



Ravenshead C of E Primary School

Health and Safety Policy

Head Teacher Signature:	
Date Adopted:	15 th September, 2025.
Review Date:	September, 2026

Contents

Statement of Intent	3
Organisational Structure and Responsibilities.....	4
Management Structure	4
Responsibilities of the Governing Body / Trustees	4
Responsibilities of the Head Teacher / Principal	6
Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff).....	7
Responsibilities of all Employees	8
Arrangements	8
Co-ordination and Communication.....	8
Emergencies	9
Accidents and Medical Arrangements.....	10
Hazard Identification and Control	14
Information, Instruction and Training.....	14
Premises	15
Security	16
Use of Premises Outside School Hours.....	17
Control of Contractors.....	17
Work Equipment	17
Substances and Personal Protective Equipment	21
Housekeeping and Waste	21
Manual Handling	22
Educational Visits.....	23
Inspections (External & Internal)	23
Management Review	23

Statement of Intent

The Governing Body of Ravenshead C of E Primary school will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

Signed:



(Chair of Governors)

Date: 15.9.25

Signed:



(Head Teacher / Principal)

Date: 15.9.25

Our School Vision

Our school vision is based on the theme of '**Taking Care**'. We strive to encourage our children, staff and wider community to 'take care' of one another through the core Christian Values of: **Kindness, Hope, Courage** and **Respect**.

Our vision is inspired by the words in Corinthians:

"Let love and kindness be the motivation behind all that you do."

(1 Corinthians 16.14)

Ravenshead C of E Primary School is committed to valuing diversity and to equality of opportunity. In biblical tradition, children in particular are seen to hold a special place in the priorities of God. Furthermore, we hold to the foundational belief that all people are of Christ', in which everyone has a part to play, and everyone without exception has God-given gifts which are to be used for the benefit of others.

Therefore, we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect and feel able to contribute to the best of their abilities. The school's biblical foundation provides a model of Christian community described as the 'body created in God's image and are intrinsically valuable. Everyone should be treated as fundamentally precious, irrespective of behaviour, achievements or potential.

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

Responsibilities of the Governing Body / Trustees

The Governing Body / Trustees are responsible for:

- Complying with the Nottinghamshire County Council Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.

- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- The day-to-day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the school's health and safety committee (where appropriate).
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Local Authority health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Head Teacher these responsibilities fall to their immediate deputy.

Responsibilities of the Health and Safety Coordinator (must be a Senior Member of Staff)

Responsible to the Head Teacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the school's health and safety committee (where appropriate).

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher.

Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority, Governors and Head Teacher on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher any serious or immediate danger.
- Reporting to their Head Teacher any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Sophie Keightley (Deputy Head)
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	Sophie Keightley (Deputy Head)
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Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Emma Johnson	Headteacher
Sophie Keightley	Deputy Head
Craig Dykes	Site Manager
Gemma Bodill	School Business Manager

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Sophie Keightley
A copy of the emergency plan is available at:	On Teams (which key people can access) and paper copy kept in grab bag in office.

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Person Responsible	Deputy
Summoning of the emergency services.	Emma Johnson	Sophie Keightley
That a roll call is taken at the assembly point	Sophie Keightley	Emma Johnson
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Sophie Keightley	Emma Johnson

Note: The priorities 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.

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	KS2 boiler room – emergency shut off valve labelled and located next to water heater tank.
Gas	KS2 boiler room – emergency shut off valve labelled and located in cupboard.

Electricity	KS2 outside Head/Deputy Head office in cupboard – shut down switch labelled and located in cupboard.
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Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Craig Dykes Emma Johnson
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

Location of Accident Book	Person in Charge of Accident Book
Evolve Go – online accident reporting system	Sophie Keightley monitors all logs
Accident reports must be drawn to the attention of the Head Teacher	Head Teacher: Emma Johnson
	Deputy: Sophie Keightley
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Sophie Keightley

The following types of incident must be recorded:

- All accidents, incidents and near misses involving employees.
- All instances of verbal abuse, aggressive behaviour and violence towards employees.
- Any incidents which result in pupils or members of the public requiring further medical treatment.
- Any incidents which are RIDDOR reportable (with a copy of the RIDDOR report sent to hands@nottsgov.uk).

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.

