



Health and Safety Policy

Approval Date: February 2023

Review Date: February 2026

General Statement of Intent

The Leadership and Governing Body of Gaskell Community Primary takes the health, safety and wellbeing (HSW) of all those on, working from, using our school site or working off site, seriously.

The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Gaskell Community Primary School. The Governing Body / Head teacher recognises its responsibility to the health, safety and welfare of all staff, pupils and other persons visiting the school premises.

We have developed this policy to help explain how we manage our responsibilities under the Health and Safety at work etc. Act 1974. The main aim of the policy and its content is to ensure, so far as is reasonably practicable:

- As a Local Authority (LA) controlled school we are following the Council's overarching Health, Safety and Wellbeing (HSW) policy, its ethos and instruction.
- The school environment is a safe place to work from, learn in and visit, without risk to HSW.
- We provide a safe working equipment, procedures and information on significant risks to our staff, students and others who might be affected by what we do.
- We provide training and consult with staff and others on HSW matters.
- We provide a safe means of access to and from the school.
- Robust procedures are in place to manage accidents or emergencies.
- We monitor our safety performance and review and investigate accidents, incidents and near miss events, learning from findings.

Bolton Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

On a day to day basis the governing body will:

- Ensure that the HSW policy is reviewed, up to date, communicated to all relevant persons and importantly followed by all those on site. We do this by meetings with headteacher, site inspections, review of managers checks, governance meetings, review of policies.
- Take reasonable steps to make sure that the school is following all other HSW policies and procedures by meetings with headteacher, site inspections, review of managers checks, governance meetings, review of policies.
- Confirm that staff and others receive adequate information, instruction and training to enable them to carry out their HSW responsibilities.
- Seek assurance that the school has access to competent HSW advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the headteacher and senior management team to support sensible health and safety management and to seek assurance as appropriate.

The governor who oversees health safety and wellbeing is the Chair Of Governors.

The headteacher is responsible for the management of HSW across the school site and all activities. They will:

- Ensure that they are aware of all significant hazards and risks on their school site and ensure these are managed so far as is reasonably practicable.
- Take action immediately when any significant hazard are reported, stop the use of any equipment, machinery or any activity etc. which is considered unsafe until action is taken to manage the risk.
- Report on safety and welfare matters to the Governing Body noting significant hazards and action needed.

- Develop a process to ensure that staff are appropriately trained on health and safety matters.
- Ensure that appropriate funds and resources are allocated to ensure effective health and safety procedures, repairs and maintenance in the school.
- Ensure all HSW policies and procedures are reviewed and communicated to staff and others who might need to be aware of the information.
- Ensure that all staff are provided with suitable, safe and maintained equipment in order to complete their work.
- Ensure that all products brought onto site are safe for use and stored in a safe way.
- Ensure that the school has access to competent HSW advice and support as required under Section 7 of the Management of Health and Safety at Work Regulations.
- Ensure that the school premises and external areas are maintained, compliance checks are completed, the building is safe for use and regularly inspected.
- Promote a positive, open health and safety culture in school.
- Complete management checks and other monitoring activities to ensure that policies and procedures are being followed.
- Ensure effective arrangements for monitoring the activities of other building users whilst on site.
- Meet with relevant key staff on a regular basis to ensure that safety activities they are responsible for are being completed including meeting site manager, reviewing compliance checks, confirming PEEPs in place, supervision ratios, ensuring RA's are in place and updated.
- Ensure that EVOLVE is used to record and approve school trips and visits and that the school liaises with the LA HSWT and follows their procedures for recording adventurous, overnight travel.
- Ensure that emergency procedures are in place, regular drills completed and learning points communicated.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

In the headteacher's absence, the deputy head teacher assumes the above day-to-day health and safety responsibilities.

The school business manager supports the deputy head teacher with the health and safety responsibilities when the headteacher is not on site.

The Business Manager will:

- Help the headteacher develop, implement and review HSW policies or procedures.
- Complete monitoring and management checks on the site manager compliance checks, highlighting or escalating any issues to the head teacher for their action
- Complete and record HSW inductions.
- Develop and implement a HSW training plan to ensure staff have sufficient HSW training to complete their roles (including Fire Warden and First Aid cover).
- Maintain contact with outside agencies able to offer expert advice.
- Ensure accidents and incidents are reported, investigated, and forwarded onto the Health, Safety and Wellbeing team.

