



HEALTH & SAFETY POLICY

Produced by:	Mrs C. Gianneri
Approved by Leadership Team on:	08.10.2020
Approved by Teaching & Personnel Committee on:	14.10.2020
Approved by Full Governing Body: Chair: Mrs B Zeun Date: 4th November 2020	Signature: ____ B. Zeun ____
Next Review Date:	September 2021

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HEALTH AND SAFETY POLICY

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1.0 Statement of Intent

1.1 This policy and its supplements should be read in conjunction with the Buckinghamshire County Council Health and Safety Policy. It sets down the local organisation and arrangements established by the governing body to implement that policy.

1.2 The Governing Body of The Beaconsfield School is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order and also to ensure that the County Council's health and safety policies and procedures and other documentation listed below are implemented with regard to the provision of:

- A safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities.
- An effective local organisation within the school to implement the policy.
- Full and effective consultation with employees on matters affecting their health and safety.
- Effective communication throughout the school on health and safety matters.
- Competent specialist advice on health and safety matters when this is not available in the school.
- Sufficient information, instruction and training for staff on health and safety.
- Staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this.
- Staff who carry out effective management of contractors.
- The effective monitoring and review of the implementation of the health and safety policy and health and safety performance.

2.0 Responsibilities of the Governing Body

2.1 The Governing Body recognises its responsibilities as set out in the Local Authority's scheme of delegation and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility for:

- Complying with the County Council's Health and Safety Policy, Organisation and Arrangements whilst buying into the service.
- Formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Plan.
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary.
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget.
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that the statement and other relevant health and safety documentation from the Local Authority is drawn to the attention of all employees.
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken.
- Reporting to the Local Authority any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting high standards of health and safety within the establishment.
- Ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports.

2.2 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.

2.3 This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed: _____ Signed: _____

(Chairman of Governors)

(Headteacher)

Date: _____ Date: _____

Sources of Health and Safety Information:-

- Buckinghamshire County Council Health and Safety Policies and Procedures;
- Education Visits Policy Document;
- Asbestos Log;
- Legionella Log;
- Regulations for the Use of Vehicles 2007;
- Health and Safety Executive Website – Education www.hse.gov.uk;
- Buckinghamshire Fire and Rescue Website www.bucksfire.gov.uk

3.0 Organisation

3.1 Responsibilities of the Headteacher

3.2 The Headteacher is responsible for:-

- Being the “Responsible Person” under the Fire Safety Order within the School.
- Nominating themselves or a senior manager as Health and Safety Co-ordinator.
- Ensuring that subordinate managers meet their health and safety responsibilities.
- Ensuring that the arrangements for consultation with staff on health and safety matters are implemented.
- Ensuring effective communication on health and safety matters within the school;
- Ensuring that County Council and school health and safety policies and procedures are implemented.
- Undertaking risk assessments in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans.
- Ensuring that incidents, accidents and near misses are reported to the County Council and HSE as appropriate.
- Completing the school’s Annual Health and Safety Compliance Report to the Strategic Director Children and Young People’s Services.
- Ensuring that health and safety inspections are carried out and that a copy of the report is given to the Chairman of Governors and is placed on the staff room health and safety notice board.
- Ensuring that remedial action is taken following health and safety inspections.
- Ensuring health and safety monitoring is undertaken, including:-
 - Accident, incident and near miss reporting and investigation;
 - Specific equipment which requires statutory testing.
 - Termly health and safety inspections.
 - Job risk assessments are completed and health and safety issues are included in staff appraisals and performance management.
 - Providing an annual health and safety report to the Governing Body.

- Making recommendations to the Governing Body in relation to external independent audits carried out by the County Council or other bodies.
- Reporting to the School’s Governing Body any health and safety issues which cannot be resolved.
- Ensuring the requirements of the Occupier’s Liability Acts 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 schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that termly health and safety inspections are carried out, where practicable with the health and safety governor.
- Ensuring that information received on health and safety matters is passed to the appropriate people.
- Identifying staff health and safety training needs and arranging for training to be provided as appropriate.
- Attending the establishment’s health and safety committee.
- Drawing up the establishments annual health and safety action plan.
- Co-operating with and providing necessary facilities for trades union safety representatives.
- Participating in the County Council health and safety auditing arrangements and ensuring audit action plans are implemented.

- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards.
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site.
- Seeking specialist advice on health and safety matters where appropriate.
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

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

4.0 Responsibilities of the Senior Management Team

4.1 The Senior Leadership Team will support the Headteacher with the overall management of health and safety in the school. This will include:-

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives.
- Informing the Headteacher of any health and safety issues that affect the school.
- Agreeing strategic health and safety initiatives.
- Monitoring the overall implementation of the school's Health and Safety policy in their areas of control and agreeing the annual health and safety report.

5.0 Responsibilities of the Health and Safety Co-ordinator – The Business Manager

5.1 Responsible to the Headteacher for:-

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually.
- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively.
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures.
- Ensuring that the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date.
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated.
- Arranging termly health and safety inspections and ensuring follow up action is completed.
- Ensuring appropriate procedures for authorisation of school visits is followed.
- Participating in any Health and Safety Audits arranged by the County Council.
- Providing health and safety induction training for all staff.
- Providing basic fire awareness training for all staff at least every year.
- Keeping staff health and safety training records up to date.
- Ensuring that all statutory inspections are completed and records kept.
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept.
- Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

6.0 Other Managers including Heads of Subject Departments/Subject Co-ordinators and Managers of Non-Teaching Staff

6.1 Managers are responsible for implementing this policy in the area of their control. This includes:-

- Ensuring staff meet their health and safety responsibilities.
- Consulting with staff on matters affecting their health and safety.
- Communicating health and safety information to staff.
- Assessing staff competence and ensuring appropriate training and development.
- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented.
- Ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented.
- Ensuring safe working procedures and codes of practice and procedures are developed for activities under their control.
- Implementing health and safety monitoring arrangements within their area of responsibility, such as:
 - Incident reporting and investigation.
 - Statutory inspection of equipment as appropriate.
 - Termly health and safety inspections.
 - The school's annual monitoring checklist.
 - Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews.
 - Reporting any health and safety issues which cannot be resolved to the Headteacher or Health and Safety Co-ordinator to the Governing Body and the County Council.

7.0 Heads of Subject Departments have the following specific Health and Safety Responsibilities:-

- 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 policies, procedures and risk assessments regularly (at least annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.

8.0 Responsibilities of all staff

8.1 All staff employed at the establishment have responsibility to:-

- Take reasonable care for the health and safety of themselves and others when undertaking their work, for example:-
 - check classrooms/work areas are safe.
 - check equipment is safe before use.
 - ensure safe working procedures are followed.
- Co-operate with the Local Authority, 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;

- Report immediately to their Headteacher/Line Manager any serious or immediate danger;
- Report to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Participate in health and safety inspections and the health and safety committee where appropriate.

9.0 Safety Representatives

9.1 Safety representatives do not have responsibilities under this policy; however, they do have functions as laid down in the Safety Representatives and Safety Committees Regulations.

10.0 Arrangements

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

10.1.1 Following an accident, incident, dangerous occurrence or near miss the employee or person who witnesses an accident or a nominated person will report the accident/ incident to the School Matron and/or Business Manager as soon as possible after the event. The Headteacher or a nominated person will verify the report:-

The nominated person(s) are:

Name of Nominated Person (Reporter)	Job Title
A Rees	School Matron
R Harmen	School Matron

Name of Nominated Person (Verifier)	Job Title
C Gianneri	Business Manager

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Business Manager
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10.1.2 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.

