St Mary's RC Primary School

Health & Safety Designations Policy

St Mary's RC Primary School
Approved by: Governors
Reviewed: October 2019
Reviewed: October 2021
Reviewed: October 2023
To be reviewed: October 2025

ARRANGEMENTS

The arrangements section of the health and safety manual has been designed for educational establishments / departments to complete with the relevant health and safety information for staff, visitors and contractors.

3.1 Roles & Responsibilities	
The Senior member of staff in the establishment/department with responsibility for Health and Safety matters the health and safety co-ordinator is:	**Headteacher**
The Governor appointed for health and safety is:	**Health & Safety Link Governor**
Consultation with staff, regarding health and safety is provided via:	**Headteacher**
Members of the health & safety committee are: **D Hayes** **L Gillies** **L Lane** **R Nix** **I Tomkins** **P Jackson** **T Hodgson**	
3.2 Risk assessment	
The person responsible for ensuring risk assessments are carried out is:	**Headteacher**
Copies of risk assessments are located :	**On the school teacher drive**
Staff who have undergone training and are competent to carry out risk assessments are: **All teaching Staff; School Business Manager; Site Manager**	
Any hazards noted within the establishment/ departmental environment must be reported to:	**Headteacher**
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	**Headteacher**
Risk assessments will be reviewed on a _Two yearly basis by appropriate staff members *(NB this should be carried out at LEAST every 2 – 3 years)*	
The educational visits co-ordinator (EVC) is:	**Deputy Headteacher**
Educational visits risk assessments / paperwork are located in:	**On the school teacher drive**
3.3 Emergency & Fire Arrangements	
The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them. The priorities in an emergency situation are as follows: • to ensure the safety of all persons, their removal from danger, • their care and the application of first aid and medical treatment where appropriate; • to call the emergency services when appropriate; • to safeguard the premises and equipment, if this is possible without putting persons at risk.	
The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	**Site Manager**
Fire drills will be carried out by:	**Site Manager**
Fire drills will be held on a **termly** basis by:	**Site Manager**
Fire alarm points will be tested on a weekly basis by:	**Site Manager**
Means of escape will be checked on a weekly basis by:	**Site Manager**

Fire fighting equipment will be checked on a weekly basis by:		**Site Manager**
Emergency lighting will be tested on a monthly basis by:		**Site Manager**
Records of tests, checks and drills will be held in/by:		**Site Manager**
Fire extinguishers will be serviced on an annual basis by:		**Site Manager**
All staff should undertake fire training on an annual basis		
3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation		
Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non employees (including pupils, visitors etc)		
Location of accident forms:		**School Office/Classrooms**
Persons responsible for accident forms:		**Headteacher**
Persons responsible for carrying out accident investigations is:		**Headteacher**
Accident forms must be completed and returned to the Health & Safety Team, Ashburner Street, Bolton		
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:		**E Travers**
Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.		
3.5 First Aid *- the following have received first aid training*		
Name	Location/Extension	Date of expiry of certificate
Nicola Cornwell	**School**	**3rd May 2024**
Elaine Christian	**School**	**14th May 2024**
Anna McGarr	**School**	**12th October 2025**
Janet Walker	**OOS Club**	**4th September 2024**
Melissa May	**OOS Club**	**3rd May 2024**
Helen Thomasson	**OOS Club**	**11th August 2025**
The following are appointed persons and have been trained in emergency first aid		
Name	Location/Extension	Date of expiry of certificate
All staff trained to Level 1	**School**	**January 2023**
The person responsible for ensuring first aid qualifications are maintained is:		**School Business Manager**
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:		**Site Manager**
First aid boxes are kept in the following points in the education establishment / department: **All exit points, hall and office**		
Travelling first aid boxes are located:		**Office**
The location and contents of all first aid boxes will be checked on a:		**Half-termly basis**
The person(s) responsible for the checks is: - Deficiencies of first aid materials should be reported to		**E Christian, A McGarr & N Cornwell**
The address and telephone number of the nearest medical centre/NHS GP is:		**Kildonan House** **01204 468161**
The address and telephone number of the nearest hospital with accident and emergency facilities is:		**Bolton Hospital** **01204 390390**
Occupational health provisions are available from the HML team, please speak to your head teacher/Line Manager regarding accessing this service.		
3.6 Pupils with medical/ special needs *(please see Section 4 Health & Safety Manual – supporting pupils with medical needs)*		
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:		**SENCo**
The person responsible for ensuring pupil specific risk assessments are conducted is :		**SENCo**
The person responsible for the supervision and storage of pupils medicines is:		**School Business Manager** **Lead HLTA**
3.7 Maintenance and premises		
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately,		**Corporate Property**

