



BISHOP CORNISH SCHOOL

GOVERNORS' POLICY ON HEALTH AND SAFETY

The Governors accept responsibility for local arrangements to comply with health and safety legislation. The Governors accept the Education Department Health and Safety at Work policy statements.

STATEMENT OF INTENT

This statement deals with those aspects over which the Governing Body has local control and covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of the Local Education Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

AIMS

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular to ensure that:

- all teaching and non-teaching staff make themselves fully aware of relevant Health and Safety issues, regulations, practices and school procedures for both curricular and non-curricular areas of activity (e.g. fire safety, visits, etc.);
- staff and pupils work collectively to secure safe environments and procedures;
- a suitable management structure is created to make sure that arrangements for health and safety are monitored and a regular report submitted to the governing body so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improve;
- training needs are identified and appropriate training is offered to staff and governors.

OBJECTIVES

- To teach health and safety as part of pupils' studies
- To lay down procedures to be followed in the case of accidents
- To formulate effective procedures for use in case of fire and for evacuating school premises

- To make arrangements for ensuring, as far as is practicable, safety and absence of risks to health in connection with the use, handling, and storage of articles and substances

ORGANISATION

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE

Local Management of Schools requires the school staff, Governing Body and the LA to work together to ensure their health, safety and welfare objectives are achieved. Below are those with special responsibilities and their duties in the school:

1. THE GOVERNING BODY

In consultation with the Head Teacher, the Governors will:

- approve a clear written policy statement which is regularly reviewed;
- ensure that measures are in place to monitor the effectiveness of the policy;
- ensure that where required, objective support and advice is obtained on health and safety issues from the Education Department, the Health and Safety Executive and other professional bodies' officers and advisers.
- the Health and Safety committee will carry out a termly check (see attached checklist) and discuss at their Governors' committee meeting.

2. THE HEAD TEACHER

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher who will:

- be the focal point for reference on health, safety and welfare matters and give advice, or indicate sources of advice
- co-ordinate the implementation of governors' health, safety and welfare procedures in school
- make clear any duties in respect of health and safety which are delegated to members of staff
- ensure that there is an effective communications network both within the school and with outside organisations, to enable effective dissemination of health and safety information and action on concerns through staff meetings, Governor's Health and Safety committee meetings and full Governing Body meetings

- put in place procedures to monitor the effectiveness of the school's management of health and safety and its policy in consultation with the LA, liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies
- ensure that contact with agencies able to offer expert advice, such as officers of the LA, County Council and HSE, is maintained
- arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g. when a situation changes, or new equipment is acquired)
- ensure that the appropriate emergency procedures and first aid provision are in place in school
- ensure that the school has a Health & Safety Policy Statement which is reviewed bi-annually.
- ensure all members of staff have access to or a copy of the policy
- receive and deal with complaints about unsafe premises equipment or work practices
- ensure emergency evacuation procedures are in place
- ensure adequate first aid provision is made.

3. ALL EMPLOYEES

Under the Health and Safety at Work Act it is the duty of every employee, while at work:

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
- to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Thus all employees should:

- know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied;
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness;

- report all accidents, defects and dangerous occurrences to the head teacher or deputy head.

4. STAFF AND GOVERNORS' REPRESENTATIVE WITH SPECIAL RESPONSIBILITY

The following have special responsibility:

- Mr. R Hill (School Staff)
- Mr. F. Russell (School Governor)
- Mrs J. Frost (Caretaker)

This team will be responsible for:

- the local arrangements to ensure the effective control of risks within the specific areas under their control;
- the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- the co-ordination of the school's health and safety policy in their own department or area of work, directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances , e.g. chemicals, hot water, sharp tools, etc.;
- resolving health, safety and welfare problems referred to them by members of their staff or referring to the Head Teacher any problems they are unable to resolve within the resources available to them;
- ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
- ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- obtaining relevant advice and guidance on health and safety matters.

5. SPECIAL OBLIGATIONS OF ANY CLASS TEACHER (including students on teaching practice)

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate line manager, i.e. Mrs Cooper, e.g. raised floor tiles;
- exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to pupils as often as necessary;
- follow safe working procedures personally following the Health & Safety Guidelines;
- require the use of protective clothing and guards where necessary;
- avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.
- ensure that risk assessments are completed before undertaking a school trip.