10.2 Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First: School Matron
	Deputy: Business Manager
The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Managing Medicines in Schools and Early Years Settings Issue 2 Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First: School Matron
	Deputy: Business Manager
The person(s) responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs is:	School Matron

10.3 Asthma Inhalers/Epipens

The person responsible for the supervision and storage where appropriate of asthma inhalers/epipens is:	School Matron
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10.4 Display Screen Equipment

10.4.1 The following employees are classified as users of display screen equipment and an assessment will be made of their workstations using Workstation Safety Plus on the Schools' Web. They will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

- All Administrative Staff

The competent (trained) person responsible for administering Workstation Safety Plus Assessments (if there are five or more users) and offering basic advice to users is:	Business Manager
The person responsible for ensuring that the requirements of the risk assessment is implemented is:	Business Manager

10.5 Fire and Other Emergency Arrangements

10.5.1 Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	Every room
Bomb Alert	Every room
Gas Leak	Boiler room, Science Labs
Electrical Fault	Site Office
Water	Site Office
Storm or Flood Damage	Site Office
Persons Threatening Violence on Site	Policies
Dangerous Animal(s) on Site	Site Office

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

The person (and deputy) responsible for ensuring and supervising (where appropriate):	Person	Deputy
<ul style="list-style-type: none"> • the controlled evacuation of people from the building or on the site to a place of safety, 	Headteacher	Deputy Head(s)
<ul style="list-style-type: none"> • the controlled evacuation of people with mobility problems from the site to a place of safety using appropriate equipment such as evacuation chairs, 	SENCO	Senior Caretaker

• the summoning of the emergency services	Headteacher	SLT
• that a roll call is taken at the assembly point	Headteacher	Deputy Head(s)
• that no-one attempts to re-enter the building until the all clear is given by the emergency services is (e.g. <i>Headteacher, Deputy Headteacher or other member of the senior management team</i>)	Headteacher	Deputy Head(s)

Note: The priorities are as follows:

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

The person responsible for arranging, recording and monitoring training at least annually, for example, Fire Warden Training and Fire Risk Assessor Training is:	Business Manager
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The person responsible for arranging, recording and monitoring fire drills at least once per term including recording that time taken to evacuate the building is recorded in the fire log is:	Senior Caretaker
The Operations Manager, School Improvement will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Business Manager
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (e.g. in the school office)	First Copy: H:drive H&S Hazardous Materials Science Lab.
	Second Copy (Off Site) Senior Caretaker office
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Business Manager
The person responsible for undertaking Personal Emergency Evacuation Plans (PEEPs) for staff and pupils with mobility problems is:	Business Manager / School Matron

11.0 Fire Prevention and Detection Equipment Arrangements

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

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Fire Log	Senior Caretaker
Emergency Lighting System	Fire Log	Senior Caretaker
Heat detection Systems	Fire Log	N/A
Smoke Detection System	Fire Log	Senior Caretaker
The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Senior Caretaker
The approved County Council contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:		Name: Churches Telephone Number: 0870 6084350

12.0 First Aid

12.1 The following employees are **first aiders** and have been trained to First Aid at Work level

NAME	LOCATION	EXT	EXPIRY DATE
Mrs R Harmen	School Nurse	222	08/2021
Mrs A Rees	School Nurse	222	09/2021
Mr P Maddock	Sports Hall	242	11/2020
Mr B Sarsfield	Sports Hall	242	05/2021
Miss V Holt	Sports Hall	242	01/2023
Ms D Campbell	Science Prep Room	236	01/2023
Mr R Hindmarch	Technology	229	01/2023
Mr K Grou	Caretaker Office	258	01/2023
Mrs S Nisco	Finance Office	256	01/2023
Mr G Forrester	PP Admin Office	264	01/2023
Mrs S Rouse	Food and Textiles (D9/D5)	255	01/2023
Mrs N Taylor	Learning POD/Retreat	202/272	01/2023
Mrs M Smith	Learning POD/Retreat	202/272	01/2023

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

Display Point	Display Point
Reception	PE
Drama	Art
Prep Room	The Library
Staff room	1st Aid room
Technology	
The person responsible for ensuring first aid qualifications are maintained is:	School Matron
The person responsible for ensuring that first aid cover is provided	Business Manager

for staff working out of normal school hours is:	
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12.3 First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
As per first aid lists	School Matron

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

Location of Travelling First Aid Box	Location of Travelling First Aid Box
School Office/reception	Matrons' office
Minibus	
A termly check on the location and contents of all first aid boxes will be made by.	School Matron
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment?	School Matron
The address and telephone number of the nearest medical centre/NHS GP is:	Hall Barn Medical Centre
	01494 675303
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Wexham Park Hospital
	01753 6633000