Senior Management (SLT)

Within the school will support the Headteacher in their role. They will:

- Ensure risk assessments (for work areas within their discipline) are thorough, suitable and reviewed annually or when necessary
- Ensure their risk assessments are communicated to the relevant staff member electronically and in hard copy form if required.
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher as needed and if they remain unresolved.
- Complete HSW training as requested by their manager ensuring their staff also complete HSW training needed for their role, training matrix must be kept for all staff training.
- Ensure staff are made aware that they must not bring their own equipment, substances etc. onto the school site for use at any time.
- Provide a good example, guidance and support to staff on health and safety issues.
- Assist with investigations into accidents and produce reports / statements as needed.

All staff will

School staff have a duty to take care of pupils in the same way that a prudent parent would.

Staff will:

- Take care of their own health, safety, and wellbeing and that of any other person who may be affected by what they do (or do not do).
- Co-operate with others on health and safety matters, not interfering with, or misusing, anything provided for health, safety or welfare.
- Follow the training they have received when using any work items or systems provided by the employer.
- Develop if tasked to, read and follow the RA in place for their safety and the safety of others who might be affected by the work they do.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure.
- Not bring any personal items on site to use as work or cleaning equipment, unless agreed with the head/business manager and an assessment has been completed.
- Understand emergency evacuation procedures, and feel confident in implementing them and how to raise any concerns.

THE SITE MANAGER

is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that the HSW tasks outlined in his job description and handed over during induction are completed. This includes daily, weekly, monthly, compliance, observation and monitoring and safety checks: keeping records of findings and actions taken.
- Ensure that external compliance checks and essential building risk assessments are in place, actions taken and recorded, for example Fire Risk Assessments, Legionella risk assessment, Asbestos surveys, glazing surveys, building surveys, electrical testing, gas safe checks. This list is not exhaustive.
- Ensure that any work that has health and safety implications is prioritised, speaking to the headteacher for advice where needed and for action needed.
- Report any HSW concerns to the head teacher and School Business Manager immediately verbally.
- Ensure that all work under their control is undertaken in a safe manner: selecting contractors who are competent to complete their roles and keeping records of competency checks undertaken.
- Act as deputy incident controller should an evacuation or evacuation take place when they are on site. The Assistant site manager will also act as deputy incident controller when the site manager is not on site.
- Ensure that they have the skills and competency to complete any work they undertake and seeking the services of external competent contractors as needed.
- Ensure that all staff are aware of safe working practices within their work area, especially regarding reporting of hazards.
- Ensure that any unsafe practices cease with immediate effect.
- Investigate any specific health and safety issues, take remedial action and report findings to the head/business manager.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.

THE HEALTH SAFETY WELLBEING TEAM (BOLTON COUNCIL) WILL:

- Provide services to schools as per their Service Level Agreement
- Collect information on accidents and incidents to report to HSE where necessary.
- Draft and offer template policies, procedures and guidance for health safety and wellbeing. To LA schools or those with a current Gold Star Service Level Agreement.

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site and for reporting any health and safety incidents to a member of staff.

Contractors

All contractors who will be working on our site will receive a HSW induction by the Site Manager or Assistant Site Manager. The induction must be recorded in the Contractors register. They will, as needed, be provided with copies of school relevant risk assessments, asbestos survey and this HSW policy. Contractors are expected to follow our safe working procedures and should tell us if they have any concerns, may complete work that could create a hazard or if they do not think they can comply with our policies and procedures.

They must provide a risk assessment and safe systems of work covering any significant risks associated with their work. The site manager will request, gather, and review contractor documents before they commence work, dependant on the role they will complete. This may include, insurance cover, DBS checks, Risk assessment for the work, safe systems of work.

Health and Safety arrangements for Gaskell Community Primary School

Accidents

All accidents, incidents and near miss events which occur on site or off site as part of school activities must be reported. This includes accidents or incidents involving staff, students and others who may be affected by our activities whilst on our site.

The Accident Report Form is available from the school office.

The School Business Manager is responsible for investigating accidents/incidents/near miss events and sharing findings or requesting risk assessment reviews.

The School Business Manager is responsible for sending completed accident forms to the HSWT: They will log the incident and report it to the HSE as a RIDDOR if needed.

