



Roles and 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:

ROLE	NAME
Health and Safety Co-ordinator	Mrs P. Robertson / Mrs G. Spokes Mrs V. Hepburn -Fish / Mr S. Robertson
Health and safety governor(s)	Mr M . Benson
Trade union/employee safety representative	N/A
Workplace first aider(s)	Infant site – Mrs C. McKeating, Mr S. Robertson, Mrs S. Milligan
Paediatric first aider(s)	Infant site – S. Robertson, H. Rodgers, C. Fee, A. Robertson, S. Thompson, S. McAlister, G. Donaughee, K. Lister, R. Hood, S. Milligan, J. Hodgson, A. Cowan, C. Dakers, N. Ellwood, C. Hadfield, L. Jones, L. Mckenzie, N. Owens, L. Richie, C. Young, K. Robinson, C. Ross, B. Murphy, J. Thompson, S. Meil Junior site – R. Burke, A. Foy, M. Stewart, L. Smallwood, C. Vannet, C. Laverty, C. Lee, R. White, W. Ivison, E. Hickling, L. Moore, H. Altinay, L. Petre, D. Monkhouse
Site security issues, CCTV etc.	Stuart Bell- CCTV Gemini, Beacon Fire Protection (Intruder and Fire Alarms)
Defects are to be reported to:	Infant site – Mrs G. Towers Junior site – Mrs J. Walker
Training and development co-ordinator (H&S), e.g. first aid, manual handling, Team Teach etc.	Infant site – Mr S. Robertson Junior site – Mrs G. Spokes
Asbestos co-ordinator, responsible for visual inspection and the recording of termly condition monitoring	Infant site – Mrs V. Hepburn-Fish, Mr S. Robertson Junior site – no asbestos on site



Coordinator of risk and/or COSHH assessments	Infant site – Mr S. Robertson, Mrs J. Thompson Junior site – Mrs G. Spokes, Ms R. Grundy, Mrs A. Hannon
Disclosure and Barring Scheme checks	Infant site – Mrs G. Towers Junior site – Mrs J. Walker
Educational Visits Co-ordinator	Infant site – Miss A. Park Junior site – Mr C. Hodgson
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 logbook	Infant Site – Mr S. Robertson Junior site-Mrs Spokes
Fire wardens	Infant site – Mr S. Robertson, Mrs C. Humble Junior site – Mrs G. Spokes, Mrs J. Walker
Holder of accident/incident records, pupil accident book and official site accident book	Infant site – Mrs V. Hepburn-Fish, Medical Tracker Junior site – Mrs P. Robertson , Medical Tracker
Ladder register is maintained by:	Infant site – Mr S. Robertson Junior site – Mrs G. Spokes
Organisation for equipment repairs, maintenance and routine servicing	Infant site – Mrs G. Towers, Mr S. Robertson, Mrs V. Hepburn-Fish Junior site – Mrs J Walker, Mrs P Robertson
PE and fixed play equipment visual checking	Infant site – Miss A. Park Junior site – Mrs G. Spokes
PE and fixed play inspection and maintenance	Infant site – Sportsafe UK Junior site – Sportsafe UK
Radiation Protection Supervisor	Infant site – N/A Junior site –N/A
Kitchen and Cleaning	Infant site – Mrs J Wilson, Mrs J Tohmpson Junior site – Mrs A. Hannon , Ms R. Grundy



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.

Key documentation	Location
Displayed H&S Policy Statement and arrangements	Infant site – Staffroom, Kitchen, Offices, Conference room Junior site – staffroom , offices. Conference room
General school risk assessments	Infant site – Conference Room Junior site – Head teacher’s office
Emergency/fire/crisis management plans (copies also to be held off site)	Infant site – Head teachers office, Victoria Junior School Junior site – Head teacher’s office , Victoria Infant and Nursey School
Health and Safety Management Plan	Infant site – Main Office, Conference room Junior site – Head teacher’s office
Asbestos Register and management plan	Infant site – Conference room Junior site – N/A
Water hygiene risk assessment	Infant site – Head teachers office, conference room Junior site – Head teacher’s office
Defect reporting system/book	Infant site – Main office Junior site – Administrator’s office
Maintenance and servicing records (Buildings File)	Infant site – Conference room Junior site – Head teacher’s office
Pupils’ accident book	Infant site – Medical tracker Junior site – Head teacher’s office, Medical tracker
Official accident book	Infant site – Head teachers office Junior site – Head teacher’s office
A list of pupils with specific medical conditions/needs	Infant site – Medical tracker, kitchen, Head teachers office scholar pack. Junior site – Head teacher’s office, conference room medical tracker, kitchen , Scholarpack