

### **Health and Safety Part 1: 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:

| <b>ROLE</b>   | <b>NAME</b>  |
|---|--|
| Health and Safety Co-ordinator  | Mrs P. Robertson / Mrs G. Spokes<br>Mrs V. Hepburn -Fish / Mr S. Robertson   |
| Health and safety governor(s)   | Mr R Wood  |
| Trade union/employee safety representative  | N/A  |
| Workplace first aider(s)  | Infant site – Mr S. Robertson, Mrs S. Milligan<br>Junior site –  |
| Paediatric first aider(s)   | Infant site – K. Robinson, A. Cowan, S. Milligan, S. Meil, T. Bowness, N. Owens, N. Melville, B. Murphy, A. Robertson, R. Spekaes, M. Arthur, K. Martin, S. Thompson, A. Park, A. Watson, L. Taylor, H. Rodgers, K. Hodgson, S. Robertson, Z. O’Leary, B. Campbell, J. Starr G. Donaughee<br>Junior site – L Moore W Ivison, H Altinay L Petre R White, D Monkhouse, A Morton, C Lee, C Lavery, M Stewart, E Hickling, L Smallwood, C Vannet, E Wigham, K Rickerby, R Riddick, H Wilson. |
| Site security issues, CCTV etc.   | Stuart Bell - Gemini,<br>Beacon Fire Protection (Intruder and Fire Alarms)   |
| Defects are to be reported to:  | Infant site – Mrs G. Towers<br>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<br>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<br>Junior site – no asbestos on site  |
| Coordinator of risk and/or COSHH assessments  | Infant site – Mr S. Robertson, Mrs J. Thompson   |

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|  | Junior site – Mrs G. Spokes, Mrs A. Hannon, Sarah Batsford   |
| Disclosure and Barring Scheme checks   | Infant site – Mrs G. Towers<br>Junior site – Mrs J. Walker   |
| Educational Visits Co-ordinator  | Infant site – Miss A. Park<br>Junior site – Mr C. Hodgson Linzi Corkhill   |
| 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, Mrs V. Hepburn-Fish (all other fire wardens)<br>Junior site – Mrs G Spokes Pauline Robertson  |
| Fire wardens   | Infant site –S. Robertson, C. Humble, V. Hepburn-Fish, S. Milligan, A. Cowan, A. Robertson, G. Donaughee, H. Rodgers, G. Towers, N. Owens<br><br>Junior site – Mrs G. Spokes, Jenny Walker Lorraine Smallwood. |
| Holder of accident/incident records, pupil accident book and official site accident book   | Infant site – Mrs V. Hepburn-Fish, Medical Tracker<br>Junior site – Mrs P. Robertson , Medic tracker   |
| Ladder register is maintained by:  | Infant site – Mr S. Robertson<br>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<br>Junior site – Mrs J Walker, Mrs P. Robertson  |
| PE and fixed play equipment visual checking  | Infant site – Miss A. Park, Mrs C. Humble<br>Junior site – Mrs G. Spokes   |
| PE and fixed play inspection and maintenance   | Infant site – Sportsafe UK<br>Junior site – Sportsafe UK   |
| Radiation Protection Supervisor  | Infant site – N/A Junior site – N/A  |
| Kitchen and Cleaning   | Infant site – Mrs J Tohmpson, Miss C Ferguson, Mrs M Houldsworth (External)<br>Junior site – Mrs A. Hannon , Sarah Batsford  |

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.

| <b>Key documentation</b>   | <b>Location</b>   |
|--|---|
| Displayed H&S Policy Statement and arrangements                          | Infant site – Staffroom, Kitchen, Offices, Conference room<br><br>Junior site – staffroom , offices. Conference room                                    |
| General school risk assessments  | Infant site –Room to Bloom<br>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<br>Junior site – Head teacher’s office , Victoria Infant and Nursey School                   |
| Health and Safety Management Plan  | Infant site – Main Office<br>Junior site – Head teacher’s office. Main Office   |
| Asbestos Register and management plan                                    | Infant site – Room to bloom<br>Junior site – N/ A   |
| Water hygiene risk assessment  | Infant site – Head teachers office,<br>Junior site – Head teacher’s office  |
| Defect reporting system/book   | Infant site – Main office<br>Junior site – Administrator’s office   |
| Maintenance and servicing records (Buildings File)                       | Infant site – Room to bloom<br>Junior site – Head teacher’s office  |
| Pupils’ accident book  | Infant site – Medical tracker<br>Junior site – Medic tracker  |
| Official accident book   | Infant site – Head teachers office<br>Junior site – Head teacher’s office   |
| A list of pupils with specific medical conditions/needs                  | Infant site – Medical tracker, kitchen, Head teachers office, Arbor<br><br>Junior site – Head teacher’s office, kitchen, Arbor Class Safeguarding file. |