and safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensuring that all staff have read and understood the health and safety policy and any supporting documents. A cover sheet will be signed by all members of staff to be kept with the policy document
- Ensuring that necessary risk assessments are undertaken and recorded.
- Carrying out regular health and safety inspections and addressing any safety issues as necessary; minutes of meetings and action plans are kept in the Health & Safety file.
- Receiving and dealing promptly with complaints about safety issues.
- Seeing that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensuring that adequate first aid provision is made.
- Seeing that they themselves are adequately trained and that staff receive any necessary training determined by their continuing professional development (CPD) analysis.
- Ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

#### **Health and Safety Appointed Person**

The Headteacher has appointed a person responsible for managing the health and safety arrangements for the school. This person is identified in Appendix A.

The role of the health and safety appointed person is to ensure that health and safety statutory duties are acted on and that any necessary records are maintained.

Where appropriate the health and safety appointed person may request the assistance of competent persons to help with specific health and safety issues.

The health and safety appointed person will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage.

The health and safety appointed person will ensure that accident reporting procedures are followed and records maintained.

The health and safety appointed person will make staff aware of specific health and safety training that may be beneficial for their function and ensure records are maintained of any training.

### **Teaching Staff**

Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by risk assessments will be used to reduce the risk of harm.

In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

### **First Aid Personnel**

The role of First Aiders is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.

Where appropriate the First Aider will request professional medical aid, i.e. an ambulance.

The First Aider will ensure an accident record is completed and where a pupil is concerned the school first aid log is also completed.

### **Premises staff**

The premises staff are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.

Hazardous substances and the activities for which they are used have been COSHH assessed and suitable personal protective equipment (PPE) is used.

### **All Staff**

All Staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

## **Safety Representatives**

The school allows the appointment of Safety representatives by recognised unions.

Recognised unions:

Association of School and College Leaders (ASCL)

Association of Teachers and Lecturers (ATL)

National Association of Headteachers (NAHT)

National Association of School Masters and Union of Women Teachers (NASUWT)

National Union of Teachers (NUT)

UNISON

UNITE

VOICE

Safety representatives are responsible for deciding whether they wish to have a safety committee. If one does not exist already, the headteacher will facilitate this.

Functions of the safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the headteacher
- Make representations regarding general matters of health and safety and welfare of employees.

The headteacher recognises that the safety representative may require in school time to perform some health and safety functions.

## **SECTION C - ARRANGEMENTS**

It is important that the day-by-day activities of all staff, young persons, contractors and visitors are conducted in a way which is as safe as possible.

### **General Practices Applying To All Staff**

#### **1. Young Persons**

- 1.1. The child protection and safeguarding policy must be followed in order to ensure the safety of young persons (16 to 18 years) within the premises &/or if supervised by a member of staff outside of the premises.
- 1.2. Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the school office.

#### **2. Visitors**

- 2.1. Whilst children or young persons are on site visitors shall be accompanied by a member of school staff unless they have been given a health and safety induction, hold a DBS and the visitor has been authorised by the headteacher to be on site unaccompanied.
- 2.2. Arrangements for the signing in and out of all visitors and contractors are used at this school; both visitors and contractors signing in books are kept in the school office.

#### **3. Contractors**

- 3.1. The headteacher has authorised the school business manager (SBM) and caretaker to liaise and manage contractors. These persons will ensure contractors are aware of current known hazards on the site such as locations of asbestos. Details of asbestos locations in school are identified in the front of the contractors signing in book.
- 3.2. Only contractors who are able to demonstrate competence will be deemed suitable to work within the school environment.
- 3.3. Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- 3.4. Contractors are not permitted to lone work and will be supervised by a staff member during school hours unless a DBS is held.

#### **4. Fire Safety**

- 4.1. All employees, college or university students on placement and volunteers in school gain initial knowledge of the fire procedures as part of the health and safety induction process and then through periodic fire drills.
- 4.2. The caretaker and school business manager have been authorised to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance.
- 4.3. Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the caretaker, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the fire record book.
  - The fire alarms are tested weekly by the caretaker and a log is kept in the school office. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.
  - Emergency lighting systems will be tested monthly by the caretaker and maintenance carried out

annually.