by telephone to:	
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	**Site Manager**
Defective furniture or equipment should be taken out of use immediately and reported to:	**Site Manager**
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	First **Site Manager** Deputies **Headteacher /Deputy Headteacher**
3.8 Health and safety training	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	**Headteacher**
Induction training should cover: • Health and Safety Policies: BMBC Departmental, and School. • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procures for Hazardous Substances • Good Housekeeping • Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity • Special Needs of Young Employees (e.g. Work Experience Placements)	
The person responsible for organising health and safety training is:	**Headteacher**
3.9 Work Equipment	
The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.	
- Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	**Site Manager**
Person(s) authorised to use:	**Site Manager**
- Equipment for pupils with special educational needs The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	**None on site**
- Lifts The person responsible for ensuring that lifts are inspected and serviced every six months is:	**Site Manager**
- Caretaking and cleaning equipment *(including powered cleaning equipment, power and hand tools etc)* Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	**Site Manager**
Person(s) trained and authorised to use are:	**Site staff**
- Laboratory Apparatus and Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	**Science Co-ordinator**
- Design and Technology Equipment Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	**Headteacher**

Person(s) authorised to operate and use is/are:	**All staff and children**
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	**All staff**
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	**All staff**
The person responsible for taking out of use any equipment which Is inadequately guarded is/are:	**All staff**
- Art and Design Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	**Art Co-ordinator**
Person(s) authorised to operate and use is/are:	**All staff and pupils**
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	**PE Co-ordinator**
Person(s) responsible for regular (daily) visual inspection is/are:	**All staff**
Contractor responsible for annual full inspection and report is:	**Sport Safe**
3.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	**Site Manager**
Person(s) responsible for carrying out formal visual inspection and testing is/are:	**Corporate Services**
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
3.11 Personal Protective Equipment (PPE)	
Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out are as follows - Science - Design Technology - Art and Design - Caretaking and cleaning - Catering - Grounds maintenance	 **Science Co-ordinator** **DT Co-ordinator** **Art Co-ordinator** **Site Manager** **Claire Grindley** **Site Manager**
3.12 Hazardous substances	
Copies of all the hazardous substances inventories are held centrally in:	**Site Manager's Office**
The person responsible for undertaking and updating the COSHH risk assessments is:	**Site Manager**
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:	**Corporate Services**
The Radiation Protection Supervisor is: Contact details	**Corporate Services**
3.13 Asbestos	
The person responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	**Site Manager**
The asbestos management plan is held:	**Site Manager's office**
The person responsible for ensuring that the plan is updated, annually	**Site Manager**

and as appropriate following work on the fabric of the building is:	
3.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	**Headteacher**
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	**Site Manager**
3.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, is:	**Headteacher**
3.16 Visitors	
On arrival all visitors should report to: where they will be issued with: • an identification badge • relevant health and safety information • and will sign the visitors book	**School Office**
3.17 Contractors	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	**Site Manager**
The person in control of contractors whilst on site is:	**Site Manager**
3.18 Noise	
Any employee concerned about the noise levels at work should report the matter to the Head Teacher who will arrange for remedial action or for an assessment to be made by the Health and Safety Team.	
3.19 Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Headteacher who will arrange for them to be dealt with.	**Site Manager**
3.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	**ICT Co-ordinator**
3.21 Miscellaneous	
The Health and Safety Law Poster is sited:	**Staff Room**
The person responsible for updating it is:	**Headteacher**

Smoking
The Governing Body has prohibited smoking in the school and in vehicles under its control.

Signed (Head) *D Hayes*	Date: October 2023
Signed (Governors) *L Gillies*	Date: October 2023
Review date: October 2023	

To be reviewed: October 2025