13.0 Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	School Office
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14.0 Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Business Manager
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15.0 Health and Safety Representatives

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

Professional Association	Name
Mr. K. Grou	Senior Caretaker

16.0 House Keeping and Disposal of Waste

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

16.2 All staff are responsible for ensuring the good housekeeping 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).	Senior Caretaker
The person responsible for the safe disposal of any hazardous substances or special wastes is:	Senior Caretaker

The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Senior Caretaker
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17.0 Locations of Main Service Isolation Points

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

Service	Location of Isolation Point Details
Water	Outside Kitchen
Electricity	Bottom M stairs – cupboard outside
Gas	Outside Kitchen, C6, Old Boiler House, New Boiler House, D6 & Sports Hall Boiler Room.

18.0 Maintenance of Site, Premises, Housekeeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, for example, damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Senior Caretaker and / or Business Manager
Verbal reports should be followed up in writing by e-mail to:	As above

19.0 Manual Handling of Loads

19.1 Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	Senior Caretaker
The person responsible for arranging training in safe manual handling of objects is:	Business Manager
The person responsible for monitoring the safety of manual handling activities is:	Senior Caretaker / Business Manager

19.2 Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Business Manager / Senior Caretaker
The Load Risk Assessors for the moving and handling of people are:	N/A
The people trained in Paediatric Moving and Handling are:	N/A

The person responsible for arranging training and annual refresher training in the safe moving and handling of people is:	Business Manager

20.0 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Senior Caretaker
	Deputy Caretakers
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are:	First Senior Caretaker
	Deputy Caretakers

21.0 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 relating to jobs, locations, work equipment and chemicals and activities are produced by appropriate persons and appropriately communicated is:	Business Manager
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22.0 Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Senior Caretaker
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Senior Caretaker
The person responsible for ordering repairs which are the school's responsibility is:	Senior Caretaker
The person responsible for reporting repairs which are the responsibility of the Local Authority to the Local Authority and checking repairs are carried out, for example, gas boilers etc is:	Senior Caretaker
The name of the school's attached maintenance surveyor is: They look after our maintenance and are contacted via an online form.	Bucks County Council

23.0 Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in accordance with the Authority's Code of Practice and is required to inform:	Business Manager
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24.0 Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises, for example, clearing snow and ice, will be determined by:	Headteacher
The person responsible for gritting appropriate pedestrian and vehicle routes on the site is:	Senior Caretaker
During periods of very hot weather, arrangements for minimising the risks from exposure to excessive amounts of sunlight or excessive heat will be determined by:	Headteacher

25.0 Training for Health and Safety

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Business Manager / Department Leaders
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- Health and Safety Policies: County Council,
- Health and Safety Policy: School.
- Codes of Safe Practice and Guidance
- Education Visits Policy Document
- Premises Asbestos Log
- Premises Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Assistant Head (staff Development)
The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Business Manager
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Business Manager
The person responsible for reviewing the effectiveness of health and safety training is:	Deputy Heads
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	Senior Caretaker
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Business Manager

26.0 Work Equipment

26.1 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: -

26.1.1 Working at Height - Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Senior Caretaker
Person(s) authorised to operate and use is/are:	Senior Caretaker
Training in safe use received from:	Bucks County Council

Non-Powered Access Equipment Ladders, Stepladders, Podium Steps, Platform Steps etc

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

27.0 Manual Handling Equipment

27.1 This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that manual handling equipment such as sack barrows, flat-bed trolleys, evac. chairs etc are maintained in a safe condition is:	Senior Caretaker
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28.0 Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all slings hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	N/A
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	N/A
The person responsible for ensuring that all wheelchairs are inspected and serviced annually by a competent person and kept in a safe and hygienic condition and in good working order on a day to day basis is:	Matron
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	N/A

29.0 Lifts

The person responsible for ensuring that passenger lifts including stair lifts are inspected and serviced every six months is:	Senior Caretaker
The person responsible for ensuring that the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place is:	Senior Caretaker