- Firefighting equipment will be visually inspected monthly and maintenance carried out yearly; records are kept in the school office .

4.4. Fire risk assessments are carried out and reviewed annually. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

4.5. Key staff have been identified on the Emergency Action Plan to ensure that buildings are clear of persons who may have been inadvertently left behind during an evacuation (see Appendix A)

## **5. Arson**

5.1. Weekly external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the caretaker and a monitoring form completed.

5.2. Wheelie bins are stored away from building walls and are chained to a fence and padlocked shut.

5.3. Build-up of rubbish including leaves etc. will be regularly removed by the site manager to prevent use as fuel.

5.4. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination

## **6. Bomb Alerts**

6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.

6.2. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.

6.3. All staff, pupils and visitors to the school will assemble at the designated assembly point at the far end of the school field.

6.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

## **7. First Aid/Illness**

7.1. First Aid boxes are stocked as per HSE guidance and are located in strategic areas where first aid is administered.

- Contents are checked and maintained by an authorised person (see Appendix A).
- First aid instructions and named first aiders (see Appendix A) are contained in or posted next to the first aid box as well as in the school office.

7.2. First Aiders:

- Responsibilities of the trained first aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.
- All accidents are reported to an authorised person (see Appendix A).
- Recording of all minor first aid treatments shall be detailed in the books provided in each classroom; more serious injuries reporting forms are held in the main admin office.

7.3. Parents will be informed of any injury or illness to their child by their teacher or another authorised person.

## **8. Accident Reporting and Recording**

8.1. Accidents, injuries, near misses, reportable disease or work related illness must be recorded and where required reported to the independent health and safety advisor by the authorised person (see Appendix A) via the Alcumus system.

8.2. All employee accidents will be recorded in the Accident Book (BI 510). The tear out report will be filed in a lockable cabinet.

8.3. More serious accidents arising out of or in connection with work, which means all employee, certain student and visitor accidents, must be recorded on form HS2.02a by the attending employee and

reported to the independent health & safety advisor by the authorised person (see Appendix A) via the Alcumus system within 48hours.

- 8.4. Where injury may be particularly serious i.e. person is taken to hospital, then the accident must be recorded on form HS2.02a by the attending employee. The authorised person (see Appendix A) must contact the independent health & safety advisor by telephone as soon as possible followed by a report via the Alcumus system. The independent health & safety advisor will report any RIDDOR reportable accidents/incidents on our behalf.
- 8.5. Accident and incident records will be retained in the school office or archived as appropriate.

## **9. Housekeeping**

- 9.1. The buildings will be cleaned by employed cleaners on every week day during term time. However, the responsibility for ensuring that the work environment is kept clean and tidy is applied to all staff.
- 9.2. The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the site manager to the designated waste area prior to removal by a refuse service contractor.
- 9.3. Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.
- 9.4. Stairs, cloakrooms and exits will be kept clear of obstructions including electrical cables and other trip hazards.
- 9.5. All staff are requested to be vigilant in regards to identifying any potential hazards in main reception area as visitors are not so familiar with the school surroundings.

## **10. Lifting and Handling**

- 10.1. Injuries can be caused by incorrect lifting and handling of objects, even those which are not large or heavy. Therefore any operation where lifting or handling is involved should be sufficiently assessed prior to commencement (this assessment need not always be in writing). If in doubt, advice should be sought from the caretaker.
- 10.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- 10.3. The moving of people is of particular concern and specialist advice is available from Medina House School or St Georges Special School (see Appendix C).
- 10.4. Only competent, authorised persons may carry out these risk assessments (see Appendix A).

## **11. Control of Substances Hazardous to Health (COSHH)**

- 11.1. Hazardous substances on the school site must be managed safely and to do this all of them will be identified.
- 11.2. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located at the point of storage and in a master record file located in the school office.
- 11.3. Assessed hazardous substances will be stored safely in appropriately signed storage areas.
- 11.4. Persons trained to carry out COSHH risk assessments are listed in Appendix A.

