



# GREAT ORTON PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

**This document supports the School's Health and Safety Policy and arrangements dated 30 November 2020**

### **PERSONS WITH SPECIFIC RESPONSIBILITIES**

Although everyone has a responsibility for health and safety in school, the Governing Body and Headteacher have delegated certain tasks and roles to the following persons:

- Health and Safety Co-ordinator – Acting Headteacher
- Health and Safety Governor(s) - Anne Dodd
- Workplace First Aider(s) – Catherine Bellas, Lucy Shannon, Jenny Nolan, Susan Armstrong, Richard Temple and Jacqueline Edwards
- Paediatric First Aider(s) – As Above
- Site Security issues, CCTV etc. – Acting Headteacher
- Defects are to be reported to – Acting Headteacher
- Training and Development Co-ordinator (H&S), e.g. First Aid, Manual Handling, Team Teach etc. – Acting Headteacher
- Asbestos Co-ordinator, responsible for visual inspection and the recording of termly condition monitoring - Acting Headteacher
- Coordinator of Risk and/or COSHH Assessments is – Acting Headteacher
- Disclosure and Barring Scheme checks - Sue Wright
- Educational Visits Co-ordinator - Acting Headteacher
- Fire Safety Co-ordinator, including organising practice evacuations, testing/checking the fire alarm, testing emergency lighting, checking fire extinguishers and fire doors, visual housekeeping and inspection, and maintaining the Fire Log Book – Acting Headteacher
- Holder of accident/incident records, pupil accident book and official site accident book – Acting Headteacher
- Ladder register is maintained by – Acting Headteacher
- Organisation for equipment repairs, maintenance and routine servicing - Sue Wright
- PE and fixed play equipment visual checking – Acting Headteacher
- PE and fixed play inspection and maintenance - Sportssafe

Heads of Department/Managers with specific responsibilities for H&S Management within their own areas are:

Catering – Susan Armstrong

Cleaning - Joe

## **LOCATION OF SUPPORTING SYSTEMS/DOCUMENTS**

In order to effectively implement our health and safety arrangements, we refer to a variety of supporting internal and external documents and procedures. This section outlines where you can access key documents and information in school.

### ***Location of Key Documentation***

- Displayed H&S Policy Statement and Arrangements – School Office
- General School Risk Assessments – School Office
- Emergency/Fire/Crisis Management Plans - School Office (Copies also be held off site by Sue Wright)
- Health and Safety Management Plan - School Office
- Asbestos Register and Management Plan - School Office
- Water Hygiene Risk Assessment – School Office
- Defect reporting system/book - School Office
- Maintenance and servicing records (Building File) - School Office
- Pupils' Accident Book – Each Classroom
- Official Accident Book is held in - School Office
- A list of pupils with specific medical conditions/needs is held in - School Office/Scholarpack