



Flintham Primary

Health and Safety Policy

November 2025

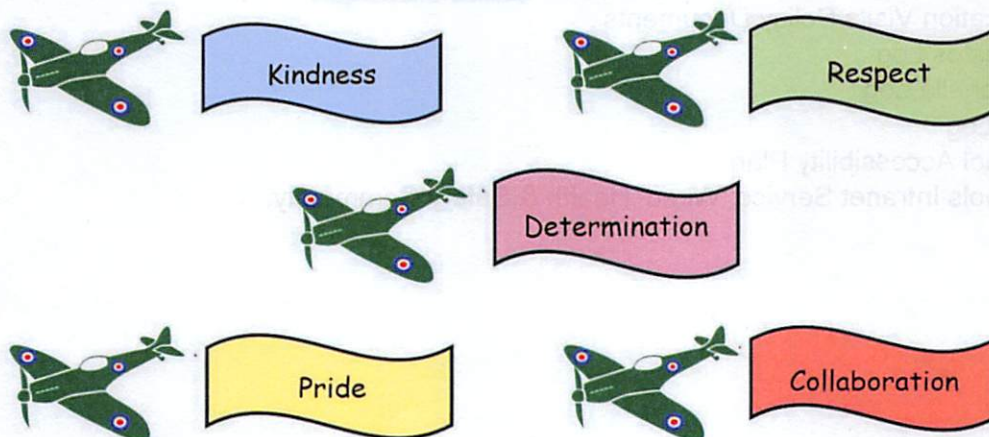
'Inspiring A Love Of Learning'

Our School Vision is:

We aspire to provide everyone with...

- an excellent holistic education through an inspiring, creative and ever evolving curriculum.
- an understanding that there is no limit to their potential.
- the foundations to face the various challenges of life and be respectful, responsible and caring citizens making a positive contribution to their community and wider society.
- a love of learning which continues to develop enquiring minds and enrich their lives.

Flintham Flyers



NAME OF ESTABLISHMENT: Flintham Primary School

1. STATEMENT OF INTENT

The Governing Body of Flintham Primary 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, students, visitors and contractors. Details of how this will be done are given in this health and safety 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 schools activities.

The school is committed to continually improving its health and safety performance.

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.....

(Chair of Governors)

(Headteacher)

