



Health & Safety - Arrangements

3.1 Roles & Responsibilities	
The Senior member of staff in the establishment/department with responsibility for Health and Safety matters the health and safety co-ordinator is:	Jimmy Rossbottom
The Governor appointed for health and safety is:	Stephen Dale
Consultation with staff, regarding health and safety is provided via:	Union Representatives
Members of the health & safety committee are: <div style="text-align: center;">S Dale, P Cheers, M Goddard</div>	
3.2 Risk assessment	
The person responsible for ensuring risk assessments are carried out is:	James Rossbotham
Copies of risk assessments are located :	School Office Site Manager's Office
Staff who have undergone training and are competent to carry out risk assessments are: <div style="text-align: center;">James Rossbotham</div>	
Any hazards noted within the school must be reported to:	James Rossbotham
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	James Rossbotham
Risk assessments will be reviewed on a Annual basis by James Rossbotham <i>(NB this should be carried out at LEAST every 2 – 3 years)</i>	
The educational visits co-ordinator is:	Michelle Hough James Rossbotham
	School Office
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 Principal or in their absence, a member of the leadership 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: <ul style="list-style-type: none"> • 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:	James Rossbotham

Fire drills will be held on a termly basis by:	Debra Murphy James Rossbotham	
Fire alarm points will be tested on a weekly basis by:	James Rossbotham	
Means of escape will be checked on a weekly basis by:	James Rossbotham	
Fire fighting equipment will be checked on a weekly basis by:	James Rossbotham	
Emergency lighting will be tested on a monthly basis by:	James Rossbotham	
Records of tests, checks and drills will be held in/by:	Site Manager's office (tests, checks). Office diary (drills).	
Fire extinguishers will be serviced on an annual basis by:	Chubb d	
All staff should undertake fire training on an annual basis		
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:	First aiders, James Rossbotham	
Persons responsible for carrying out accident investigations is:	James Rossbotham	
<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:	James Rossbotham	
<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>		
3.5 First Aid - the following have received first aid training		
Name	Location/Extension	Date of expiry of certificate
Adele Young	Head of School	March 2019
Danielle Broadbent	KS1	March 2019
Andy Morris	KS2	March 2019
Sophie Boswell	EYFS	March 2019
Kat Cooley	EYFs	March 2019
Gill Bonney	Outside areas	March 2019
<i>The following are appointed persons and have been trained in emergency first aid</i>		
Name	Location/Extension	Date of expiry of certificate
Declan Rawlingson	KS1	March 2018
Kim Mckintyre	KS2	March 2017
Zoe Scholfield	KS1	March 2018
Alison Janson	KS2	March 2017
The person responsible for ensuring first aid qualifications are maintained is:	Alison Dale	

The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	N/A
First aid boxes are kept in the following points in the education establishment / department: Staff room, Main hall, Foundation stage, School office,	
Travelling first aid boxes are located: Art Store	
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	Alison Janson
The address and telephone number of the nearest medical centre/NHS GP is:	Stonehill Medical Centre Piggot Street (01204) 573445
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital Minerva Road, Farnworth,
	Bolton (01204) 390390
<i>Occupational health provisions are available from the Occupational Health team at Paderborn House, please speak to your Principal/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:	Kim McIntyre
The persons responsible for ensuring pupil specific risk assessments are conducted is :	Alison Dale
The person responsible for the supervision and storage of pupils medicines is:	Sal Andrews
3.7 Maintenance and premises	
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, to:	James Rossbotham
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	James Rossbotham
Defective furniture or equipment should be taken out of use immediately and reported to:	James Rossbotham
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 Key Holding Services
	Deputy James Rossbotham
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:	James Rossbotham
Induction training should cover: <ul style="list-style-type: none"> • Health and Safety Policies: BMBC Departmental, 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 	

<ul style="list-style-type: none"> • 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:	James Rossbotham
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>	
- Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	James Rossbotham
Person(s) authorised to use:	Low steps – All staff Tall steps – staff who have had training. Ext. ladder – James Rossbotham
- Equipment 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
- Lifts The person responsible for ensuring that lifts are inspected and serviced every six months is:	N/A
- Caretaking and cleaning equipment <i>(including powered cleaning equipment, power and hand tools etc)</i> Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	ACC
Person(s) trained and authorised to use are:	Cleaners
- Laboratory Apparatus and Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
- Design and Technology Equipment Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	DT Co-ordinator
Person(s) authorised to operate and use is/are:	Teaching staff (after training)
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:	Teaching staff
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Teaching staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Teaching Staff
- Art and Design Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art Co-ordinator
Person(s) authorised to operate and use is/are:	Teaching Staff
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	P E Co-ordinator
Person(s) responsible for regular visual inspection is/are:	James Rossbotham

Contractor responsible for annual full inspection and report is:	DBE
3.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	DBE
Person(s) responsible for carrying out formal visual inspection and testing is/are:	James Rossbotham
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 - Cleaning - Catering - Grounds maintenance 	N/A
3.12 Hazardous substances	
Copies of all the hazardous substances inventories are held centrally in:	Site Manager's office
The person responsible for undertaking and updating the COSHH risk assessments is:	Site Manager
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:	N/A
The Radiation Protection Supervisor is: Contact details	DBE
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:	James Rossbotham
The asbestos management plan is held:	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:	James Rossbotham
3.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Principal / Governors
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	James Rossbotham
3.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, is:	N/A
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 	School Office

• and will sign the visitors book	
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:	DBE
The person in control of contractors whilst on site is:	James Rossbotham
3.18 Noise	
Any employee concerned about the noise levels at work should report the matter to James Rossbotham 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.	James Rossbotham/ Alison Dale
3.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	James Rossbotham
3.21 Miscellaneous	
The Health and Safety Law Poster is sited:	Corridor close to Staff toilets
The person responsible for updating it is:	James Rossbotham

Smoking

The Governing Body has prohibited smoking in the school, its grounds and in vehicles under its control.

Signed (Principal)	Date:
Signed (Governors)	Date:
Review date: September 2017	