



**ST. HILD'S  
CHURCH OF ENGLAND SCHOOL**

**Policy Document**

Last  
Review  
Date:

October 2016

**HEALTH & SAFETY**

**At St. Hild's we aim to serve our community by providing high quality education in a Christian context. We are a comprehensive school guaranteeing equal opportunities, a responsive curriculum and a supportive community. We expect to find God at work in our school**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Health and Safety Policy**

**Preface**

St Hild's Church of England School, in accordance with Christian principles and values, aim to serve our community by providing an education of the highest quality. We strive to ensure "excellence for all" is a reality, promoting the growth of wisdom and learning. As a Church of England School, we aim to develop Christian values such as kindness, forgiveness, respect and thankfulness. We value the uniqueness of each individual and support the development of a rich and fulfilling spiritual life for all of our community.

We aim to develop self-esteem, model conflict resolution and are committed to justice and compassion. Mutual respect and trust are central to our community and we expect high standards in all aspects of school life.

**1. Statement of Intent**

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

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

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

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

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

This policy 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:-

- Risk Assessments
- Education Visits Policy Document
- Emergency (Evacuation) Plan
- Fire Drill Procedures
- Abusive Behaviour Policy
- Drugs Policy
- School Closure Procedure

## **ORGANISATION**

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

The Governing Body is responsible for:

- Annually reviewing health and safety arrangements within the school 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 for all the school's work activities, including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that this statement and other relevant health and safety documentation from appropriate external bodies 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;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;

- Active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports.

### **Responsibilities of the Headteacher**

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that health and safety inspections are carried out and a termly health and safety report is given to the Governors;
- 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;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

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

### **Health and Safety Responsibilities of the Senior Management Team**

Responsible to the Headteacher for the following:

- Attending appropriate health and safety training courses to enable him/her to discharge his/her duties effectively; Premises Manager / Site Supervisors
- Promoting health and safety matters throughout the school and assisting the school's health and safety procedures; Business Manager / Premises Manager
- Providing health and safety induction training for all staff; Business Manager / Premises Manager
- Identifying staff health and safety training needs and arranging for these to be provided; Business Manager / Premises Manager

- Arranging termly health and safety inspections and ensuring follow up action is completed and that reports are completed; Premises Manager/ Site Supervisors
- Ensuring appropriate procedures for authorisation of schools visits is followed, Premises Manager.
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

### **2.3 Responsibilities of the Premises Team**

- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site and at times deemed appropriate by the school; Premises Manager
- Ensuring contractors are accompanied when pupils are on site and that relevant DBS checks have been completed if contractors are to be unaccompanied or are deemed as 'regular' Premises Manager / Site Supervisors
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards; Premises Manager / Site Supervisors
- Seeking specialist advice on health and safety matters where appropriate; Premises Manager
- Ensuring that Health and Safety documentation is kept up to date; Premises Manager / Site Supervisors
- Ensuring that the Health and Safety Notice Board is kept up to date; Premises Manager
- Identifying support staff health and safety training needs and arranging for these to be provided; Business Manager / Premises Manager
- Keeping staff health and safety training records up to date; Business Manager / Premises Manager
- Ensuring that all statutory inspections are completed and records kept; Premises Manager
- Ensuring that the correct accident reporting procedures are followed and that, where appropriate, accidents are investigated; Premises Manager
- Undertaking half termly health and safety inspections and ensuring follow up action is completed and recorded; Premises Manager / Site Supervisors

## **2.4 Subject Leads**

Heads of Subject are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental risk assessments regularly in conjunction with the Premises Manager;
- Reporting any health & safety concerns to the Senior Management Team / Premises Manager;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;

## **2.5 Responsibilities of all staff**

All staff employed at the establishment have a responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the school governors and 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 the SMT / Premises Manager / Site Supervisor any serious or immediate danger;
- reporting to the SMT / Premises Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participating in health and safety inspections where appropriate.

### 3. ARRANGEMENTS

The member of staff with specific responsibility for Health and Safety Matters is:	Premises Manager
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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)
School Evacuation Policy	All SMT, Business Office, Premises Manager & Admin Office
Fire Evacuation Procedure	All classrooms and offices
Gas Leak	Science Prep Rooms; Kitchen; Food Technology Rooms;
Electrical Fault	Premises Manager / Site Supervisors Office
Water	Premises Manager / Site Supervisors Office
Persons Threatening Violence on Site	Premises Manager / Site Supervisors Office
Lift failure	Premises Manager / Site Supervisors Office

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the Senior Management Team is informed immediately and that, where appropriate, the emergency services are summoned.

