

H&S Policy – Summary of arrangements 2017 For Pentland Field School site

Health & Safety Responsibilities

The Employer	EDEN ACADEMY
The person responsible for Health & Safety on the Local Advisory Board is	Angela St John
The Responsible Person	Audrey Pantelis
The person with overall responsibility for Health & Safety on site is:	Audrey Pantelis
The H&S Safety Advisor and their associated (professional associations)	John Faley (NEBOSH & IOSH)
The persons with day to day responsibility for ensuring that safety measures are followed	Audrey Pantelis / Liz Edwards /John Herlihy
Health & Safety Representatives	Premises - H&S committee / LAB resources sub committee
Members of the Premises-H&S Committee	Audrey Pantelis, John Herlihy, John Faley, Katherine Touhy, Louise Mullins.
Consultation Arrangements	H&S is always a discussion topic at the following :- Staff Meetings Premises - H&S & Resources Committee. Parents can bring any H&S views/issues to a member of staff who will bring it to the attention of the Head of School / Safety committee, Parents are encouraged to can also use the school website & email any concerns/views/issues they have. Pupils can talk to their teacher/s.

Accidents / Incidents & ill health

All employees are responsible for reporting accidents & ensuring they are recorded in the site accident book. Once an accident / Incident has occurred a decision will be made on whether it should be reported to the (HSE) Health and Safety Executive under current (RIDDOR) 'Reporting of Incidents and Accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations'

The school will keep records, carry out any internal investigations and report any relevant incident to the HSE under (RIDDOR) and take any local precautions required.

The school will when necessary let the LEA / HPA etc know of any confirmed outbreak of serious infections (e.g. Measles etc as it would be in the interest of the LA / HPA to be aware of this).

Location of accident folder	Reception / Admin office
Person Responsible for RIDDOR reporting to HSE where necessary	Jo Richards / Audrey Pantelis
Person responsible for internal reporting HPA & or LEA if required.	Jo Richards / Audrey Pantelis

Contractors

Contractors working on site must work to the procedure entitled "Contractor Management."

The person authorised to appoint contractors is	Audrey Pantelis / John Herlihy
The person who will ensure that contractors are managed as per the procedure entitled contractor management is	John Herlihy
The person who will ensure that contractors read and acknowledge the site rules and sign in via the electronic entry system is	John Herlihy
The person who will ensure that contractors are shown a copy of the hazard sheet is	John Herlihy / Richard Hook
The person who will tell visiting contractors about the location of asbestos is	John Herlihy / Richard Hook

Contractors are appointed to undertake a number of tasks on site that can not be carried out by employees. The following sample list of approved contractors who have been appointed to work on this site.

Contractor name	Contractor Contact Details	Contractor responsible for
ADL SECURITY	Office - 0207 326 1109 Out of Hours – 0115 9341051	Maintenance & repairs to Intruder alarm system
BRIDGE FIRE SYSTEMS	01895 422066	Maintenance & repairs to Fire Detection system
Able Electronics	01442 878325	Electrical systems maintenance
T&B Michael Long Services	01528 833633 07977 577528	Boiler maintenance & general plumbing

Display Screen Equipment

The school will comply with all current H&S – DSE Regs & ensure that all employees who use DSE as a significant part of their normal work (daily, continuous periods of an hour or more). The following list of employees below have been identified at the date of this policy, are as follows:

Employee Name	Role / Job Title
Audrey Pantelis	Head of School
Liz Edwards	Assistant Head of School
Jo Richards	Administration Manager

The person who will ensure that their work station is assessed	John Herlihy / John Faley
The person responsible for ensuring that the risk assessment is implemented	Audrey Pantelis

Electricity

The person responsible for arranging the 5 year Fixed wiring inspection & report	John Herlihy / Richard Hook / John Faley
The person responsible for arranging Portable Appliance Testing	John Herlihy / Richard Hook / John Faley

Emergencies

Emergency arrangements are described within the school emergency plan

The person responsible for preparing the emergency plan is	John Faley
The person responsible for completing the emergency plan is	Audrey Pantelis / Liz Edwards / John Herlihy / John Faley
The person responsible for co-ordination in the event of an emergency is	First Audrey Pantelis
	Deputy Liz Edwards
	Third John Herlihy

Food

The person responsible for registering the school to the local environmental health officer where there is catering on site is	Audrey Pantelis / Kim Williams
Packed lunches are kept	In class rooms
Where food is prepared on site a training matrix for food hygiene training has been prepared by	Kim Williams

