



IES BRECKLAND

HEALTH & SAFETY POLICY

August 2013

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PART ONE STATEMENT OF INTENT

SABRES Educational Trust recognises its statutory responsibility as an employer to provide a safe and healthy environment for all staff, pupils and other persons who come on to the premises of IES Breckland.

SABRES Educational Trust will take all reasonable practicable steps within its power to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974, and all relevant statutory provisions.

SABRES Educational Trust has delegated its Health & Safety responsibility to the Governing Body who with IES Breckland's Senior Leadership Team will undertake to rigorously uphold all of its duties with regards to Health & Safety, and to continually review and develop safety management systems within the school in order to ensure that its policies and procedures remain effective.

The Principal, through the Senior Leadership Team and Caretaker, is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to document such requirements and circulate this information to all staff and to ourselves, and to subsequently monitor the implementation of the arrangements.

Co-operation of all pupils, employees and visitors is required to ensure the promotion and development of measures necessary for health and safety at work and to check the effectiveness of such measures.

PART TWO ORGANISATION

2.1 DUTIES OF SABRES EDUCATIONAL TRUST

Sabres Educational Trust, as employer, has a statutory duty to ensure health and safety on the IES Breckland premises under its control. The Trust must ensure that all legal requirements are met and that steps are taken to comply with any changes in legislation. Health and Safety management is delegated to the Governing Body who may exercise all the powers of the Trust.

2.2 DUTIES OF THE GOVERNING BODY

The Governing Body will ensure that the health & safety policy is communicated throughout the school. It will review the policy and act upon issues identified in health & safety reports. It will ensure:

- that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Identify and evaluate all risks relating to;
 - o the premises
 - o school activities
 - o educational visits
 - o school-sponsored events

The above are delegated to the Senior Leadership Team and Caretaker.

- Identify and evaluate risk control measures in order to select the most appropriate means of
- minimising risk to staff, pupils and others;
- Create and monitor the management structure to enable the implementation of health and safety.

In particular the Governing Body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exits;
- plant equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take into account all appropriate
 - o statutory requirements
 - o codes of practice
 - o guidance
 - o supervision, training, information and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff,

pupils and others, the Governing Body will ensure, that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly recorded and updated.

- o the required safety and protective equipment and clothing together with information on its use;
- o adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Principal will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy;
- all other relevant health and safety matters;
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.3 DUTIES OF THE BEHAVIOUR & SAFETY WORKING PARTY

The Behaviour & Safety Working Party will assist the decision making of the Governing Body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility, to oversee documented arrangements and monitor implementation and compliance of Health & Safety arrangements. Review the Health & Safety Policy for approval by the Governing Body on an annual basis. Review and monitor the school's health and safety risk register. Consider health and safety reports produced by the Principal, Senior Leadership Team and Caretaker. Monitor the school's fire risk assessment produced by the Caretaker on an annual basis.

2.4 DUTIES OF THE PRINCIPAL

As well as the general duties of all members of staff, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate.

The Principal is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Principal will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the school premises and facilities
- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working practices and procedures throughout the school so that all risks are controlled
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body
- identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and

instruction in health and safety matters to ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk

- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- monitor the standards of health and safety throughout the school, including all school-based activities
- monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues; and encourage staff and others to promote health and safety

2.5 DUTIES OF THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator (Business Manager) has the following responsibilities:

- to co-ordinate and manage the annual risk assessment process for the school;
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
- to make provision for the inspection and maintenance of work equipment throughout the school;
- to manage the keeping of records of all health and safety activities;
- to advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and carrying out any other functions devolved by the Principal or Governing Body.

2.6 DUTIES OF THE CARETAKER

The Caretaker has responsibility for the implementation of the Fire Management Plan by:

- detailing any significant findings from the fire risk assessment and any action taken
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person
- recording of false alarms
- testing and maintenance of fire extinguishers, hose reels and fire blankets etc
- testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems
- recording and training of relevant people and fire evacuation drills
- planning, organising, policy and implementation, monitoring, audit and review
- maintenance and audit of any systems that are provided to help the fire and rescue service
- the arrangements in a multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire
- all alterations, tests, repairs and maintenance of fire safety systems

2.7 DUTIES OF HEADS OF DEPARTMENTS

Heads of Departments are responsible for health and safety within their department. They must establish a list of key risks for their area and ensure that precautions to control them are understood and followed by all who operate within it. They must ensure that accidents within their department are reported to the Caretaker and investigated. They must evaluate and report any hazards to the Caretaker and ensure that the hazard is reduced to the lowest risk. They must ensure that information received is acted upon and drawn to the attention of all staff within their department. They must ensure that their safety systems are and remain effective.