First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Sophie Keightley (paediatric trained)	2308 – first aid	26/9/2027
Becky Howard (paediatric trained)	2308 – first aid	26/9/2027
Alex Sutcliffe (paediatric trained)	2308 – first aid	26/9/2027
Amy Griffiths		01/09/2028
Ann Swanston		01/09/2028
Bev Jackson		01/09/2028
Carolyn Thornley		01/09/2028
Cherry Walker		01/09/2028
Cindy Dyson		01/09/2028
Claire Place		01/09/2028
Claire Sawyer		01/09/2028
Dave Hurst		01/09/2028
Eliabeth Watson		01/09/2028
Emma Blakey		01/09/2028
Emma Johnson		01/09/2028
Gemma Bodill		01/09/2028
Jan Hares		01/09/2028
Jemma Brown		01/09/2028
Jenny Argent		01/09/2028
Jo Moore		01/09/2028
Joy Wright		01/09/2028
Kayleigh Twigger		01/09/2028
Laura Musson		01/09/2028
Laura Winfield		01/09/2028
Lauren Stivens		01/09/2028
Lindsay Baker		01/09/2028
Lindsay Wall-Rice		01/09/2028
Lisa Jackson		01/09/2028
Lisa Johnstone		01/09/2028
Lisa Richardson		01/09/2028
Mandy Broadhead		01/09/2028
Martin Durrani		01/09/2028
Natasha Wilson		01/09/2028
Paul Eggleston		01/09/2028
Rebecca Greaves		01/09/2028
Richard Walls		01/09/2028
Sam Taylor		01/09/2028
Sarah Hufton-Howe		01/09/2028
Sarah Soley		01/09/2028
Sharon Tryner		01/09/2028
Steph Denney		01/09/2028
Suzy Burton-Sanders		01/09/2028
Will Evans		01/09/2028

Will Thomas		01/09/2028
Person responsible for ensuring first aid qualifications are maintained:	Sophie Keightley/Gemma Bodill	
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Sophie Keightley/Gemma Bodill	

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
KS2 hygiene suite	Evolve Go (online system) is used and all staff have access to this.
KS2 – the corner of each building in the corridors	
KS1 – Year 2 cloakroom	
EYFS – kitchen area	
TAs have own first aid kits	
A termly check on the location and contents of all first aid boxes is carried out by:	Gemma Bodill
Use of first aid materials and deficiencies should be reported to:	Gemma Bodill
Address and telephone number of the nearest medical centre / NHS GP:	<u>01623 700805</u> Abbey Medical Group, 30 Longdale Avenue, Ravenshead, Notts, NG15 9EA
Address and telephone number of the nearest hospital with accident and emergency facilities:	Kings Mill Hospital Mansfield Road, Sutton-in-Ashfield, Nottinghamshire, NG17 4JL. Phone: 01623 622515.

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Alex Sutcliffe
A copy of the medicines policy is available at:	www.ravensheadcofeprimary.co.uk/policies/
Person responsible for dealing with the administration of medicines in	First: Cindy Dyson

accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	Deputy: Sarah Hufton-Howe
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Alex Sutcliffe
	Deputy: Cindy Dyson
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Alex Sutcliffe

Hazard Identification and Control

Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Lisa Richardson Craig Dykes (contractors) Gemma Bodill (visitors on site)
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Hazard Reporting and Follow Up

All employees, 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 to:	Craig Dykes Gemma Bodill Sophie Keightley
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Craig Dykes Gemma Bodill Sophie Keightley

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Craig Dykes Gemma Bodill Sophie Keightley
Defective furniture must be taken out of use immediately and reported to:	Craig Dykes Gemma Bodill Sophie Keightley
Person responsible for ordering repairs and maintenance:	Craig Dykes Gemma Bodill

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority:	Sophie Keightley Gemma Bodill
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Sophie Keightley Gemma Bodill
The health and safety notice board is sited:	In each staff room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Sophie Keightley
The HSE Health and Safety Law Poster is displayed:	KS2 office

The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	KS2 office
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Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Sophie Keightley
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- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Sophie Keightley
Person responsible for compiling and implementing the school's annual health and safety training plan:	Sophie Keightley Gemma Bodill
Person responsible for reviewing the effectiveness of health and safety training:	Sophie Keightley Gemma Bodill
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Sophie Keightley Gemma Bodill