The Premises Manager / Business Manager will liaise with the emergency services when they arrive.

The controlled evacuation of people from the building or on the site to a place of safety,	All staff (see Fire evacuation plan)	
<ul style="list-style-type: none"> <li>summoning of the emergency services</li> </ul>		Senior Fire Warden
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Delegated staff (see Fire evacuation plan)	
<ul style="list-style-type: none"> <li>that no-one attempts to re-enter the building until the all clear is given by the emergency services is</li> </ul>		Senior Fire Warden

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

- to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;

- to safeguard the premises and equipment, if this is possible without putting persons at risk.

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Headteacher in conjunction with the Premises Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy: Science Prep Room
	Second Copy: Premises Manager

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Premises Manager
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### Fire Prevention and Detection Equipment Arrangements

The person responsible for initiating the test of the following fire safety systems, overseeing the completion of record sheets and ensuring any shortcomings are immediately addressed is:

System	Location of Test Records	Person Responsible
Fire Alarm	Business Office	Business Manager / Premises Manager
Emergency Lighting System	Premises Manager	Premises Manager / Site Supervisors

The person responsible for ensuring a termly visual inspection of all emergency firefighting equipment (for example, fire extinguishers, fire blankets) is carried out and any shortcomings are immediately addressed is:	Premises Manager / Site Supervisors
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The contractor responsible for conducting quarterly inspections and maintaining firefighting equipment is:	Name: Safe & Sure
	Telephone Number: 0191 378 1153

### Locations of Main Service Isolation Points

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

Service	Location of Isolation Point Details
Water	Boiler plant room external entry –
Electricity	Switch room (Opposite Site Supervisors office) internal entry, also

	on site sub-station, behind kitchen
Gas	Boiler plant room external entry. Also main gas meter at building at entrance to school – Inside NLA

### **Accident, Dangerous Occurrence, Violent Incident and near miss Reporting and Investigation**

Any employee who witnesses an accident, dangerous occurrence, ‘near miss’, or actual or threatened violence, 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:

<b>Location of Accident Book (s) (BI 510)</b>	<b>Person in Charge of Accident Book</b>
1. Main Office – for community based events	Premises Manager
2. F10 – Premises Manager’s Office	Premises Manager

Near Miss reports – are available online and once completed handed to Premises Manager	Premises Manager
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The person responsible for reporting accidents to the HSE under RIDDOR regulations is:	Premises Manager
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Headteacher / Premises Manager

Where accidents are the result of faulty plant, equipment, premises or unsafe practices 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 school complies with the First Aid at Work legislation for the ratio of employees to first aid qualified staff; the current list of qualified first aid staff and appointed person trained staff is displayed in all areas of the school.

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

<b>Display Point</b>
Staff Room
Main Office
Student Services

The person responsible for ensuring first aid qualifications are maintained is:	Premises Manager
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**First aid boxes are kept at the following points in the school:**

- Main Office
- Every department area (in possession of every trained First Aider)
- Travelling first aid boxes are made up as required for any out of school trips..

A termly check on the location and contents of all first aid boxes will be made by first aid staff	Office Manager
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Use of first aid materials and deficiencies should be reported to:	Office Manager –
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The address and telephone number of the nearest medical centre/NHS GP is:	Dr Lorna Lamb West View Millennium
	01429 890400

The address and telephone number of the nearest hospital with accident and emergency facilities is:	One Life Centre, Park Road, TS24 7PW: Tel: 01429
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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’ guidance, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	<b>First</b> Office Manager
	<b>Deputy</b> Bridge Manager
The person responsible for dealing with the administration of controlled drugs such as Ritalin in accordance with the ‘Supporting Pupils with Medical Needs in Schools’ guidance, including: keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	<b>First</b> Office Manager
	<b>Deputy</b> Bridge Manager
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SEND Administrator