First Aid

	Names	Location / Extension	Date Certificate Expires
Names of First Aiders that have been trained to First Aid at Work level	Please see current List kept by Jo Richards	Please see current List kept by Jo Richards	Please see current List kept by Jo Richards
Names of appointed persons that have been trained to emergency first aid for schools level	As above	As above	As above

Location of first aid boxes around the school	Main Reception / Staff room / Kitchen / Medical room / Dining hall / Sports Hall / 1 st floor corridor / Food tech room / Library / Assistant Head's office / Premises office / all classrooms
Details of first aiders and appointed persons are clearly displayed in the following locations	Main Reception / Staff room / Kitchen / Medical room / Dining hall / Sports Hall / Primary corridor / Secondary corridor / 1 st floor corridor
The person responsible for checking that first aider qualifications are up to date is	Audrey Pantelis / Liz Edwards / Jo Richards

Gas

The person responsible for maintaining gas appliances regularly is	John Herlihy / Richard Hook via approved (Gas Safe) Contractor
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Hazardous Substances

An inventory of hazardous substances will be maintained and where relevant these substances will be risk assessed

The following employees will be responsible for preparing such an inventory and ensuring that these substances are assessed

Dept	Name
Curriculum areas	Teaching staff as appropriate
Caretaking and cleaning	John Herlihy / Richard Hook
Catering	Kim Williams
Grounds Maintenance	John Herlihy / Richard Hook

Copies of hazardous substances inventories and risk assessments are held centrally in:	COSHH Folder & or e-records – Site managers Office Data sheets in cleaner's cupboard – John Herlihy to monitor.
The person who will ensure that local exhaust ventilation (Fume cupboards, dust extraction on woodworking machines etc) is examined annually is:	N/A
The person will ensure that the asbestos register is kept up to date is:	John Herlihy / John Faley
The person who will ensure that the asbestos management plan is kept up to date is:	John Faley / John Herlihy
The person responsible for overseeing the use of radio active sources is	N/A
The person responsible for water monitoring as required by the water risk assessment is	John Herlihy / Richard Hook via T&B.
The person responsible for ensuring that the bund around the fuel storage tank is maintained is	N/A
Spill packs for clearing up spillages are located at	HCA room (internal spills) / Boiler Room (external spills)

Insurance

The governing body is responsible for arranging insurance, the following insurance companies insure the school

Insurance Company	Details
Griffiths & Armour (Via EDEN Academy)	See Finance office for details ref annual checks on Boilers / Hoists & Playground equipment - see annual certificates

Medicines

The person responsible for dealing with the administration of medicines and drugs including keeping records of parental permission, keeping medicines secure, keeping records of administration and safely disposing of medicines no longer required	Name: Laura Cordery
	Deputy: Audrey Pantelis
The person responsible for reviewing the healthcare plans of pupils with medical needs is:	Laura Cordery / Audrey Pantelis
The person responsible for the supervision and storage of asthma inhalers is:	Laura Cordery

Building/s - Monitoring & Review

Daily Physical Check is completed by	John Herlihy
Monthly Physical Check is completed by	John Herlihy
Termly management check completed by	John Herlihy / John Faley
Findings from checklists and risk assessments are summarised and reviewed by	Audrey Pantelis / John Herlihy / John Faley
The person responsible for repairs or damage identified from the checklists or otherwise is	Audrey Pantelis / John Herlihy

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge where it is identified that it is necessary having undertaken a risk assessment. All employees will ensure that they inform their line manager as soon as they are aware that there is a need to repair or replace PPE

The names of people with responsibilities for checking PPE and replacing it as necessary are as follows

Dept	Name of Person that will check PPE
Curriculum areas	Teaching staff as appropriate
Caretaking and cleaning	John Herlihy
Catering	Kim Williams
Grounds maintenance	John Herlihy

Risk Assessment for building and facilities

All employees and governors are responsible for reporting hazards that they identify. Risk assessments will be logged using the risk assessment planner.

The person responsible for keeping the risk assessment planner up to date is	John Herlihy / John Faley
The person responsible for checking that risk assessments are undertaken as per the risk assessment planner is	John Herlihy / John Faley / Audrey Pantelis
The person responsible for summarising actions from the risk assessment and ensuring that they are followed through is	Audrey Pantelis

The person to whom individual hazards should be reported is	Audrey Pantelis / John Herlihy
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Security

The person responsible for unlocking and locking the building, arming and disarming the alarm is	First - John Herlihy
	Second – Richard Hook
	Third - Audrey Pantelis
The person responsible for dealing with burglar alarm call outs is	First RFA SECURITY 01494 513516
	Second J Herlihy / Richard Hook
	Third Audrey Pantelis
The person responsible for ensuring that lone working arrangements are in place is	Audrey Pantelis / John Herlihy
The person responsible for overseeing lettings of the building and for locking up after use is	John Herlihy / Richard Hook
The person responsible for risk assessing security on site is	John Herlihy / Richard Hook / John Faley / Audrey Pantelis

