

St. Michael's Nursery and Infants School

HEALTH AND SAFETY POLICY

This document supports the School's Health and Safety Policy and arrangements dated March 2017

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:

Mrs A Tait (Head)

- Health and Safety Co-ordinator
- Training and Development Co-ordinator (H&S), e.g. First Aid, Manual Handling, Team Teach etc.
- Holder of accident/incident records, pupil accident book and official site accident book Asbestos Co-ordinator, responsible for visual inspection and the recording of termly condition monitoring
- Organisation for equipment repairs, maintenance and routine servicing
- Coordinator of Risk and/or COSHH
- Site Security issues – Mr J Minto (Janitor) & Mrs A Tait, defects are to be reported to – Mrs A Tait (Head)
- Disclosure and Barring Scheme checks – Mrs A Tait & Mrs E Gregory (Administrator)
- Health and Safety Governor(s) - Mrs Sarah Gregory
- Workplace First Aider(s) – Mrs K Cartner (HLTA)
- Paediatric First Aider(s) – Mrs J Kelly, Mrs K Cartner, Mrs C Reay, Mrs E Gregory, Mrs A Humphreys, Mrs N Cartner
- Educational Visits Co-ordinator – Mrs S Hudson
- 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 - Mr J Minto (Janitor) & Mrs A Tait
- Ladder register is maintained by – Mr J Minto
- PE and fixed play equipment visual checking – All staff before use
- PE and fixed play inspection and maintenance - Sportsafe

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.

All Key documents are located in the School Office

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