Date

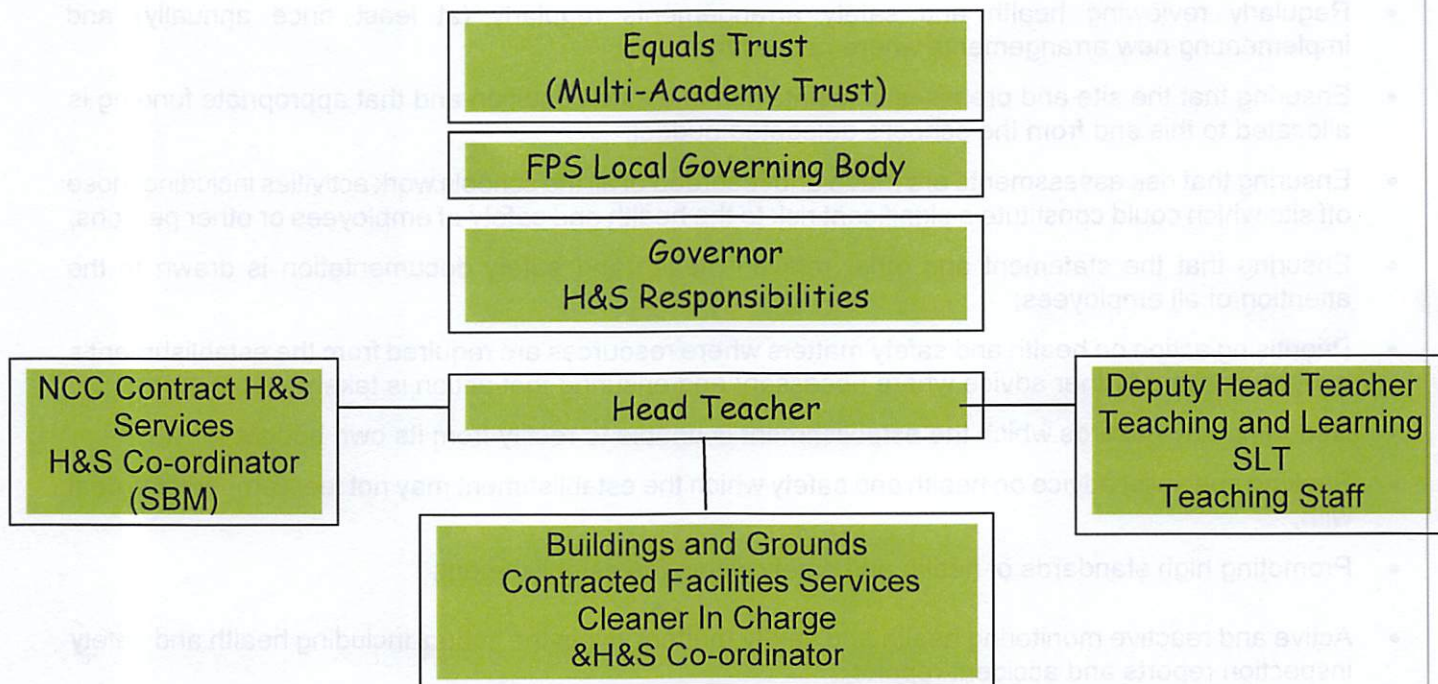
Date

Other sources of Health and Safety Information:-

- Equals Trust Health and Safety Policies
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- School Accessibility Plan
- Schools Intranet Service 'Wired' Health & Safety Community.

2. ORGANISATION

FPS School Health and Safety Structure



2.1 Responsibilities of the Equals Trust

Equals Trust (EQT) will provide a health and safety checklist and ensures a Local Link Governor is appointed to carry out monitoring and reporting.

All monitoring will be reported to the LGB in line with the Trust and LGB monitoring timetable, highlighting any areas of concern or non-compliance. This reporting process must include details of the scope, methodologies and timeframes of any remedial actions. It is essential that any additional need for support or resource is highlighted to the Trust Governance Manager at the earliest opportunity.

The annual checklist should be completed and submitted to both the LGB and the Trust Office, with the LGB highlighting to the Trust any areas of significant concern or considerable strength which may be utilised in other parts of the Trust.

The LGB must complete an annual HASMAP audit which will be submitted to the Trust Governance Manager immediately after the LGB meeting 2 in the summer term.

2.2 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the County Council's Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (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 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 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;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.3 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 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 annual health and safety inspections are carried out and a copy of the 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;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's Governing Body meetings where Health and Safety matters are discussed in detail
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the 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 the Deputy Head Teacher and/or TLR 3 post holder.

2.4 Responsibilities of the Health and Safety Co-ordinator and Cleaner in Charge

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses 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 Equals Trust and School's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Governors
- Participating in any Health and Safety Audits
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring the emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site, inducting them in the schools site health & safety rules and ensuring they consult the asbestos log.

2.5 Curriculum Leaders 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 policies, procedures and risk assessments regularly (at least once annually);
- Ensuring appropriate procedures for authorisation of visits is followed
- 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 any issues derived from any health and safety reports

2.5 Responsibilities of all staff

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;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with 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 their Headteacher any serious or immediate danger;
- reporting to their Headteacher any shortcomings in the arrangements for health and safety;
 1. Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
 2. Participating in health and safety inspections and the health and safety committee where appropriate.

3. Arrangements

Co-ordination and Communication

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:	Head Teacher Janette Dunderdale
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Health and Safety Representatives

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

Professional Association	Name
NCC Health and Safety	Angela Howatt

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:	N/A
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Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept:	Health and Safety File in School Office
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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)
Fire Evacuation Procedure	School Office
Bomb Alert	School Office
Gas Leak	N/A (no gas in school)
Electrical Fault	School Office
Water	School Office
Storm or Flood Damage	School Office
Persons Threatening Violence on Site	School Office
Dangerous Animal(s) on Site	School Office
Other	School 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. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Headteacher	SBM

• summoning of the emergency services	Headteacher	SBM
• that a roll call is taken at the assembly point	Headteacher	SBM
• that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Headteacher, Deputy Headteacher or other member of the senior management team)	Headteacher	SBM

Note: The priorities are as follows:

- **to ensure the safety of all persons/ 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 emergency evacuation drills at least once per term is:	Headteacher
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (eg. in the school office)	Locked wall cabinet outside the school office
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	SBM

Fire Prevention and Detection Equipment Arrangements

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	School Office	SBM
Emergency Lighting System	School Office	SBM
Smoke Detection System	School Office	SBM
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:		SBM
The contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:		Name: Nottinghamshire Fire & Rescue

	Telephone Number 01623 825516
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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	Manhole cover near to hedge at front of school/Class 2 boiler cupboard
Electricity	Cleaner in Charge room
Gas	N/A

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:	Cleaner-in-Charge Headteacher
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Accidents and Medical

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

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, 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:

Location of Accident Book	n/a Recorded digitally on Arbor
School Office	SBM
Reportable Accidents should be drawn to the attention of and counter-signed by the Headteacher of his/her Deputy before being sent to the Health and Safety Team via the Wellworker online system.	Headteacher/Deputy Head Teacher/TLR SBM
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	SBM

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.