2.8 DUTIES OF ALL EMPLOYEES

All employees have a responsibility to take care of themselves and of those affected by their activities. They will be aware of any special safety measures and arrangements to be adopted in their own working area and to ensure that they are applied. They will be aware of and apply the emergency procedures in respect of fire and first aid. They must check that their classroom/work area is safe and check equipment before use. They must report any hazards to their appropriate department head.

2.9 DUTIES OF VISITORS TO THE SCHOOL

Everyone visiting the school during school hours is required to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land. Visitors must sign in at the main office, and display a visitors badge to identify them throughout their visit. During school hours, visitors shall be accompanied at all times and briefed about any potential health and safety issues prior to commencement of the visit. Visitors to the school outside of school hours shall act in accordance with the terms and conditions of the school's Lettings policy. Any accidents or incidents occurring outside of school hours shall be notified to the school as soon as is reasonably practicable.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

2.10 DUTIES OF PUPILS

Pupils must exercise personal responsibility for the safety of themselves and others. They are expected to observe all the safety rules of the school and, in particular instructions given in an emergency. They must use and not wilfully misuse, neglect or interfere with anything provided for their safety.

2.11 DUTIES OF CONTRACTORS

Contractors are responsible for ensuring that no one is hurt or suffers ill health as a result of their acts or omissions. They must be familiar with, and follow, any health and safety rules specified by the Governing Body and statutory legislation.

3. SCHOOL ARRANGEMENTS

3.1 ACCIDENT REPORTING, RECORDING AND INVESTIGATION

ALL accidents should be reported. Not only is this a legal requirement in some cases, but when an accident or near miss occurs it is important to establish the precise cause so that consideration can be given to remedial measures. There are two categories of injury/occurrence which must be reported:

1. **Minor** - Where the casualty receives minor cuts or bruises which are dealt with by a school first aider and which require no further medical treatment by a doctor or hospital.

2. Serious

- Where the casualty requires treatment from a doctor or hospital.
- A minor accident but where there was the potential for a serious injury to occur.
- A dangerous occurrence where no one was injured but where there was the potential for a serious injury to occur.

The accident forms and log book for reporting accidents are kept in the main office.

3.2 BOMB THREATS

The Principal or SLT must be notified immediately and they will telephone the police and decide whether it is necessary to evacuate the building. If so, the fire bell will be sounded and the evacuation procedure will be put into place.

3.3 CONTRACTORS

All contractors, their employees and their visitors must report to the Caretaker on entering and leaving the premises daily. They must sign in and out in the Contractors Visitors Log. Where the operations of a contractor are likely to put any persons at risk, the contractor must advise the school management. Contractors should familiarise themselves and their employees with the school's safety precautions, fire alarms, fire exits and emergency evacuation procedures.

All contractors are expected to carry out their work in a clean and orderly manner and to maintain their work area accordingly. Materials connected with contractors must be properly stacked at all times to avoid obstruction of corridors, fire exits, fire fighting equipment and any other places where employees or pupils may have to work or pass.

Overhead work or roof work should not take place on site until adequate precautions have been taken to secure the safety of all persons and equipment in the area.

Before welding, flare or arc cutting of metals, burning of paint or other processes involving heat or naked flames are carried out, fire precautions must be agreed with the Caretaker. Before leaving the school premises contractors must ensure that naked lights and other ignition sources have been extinguished and that electrical apparatus is switched off.

In addition to their own procedures, contractors must report to the Caretaker any accident to their employees, and if the accident falls within the requirements of the Reporting Injuries, Diseases and Dangerous Occurrence Regulations a copy of the report should be made available to the Principal.

3.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CO.S.H.H.) REGULATIONS

Control of Substances Hazardous to Health (COSHH) guidelines have been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

School staff and pupils are required to make full and proper use of any protective equipment provided to protect their health.

A full inventory of all substances held in the school is located in the Health and Safety file and will be updated during the annual review. Heads of Departments must ensure the validity of their department's inventory.

Heads of Departments must ensure that before any new substances are introduced or any processes changed an assessment will be done to identify the nature and degree of risk and that staff are given adequate information, instruction and training on the nature of the substance, the risks to health and the precautions which should be taken.

Testing and maintenance of protective equipment will be carried out and records kept detailing examinations, tests and repairs. Local exhaust ventilation systems, including fume cupboards, will be checked no less than every 14 months.

3.5 CURRICULUM SAFETY

The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available e.g. CLEAPPS.

All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine where close supervision is required;

- suitable group size;
- suitability for whole class participation;
- where particular skills need to be taught;
- personal protective equipment (PPE);

- levels of hygiene required.