30.0 Caretaking and Cleaning Equipment

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

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

31.0 Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

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

32.0 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

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

33.0 Grounds Maintenance Equipment (Machinery and Tools)

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

34.0 Laboratory Apparatus and Equipment

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

35.0 Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Technology
Person(s) authorised to operate and use is/are:	Technicians and Technology teachers
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/are:	Technology teachers
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Technicians / Technology teachers

36.0 Design and Technology Equipment (Food Technology and Textiles)

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

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Technology teachers Technicians
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Technology teachers

37.0 Art and Design Equipment (Fine Arts)

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

38.0 Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Art
Persons authorised to operate and use is/are:	Art Teachers

39.0 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of P.E
Person(s) responsible for regular (daily) visual inspection is/are:	Head of P.E
Person responsible for ensuring the PE equipment is inspected annually by a competent contractor is:	Business Manager
Contractor responsible for annual full inspection and report is:	Universal Services

40.0 Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Senior Caretaker
Person(s) authorised to operate and use is/are:	N/A - Outsourced
Contractor responsible for regular inspection and maintenance of the stage lighting equipment is:	Entire Productions

41.0 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Senior Caretaker / Head of Drama
Person(s) authorised to operate and use is /are:	Site Team

42.0 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Assistant Headteacher Curriculum and Assessment
Person(s) authorised to operate and use is/are:	Music teachers

43.0 Portable Electrical Appliances

The person/contractor responsible for ensuring portable electrical appliance testing is carried out at appropriate	Business Manager
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intervals and recorded is:	
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Senior Caretaker
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Senior Caretaker / Business Manager

44.0 Personal Protective Equipment (PPE)

44.1 Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary in a risk assessment.

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

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	Head of Department
Design and Technology	Head of Department
Art and Design	Head of Department
Caretaking and Cleaning	Senior Caretaker
Catering	N/A - Outsourced
Grounds Maintenance	N/A - Outsourced
The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Head of Department

45.0 Respiratory Protective Equipment

The person responsible for the risk assessment, provision, training in use, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	Head of Department
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46.0 Hazardous Substances

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

Science	Science laboratory area
Design and Technology (Materials)	Locked cupboard in department
Design and Technology (Food and Textiles)	Locked cupboard in department
Art and Design (Fine Arts)	Locked cupboard in department
Art and Design (Ceramics)	Locked cupboard in department
Caretaking and Cleaning	Locked cleaning cupboards
Catering	N/A - Outsourced

Grounds Maintenance	N/A - Outsourced

Copies of all the hazardous substances inventories are held centrally in:	On the P:Drive
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The person responsible for undertaking and updating the hazardous substance risk assessments is:	Head of Departments
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) is examined annually and tested by the County Council approved contractor is:	Senior Caretaker / Head of Technology
The reports are kept available for inspection by:	As above

47.0 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises Asbestos Log is consulted by visiting contractors and other relevant persons is:	Senior Caretaker / Business Manager
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The premises Asbestos Log is kept at the following location in the building:	Business Manager
The person responsible for ensuring that the Asbestos Log is updated, annually and as appropriate following work on the fabric of the building is:	Business Manager

48.0 Legionella

The premises Legionella Log is kept:	Business Manager
The Premises Responsible Person who has been trained to be responsible for the management of legionella in the school is:	Senior Caretaker
The Nominated Legionella Controller person who has been trained to be responsible for checking water temperatures as part of the legionella programme is:	Senior Caretaker

49.0 Radioactive Sources

The Radiation Protection Supervisor is:	Science Teacher
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49.1 The location of the following records is:

History of the sources	Science Department
Use log	Science Department
Monitoring/Test records	Science Department
Risk assessments for use	Science Department
County Council Science Code of Practice	Science Department

50.0 Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.	Business Manager
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51.0 Waste Management

Waste will be collected daily by:	Biffa Bins
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:	Senior Caretaker
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Senior Caretaker
The companies responsible for collecting the schools general waste are:	Biffa and South Bucks District Council
The company responsible for collecting the schools special waste for example, clinical waste, sharps is:	Wessex Products
The company responsible for collecting the schools waste electronic equipment is:	Enviro Electronics

52.0 Cleaning Arrangements

52.1 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 Caretaker who will arrange for them to be dealt with.

52.2 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.

