

# Netherhall School

## HEALTH AND SAFETY POLICY

This document supports the school's health and safety policy and arrangements dated August 2023

### PERSONS WITH SPECIFIC RESPONSIBILITIES

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:

- Health and Safety Co-ordinator – Mark Walsh
- Workplace First Aider(s) – Gill Olley / Chris Freeland
- Paediatric First Aider – Gill Olley
- First aid supplies are checked and replenished by – Gill Olley
- Site security issues, CCTV etc. – Mark Walsh
- Defects are to be reported to – Mark Walsh/Site Team
- Training and Development Co-ordinator (H&S) – Ruth Stead
- Asbestos Co-ordinator, responsible for visual inspection and the recording of termly condition monitoring – Mark Walsh
- Coordinator of Risk and/or COSHH Assessments – Mark Walsh
- Disclosure and barring scheme check – Dale Stephenson
- Educational Visits Co-ordinator – Dale Stephenson
- 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 – Mark Walsh / Dale Stephenson
- Holder of accident/incident records, pupil accident book and official site accident book – Gill Olley
- Accident Investigations are conducted by – Mark Walsh
- Ladder register is maintained by – Mark Walsh
- Organisation for equipment repairs, maintenance and routine servicing – Mark Walsh
- PE and fixed play equipment visual checking – Mark Walsh
- PE and fixed play inspection and maintenance – Mark Walsh
- Radiation Protection Supervisor (*Secondary Schools ONLY*) – Claire Poddington

Heads of department/managers with specific responsibilities for H&S management within their own areas are:

Please list specific departments, e.g. design technology, science, ICT, PE, catering, cleaning etc. and name of person responsible.

Design & Technology – Hannah Cotton

Science – Claire Poddington

ICT – Sam Cooper

Cleaning/Mid-day supervisors – Mark Walsh

Catering – Pam Phillips

### LOCATION OF SUPPORTING SYSTEMS/DOCUMENTS

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.

#### ***Location of Key Documentation***

- Display of H&S policy statement and arrangements – Main Reception / Staff Room
- General school risk assessments – Shared Group Drive (\\infotech2\group)

- Emergency/fire plans - Shared Group Drive ([\\infotech2\group](#)) – DS home
- Health and Safety Management Plan - Shared Group Drive ([\\infotech2\group](#))
- Asbestos Management Plan (including Asbestos Register) - Shared Group Drive ([\\infotech2\group](#))
- Water Hygiene Risk Assessment – Site Office
- Defect reporting system/book – Spiceworks – Hosted on Ellen
- Maintenance and servicing records (Building File) – Site office and Shared Group Drive ([\\infotech2\group](#))
- Archived documents/records – Shared Group Drive ([\\infotech2\group](#))
- Pupils' Accident Book – Main Reception
- Official Accident Book is held in – Main Reception
- A list of pupils with specific medical conditions/needs is held in – Learning Support