6. THE PUPILS

Pupils will be reminded that they are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

7. CONTRACTORS

- Contractors must abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site. They must refer to the buildings folder on arrival and sign in.
- The Head Teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Head Teacher, or by the contractor, in consultation with the Head Teacher.
- The Head Teacher will consult the Area Education Officer, and, if necessary, the Area Maintenance Manager at Cornwall Surveyors Practice or the Diocesan surveyor, for any additional guidance on these matters.
- All contractors must report to the Head Teacher before any work takes place and prior to each working session. The Head Teacher

should then inform the contractor of any conditions which may affect his safety and that of others.

- The Asbestos Management Plan must be adhered to.

8. VISITORS AND OTHER USERS OF THE PREMISES

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes, should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

ARRANGEMENTS

The Head Teacher will ensure that pupils and staff are familiar with the arrangements set out in this section of the policy statement.

1. EMERGENCY PROCEDURES

- For fire follow instructions in Staff Handbook.
- Log to be completed after fire drill.

2. ILLNESS OR ACCIDENT

Follow instructions in Staff Handbook for:

- First Aid
- Administration of Medicines Policy
- Asthma in Schools
- Dealing with an accident
- Reporting procedure

3. SYSTEMS USED TO MONITOR SAFETY PERFORMANCE

- Risk assessment programme and results
- Other assessments and inspections carried out, e.g. for electrical fault, building deficiency.

4. MAINTENANCE

The following areas will be subject to regular maintenance inspections arranged by the school:

- Portable electrical equipment
- PE equipment (indoor and outdoor)
- Burglar alarms
- CCTV cameras

- Water

Cornwall Surveyors Practice arrange maintenance of the following at the intervals shown:

- Mains electrical system
- Mains water system
- Fire Alarm
- Heating

6. TRAINING, INFORMATION AND SUPPORT

The School will provide adequate facilities for staff to be trained to carry out their health and safety functions and will make use of the expertise provided by the officers and advisers of the Education Department and Cornwall Council as appropriate.

In the first instance the contact for health and safety queries is shown in the list of staff with special responsibilities (above).

A Health and Safety File is kept in the Head Teacher's office with a copy kept in the staffroom available for all members of staff and is updated regularly.

Policy written by Mr B Davies, Governor, Chairman of Health and Safety Committee and Mrs J Thomas, Head Teacher

Adopted by Governors

Reviewed June 2012

Reviewed by SMT March 2016

GENERAL PRACTICES APPLYING TO ALL STAFF, AND FOR PUPILS OR VISITORS IN THEIR CARE

Supervision of Pupils

The school supervision policy must be followed in order to ensure the safety of pupils. During the day the children must be supervised at all times.

A brief summary of the guidance is laid out below, however these ratios should be increased if a risk assessment shows that a particular pupil, or situation, requires it:-

Going off site	1:10
preferably	1:6
Near Water	1:8

Lunchtime Supervision

Under the conditions of employment of teachers, no teacher may be directed to undertake supervision during the midday break. If they do so voluntarily they have the full duty of care. The Head is responsible for ensuring that adequate arrangements are in operation, although this does not necessarily require the Head's physical presence. The Head is entitled to a reasonable break which may or may not coincide with the pupils' break. It is for the Head to determine whether the supervision is adequate and, if it is not, she must use her professional judgement to decide what action to take.

Visitors

All visitors should report to Reception (except for parents bringing or collecting children to school).

There is an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge. This is important for reasons of security and fire safety.

Contractors will be expected to read and sign the Asbestos Register, and if necessary the Hot Work Permit, before carrying out alterations to the fabric of the school buildings.

Fire Safety

Guidance for schools may be found in the DfE guidance booklet *Managing School Facilities: Guide 6: Fire Safety* and the DCLG guidance document *Fire Safety Risk Assessment – Educational Premises*. Schools should also use a Fire Log Record Sheet to log fire procedures such as drills and training.

(a) Fire Instructions

Fire Instructions are posted in each room by the door
Emergency Exits are clearly identified by safety signs and notices.