Relevant staff will receive training to complete accident/incident forms and complete an investigation.

Asbestos

This school has asbestos on site. Staff must not complete any activity that could damage the building fabric: this includes putting pins into walls or asking the caretaker to put up shelves etc.

When staff start work with us the site manager will provide them with site safety and security information. This will include information on how they can avoid disturbing asbestos. If staff want more information or a refresher they should speak to the head teacher.

Should staff want to request any work in their classroom they must speak to the Site Manager.

The Asbestos Risk Assessment File is located in the school office. The site manager will provide a copy of the asbestos survey to contractors completing works that could disturb asbestos. The contractor will be asked to sign a form to demonstrate they have read the survey. These forms will be retained in the contractors file in the office.

The site manager will complete a visual inspection of areas of the school with asbestos throughout the year, keeping records of findings or actions taken. Staff must report any concerns regarding asbestos management to the Site Manager as soon as possible.

The site manager and assistant site manager will complete asbestos awareness training every year.

Classroom safety

Staff are responsible for ensuring their classroom and other areas they make use of are kept tidy and safe for use. If there are any significant risks in their classroom or areas of responsibility e.g. workshop equipment, PE equipment, they are responsible for risk assessing and managing the equipment and ensuring it is maintained and used in a safe way.

The class teacher must assess the risks in their classrooms and areas of responsibility.

The site manager will arrange periodic tests of equipment. The site manager will be responsible for arranging any remedial works.

Any health and safety concerns or issues must be immediately reported to the site manager.

Concerns

Should staff have health, safety or wellbeing concerns these should be raised in the following way:

- Site/ premises/ equipment concerns should be reported to the site manager by written notification in the concerns book at the school office.
- Staff, curriculum concerns should be reported to the head teacher either verbally, via email or in writing.

Control of substances hazardous to health (COSHH)

Many schools use different types of hazardous substances, some you might use in your own home, for example bleach. Others are more frequently used just in schools or workplaces e.g. toilet sanitiser, graffiti remover etc. We have a duty to manage all hazardous substances that come onto our site staff must ensure they inform the site manager or assistant site manager to ensure a full inventory of all items covered under COSHH is kept.

Where non-teaching staff use COSHH substances as part of their work, the assistant site manager will obtain the material safety data sheet for each product and complete COSHH risk assessments: these will be circulated to all employees who work with the substances. The assistant site manager will develop and keep a full inventory of all items covered under COSHH.

Curriculum COSHH risk assessments are completed by the phased leader, are provided to all staff and communicated to students as part of lesson planning. We have access to CLEAPPs which helps teaching staff complete risk assessments and provides templates to support the risk assessment process. The assistant site manager will develop and keep a full inventory of all items covered under COSHH.

Our staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products must be kept in their original containers, with clear labelling, product information. The COSHH products must be safely stored/kept away from pupils unless authorised to use them.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. Spill kits are located in the site managers room.

The site manager, assistant site manager and school business manager can procure COSHH substances. No other staff can bring COSHH substances onto site at any time.

Display screen equipment

All staff who use computers as a significant part of their normal working day will have a display screen equipment (DSE) assessment. The DSE assessment helps to ensure that users are sitting in the most ergonomic way with their equipment set up to aid good posture. This will be completed by the school business manager.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Electrical equipment

Staff must not bring personal electrical equipment from home into the school.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances must do so under the supervision of the member of staff who directs them, and a risk assessment must be in place.

Any potential hazards will be reported to the site manager immediately.

Portable appliance tests(PAT) and fixed wire tests are arranged by and actions completed by the site manager. We use a competent electrician for these activities.

Extension leads are a fire hazard. We do not use extension leads in school.

Fire

This school has a separate fire evacuation procedure in place, as well as a form to complete if staff, students, or visitors need more help to evacuate the building in an emergency. This document also lists who our Fire Wardens are, who the Incident Controller/s is/are and who can provide support in a fire situation.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous siren bell.

Fire alarm testing will take place annually by the alarm company and weekly by the site manager.

New staff will be trained in fire safety as part of their induction and then every three years. At our first team meeting in September, we discuss our emergency procedures as an entire school.