The person responsible for the collection and management of soiled laundry is: (Residential establishments only)	N/A
The person responsible for informing the Waste Authority of any items of waste to be collected by it but not covered by the general waste agreement with the Local Authority is:	Senior Caretaker
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Senior Caretaker / Business Manager
Spill kits can be found at the following locations:	Site Office

53.0 Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Business Manager
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53.1 Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

53.2 An inspection form is available in Appendix 3, section 2.5, Bucks Policies and

Procedures/SchoolsWeb.

- 53.3 A copy will also be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Business Manager
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54.0 Provision of Information

The person responsible for distributing all health and safety information received from the Health and Safety Team and elsewhere for the maintenance of a health and safety information reference system is:	Business Manager
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Business Manager's office

- 54.1 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:	As part of Induction pack
The person responsible for maintaining it is:	NQT Teacher / Business Manager
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Business Manager
The health and safety notice board is sited:	Staff Room
The person responsible for ensuring documents are displayed for two weeks on the health and safety notice board and keeping it up to date is:	Business Manager
The Health and Safety Law Poster is sited:	Staff Room
The person responsible for maintaining it is	Business Manager

55.0 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including an overnight stay is:	Headteacher
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom including an overnight stay is:	Headteacher
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Headteacher

56.0 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed,	HO 6 th form and Career Lead
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ensuring students are visited, liaising with the Buckinghamshire Education Business Partnership as appropriate is:	
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57.0 Team Teach

The person responsible for arranging for Team Teach training and monitoring its effectiveness is:	Assistant Head Professional Development
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58.0 Use of Premises Outside School Hours

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

59.0 Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • sanitiser • an identification sticker • relevant health and safety information • and will sign in to Inventory system 	Main Reception
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	In Policies

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

The person responsible for submitting proposals to the Local Authority for approval through the self- help scheme procedure is (if appropriate):	Business Manager
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61.0 Supplies (Purchasing/Procurement and Deliveries)

61.1 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.

61.2 The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

61.3 They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Types of Order
Business Manager	Various
Senior Caretaker	Various
Finance Team	Various

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

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Innovate
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Innovate
The person responsible for ensuring an adequate schedule of deep cleaning is carried out is:	Innovate

63.0 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:	N/A
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64.0 Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Health and Safety (HSE), County Council, Health and Safety Advisers, Environmental Health Officer, Buckinghamshire Fire and Rescue Officers

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LEA is:	Headteacher / Business Manager
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65.0 Smoking

65.1 Smoking in or around the School and in vehicles under its control is prohibited by law.

Notes:

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Business Manager
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66.0 Vehicles

66.1 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 and with the County Council policy contained in "Regulations for the Use of Vehicles 2007"

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

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and child seats where necessary.	Business Manager
The person responsible for informing Bucks Transport Services of the acquisition of a vehicle in order that registration, taxing and testing can be arranged is:	Business Manager / Senior Caretaker
The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	Senior Caretaker / Business Manager
The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	Senior Caretaker / Business Manager
The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:	Senior Caretaker / Business Manager

67.0 Stress and Well Being

The persons responsible for monitoring absence owing to stress related illness and promoting well-being is:	Business Manager
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68.0 Lone Working

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

The school's policy on behaviour (including bullying) is kept:	<i>P:Drive/general/policies</i>
Records of bullying incidents and action taken are kept:	Pastoral Team

70.0 Insurance

In addition to the insurance arranged by the County Council for all Local Authority maintained schools, the Governing Body has decided to arrange the following additional cover.

Insurance Company	Details
D F E Scheme / R P A	All insurances except those listed below.
Via: Jelf Insurance	Minibus, Occasional Business, Engineering inspection

70.0 Audit, Review, Performance Measurement and Action Plan

The person responsible for completing the school's on-line Annual Health and Safety Compliance Report to the Strategic Director of Children and Young People's Services on line by the end of the summer term each year is:	Business Manager
The person(s) responsible for carrying out an annual review of the School's Health and Safety Policy and ensuring its dissemination and implementation in the school is/are	Business Manager
The person responsible for ensuring the implementation of the recommendations of any audit reports carried out by the County Council is:	Business Manager
The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is:	Business Manager
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	Business Manager