(b) Fire Alarms

Instructions to employees are posted at:
Doorways to each room

The Alarm may be raised by:

- Sounding the nearest Alarm
- Calling the Fire Brigade:-
- Lift receiver and dial 9 999
- Give Operator your Tel Number 01752 845463
- Ask for FIRE
- When fire brigade replies say distinctly "FIRE AT BISHOP CORNISH SCHOOL, LYNHER DRIVE, SALTASH, CORNWALL, PL12 4PA"
- Do not replace the receiver until the address has been repeated by the Fire Brigade
- The caretaker will undertake regular testing of fire alarms.
- The Fire Log Book will be kept in Reception.
- The result of each test will be properly recorded in the Fire Log Book and be available for a visiting Fire Officer.

(c) Fire Drills

- Fire drills will be carried out at least three times a year.
- A record of the drill must be kept in the Fire Log Book.

(d) Fire Fighting

- Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

(e) Fire Hazards

- **Fire hazards are reduced by the carrying out of regular, routine inspections.**

(f) Maintenance of Fire Precautions.

The school will ensure regular maintenance of:

- Fire extinguishers
- Fire alarms
- Fire doors
- Fire Safety Signs and identification of escape routes.
- A “**Fire Risk Assessment**” will be carried out.

Other Emergency Procedures such as a bomb threat or lock down.

- This school will follow procedures for alerting parents to collect children (for example in the event of severe weather).
- *The local BBC radio station will be advised of any school closure and where appropriate staff will be available at the school gate to advise parents and the notice will be published on the school's website*
- *Where there is a terrorist / bomb threat the school will follow LA procedures and evacuate the building. The Police and LA will be informed immediately. Parental contact details are taken with the children as part of normal procedure.*
- *If advised by the Police, the children will be safely escorted to the Saltash.net buildings until it is safe to return. Parents will only be contacted when the children are in a place of safety and only then if possible. If Saltash.net are affected then the children will be safely escorted to St Stephen's Church.*
- *In the event of a 'lock-down' no child or member of staff will be able to leave the building and no parents allowed entry until deemed safe by the emergency services.*
- *It is not possible to foresee every eventuality but the overriding premise is the safety of the children and staff.*

First Aid/Illness (See also below)

- The school will have an appropriate number of designated and trained First Aiders and/or Appointed Persons – Mrs C. Clement and Mrs C. Lyne. These names will be posted at appropriate places within the school to ensure ready assistance.
- The school will hold an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments in the Accident Book.
- The school will follow the procedure for completion of incident/accident records. Minor injuries will be recorded in the school's Accident Book. More serious injuries will be reported on line to Cornwall LA. Near misses must also be reported.
- If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.

- The school will follow the procedure for reporting of injuries as described:
- removal of injured person(s) to hospital (normally by ambulance) and
- in the case of reportable accidents, telephone HSE immediately on 0845 300 9923, or Fax: 0845 300 9924 or complete the accident reporting form on the HSE website
- Parents will be invited to complete the Consent Form for medical treatment in accordance with school policy.

Administration of Medicines/Medical Treatment

Procedures will be carried out in accordance with our medicine policy based on procedures as agreed with the Area Health Authority and the school's named School Nurse.

Any member of staff has the right to refuse to give medicine to a child. Where staff are willing, the parent should supply the medicine in the original packaging and complete and sign the medicine book outlining the name of the medicine and the dosage. When staff administers the medicine the form will be signed and witnessed by a second adult. Note: Asthma inhalers must be readily available and not locked away.

Blood Spillages

Rubber gloves (provided) should be used when dealing with blood to avoid the possibility of staff contracting infectious diseases such as AIDS, Hepatitis B and Gastro-Enteric diseases.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment.

All staff are required to report to the school office any damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

They must not attempt any repairs unless the Headteacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

Housekeeping

(a) Cleanliness

The school buildings will be cleaned by the Caretaker and Cleaner supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of school meals will be undertaken by the Catering Contractor as specified in the appropriate contract.

The surrounds to the buildings will be kept clean by the Caretaking staff who will follow the provisions laid down in the **“Risk Assessments for Caretakers and Caretakers’ Manual”**, issued September 2002.

(b) Waste Disposal

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by the Refuse Service Contractor.

