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| **STATEMENT OF GENERAL POLICY** | **NAMES** | **ACTION/ARRANGEMENTS** |
| Appropriate staff are given health and safety responsibilities | Named persons in charge of health and safety: Cathy Liku/Helen Rice/Carol Ross-Devereux | 1. Areas including, Science DT, Sports2. Educational Visits Coordinator & Deputy –3. Supporting Pupils with Medical Needs –4. Buildings, building maintenance and management of building contractors –5. Equipment and equipment maintenance  |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | Named person/s in charge of risk assessments: Cathy Liku/Helen Rice | Relevant risk assessments completed where necessary and actions arising out of those assessments implemented. The risk assessments will include:1. Occupational for staff including,Teachers/Teaching AssistantsMidday assistantsManual staffOffice staffCleaning staffManual HandlingFirst Aid NeedsStressCOSHHViolence and aggression 2. Building and Environments including,FirePremisesClassroomSecurityDriving within School GroundsSchool KitchenPlaygroundsLegionellaPassenger LiftssunLadder Safety Checklist3. Others arising from individual risks,Workstations (DSE)SunSENLone WorkingMini BusPregnancyCOSHH4. ActivitiesSportsEducational VisitsKeeping AnimalsThese are reviewed every year or earlier if working conditions change. |
| To provide adequate training to ensure employees are competent to do their work. | Named person/s who organizes training and maintains records:Cathy Liku/Helen Rice | All staff given necessary health and safety induction with signed records.As identified or recommended, provided with appropriate training including,1. General health and safety2. Risk Assessment3. Fire (general)4. Medical & Administration of Medication5. First Aid6. Work at heights7. Manual Handling8. Team Teach9. COSHH10. Science & DT11. Managing Conflict12. Visit Leader13. Others as identifiedRecords will be maintained of the training to ensure that they are reviewed and refreshed whenRequired |
| To communicate, engage and consult with staff on health andsafety conditions | Named person responsible for Communications: Cathy Liku/Helen Rice | Systems for ensuring that health and safety information is communicated to staff include:Induction, Staff meetings, INSET training ………………………………………………………Staff are routinely consulted on health and safety matters as they arise but also formally consulted at staff meetingsThe Governing Body have been made aware of health and safety matters formally at Governing Meetings |
| To provide advice and support on occupational health issues | Named provider: HBC  | Provision of an Occupational Health provider |
| To implement emergency procedures – evacuation in case of fire or other significant incident. | Named person/s in charge :Cathy Liku/Helen Rice/Carol Ross-Devereux | Evacuation plans including fire, bomb, critical incidents are,- prepared,- communicated to staff,- tested from time to time (including termly fire drills); and- updated as necessary.Escape routes well signed and kept clear at all times. |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | Named person/s in charge:Carol Ross-Devereux/KDE/Sure | Toilets, washing facilities and drinking water provided.System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.Staff trained in safe handling/use of substances |
| To record and investigate accidents / incidents | Named First Aiders: J.Hooton/E.Knight/V.McMahon/H.Rice/S.Jarvis/M.Craig/E.Walker Named person who reports underRIDDOR: Helen Rice | In the event of accidents / incidents; to ensure that initial actions are taken and they are subsequently recorded and investigated.To ensure that, if required, they are reported to the HSE as required under RIDDOR, |