First Aid

The following employees are trained to Paediatric First Aid Level

Name	Location/Extension	Date of Expiry of Certificate
Sharon Witham	Class 1	21/10/2025
Georgina Pykett	Class 3/4	21/10/2025
Janette Dunderdale	Head Teacher's Office	26/06/2024

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
Entrance	
Each Class	
Shared Areas	
Staffroom	
The person responsible for ensuring first aid qualifications are maintained is:	SBM
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	SBM

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(e's)	First Aid Record Book(s)
Cupboard Staff Corridor	Cupboard Staff Corridor

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
Cupboard Staff Corridor	School Office

A termly check on the location and contents of all first aid boxes will be made by.	First Aiders
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Sharon Witham
The address and telephone number of the nearest medical centre/NHS GP is: East Bridgford Medical Centre, Butt Lane, East Bridgford, Notts.	Dr A-M Stewart
	01949 20216
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queen's Medical Centre Derby Road Nottingham
	0115 9249924

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Administration of Medicines policy, 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 SBM
	Deputy Head
The person responsible for the dealing with the administration of controlled drugs such as antibiotics in accordance with the Administration of Medicines policy 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, we encourage parents to administer but individual arrangements of controlled drugs will be organised if exceptional circumstances pertain
	First SBM Deputy Head
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENCo: Karen Halliwell Head
Asthma Inhalers The person responsible for the supervision and storage where appropriate of asthma inhalers is	Class Teachers First Aiders

Hazard Control

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:	Head
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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:	SBM
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	SR3.5A Office

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:	First: Cleaner in Charge Deputy: SBM /Head Teacher
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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).	Cleaner in Charge
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes</i> is:	Cleaner in Charge
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The person responsible for ensuring the safe and appropriate disposal of any <i>clinical waste</i> is:	Cleaner in Charge
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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	SBM
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	SBM
The person responsible for ordering repairs which are the school's responsibility is:	SBM
The person responsible for reporting repairs which are the responsibility of the Head teacher for authorisation to Equals Trust and checking repairs are carried out is:	Headteacher
The name and telephone number of the school's attached maintenance surveyor is:	Name: NA
	Telephone Number: NA

Security

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First Cleaner-in-Charge
	Head SBM TLR
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First SBM
	Second Cleaner-in-Charge

Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification lanyard • relevant health and safety information • and sign in using the school's digital method 	SBM/Administration Manager
An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Visitors Policy

Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Headteacher
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Information, Instruction and Training

Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	SBM
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Staff Files/EVERY

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 in the Health and Safety manual which is kept:	Office
The person responsible for maintaining it is:	SBM
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.	Headteacher
The health and safety notice board is sited:	Staffroom
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	SBM
The Health and Safety Law Poster is sited:	Office
The person responsible for maintaining it is	SBM

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:	Headteacher/ Cleaner in Charge
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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:	Headteacher/SBM
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- Health and Safety Policies: County Council, Trust, Departmental, and School.
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- 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:	Head/SBM
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:	Head/SBM
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Head/SBM
The person responsible for reviewing the effectiveness of health and safety training is:	Head/SBM
The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Head/SBM
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Head/SBM

Manual Handling

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:	Headteacher
The person responsible for monitoring the safety of manual handling activities is:	Headteacher

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Headteacher
The person responsible for monitoring the safety of manual handling activities is:	Headteacher

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: -

Access Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
Person(s) authorised to operate and use is/are:	N/A
Training in safe use received from: including dates	N/A

Ladders

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

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head/Cleaner-in-Charge
Person(s) authorised to use is/are:	Cleaner-in-Charge

Manual Handling Equipment

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 sack barrows, flat-bed trolleys etc are maintained in a safe condition is	Cleaner-in-Charge
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Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all 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 Standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	N/A
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	N/A

Lifts

The person responsible for ensuring that lifts are inspected and serviced every six months is:	N/A
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Caretaking and Cleaning Equipment