First aid

This school has a separate first aid and medication in school policy. These detail what support we can provide for anyone who has had an accident or become unwell on site. The policy also lists who our current first aiders are, what training they receive and when, where our first aid boxes are located, what they contain and who maintains them, as well as infection control and waste removal.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. All rooms with gas appliances are checked to ensure that they have adequate ventilation. The site manager keeps the relevant documentation to demonstrate that our school is gas safe.

Infectious diseases, Infection prevention and control

We follow national guidance published by Public Health England when responding to infectious diseases and infection control issues.

In the case of infectious diseases, the school will follow recommended exclusion periods outlined by Public Health England.

To maintain infection prevention and control we will encourage staff and pupils to follow good hygiene practice, as outlined below:

- **Handwashing**
- **Coughing and sneezing**
- **Cleaning of blood and body fluid spillages and clinical waste**
- **COVID 19 management and other similar issues**
- **Cleaning**
- **Laundry**
- **Animals**

Insurance Provider and occupiers liability

The school purchases insurance through the DFE RPA insurance, this also includes employer liability. If staff have any questions regarding Insurance cover they should speak to the school business manager in the first instance.

Whilst this policy is written with regards to the schools obligation as an employer, we are also mindful of our more general obligations to visitors under the Occupiers Liability Act 1957. This places a liability on us to do whatever is reasonably practicable to ensure the safety of all visitors. This duty is particularly high where children are concerned where the courts expect a much higher level of care to be given.

Legionella

A water risk assessment is organized by Robertsons and completed. The site manager is responsible for ensuring that the operational controls are completed and recorded in the school's log book. The site manager will ensure recommendations in the legionella assessment are acted upon, recorded within the assessment and reported to the school business manager.

This risk assessment will be reviewed every three years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, these are completed by the site manager and recorded.

The site manager will report any issues, temperature anomalies to the school business manager so corrective action can be sourced.

The site manager and assistant site manager will complete legionella awareness and temperature checks training every three years.

Lone working

In school some staff might complete lone working with the approval of the headteacher or their line manager. The definition of lone working is a work activity carried out without direct supervision or the support of others.

On this site lone working may include:

- Working on site earlier or later than most staff or opening and locking up alone.
- Home or site visits.
- Weekend working.
- Site manager duties including groundwork.
- Site cleaning duties.
- Working in a single occupancy office.

All lone work must be approved and risk assessed. Potentially dangerous activities, such as those where there is a risk of falling from height, the use of woodwork equipment must not be undertaken when working alone. If there are any doubts about the task to be performed, then the task must be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member must be informed about where the member of staff is and when they are likely to return. The member of staff must ensure the headteacher has their contact number.

Manual handling

All manual handling activities completed in school where there is a significant risk of injury must be risk assessed.

All staff who complete manual handling activities will complete manual handling training every three years.

Medication on site

This school has a separate policy and templates for staff to use should we be asked to provide prescribed medication to students. All staff must read and follow this guidance and speak to the school business manager for more information.

Minibus

School has access to a minibus: our minibus file is located at the school office. This details who can use the minibus, driver license checks, pre use checks, risk assessments etc.

Monitoring (safety practices)

We will monitor the effectiveness of this policy by:

- The head teacher and school business manager will complete a termly visual inspection of different internal / external areas and activities in school. They will identify good practice and areas for improvement. The findings will be discussed at team meetings with the site staff and highlighted at Governors meetings.
- The school business manager will review site manager checks every few months. To highlight good practice and any areas for improvement.
- The school business manager will review and monitor a selection of risk assessments every year to consider whether hazards and controls are suitable, have risk assessments been communicated, are risk assessments up to date.
- The school business manager [will review and monitor a selection of accident forms every 6 months to review quality of completion, if the investigation was appropriate, any trends identified and if action to mitigate further occurrence has been taken.

Policy review

This policy will be reviewed by the school business manager every 3 years.

At every review, the policy will be approved by the governing board.

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. The school business manager will complete the risk assessments and liaise with line managers to discuss the actions agreed.

Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Off-site visits

All off site visits must be approved by the head teacher.

The school has an educational visits coordinator (EVC) on site. They support staff with developing and risk assessing educational trips and visits. They also discuss any training needed to lead trips and first aid provision. The school use an online system EVOLVE to manage trips and visits. The EVC provides training to show staff how to use the system.

PE and play equipment.