Large amounts of Hazardous Waste such as sanitary towels will be removed by a specialist contractor who will require the school to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way. (See also *COSHH Regulations 2004*).

(c) Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

(d) Pedestrian Routes

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

(e) Classrooms

Teachers will be alert on a daily basis to the following and will report any hazards to the Headteacher. Teachers have a responsibility to:

Check that classroom and work area is safe.
Check equipment is safe before use.
Ensure safe procedures are followed.
Ensure any accidents are reported and recorded.
Ensure protective equipment is used.
Ensure health and safety issues are reported.
Ensure guidelines and training are followed.

External Access

The children's and parent's access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles. The vehicle access gate must not normally be used for children's pedestrian access.

Due care must be taken to ensure the safety of those passing through this entrance.

No parent should drive into school between 8.40 and 9.15 or 14.55 and 15.30.

Moving and Handling

Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.

Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training.

Outside Play Equipment

The external play equipment will only be used when supervised. Such equipment should be checked by the teacher in charge of the children using it for any apparent defects before every lesson or lunchtime, and the safety form completed. Areas covered by bark chippings or soft sand should be checked particularly for contamination by animals. An annual safety inspection will be carried out by a professional firm.

MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS

Bank Runs

Arrangements will be reviewed with the Headteacher from time to time so that the day, time, route, etc., are varied as much as possible and money banked frequently. The member of staff involved will report to the head teacher when he/she has returned from the bank.

Swimming lessons

In order to deliver the National Curriculum Swimming requirements pupils will travel to the pool at Saltash Leisure Centre or All Saints Academy, Plymouth. Swimming lessons will comply with the school swimming and water safety guidelines.

Physical Education and Games

Equipment will be checked regularly and an annual inspection undertaken by a professional firm.

No student or adult may take children on apparatus without a qualified teacher being present.

Electrical Plant and Equipment

The Headteacher will arrange for all portable electrical equipment to be checked regularly and a record kept in the school office.

The Local Authority will arrange for the major fixed wiring circuits to be checked periodically every 5 years.

Activities Outside the School Site

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children), as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a [consent form](#) which schools can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend). Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form." From the DfE website June 2012. See school templates.

Approval must be gained for some categories of Offsite Visits. When organizing Offsite Educational Visits, the school will follow in the first instance the guidance issued by Cornwall LA. The school will have an appointed Educational Offsite Visits Co-ordinator (Mr N. Williams) who has undergone training. All residential trips have to be countersigned by the Local Authority.

Risk Assessments

Any visit involving taking children offsite must have a completed risk assessment form available from the head teacher's office. This risk assessment form must be signed by the Education Visits Co-ordinator or Headteacher before the trip takes place.

Pond Safety

A risk assessment shall be carried out and regularly reviewed. The pond area should be fenced off and the gate kept locked at all times when not in use. Children should not run in the vicinity of the pond and the

school's behaviour policy should be strictly adhered to. Staff using the pond area should ensure that safety equipment is in place before allowing the children to enter.

Extended Services

Adequate health and safety arrangements will be in place for extended services.

Risk Assessments will be carried out for activities that may affect the health and safety of staff, pupils and others.

MISCELLANEOUS PROCEDURES

The following should be followed as and when appropriate:

Alcohol and Drugs

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher.

Display Screen Equipment (DSE)

Ill health and injury can result from incorrect use of DSE. All significant users, e.g. clerical staff, bursars, shall have a DSE assessment carried out by their line manager.

COSHH

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **“Control of Substances Hazardous to Health Regulations 2004”** (the “COSHH” Regulations).

Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely. The substances as supplied by the current *The Consortium* will have been vetted for safety and should be safe when properly used.

Regular checks will be made by the Headteacher to ensure that no substances have been brought on to the site without his/her prior knowledge. Particular attention will be paid to cleaners' stores, technology areas and, if appropriate, groundsperson's stores and kitchens.

Safety Data Sheets for approved chemicals and cleaning agents used by caretakers may be obtained from the supplier (usually The Consortium).

ASBESTOS MANAGEMENT

The school now has no asbestos as recorded in the Asbestos Register to be found in Reception.

WORKING ALONE

(Separately printed)

RISK ASSESSMENTS

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The results of the risk assessments must be brought to the attention of those employees to whom they relate.