## **12. Asbestos and Legionella**

- 12.1. Asbestos has been identified as being present on the school site. There is a management plan in place and risk assessments have been carried out. Contractors are made aware of where it is in school when the sign in.

- 12.2. A survey has been carried out by the school's water management contractor on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Where necessary, water system pipe work improvements have been undertaken and regular treatment of the water system is carried out.
- 12.3. Higher risk of bacterium growth is likely through long holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing.

### **13. Premises and Equipment**

- 13.1. The health and safety appointed person will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury, arrangements will be made to address the hazard.

### **14. Electrical Plant and Equipment**

- 14.1. The health and safety appointed person will arrange for portable electrical equipment to be checked as necessary.
- 14.2. The competent person responsible for the testing of portable appliances is included in Appendix A. An external competent and qualified contractor can also be called on as necessary.
- 14.3. The school is responsible for ensuring the electrical installation has been tested and certificated as safe.
- 14.4. All staff are required to report any damaged electrical equipment or wiring, including portable equipment and permanent wiring.
- 14.5. Staff must not, under any circumstances, attempt any repairs unless the health and safety appointed person is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought onto the school unless it has been subjected to the same tests as school based equipment.

### **15. Risk Assessments**

- 15.1. Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- 15.2. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury or ill health.
- 15.3. Only persons deemed competent to carry out risk assessments have authorisation to do so by the headteacher, these persons are listed in Appendix A.
- 15.4. Areas where risk assessment shall be carried out include:
  - Premises (slips & trips);
  - Fire & Arson;
  - Control of Substances Hazardous to Health (COSHH);
  - Working at Height;
  - Manual Handling;
  - Display Screen Equipment (DSE) for frequent users;
  - PE activities (from BAALPE guidance);
  - Educational Visits;
  - Stress;
  - New and Expectant Mothers;
  - Young Persons Working (16-18yrs) i.e. on work experience;
  - Areas on the site with specific hazards present.

## **16. Working at Height**

- 16.1. Working at height (WAH) poses a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- 16.2. The WAH Regulations requires all work where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- 16.3. The school takes a sensible, pragmatic approach when considering precautions for work at height. Factors weighed up include the height of the task; the duration and frequency; and the condition of the surface being worked on. In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving three step anti slip ladders, making sure that employees receive instruction on how to use the equipment is considered sufficient control regarding any potential risk.
- 16.4. User instructions for the three step anti slip ladders are displayed on the health and safety noticeboard.
- 16.5. All staff have been asked not to carry out more complicated work at height unless it is agreed by the headteacher, health and safety appointed person or WAH authorised person that it is necessary.
- 16.6. Risk assessment will be carried out by a competent person (see Appendix A) for these more complex WAH activities. In some cases these will need to relate to specific activities though in most cases it may be acceptable to produce a generic assessment.
- 16.7. Employees who carry out any WAH will have some training, appropriate to the task. This will be recorded in the school safety training records. Training will include the use of any risk assessments that may be available for the task.
- 16.8. Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.
- 16.9. The person authorised to oversee and advise on all WAH activities is shown in Appendix A.

## **17. Slips and Trips**

- 17.1. The school site shall be assessed internally and externally at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (identified in Appendix A) and others such as headteacher, school business manager and governors etc.
- 17.2. The risk assessment shall include areas such as:
  - Internal and external steps and stairways
  - Carpets and floor coverings
  - Dining hall cleanliness and spillages
  - Caretaking and cleaning activities
  - Outside paving, walkways and other hard surfaces
  - Grounds including pitches
  - External lighting effectiveness
- 17.3. Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.
- 17.4. Additional classroom risk assessments shall be carried out at least annually by qualified teaching status staff for their individual teaching areas.

## **18. Stress**

- 18.1. Stress is acknowledged by the school as a potential cause of staff ill health and all reasonable efforts are made to reduce it by following the school's staff stress management policy.