3.6 DRUGS AND MEDICINES

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed.

There is no legal duty requiring the school or staff to administer medicines. However the school recognises that children with medical needs have the same rights of admission to a school or setting as other children.

3.7 ELECTRICAL EQUIPMENT (FIXED AND PORTABLE)

All portable electrical appliances are logged and tested. The inventory is to be updated by Heads of Departments at the annual review. In addition to the full testing of appliances staff should routinely check leads, plugs and sockets for any visual defects as they are used. Any damaged appliances should be brought to the attention of the Caretaker. Any damage to fixed circuits, e.g. sockets, light fittings etc, should be reported to the Caretaker who will arrange repairs.

Any additions or changes to the school's wiring must be authorised, inspected and tested before use. Testing of portable appliances will be carried out by an external company under the remit of the Caretaker.

All mains wiring is inspected by an external contractor within a five year period. The testing of portable appliances will take place annually. Heads of Departments will be informed prior to testing to enable them to locate all their appliances in a central place to facilitate ease of testing.

Failed or suspect appliances are to be taken out of use and put in a secure place and labelled "DO NOT USE UNTIL REPAIRED" until it is attended to by a competent person. If it is not easily movable then the plug must be removed so it cannot be used by accident.

Any privately-owned portable electrical appliances brought into school, including guitars and amplifiers, must be checked and tagged by the electrical tester before it is used on the premises.

3.8 FIRE PRECAUTIONS AND PROCEDURES

All staff will be supplied with a copy of the procedure for evacuation. Staff MUST familiarise themselves with this procedure. Anyone discovering a fire should immediately sound the fire alarm. On hearing the fire alarm, the evacuation procedure will be carried out. Once the premises have been evacuated, no one is allowed to enter the premises without the permission of the Principal or member of the Senior Leadership Team.

Members of staff should appreciate that in the event of a fire the first consideration must be the evacuation of the pupils to a place of safety. All outbreaks of fire should be reported to the Fire Brigade. It is the duty of the Main Office to ensure that the Fire Brigade is called.

No one should make any attempt to fight a fire unless it is entirely safe to do so and the fire is blocking their means to escape.

Stairways and exit doors must never be obstructed. No rubbish or combustible material should be stored or allowed to accumulate in stairway enclosures. All fire doors, internal and external, should always be kept closed. Neither equipment nor materials should be placed in any position that would obstruct the movement of persons to exits.

Fire alarms, fire exits, fire extinguishers, fire blankets and fire hoses are located at each area of the school. Any faults or problems with any fire fighting apparatus or exits MUST be reported to the Caretaker who will organise the repair or replacement of the equipment. This will be logged in the Fire Safety file. Any defects in the fire alarm should be reported to the Principal.

The Principal will ensure that fire drills are carried out at least once a term. A notified fire drill will take place at the beginning of each academic year to familiarise new staff and pupils with the procedure for evacuation. Details of the procedure for evacuation can be found in the Staff Handbook. Staff MUST familiarise themselves with this procedure. A record of each drill is to be logged, with any problems or incidents noted by the Caretaker. A review of the drill will be undertaken and recorded in writing, to consider issues raised by the Principal.

3.9 FIRST AID

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff. The guidance issued by the DFE on First Aid for Schools has been adopted by the school. The responsibility of a first aider is to assess the situation without endangering themselves: to identify the condition and give immediate, appropriate and adequate treatment. The levels of qualified first aiders, on staff will not fall below that which is laid down in the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice 1990. Certification is valid for three years and the dates of qualifications are logged with the Principal who will arrange re-qualification courses for those wishing to renew their qualifications.

The first aid boxes will be checked and replenished twice a term by the Attendance & Welfare Officer. Any shortages in the first aid boxes between checks should be brought to her attention. If the injured person requires hospital treatment the first aider, appointed person or a responsible person should either telephone an ambulance or arrange transportation by car to hospital. Parents and tutors must be informed as soon as practicable. On no account should the provision of urgently needed medical treatment be delayed pending the arrival of the parents to school. Any treatment given must be logged in the Accident Book held in the Main Office. The procedure detailed in the accident section should then be followed.

The School's Lettings Policy records the procedures for first aid outside of normal hours and for calling qualified assistance in an emergency. A list of the names and location of the first aiders can be found at the Main Office. If the injured person requires hospital treatment, the first aider, appointed person or a responsible person should either telephone for an ambulance or arrange transportation by car to hospital. Parents and tutors must be informed as soon as practicable. On no account should the provision of urgently needed medical treatment be delayed pending the arrival of the parents to school.