Several other generic risk assessments are provided to help schools, such as the premises-related ones in the Caretakers' Manual, and the Educational visit ones on the Outdoor Education file.

Additional guidance can be found in the Risk Assessment section of Cornwall LA website.

TRAINING

The Headteacher is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the Head teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

Policy reviewed October 2015

Next review October 2016

APPENDICES AND REFERENCES

Appendix 1: References

This Appendix lists the various H & S Documents mentioned in this document.

Managing School Facilities – Guide 6: Fire Safety, DfE, (2000).

Fire Safety Risk Assessment – Educational Premises (May 2006)

Fire Log Record Sheets (Aug 2008)

“Control of Substances Hazardous to Health Regulations 1999 and 2004”, COSHH regulations.

“Guidance Notes on Health and Safety (First aid) Regulations 1981”, Framework for Health and Safety, page 10.23-10.26, (Dec 1997).

“Guidance on First Aid For Schools – A good practice guide”, DfE, (Feb 2008).

“Managing Medicines in Schools and Early Years Settings”, DfE, (March 2005).

“Health and Safety of Pupils on Educational Visits”, DfE, (Nov 1998).

“Infection Control”, (Feb 2006).

“Guidance Note on the Electricity at Work Regulations 1989”, Framework for Health & Safety, pages 11.62 to 11.67.

“Generic Risk Assessment for caretaking staff”, (July 2002).

“Manual Handling Policy and Procedures”, (Sept 2005).

“Manual Handling Risk Assessment Guidance”, (Sept 2005).

“Guidance Note and Health and Safety Inspections”, (April 2005).

“Visual Inspection of Premises and Equipment: A Guide for Local Managers and Officers in Charge of Premises”, (Aug 2006).

“Safety and Risk Assessment in School Technology Rooms and Practical Areas”, (October 2000).

“Guidelines for the Health, Safety and Welfare of Staff Working Alone”,
(Feb 2004). (See separate policy.)

“Guidance Note on Lone Works”, Framework for Health and Safety,
pages 11.80-11.81.

Cash Handling

“Electrical Safety and You”, HSE leaflet INDG 231, (November 2003).

“Regulations and Guidance for Safe Practice Offsite Activities”, (2002).

“Stress Management Policy and Risk Assessment”, (May 2003).

“A Legal Toolkit for Schools”, DfE, (July 2002).

“Consortium Supplies Catalogue” – current edition.

**“COSHH Assessment Sheets - Hazards and Safety Precautions for
Cleaning
Materials”**

‘In an emergency - Guidelines for schools’ (Sept 2008)

EXTERNAL CONTACTS

Health and Safety Executive (HSE)

Enforcement of Health and Safety Legislation, as it applies to all County Council

activities, is carried out by Inspectors of the HSE. They are located as follows:

Phoenix House,
23 – 25 Cantaloupe Road,
East Grinstead,
West Sussex, RH19 3BE.
Tel: 01342 334200 Fax: 01342 334222

HSE INFO-LINE

Info-line is HSE'S public enquiry contact centre and is your first point of contact with the HSE. Info-line is a 'one stop shop' providing rapid access to HSE information, help, advice and guidance. Website:

www.hse.gov.uk

Tel: 0845 345 0055 Fax: 0845 408 9566 E-mail: hse.infoline@natbrit.com

Minicom: 0845 408 9577

HSE BOOKS

HSE publications and a range of free H&S booklets are available by mail order from:

books.hse.gov.uk

Other publications are available from:

The Stationery Office

PO Box 276,
London SW8 5DT
Tel: 0207 873 9090 Fax: 0207 8738200

Appendix 3

Names of Persons referred to in this School Health and Safety Policy.

Head Teacher: **Mrs Sue Green**

Deputy Headteacher: **Mr Ryan Hill**

Educational Visits Co-ordinator: **Mr Jamie George**

Chair of Governors: **Mrs Teresa Lindeyer**

Governor for Health & Safety: **Mr George Hawke**

Caretaker: **Mrs Julie Frost**

PE Coordinator: **Mr Jamie George**

The First Aiders are: **Mrs Chris Hale**
Mr Jamie George