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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, Sports  2. 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 Assistants  Midday assistants  Manual staff  Office staff  Cleaning staff  Manual Handling  First Aid Needs  Stress  COSHH  Violence and aggression  2. Building and Environments including,  Fire  Premises  Classroom  Security  Driving within School Grounds  School Kitchen  Playgrounds  Legionella  Passenger Lifts  sun  Ladder Safety Checklist  3. Others arising from individual risks,  Workstations (DSE)  Sun  SEN  Lone Working  Mini Bus  Pregnancy  COSHH  4. Activities  Sports  Educational Visits  Keeping Animals  These 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 safety  2. Risk Assessment  3. Fire (general)  4. Medical & Administration of Medication  5. First Aid  6. Work at heights  7. Manual Handling  8. Team Teach  9. COSHH  10. Science & DT  11. Managing Conflict  12. Visit Leader  13. Others as identified  Records will be maintained of the training to ensure that they are reviewed and refreshed when  Required |
| To communicate, engage and consult with staff on health and  safety 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 meetings  The 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 under  RIDDOR: 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, |