**Asthma Inhalers**

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	G13 – SEND Administrator
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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:	Premises Manager/ SMT / Site Supervisors
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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, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Site Supervisors Premises Manager
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Premises Manager / Site Supervisors
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## **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: who will arrange for its removal	Premises Manager who will contact Site Staff
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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: who will arrange for its safe disposal.	Site Supervisors
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The persons responsible for the safe disposal of any <i>hazardous substances</i> or <i>medical / sanitary wastes</i> are:	Site Supervisors: PHS contracted for sanitary waste
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### Repairs and Maintenance

Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Premises Manager – Site Supervisors
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The person responsible for ordering repairs which are the school’s responsibility is:	Premises Manager / Site Supervisors, in conjunction with the Business Manager
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### Premises Security

The persons responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Site Supervisors
	Premises Manager

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Premises Manager Site Supervisors
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### 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:	Site Supervisors
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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:	SMT; Business Manager; Premises Manager
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- Health and Safety Policies
- Education Visits Policy Document
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements

The person responsible for drawing to the attention of specific employees the following health and safety matters as part of their induction training is:	Premises Manager
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### Safe Use of Work Equipment

- Management of Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity

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:	Premises Manager
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The persons responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers are:	Business Manager
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The person responsible for reviewing the effectiveness of health and safety training is:	Business Manger & Premises Manager
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The persons responsible for keeping records of training and certification for the use of hazardous machinery, such as a band saw, are	Business Manager
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Employees who feel that they have need for health and safety training of any kind should notify	Line Manager Business Manager
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### 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:	Site Supervisors
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The person responsible for monitoring the safety of manual handling activities is:	Site Supervisors
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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: -

### **Ladders and Scaffolding**

Person responsible for selection, inspection, maintenance, training, safe use and risk assessment is:	Premises Manager
Person(s) authorised to use ladders are:	Site Supervisors,

### **Manual Handling Equipment**

This includes equipment used for the manual handling of loads

The person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in a safe condition is	Site Supervisors,
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### **Lifts**

The person responsible for ensuring that passenger and disabled lifts are inspected and serviced every six months is:	Premises Manager / Site Supervisors Stannah Lift company
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### **Caretaking and Cleaning Equipment**

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

Person responsible for inspection, maintenance, training, safe use and risk assessment is:	Hartlepool Borough Council as part of SLA
Person(s) authorised to operate and use is/are:	Cleaning Staff,

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

Person responsible for maintenance, training and safe use of St Hilds C of E School catering equipment is:	HBC Catering Manager Premises Manager
Person responsible for maintenance, training and safe use of catering equipment is:	HBC Catering Manager Premises Manager
Person responsible for ensuring all catering staff hold a valid Food Hygiene Certificate is:	HBC Catering Manager Premises Manager
Person(s) authorised to operate and use catering equipment is/are:	All Catering staff

### **Laboratory Apparatus and Equipment**

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

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

Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	Technology Teaching and Support Staff Technology Supplies to maintain
Person(s) authorised to operate and use is/are:	Technology Teaching and Support Staff
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Technology Teaching and Support Staff
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is:	Technology Teaching and Support Staff
The person responsible for taking out of use any equipment which is inadequately guarded is:	Technology Teaching and Support Staff Premises Manager

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

Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment are:	Technology Teaching and Support Staff
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Science and Technology Technicians
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Hartlepool Borough Council

### **Art and Design Equipment (Fine Arts)**

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

### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE Teaching and Support Staff
Person(s) responsible for regular (daily) visual inspection is/are:	PE Teaching and Support Staff
Person(s) responsible for maintaining a safety inspection log:	PE Department
Contractor responsible for annual full inspection and maintenance of trampolines, balance forms, basketball hoops, exercise mats, mat trolley, wall fixed equipment and games posts is:	Continental Sports Equipment
Contractor responsible for the climbing wall visual Inspection is: And equipment checking is	Rock Works Staff training, equipment check and sign off

## Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out as per as per Health & Safety Executive Guidance and recorded is:	Premises Manager Site Supervisors,
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Premises Manager /Site Supervisor

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:	Premises Manager Site Supervisors,
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## Display Screen Equipment

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

<b>Job Title</b>
Data Officer
Examinations Officer
Headteacher's PA
Business Manager
Finance Officer
Office Manager
SMT
Administration Reception
Attendance Officer
Admin Assistants
Premises Manager

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Premises Manager
The person responsible for implementing the requirements of the risk assessment is:	Business & Premises Managers