## **19. Alcohol, Drugs and Smoking**

- 19.1. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the headteacher who will take the appropriate disciplinary action.
- 19.2. Smoking within the school site is prohibited and signs are posted at entrances.

## **20. Violence and Aggression**

- 20.1. Violence and harassment in both physical and verbal forms will not be tolerated within the school either between employees or between employees and non-employees.
- 20.2. Employees shall report all incidents of this type using form HS2.02b to the headteacher. Appropriate action will be taken by the school in the first instance.
- 20.3. Disciplinary action will be taken against employees demonstrating such behaviour.
- 20.4. Action against non-employees demonstrating violent, harassing or threatening behaviour may include prohibiting them entry to the school. The local authority may be requested to provide advice on the best course of action.
- 20.5. The person responsible for ensuring the process of recording and follow up action is listed in Appendix A.

## **21. Display Screen Equipment (DSE)**

- 21.1. All DSE equipment and workstations will be assessed for suitability by frequent user employees by a competent person (see Appendix A).
- 21.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 21.3. Records of all assessments will be maintained and held in the school office.
- 21.4. Eyesight testing is offered to persons identified as frequent users.

## **22. Safe Systems of Work (SSW)**

- 22.1. To ensure some types of work, such as working at height, is done safely, it may be necessary to prepare a SSW, a procedure which details how the work shall be carried out.
- 22.2. This will be used along with the risk assessment to ensure all potential hazards are identified and how to conduct the work as safely as possible.

## **23. Training**

- 23.1. The headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- 23.2. The responsibility for the commissioning of safety training and/or refresher training rests with the headteacher and the governing body.
- 23.3. Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.
- 23.4. Information on health and safety courses can be obtained from the school business manager who liaises with the provider, SOSA.

## **24. Lone Working**

- 24.1. It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or that they have alerted another adult that they are working in the building alone and the expected time they anticipate they will be leaving. Staff should make that person aware that they have left the school.

## **25. Educational Visits**

- 25.1. The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk. Therefore special arrangements are required which are found in the Isle of Wight Council Educational Visits Planning & Approval Policy and the OEAP handbook.
- 25.2. For all educational visits a competent group leader is appointed by the headteacher. The group leader will ensure all arrangements are made and that all appropriate requirements of the Isle of Wight Council Educational Visits Planning & Approval Policy and the OEAP handbook are met.
- 25.3. A person appointed as the Educational Visit Coordinator (EVC), who has received LA training for this role, will oversee the visit arrangements and advise which documentation is required for the type of visit. Visits fall into four categories:
  - Residential (R)
  - Adventurous (A)
  - Off Island (O)
  - Local (L) – these are lower risk
- 25.4. All visits require approval by the headteacher prior to commencement. All visits require risk assessments to be carried out and written parental consent must be obtained.
- 25.5. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible so that the independent health and safety advisor's requirements for accident reporting are met within specified timescales.

## **26. New and Expectant Mothers**

- 26.1. The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of injury to themselves and their unborn child as well as injury to others who may be affected by their actions.
- 26.2. To ensure the safety of the NEM the management of potential risks is required. This is done by a risk assessment carried out by the authorised person (see Appendix A) and the implementation of controls to eliminate or reduce risk.
- 26.3. The NEM will be allowed to take appropriate rest breaks and be provided with a safe place to rest.

## **27. Transport**

- 27.1. All employees who drive their own vehicles for work purposes, including employees who attend the occasional day away from their workplace on a course for instance, shall have the following documents checked and evidence recorded of this check on an annual basis:
  - Driving Licence
  - Insurance (with business use stated)
  - MoT (if applicable)
- 27.2. Staff must only transport children in an emergency and if the following controls are followed.
  - Employees will not transport pupils alone (minimum of two adults);
  - Verbal permission from the parents of the pupils being transported must be obtained.