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:	Headteacher
Person(s) authorised to operate and use is/are:	Cleaner-in-Charge

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) responsible for regular (daily) visual inspection is/are:	Class Teachers
Contractor responsible for annual full inspection and report is:	GM Services Ltd, Leicester

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) responsible for regular (daily) visual inspection is/are:	Cleaner in Charge
Contractor responsible for annual full inspection and report is:	GM Services Ltd, Leicester

Stage Lighting Equipment

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

Mobile Staging and Seating

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

Portable Electrical Appliances and Hard Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	SBM
Person(s) responsible for carrying out formal visual inspection and testing is/are:	SBM
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:	Head

Display Screen Equipment

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

Employee Name	Job Title
Gail Otton	SBM
Janette Dunderdale	Headteacher

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	NCC Health and Safety
The person responsible for implementing the requirements of the risk assessment is:	Headteacher

Substances and Personal Protective Equipment

Personal Protective Equipment (PPE)

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

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	All Staff
The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	All Staff

Respiratory Protective Equipment

The person responsible for the risk assessment, provision, Storage maintenance, inspection, repair and replacement of respiratory protective equipment is:	N/A
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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	N/A
Caretaking and Cleaning	Cleaner-in-Charge
Swimming Pool Maintenance	N/A
Catering	Senior Dining Room Assistant
Grounds Maintenance	PM Winter
Other	
Copies of all the hazardous substances inventories are held centrally in:	Cleaner-in-Charge room
The person responsible for undertaking and updating the COSHH risk assessments is:	Cleaner-in-Charge
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 the County Council approved contractor is:	N/A
The reports will be kept available for inspection by:	N/A

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the Local Asbestos Management Plan and premises asbestos log is consulted by visiting contractors and other relevant persons is:	SBM
The premises Local Asbestos Management Plan (LAMP) and	School Office

asbestos log is kept:	
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	SBM

Radioactive Sources

The Radiation Protection Supervisor is:	N/A
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The location of the following records is:

DFE permission to purchase letter	N/A
History of the sources	N/A

Housekeeping and Waste

Waste Management

Waste will be collected daily by:	Cleaner in Charge
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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:	Cleaner in Charge
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The person responsible for checking that the oil tank bund wall is effective is:	N/A
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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 Caretaker 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 Health and Safety Team contracted by Equals Trust/Schools

The person responsible for the collection and management of soiled laundry is: (Residential establishments only)	N/A
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	SBM

Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	SBM/ Headteacher Governor(SBM)
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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.

A copy will 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:	Headteacher
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Pupils Outside School

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 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:	N/A

Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	Headteacher Class Teacher - mentor
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure is:	Head/SBM
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Headteacher

The person responsible for checking that the letting organisation have Risk assessments and appropriate insurance.	Headteacher
The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Cleaner-in-Charge

Premises Alterations, Contractor and Deliveries

Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals for improvements	Headteacher in accordance with Equals Trust Policy
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Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	Headteacher
The person in control of contractors is:	Headteacher/ SBM
Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Headteacher/SBM

Supplies (Purchasing/Procurement and Deliveries)

The Equals Trust Policy will be adopted to ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards. 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.

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

Name	Types of Order
Equals Trust	In accordance with Finance Policy
Headteacher	External contracts and equipment
SBM	External contracts and equipment, H&S PPE and documentation

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	SBM
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Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE),

LEA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matter requiring authorisation/action to the Governing Body or LA is:	Headteacher
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Smoking

The Governing Body has prohibited smoking on the school site.

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:	Headteacher
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Vehicles

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.	Headteacher
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	N/A
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The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	N/A
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:	N/A
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Welfare

Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Shared drive Website
Records of bullying incidents and action taken are kept:	CPOMS

Stress

The persons responsible for monitoring absence owing to stress related illness is:	Headteacher
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Headteacher
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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	Headteacher
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Insurance

Equals Trust insure on behalf of the Schools all buildings and operational areas of the statutory education taking place within the School. Any third parties eg. Preschool will ensure their own content public liability / employee liability and indemnity and operations.

Management Review

Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for sending a copy of the school's Health and Safety Statement/ Checklist to the Equals Trust	Local Governing Body Headteacher SBM
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The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Local Governing body Headteacher SBM
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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:	Headteacher SBM
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Employee absence statistics (i.e non-confidential) for the purposes of performance measurement are kept:	On SAM people
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Note: The schools Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.

Signed..... J Dunderdale..... Headteacher

Date 1.12.25

Signed *Caroline M. Ali* Chair of Governors

Date *25/3/26*