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Craig Dykes
The asbestos register is kept at:	Site manager cleaning cupboard
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Sophie Keightley Craig Dykes
The disturbance procedure is displayed in a (staff only) area, at:	Staff rooms
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Craig Dykes

The LAMP is kept in:	Electronic version kept on TEAMS. Paper copy in Site Manager file.
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Legionella

Person with overall responsibility for managing Legionella:	Craig Dykes
The Legionella risk assessment is kept at:	Site manager cleaning cupboard KS2
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Craig Dykes
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Craig Dykes
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Craig Dykes
The log book is kept in:	Site manager cleaning cupboard KS2

Fire

Person with overall responsibility for managing fire safety:	Craig Dykes
The fire risk assessment is kept at:	Site manager cleaning cupboard KS2
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Craig Dykes
Person responsible for routine maintenance and servicing of fire safety equipment:	Craig Dykes
The log book is kept in:	Site manager cleaning cupboard KS2

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Craig Dykes
	Deputy: Sophie Keightley

Visitors

On arrival all visitors must report to:	KS2 office
Where they will be issued with; An identification badge	

- Relevant health and safety information
- Sign the visitors book
- On first initial visit complete a visitor agreement form

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Sophie Keightley
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Gemma Bodill
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Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Emma Johnson Craig Dykes Gemma Bodill
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Craig Dykes
Person responsible for selecting contractors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Emma Johnson Craig Dykes Gemma Bodill
Responsibility for liaison and monitoring of contractors:	Craig Dykes

Work Equipment

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Craig Dykes
Person(s) authorised and competent to operate and use:	Craig Dykes

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Craig Dykes
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Person(s) authorised and competent to operate and use:	Craig Dykes
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Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Craig Dykes
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Craig Dykes
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Craig Dykes
Person(s) authorised and competent to operate and use:	Craig Dykes

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Craig Dykes
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Craig Dykes
Contractor responsible for annual full inspection and report:	Sports Safe

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Craig Dykes Sophie Keightley
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Craig Dykes
Contractor responsible for annual full inspection and report:	Sports Safe

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Craig Dykes
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Person(s) authorised and competent to operate and use:	Craig Dykes
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Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Craig Dykes
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Craig Dykes
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Craig Dykes
Person(s) responsible for carrying out formal visual inspection and testing:	Craig Dykes
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Sophie Keightley

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title
Emma Johnson	Headteacher
Sophie Keightley	Deputy Head
Gemma Bodill	School Business Manager
Cindy Dyson	Admin Team
Sarah Hufton-Howe	Admin Team

Person responsible for implementing the requirements of the DSE risk assessment:	Gemma Bodill
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Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Emma Johnson Gemma Bodill
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority.	Individual teacher

Substances and Personal Protective Equipment

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Caretaking	Craig Dykes	
Cleaning	Craig Dykes	
Catering	Anna Nurse	
Grounds Maintenance	Craig Dykes	
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		KS2 Site Manager cleaning cupboard
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:		Craig Dykes
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		NCC Catering

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 line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Craig Dykes
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Craig Dykes

Housekeeping and Waste

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 Craig Dykes (Site Manager) to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Craig Dykes Gemma Bodill
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Craig Dykes Gemma Bodill

Waste Management and Disposal

Waste will be collected daily by:	Craig Dykes
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Craig Dykes
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Craig Dykes

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Craig Dykes
Person responsible for the safe disposal of any hazardous substances or special waste :	Craig Dykes
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Craig Dykes

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Craig Dykes
Person responsible for monitoring the safety of manual handling activities:	Craig Dykes

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Sarah Soley Alex Sutcliffe Sophie Keightley
Person responsible for monitoring the safety of manual handling activities:	Sarah Soley Alex Sutcliffe

	Sophie Keightley
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Educational Visits

The Educational Visits Co-ordinator at the school is:	Lisa Richardson
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Lisa Richardson
The Educational Visits Policy is located at:	www.ravensheadcofe.co.uk/policies

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Anna Nurse
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Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body	Gemma Bodill Sophie Keightley Emma Johnson
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Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Gemma Bodill
Person responsible for ensuring follow up action on the report is completed:	Gemma Bodill Craig Dykes

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Sophie Keightley Gemma Bodill
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Sophie Keightley Gemma Bodill