## Appendix A – Persons with specific health and safety responsibility

Name	Job Title	Responsibility
Sarah Hussey	Headteacher	<ul style="list-style-type: none"> <li>■ H&amp;S Responsibility</li> <li>■ Educational Visits Approval</li> <li>■ Staff Wellbeing/Stress Management</li> <li>■ New &amp; Expectant Mothers</li> <li>■ Young Persons Working</li> <li>■ Curriculum Risk Assessments</li> <li>■ Training for Staff</li> </ul>
Mandy Airey	SBM	<ul style="list-style-type: none"> <li>■ H&amp;S Management</li> <li>■ H&amp;S Appointed Person</li> <li>■ H&amp;S Advisor Liaison</li> <li>■ Managing Contractors</li> <li>■ Premises Risk Assessments</li> <li>■ Safe Systems of Work</li> <li>■ Display Screen Equipment</li> <li>■ COSHH</li> <li>■ Training for Staff</li> </ul>
Mark Hill	Caretaker	<ul style="list-style-type: none"> <li>■ H&amp;S Implementation</li> <li>■ Site Security</li> <li>■ Managing Contractors</li> <li>■ Premises Risk Assessments</li> <li>■ Working At Height</li> </ul>
Jane Green	School Administrator	<ul style="list-style-type: none"> <li>■ Accident Reporting</li> <li>■ Violence &amp; Aggression Reporting</li> <li>■ Off-site Risk Assessments-Trips</li> <li>■ Transport Records</li> <li>■ Medical Records</li> </ul>
Sian Mumford	Deputy Headteacher	<ul style="list-style-type: none"> <li>■ Educational Visits Coordinator</li> </ul>
Avril Sice	Administrative Assistant	<ul style="list-style-type: none"> <li>■ COSHH</li> </ul>
All Teachers	QTS/HLTA Staff	<ul style="list-style-type: none"> <li>■ Curriculum Risk Assessments</li> <li>■ Classroom Risk Assessments</li> </ul>
Jane Green Avril Sice	Administration of Medication Appointed Person	<ul style="list-style-type: none"> <li>■ Administering Medication</li> </ul>

Classroom Tas	Teaching Assistant	<ul style="list-style-type: none"> <li>■ Checking and re-stocking main first aid cabinets</li> <li>■ Checking and re-stocking classroom first aid boxes</li> </ul>
Rebecca Mooney	First Aid at Work Appointed Person	<ul style="list-style-type: none"> <li>■ Administering First Aid</li> </ul>
Vicky Essery Teresa Marshall Rebecca Mooney Kathy Romero	Paediatric First Aid Appointed Person	<ul style="list-style-type: none"> <li>■ Administering First Aid</li> </ul>
Vicky Essery	Outdoor Activities First Aider	<ul style="list-style-type: none"> <li>■ Administering First Aid</li> </ul>
Laura Angel Donna Bell Trudi Bridgeman Sue Chessell Stephen Emmett Christine Haynes Sian Mumford Elaine Wykes Theresa Jordan Jurgita Bates	Emergency First Aiders	<ul style="list-style-type: none"> <li>■ Administering First Aid</li> </ul>
All Staff	All	<ul style="list-style-type: none"> <li>■ Duty of Care for Self and Others</li> </ul>
Avril Sice	School Governor	<ul style="list-style-type: none"> <li>■ Premises and H&amp;S Governor</li> </ul>

## **SECTION D – CONTACTS and INFORMATION**

### **Health and Safety Support & Advice**

Tony Wright  
Solent Organisational Support Associates Ltd  
Tel: 07875525673  
Email: tony@sosa.co.uk

### **Insurance Advice**

Academies Risk Protection Arrangement  
Urgent Incident Notifications: 0113 2462040  
Risk Management Queries – Simon Jones  
Tel: 01902 880842  
Email: Simon.Jones@willistowerswatsonsecure.com

### **Fire & Arson Advice**

Business Fire Safety, IW Fire & Rescue  
Tel: 01983 823184

### **Moving Children**

Medina House School  
Tel: 01983 522917  
St Georges Special School  
Tel: 01983 524634

### **Training**

Tony Wright  
Solent Organisational Support Associates Ltd  
Tel: 07875525673  
Email: tony@sosa.co.uk

### **Department for Education Guidance**

Web: <https://www.gov.uk/government/collections/statutory-guidance-schools>