Slips, Trips and fall

The person responsible for completing the generic risk assessment is	John Herlihy / John Faley
The person responsible for deciding when to grit is	John Herlihy / Audrey Pantelis / Liz Edwards
The person responsible for gritting and for clearing snow and ice is	John Herlihy / Richard Hook
Warning signs for when the floor is wet are located at	Various storage points around the building – see John Herlihy / Richard Hook

Supervision

The person with overall responsibility for decisions relating to supervision is	Audrey Pantelis / Liz Edwards
Arrangements for playground / school supervision during the school day is	Audrey Pantelis / Liz Edwards
Arrangements for supervision before school starts is	Audrey Pantelis / Liz Edwards
Arrangements for supervision at the end of school are	Audrey Pantelis / Liz Edwards

Training & Information

Training will be provided to all employees commensurate with their responsibilities within the school. Training records will be kept on site.

The person responsible for ensuring that new staff are inducted	Audrey Pantelis / Liz Edwards
The person responsible for reviewing the effectiveness of health & safety training is	Audrey Pantelis / John Herlihy/ John Faley

The person responsible for keeping records of certification for hazardous machinery e.g. Woodworking Machines	John Herlihy
Where employees feel that they have a health & safety training need they can contact	Audrey Pantelis / Katherine Touhy / Louise Mullins
The person/s responsible for keeping H&S training records	Jo Richards
The Health & Safety notice board is located	Staff room
The Health & Safety Law Poster is displayed:	Staff Room

Vehicles

The Head of School is responsible in conjunction with the driver for ensuring that vehicles kept or hired by the school are operated in accordance with the law

The person responsible for ensuring that drivers meet the current legal requirements is	Audrey Pantelis
The person responsible for keeping a list of authorised drivers is	Audrey Pantelis
The person responsible for ensuring that any owned or hired vehicles are properly insured, maintained and taxed is	Audrey Pantelis
Child seats and child restraints are available and are stored in the following locations	N/A
The person responsible for checking the condition of child seats and restraints is	N/A
Rules concerning the use of vehicles on the school premises are as follows	See Site Travel Risk Assessment

Visits

The person responsible for risk assessing outdoor visits is	EVC (Education Visits Co-Ordinator) Audrey Pantelis / Liz Edwards
The person responsible for risk assessing visits that include an overnight stay is	EVC – Audrey Pantelis / Liz Edwards
The person responsible for ensuring that risk assessments are undertaken when travelling abroad is	Audrey Pantelis / Liz Edwards

Visitors

Visitors should report to	Main Reception
Visitors must sign in at	Main Reception
Visitors will be issued with	Visitors Badge

Waste

Rubbish will not be left where it obstructs escape routes or could aid the production and spread of fire or smoke. Housekeeping standards will be maintained to the highest standards possible and employees will remain responsible for their work rooms, offices, workshops and all remaining areas within the school

The person who should be contacted to arrange safe disposal of rubbish is	John Herlihy
The person responsible for dealing with hazardous substances or special waste is	John Herlihy will contact the appointed Contractor
The person responsible for ensuring that waste is appropriately stored within secure containers and in a hygienic condition is	John Herlihy
The person responsible for registering the site under the Hazardous Waste Regulations if the amount of hazardous waste becomes more than 200kg is	Sarah Beever

Work Equipment

Work Equipment on site includes	Ladders Step Ladders Hoists / Lifting aids Cleaning Equipment Catering Equipment Grounds Maintenance Equipment PE Equipment Outdoor play equipment Mobile staging and seating Musical Equipment / items Portable Electrical appliances Manual Handling Equipment
The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of this equipment is	John Herlihy / Audrey Pantelis / Liz Edwards
The person who makes a decision on who is authorised to use this equipment is	Audrey Pantelis / Liz Edwards / John Herlihy
Where equipment is used by pupils the person responsible for ensuring that they are used safely, that pupils receive training and are supervised is	Class Teacher in consultation with Audrey Pantelis / Liz Edwards / Physical Therapy team / John Herlihy

Work Experience

The person responsible for ensuring that work is risk assessed is	Audrey Pantelis / Liz Edwards
The person responsible for visiting pupils on work experience is	Audrey Pantelis / Liz Edwards

1st reviewed: May 2017

2nd reviewed: October 2017

Next review: October 2018