

# St. Michael's Nursery and Infants School

## HEALTH AND SAFETY POLICY

This document supports the School's Health and Safety Policy and arrangements dated January 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:

#### Mrs A Richardson (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 and defects
- Disclosure and Barring Scheme checks – Mrs A Richardson & Mrs E Gregory (Administrator)
- Health and Safety Governor(s) - Mrs Sarah Gregory
- 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 - Mrs A Richardson
- Ladder register is maintained by – Mrs A Richardson
- 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 held in each building)
- Health and Safety Management Plan
- Asbestos Register and Management Plan
- Water Hygiene Risk Assessment
- Defect reporting system
- Maintenance and servicing records (Building File)
- Pupils' Accident sheets
- Official Accident Book is held in School office
- A list of pupils with specific medical conditions/needs is held in Staff room