

# HEALTH AND SAFETY POLICY

# 2024



<b>Head Teacher Signature:</b>	
<b>Date Adopted:</b>	June 2020
<b>Review Date:</b>	June 2021 June 2022 April 2023 April 2024 April 2025

**BANKS ROAD INFANT AND NURSERY SCHOOL**  
**“A Home for Learning, Laughing, Caring and Trying”**

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**BANKS ROAD INFANT AND NURSERY SCHOOL**  
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**NAME OF ESTABLISHMENT:**            **Banks Road Infant and Nursery School**

**1. STATEMENT OF INTENT**

The Governing Board of Banks Road Infant and Nursery 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 Board 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 Board 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 Board 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 Board requires the support of all staff to enable the maintenance of high standards of health and safety in all the school’s 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:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service ‘wired’. Health & Safety Community.

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## **Organisational Structure and Responsibilities**

### **Management Structure**

The structure chart outlines key roles and responsibilities within the school’s health and safety management system.

#### **Responsibilities of the Governing Board**

The Governing Board is responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed 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 and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

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**Responsibilities of the Head teacher**

The Headteacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed 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 and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the school’s health and safety committee (where appropriate).
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Local Authority / Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier’s Liability Act.

**Note:** in the absence of the Headteacher these responsibilities fall to her immediate assistant heads.

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**Responsibilities of the Health and Safety Co-ordinator (SBM – Anna Molde)**

Responsible to the Headteacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher / Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority / Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the school’s health and safety committee (where appropriate).
- **Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher**

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**Responsibilities of all Employees**

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority / Trust, Governors / Trustees and Head Teacher / Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher / Principal any serious or immediate danger.
- Reporting to their Head Teacher / Principal any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

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**Arrangements**

**Co-ordination and Communication**

**Health and Safety Co-ordinator**

<b><u>Health and Safety committee – the members of the School Health and Safety Committee are:</u></b>		
<b>Helen Taylor (HT)</b>		
<b>Richard Buchanan (Caretaker)</b>	<b>Rachael Morris (AHT)</b>	<b>Maria Holmes (AHT)</b>
<b>Anna Molde (School Business Manager) – Sarah Williams (Administrator)</b>		
<b><u>All the above comprise the school Emergency Team</u></b>		
<b>All other members of staff</b>		

**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:	<b>Helen Taylor</b>
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**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:	<b>Helen Taylor</b>
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**Emergencies**

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	<b>Helen Taylor</b>
A copy of the emergency plan is available at:	<b>School Office</b>

<b>The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.</b>	<b>Person Responsible</b>	<b>Deputy</b>
	<b>Helen Taylor</b>	<b>Maria Holmes Rachael Morris</b>



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Summoning of the emergency services.	<b>Helen Taylor</b>	<b>Maria Holmes Rachael Morris</b>
That a roll call is taken at the assembly point	<b>Helen Taylor</b>	<b>Maria Holmes Rachael Morris</b>
That no-one attempts to re-enter the building until the all clear is given by the emergency services	<b>Helen Taylor</b>	<b>Maria Holmes Rachael Morris</b>

**Note: The priorities 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.**

**Locations of Main Service Isolation Points**

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

SERVICE	<i>LOCATION OF ISOLATION POINT DETAILS</i>
Water	Boiler house and at the meter in Banks Road
Electricity	Reprographics room
Gas	Kitchen

**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:	<b>Helen Taylor Richard Buchanan</b>
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**Accidents and Medical**

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**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 report forms	Person in Charge of Accident report forms
School office	Anna Molde
First Aid point	First Aiders
Accident reports should be drawn to the attention of and counter-signed by the Headteacher of his/her Assistant Heads before being sent to the Health and Safety Team via the NCC incident form (F45-5 Form) online system.	Headteacher: Helen Taylor AHTs: Maria Holmes and Rachael Morris
	Assistant Heads: Maria Holmes, Rachael Morris Anna Molde (School Business Manager)

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Anna Molde
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The following types of incident are **no longer reported** using the NCC system:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

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 named first aiders:

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The following employees are **appointed persons** have been trained to Paediatric First Aid for Schools level:

Forename	Surname	Provider	Course Name	1,2,3 Day Course	Date	Expires	Cert
Belinda	Bonser	Notts safe a life	Paediatric first Aid	2	27/03/2021	26/03/2024	Yes
Nicola	Brown	Notts safe a life	Paediatric first Aid	2	26/04/2021	26/04/2024	Yes
Rachel	Fraser	Notts safe a life	Paediatric first Aid	2	25/03/2021	24/03/2024	Yes
Amy	Gildea	Notts safe a life	Paediatric first Aid	2	12/07/2022	11/07/2025	yes
Gemma	Goodger	Notts safe a life	Paediatric first Aid	2	03/10/2023	02/10/2026	Yes
Stacey	Hall	Notts safe a life	Paediatric first Aid	2	11/06/2021	10/06/2024	Yes
Debra	Hunter	Notts safe a life	Paediatric first Aid	2	16/06/2022	15/06/2025	Yes
Marie	Thomas	E-Learning	Emergency First Aid at Work	0.5	05/10/2021	05/10/2024	Yes
Sam	Wells	Notts safe a life	Paediatric first Aid	2	12/07/2022	11/07/2025	Yes
Clare	Wort	Notts safe a life	Paediatric first Aid	2	13/07/2023	12/07/2026	Yes
Lisa	Young	Notts safe a life	Paediatric first Aid	2	13/09/2022	12/09/2025	Yes