The site manager and assistant site manager will hold an inventory of all PE and play equipment. The PE co-ordinator is responsible for ensuring risk assessments are in place for the use of the equipment and for sharing the assessment with relevant staff. She should demonstrate how equipment must be stored and used before staff are authorised to use it.

Personal protective equipment

Where a risk assessment identifies staff must use PPE to complete an activity safely, this will be provided by the school. Where needed, we will show you how to use and store the PPE. Staff are responsible for using any PPE identified in a risk assessment to carry out the activity.

Risk Assessment

Risk assessments should be carried out for all activities and tasks etc, where significant risks identified. Appropriate controls must be documented, implemented, monitored and managed, and any issues noted must be reported immediately to the Head teacher.

In this school staff are responsible for ensuring certain RA's are completed. this is because they have the knowledge, skills and training to complete them

- School visits (EVOLVE) curriculum, classroom, equipment used for lessons, chemicals used for lessons (teaching staff).
- Repairs and maintenance and associated activities, building related, car park, visitors, site activities, site equipment, COSHH, events on school premises, contractors on site (site manager, school business manager).
- Lone working, DSE, vulnerable or disabled staff/students, young workers, pregnant workers, those returning to work (school business).

Risk assessments must be reviewed in line with the level of risk e.g. every 12 months or sooner if needed, for example following and accident/incident, near miss, changes in equipment, process or legislation.

Risk assessments must be shared with those who need to see the document e.g. staff, contractors or visitors. The person who signs off the risk assessment is responsible for ensuring the content is shared with the appropriate people. Sharing risk assessments can be done at staff meetings, during inductions, via email. Records should be kept.

Risk assessments will be saved in the staff drive, older risk assessments should be archived.

The forms for completion of risk assessments are kept in the staff drive.

Site safety and security

The site manager along with Automatic Alarms and Security and Response are responsible for the security of the school site in and out of school hours. They are responsible for the intruder and fire alarm systems.

Smoking

Smoking is not permitted anywhere on the school premises.

Working at height

Work at height must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In this school we have the following equipment

To complete work at height the site manager and assistant site manager have completed the work at height awareness training.

All staff must complete visual pre use checks for work at height equipment, reporting any concerns to site manager who will be responsible for demonstrating this to staff.

Every month dependent on use, storage, etc, the site manager will complete a formal inspection of all the ladders and step stools. Any that are unsafe will be taken out of use and removed from site.

- No one should use ladders in school without authorisation.
- Contractors are expected to provide their own ladders/equipment for working at height.
- Staff must not access roofs or work on roofs without suitable training.

Violence at work

We believe that anyone within the school whether it is a staff or pupil should not tolerate violent or threatening behaviour.

All staff must report any incidents of aggression or violence (or near misses) directed to themselves or others to the headteacher immediately. This applies to violence from pupils, visitors or other staff. An accident/incident/near miss form must be completed and the case will be discussed with the head teacher and support agreed.

It is the policy of the Governing Body/ Headteacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health ;
- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and pupils;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities;

This policy will be reviewed on a regular basis, by the Headteacher and the Governors.

The arrangements section of the health and safety manual has been designed for educational establishments / departments to complete with the relevant health and safety information for staff, visitors and contractors.

3.1 Roles & Responsibilities

The Senior member of staff in the establishment/department with responsibility for Health and Safety matters is:	Headteacher
The Governor appointed for health and safety is:	Chair of Governors
Consultation with staff, regarding health and safety is provided via:	Headteacher

3.2 Risk assessment

The person responsible for ensuring risk assessments are carried out is:	Headteacher
Copies of risk assessments are located :	Main School Office
Any hazards noted within the establishment/ departmental environment must be reported to:	Headteacher and School Business Manager & Site Manager
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	Headteacher
Risk assessments will be reviewed on a ____3____ basis by ____ Headteacher ____ (NB this should be carried out at LEAST every 2 – 3 years)	

3.3 Emergency & Fire Arrangements

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher/ Manager, 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 priorities in an emergency situation are as follows:

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

The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Headteacher
Fire drills will be carried out by:	Headteacher
Fire drills will be held on a termly basis by:	Headteacher
Fire alarm points will be tested on a weekly basis by:	Site Manager
Means of escape will be checked on a weekly basis by:	Site Manager
Fire fighting equipment will be checked on a weekly basis by:	Site Manager
Emergency lighting will be tested on a monthly basis by:	Site Manager
Records of tests, checks and drills will be held in/by:	Site Manager
Fire extinguishers will be serviced on an annual basis by:	Automatic Alarms