3.10 GLASS AND GLAZING

All glass in doors and side panels to be safety glass. All replacement glass is to be of safety standard. Through continual assessment of the premises where there is low standard glass the glass will be replaced where necessary.

3.11 HANDLING AND LIFTING

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff. Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from.

3.12 LONE WORKING

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts. Staff themselves, have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE. Where it is assessed that PPE is required it shall be appropriately selected and provided. A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary. Staff, are responsible for ensuring that they use PPE where it is provided.

3.14 RISK ASSESSMENTS

Risk assessment is the responsibility of the schools management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances. Risk assessments need to be appropriate to the staff or students concerned.

3.15 SCHOOL TRANSPORT

The Principal is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

Employees who are required to use their private vehicles for official business are personally responsible ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

Drivers of a hired vehicle must hold a current and valid driver's licence and all drivers must have completed the minibus driver training scheme.

3.16 SCHOOL TRIPS/OFF SITE ACTIVITIES

See the separate School Educational Visits Policy.

3.17 SMOKING

IES Breckland operates a no-smoking policy including electronic cigarette and other such devices.

3.18 STAFF HEALTH AND SAFETY TRAINING AND DEVELOPMENT

The Governors recognise that an awareness of safety issues is an important feature for the promotion of overall safety policy and that training is important to ensure that all employees effectively control the areas and tasks for which they are responsible.

Heads of Departments will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers will be addressed as a matter of priority.

Safety will feature in the induction training for all new employees. The programme to be followed is as detailed in the school induction programme. Statutory training for certain jobs and tasks, e.g. first aid, use of certain machinery and equipment etc, will be carried out via training bodies or by authorised instructors.

3.19 STAFF WELL-BEING /STRESS

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.

3.20 VEHICLES ON SITE

The Governors will endeavour to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic;
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;

3.21 VDUs/DISPLAY SCREENS

The majority of staff within the school are not considered to be DSE users. IES Breckland will adhere to Working with Display Screen Equipment (DSE) guidelines and procedures. All employees who are classified as users of display screen equipment will have an assessment made of their workstations

and may be entitled to a regular eye test subject to the findings of the risk assessment. A user is defined as someone who spends at least 2 hours continuous use of a VDU in the school day.

3.22 VIOLENCE TO STAFF / SCHOOL SECURITY

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Principal and Governing Body will liaise with their local Crime Prevention Officer.

Managers are responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place. Staff must report incidents of violence and aggression in the same manner as accidents.

3.23 WORKING AT HEIGHT

Line managers will ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate those risks. Staff, themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Care should be taken not to allow students to work at height. Students should not stand on benches, stools etc.

3.24 WORK EXPERIENCE

Work experience co-ordinators will ensure that the working practices outlined below are followed at times:

- Work-related learning and the law – Guidance for schools and school-business link practitioners
- Work experience – A guide for secondary schools.

3.25 WORKPLACE INSPECTIONS AND PREMISES RISKS

Line managers responsible for premises/departments are to undertake workplace inspections every half term. The Caretaker will ensure that hazards associated with premises are monitored and controlled. Holding a copy of the asbestos register on site is an example of significant property risk that is being controlled.

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonable practicable, that the working conditions are safe and that the working life of everyone is accident free. Any member of staff noticing a failure to comply with the policy statement and arrangements or any advice and guidance issued should immediately report the circumstances to the Principal.

APPENDIX ONE – STAFF WITH HEALTH & SAFETY RESPONSIBILITIES

Task	Name of person responsible
Health & Safety Policy review	Business Manager
Behaviour & Safety Working Party	Senior Leadership Team / Caretaker
Communication and Information Management	Principal
Critical Incident Management	Senior Leadership Team
Health and Safety Induction Training	Line manager of employee
Routine updating training	Business Manager
Personal safety procedures	Line manager of employee
Planned checks (procedures)	Business Manager
Planned checks (equipment)	Department using equipment / Caretaker
Planned checks (premises)	Governors / Caretaker
Incident reporting / investigation	Senior Leadership Team
Coordination of risk assessment work	Business Manager / Caretaker
Fire procedures including personal emergency evacuation plans	Caretaker
First Aid (training and equipment)	Attendance & Welfare Officer
Vehicle control and pedestrian safety	Staff on duty
Educational visits coordinator (EVC)	Senior Leadership Team
Stress and Wellbeing	Principal / Business Manager
School Minibus	Caretaker
Child Protection Co-ordinator	Principal
Supporting pupils with medical needs	Principal
Premises Security	Caretaker
Contractors on site	Caretaker
Outside lettings	Principal's PA
Radiation Protection Supervisor	Head of Science