The following employees re first Aid at Work or Middays:

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Forename	Surname	Provider	Course Name	1,2,3 Day Course	Date	Expires	Cert
Salima	Baig	E-Learning	Emergency First Aid at Work	0.5	05/01/2024	04/01/2027	Yes
Lyndsey	Freeman	Notts safe a life	First Aid at Work For Middays	0.5	05/01/2024	04/01/2027	Yes
Karen	Gavagan	Notts safe a life	First Aid at Work For Middays	0.5	05/01/2024	04/01/2027	Yes
Deborah	Jones	Notts safe a life	First Aid at Work For Middays	0.5	05/01/2024	04/01/2027	Yes
Wendy	Kinnear	Notts safe a life	First Aid at Work For Middays	0.5	05/01/2024	04/01/2027	Yes
Joy	Topps	Notts safe a life	First Aid at Work For Middays	0.5	05/01/2024	04/01/2027	Yes

Person responsible for ensuring first aid qualifications are maintained:	Anna Molde
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Helen Taylor

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
First Aid point outside the office	First Aid point outside the office
A termly check on the location and contents of all first aid boxes is carried out by:	Lisa Young
Use of first aid materials and deficiencies should be reported to:	Lisa Young / Anna Molde
Address and telephone number of the nearest medical centre / NHS GP:	Banks Road Surgery - 0844 71759
Address and telephone number of the nearest hospital with accident and emergency facilities:	QMC – 0115 924 9924

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency

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aiders are displayed at the following points in the school.

Display Point	Display Point
Office	Notice Board

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
First Aid point outside the office	Disable toilet

**Administration of Medicines**

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Helen Taylor
A copy of the medicines policy is available at:	Policy folder in HT office
The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Office Administrators Helen Taylor
	Second Anna Molde (SBM)

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Rachael Morris Office Administrators Helen Taylor
	Second Anna Molde

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Rachael Morris (SENCo) Helen Taylor
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**Asthma Inhalers**

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Class teachers, following procedures set out in staff handbook
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**Hazard Identification and Control**

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**Risk Assessment**

Person responsible for carrying out an assessment of the school’s work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Helen Taylor
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**Hazard Reporting and Follow Up**

All employees, 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 to:	Helen Taylor Anna Molde Richard Buchanan
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Richard Buchanan Helen Taylor Anna Molde

**Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Anna Molde
Defective furniture must be taken out of use immediately and reported to:	Anna Molde
Person responsible for ordering repairs and maintenance:	Anna Molde

**Information, Instruction and Training**

**Provision of Information**

Person responsible for distributing all health and safety information received from the Local Authority:	Helen Taylor
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Premises file Training and supply requests file
The health and safety notice board is sited:	Staff room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Helen Taylor Anna Molde
The HSE Health and Safety Law Poster is displayed:	Staffroom / Office
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	School entrance Staffroom School office

**Health and Safety Training**

Person responsible for drawing to the attention of all employees the following health and safety matters as part of	Helen Taylor
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their induction training:	
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- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Helen Taylor Anna Molde
Person responsible for compiling and implementing the school’s annual health and safety training plan:	Helen Taylor
Person responsible for reviewing the effectiveness of health and safety training:	Helen Taylor
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Helen Taylor

**Premises**

**Asbestos**

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Person with overall responsibility for managing asbestos:	Helen Taylor
The asbestos register is kept at:	School office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Helen Taylor Anna Molde
The disturbance procedure is displayed in a (staff only) area, at:	School office Staffroom
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	NCC
The LAMP is kept in:	School office – premises file

**Legionella**

Person with overall responsibility for managing Legionella:	Richard Buchanan Helen Taylor
The Legionella risk assessment is kept at:	School Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Richard Buchanan
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Richard Buchanan
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Richard Buchanan
The log book is kept in:	School Office

**Fire**

Person with overall responsibility for managing fire safety:	Helen Taylor
The fire risk assessment is kept at:	School office Policy file
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Helen Taylor
Person responsible for routine maintenance and servicing of fire safety equipment:	Helen Taylor Anna Molde
The log book is kept in:	Premises file school office

**Security**

**Premises**

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First R Buchanan
	Second Helen Taylor