## Personal Protective Equipment (PPE)

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

Science	Laboratory Coats, Goggles, Visors, Gloves, Safety shoes
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Design and Technology	Aprons, Laboratory Coats, Goggles Safety shoes
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Caretaking	Gloves, goggles, masks and steel toe cap shoes
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### **Hazardous Substances**

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

Science	Science Prep Room (Science and Technology Technicians)
Design and Technology ( Materials )	Technology Prep Room (Science and Technology Technicians)
Art and Design ( Fine Arts )	F46 Head of Art
Caretaking	Site Supervisors G62
Cleaning	HBC
Catering	HBC

Copies of all the hazardous substances inventories are held centrally in: Science Prep room	Subject Lead Science and Technology
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The person responsible for undertaking and updating the COSHH risk assessments is:	Subject lead Science and Technology / Senior Science Technician
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by an approved contractor is:	D & T Technician Premises Manager
The reports will be kept available for inspection by:	Premises Manager Appropriate Subject Lead

### Waste Management

Waste will be collected once weekly by:	HBC as part of SLA
Recycled paper collected fortnightly by :	HBC as part of SLA
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Site Supervisors
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Site Supervisors Premises Manager

### 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 Supervisors/ Premises 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.

Advice may be sought from the HSE.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Premises Manager HBC Cleaning Division Site Supervisors
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### Health and Safety Inspections

The person responsible for organising half termly safety inspections,:	Premises Manager
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These inspection reports along with the accident statistics will form the basis of the report presented at termly Governors meetings.

The person(s) responsible for ensuring follow up action on the report when it is completed is:	Premises Manager
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### Provision of Information

The person responsible for overseeing the distribution of all health and safety information received from the DfE, HSE or other appropriate external agencies is:	SMT Premises Manager
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Records of employees signatures indicating that they have received PPE appropriate to their role are found in the:	Business Office
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety documentation will be kept on the Staff Shared area:	Premises Manager Site Supervisors
The person(s) responsible for maintaining it is/are:	

The Health and Safety notice board is sited:	Staff Room
The person responsible for ensuring documents are displayed and current is;	Business Manager

The Health and Safety Law Poster is sited:	Staff Room, Technical Services & Kitchen
The person responsible for maintaining it is:	Premises Manager

## Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including and overnight stay is:	The trip organiser in conjunction with EVC
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	The trip organiser in conjunction with EVC (risk assessments may be done by specialised event provider)
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	The trip organiser in conjunction with the EVC and tour operator

## Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed and that students are contacted / visited, is:	Careers Coordinator
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## Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises in accordance with the policy and procedures is:	Business Manager Extended Services Manager Premises Manager
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Premises Manager Site Supervisors
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Supervisors

## Visitors

On arrival all visitors should report to:  where they will be issued with: <ul style="list-style-type: none"> <li>• an identification badge</li> <li>• relevant health and safety information</li> <li>• and will sign the visitors book</li> </ul>	Main Reception
Any employee seeing an unidentified person should challenge the individual and if necessary seek assistance from colleagues to escort them off site.	All Staff

### **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.

All budget holders are authorised to place orders for supplies and must declare receipt of any 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.

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Reception Site Supervisors
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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 :	Hartlepool Borough Council
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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:	Hartlepool Borough Council
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### **Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer**

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Premises Manager
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### **Smoking**

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

*The policy applies equally to all people who have business in the premises including, 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.

## Vehicles

**The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

## Stress

The persons responsible for monitoring absence owing to stress related illness is:	Business Manager
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## Lone Working

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

The school's policy on behaviour (including bullying) is kept:	Staff shared area
Records of bullying incidents and action taken are kept:	Student Services

## Insurance

Currently the most cost effective provider supplying cover for the school is AIG via a SLA with Hartlepool Borough Council, this is reviewed annually to ensure value for money.

<b>Health &amp; Safety Policy</b>		
<b>Linked to</b>	Education Visits Policy Document Emergency (Evacuation) & School Closure Procedure Plan Fire Drill Procedures Drugs Policy First Aiders	
<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
25 <sup>th</sup> May 2016	1.0	
<b>Revision Date</b>		
11 <sup>th</sup> October 2016		

Signed.....Headteacher	<b>Review Date:</b>
Signed.....Chair of Governors	