All staff should undertake fire training	
3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation	
<i>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 complete an accident report as soon as possible after the event for both employees and non employees (including pupils, visitors etc)</i>	
Location of accident forms:	School office
Persons responsible for accident forms:	Office Staff
Persons responsible for carrying out accident investigations is:	Headteacher
<i>Accident forms must be completed and returned to Asset Management, 3rd Floor Paderborn House, Bolton, BL1 1RU on a weekly basis</i>	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Headteacher
<i>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.</i>	
The person responsible for ensuring first aid qualifications are maintained is:	Headteacher
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Headteacher
First aid boxes are kept in the following points in the education establishment / department:	
School Office	
Travelling first aid boxes are located:	
School Office	
The location and contents of all first aid boxes will be checked on a:	Weekly Basis
The person(s) responsible for the checks is: - Deficiencies of first aid materials should be reported to	First-aider
The address and telephone number of the nearest medical centre/NHS GP is:	Halliwell Childrens Centre
	01204 463500
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Bolton General
	01204 390390
<i>Occupational health provisions are available from the Occupational Health team at Paderborn House, please speak to your head teacher/Line Manager regarding accessing this service.</i>	
3.6 Pupils with medical/ special needs (please see Section 4 Health & Safety Manual – supporting pupils with medical needs)	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Headteacher
The person responsible for ensuring pupil specific risk assessments are conducted is :	Headteacher
The person responsible for the supervision and storage of pupils medicines is:	Office Staff
3.7 Maintenance and premises	
All employees and governors must report any hazards that could be	Headteacher and/or Site

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:	Manager
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Headteacher and/or Site Manager
Defective furniture or equipment should be taken out of use immediately and reported to:	Headteacher and/or Site Manager
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	First Site Manager
	Deputy Headteacher/ Security and Response
3.8 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
Induction training should cover: <ul style="list-style-type: none"> • Health and Safety Policies: BMBC and School. • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procures for Hazardous Substances • Good Housekeeping • 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 organising health and safety training is:	Headteacher
3.9 Work Equipment	
<i>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.</i>	
<u>- Ladders</u> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	Site Manager
Person(s) authorised to use:	Site Manager
<u>- Equipment for pupils with special educational needs</u> The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every months by a competent contractor and kept in good working order is:	CPS
<u>- Lifts</u> The person responsible for ensuring that lifts are inspected and serviced every six months is:	CPS
<u>- Caretaking and cleaning equipment</u> (including powered cleaning equipment, power and hand tools etc) Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	LA and Site Manager
Person(s) trained and authorised to use are:	LA employees and Site Manager
<u>- Design and Technology Equipment</u> Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Headteacher
Person(s) authorised to operate and use is/are:	

The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Class teachers
- Art and Design Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) authorised to operate and use is/are:	Teachers and pupils
- PE Equipment (indoor and outdoor) 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:	Site Manager
Contractor responsible for annual full inspection and report is:	Physique Sports
3.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	CPS
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Site Manager
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
3.11 Personal Protective Equipment (PPE)	
<i>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.</i>	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out are as follows <ul style="list-style-type: none"> - Science - Design Technology - Art and Design - Caretaking and cleaning - Catering - Grounds maintenance 	Headteacher
3.12 Hazardous substances	
Copies of all the hazardous substances inventories are held centrally in:	Head's Office
The person responsible for undertaking and updating the COSHH risk assessments is:	CPS/Environmental Services
3.13 Asbestos	
The person responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	Headteacher
The asbestos management plan is held:	Main Office & Site Manager's Office
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Headteacher
3.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Headteacher
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Headteacher
3.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited is:	Headteacher
3.16 Visitors	

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	School Office
3.17 Contractors	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Headteacher and CPS
The person in control of contractors whilst on site is:	Site Manager
3.18 Noise	
Any employee concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:	
3.19 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: who will arrange for them to be dealt with.	Site Manager
3.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	School Business Manager
3.21 Miscellaneous	
The Health and Safety Law Poster is sited:	Staffroom
The person responsible for updating it is:	Headteacher