**Visitors**

On arrival all visitors should report to where they will	The School Office
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<ul style="list-style-type: none"> <li>• sign in using V Pass</li> <li>• be issued with an identification badge</li> <li>• be issued with relevant health and safety information</li> </ul>	
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**Lone Working**

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Helen Taylor
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**Use of Premises Outside School Hours**

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Anna Molde
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**Control of Contractors**

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Helen Taylor Anna Molde
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Helen Taylor Anna Molde
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Helen Taylor Anna Molde
Responsibility for liaison and monitoring of contractors:	Helen Taylor Anna Molde

**Work Equipment**

**Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Buchanan
Person(s) authorised and competent to operate and use:	Richard Buchanan

**Ladders**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Buchanan Helen Taylor
Person(s) authorised and competent to operate and use:	Employees following training

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**Stepladders**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Buchanan Helen Taylor
Person(s) authorised and competent to operate and use:	Employees following training

**Manual Handling Equipment**

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	SENCo Helen Taylor
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**Equipment Provided for Pupils with Special Educational Needs**

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	SENCo Helen Taylor
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	SENCo Helen Taylor
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	SENCo Helen Taylor PDSS
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	SENCo Helen Taylor

**Lifts**

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A
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**Pressure Vessels**

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	N/A
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**Caretaking and Cleaning Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Richard Buchanan
Person(s) authorised and competent to operate and use:	Richard Buchanan

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**PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Helen Taylor Carla Davies
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Richard Buchanan
Contractor responsible for annual full inspection and report:	Sportsafe

**Outdoor Play Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Helen Taylor Carla Davies
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Richard Buchanan
Contractor responsible for annual full inspection and report:	Spotsafe

**Stage Lighting Equipment**

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

**Mobile Staging and Seating**

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

**Portable Electrical Appliances and Hard Wiring Circuits**

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Anna Molde Helen Taylor
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Anna Molde Helen Taylor
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Anna Molde Helen Taylor
Person(s) responsible for carrying out formal visual inspection and testing:	A J PAT Testing
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Anna Molde

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**Vehicles**

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Anna Molde
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Anna Molde
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	N/A
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Anna Molde

**Substances and Personal Protective Equipment**

**Hazardous Substances**

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

	<b>Person Responsible</b>	<b>Location / Extension</b>
Science	Nicola Palmer	Classrooms
Art	Helen Taylor	Classrooms
Caretaking	Richard Buchanan	Caretakers office
Cleaning	Richard Buchanan	Caretakers office
Catering	Alison Lee	Kitchen
Grounds Maintenance	NCC grounds maintenance	Off site
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Caretakers office
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		Anna Molde Richard Buchanan
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Anna Molde

**Housekeeping and Waste**

**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 r / Caretaker to be dealt with.

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**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.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Anna Molde Richard Buchanan
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Helen Taylor Anna Molde

**Waste Management and Disposal**

Waste will be collected daily by:	Richard Buchanan
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Richard Buchanan
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Anna Molde Helen Taylor

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

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Richard Buchanan
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	Richard Buchanan Anna Molde Helen Taylor
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Richard Buchanan Anna Molde Helen Taylor

**Manual Handling**

**Manual handling of Objects**

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Richard Buchanan Anna Molde Helen Taylor
Person responsible for monitoring the safety of manual handling activities:	Richard Buchanan Anna Molde

**BANKS ROAD INFANT AND NURSERY SCHOOL**  
**“A Home for Learning, Laughing, Caring and Trying”**

	Helen Taylor
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**Manual Handling of People**

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	SENCo
Person responsible for monitoring the safety of manual handling activities:	SENCo

**Educational Visits**

The Educational Visits Co-ordinator at the school is:	Maria Holmes
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Maria Holmes
The Educational Visits Policy is located at:	Head teacher office in Policy folder

**Inspections (External & Internal)**

**Catering**

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	NCC - catering
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**Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)**

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body / Trust	Anna Molde Helen Taylor
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**Internal Health and Safety Inspections**

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Helen Taylor Sarah Williams
Person responsible for ensuring follow up action on the report is completed:	Helen Taylor Sarah Williams Anna Molde

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**Management Review**

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Helen Taylor
Person responsible for compiling and implementing the school’s annual health and safety action plan, including action for improvements in the appropriate development plan:	Helen Taylor Sarah Williams

<b><u>THE POLICY WILL BE REVIEWED ANNUALLY.</u></b>
<p>DATE OF REVIEW BY GOVERNING BOARD: Annually</p> <p>June 2014</p> <p>June 2015</p> <p>June 2016</p> <p>June 2017</p> <p>June 2018</p> <p>June 2019</p> <p>June 2020</p> <p>June 2021</p> <p>June 2022</p> <p>April 2023</p> <p>April 2024</p> <p>April 2025</p>
<p>This policy was reviewed and ratified by the SDC committee in April 2024.</p> <p>Signed: Chair of Governors _____</p> <p>Date: _____</p>