

# Rockcliffe CE School

## HEALTH AND SAFETY POLICY

This document supports the School's Health and Safety Policy and arrangements dated September 2019

### PERSONS WITH SPECIFIC 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:

- Health and Safety Co-ordinator – **David Hodgkiss**
- Health and Safety Governor(s) - **Designated Chair of Health and Safety Committee**
- Workplace First Aider(s) – **David Hodgkiss, Laura Bingham**
- Paediatric First Aider(s) - **David Hodgkiss, Laura Bingham, Danielle Ward, Hayley Pieroni, Pauline Thompson, Hilary Swan**
- Site Security issues, CCTV etc. – **Linda Delaney**
- Defects are to be reported to – **Linda Delaney**
- Training and Development Co-ordinator (H&S), e.g. First Aid, Manual Handling, Team Teach etc. – **David Hodgkiss**
- Asbestos Co-ordinator, responsible for visual inspection and the recording of termly condition monitoring - **David Hodgkiss**
- Coordinator of Risk and/or COSHH Assessments is – **David Hodgkiss/Kym Allen HS**
- Disclosure and Barring Scheme checks - **Linda Delaney**
- Educational Visits Co-ordinator - **David Hodgkiss**
- 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 Log Book – **Linda Delaney**
- Holder of accident/incident records, pupil accident book and official site accident book – **Linda Delaney**
- Ladder register is maintained by - **Linda Delaney**
- Organisation for equipment repairs, maintenance and routine servicing - **Linda Delaney**
- PE and fixed play equipment visual checking – **Louise Parker**
- PE and fixed play inspection and maintenance - **Playdale**

Heads of Department/Managers with specific responsibilities for H&S Management within their own areas are:

**Margaret McDonald – Mellor's Catering**

### 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***

- Displayed H&S Policy Statement and Arrangements – School Office
- General School Risk Assessments – School Office
- Emergency/Fire/Crisis Management Plans - School Office (Copies also to be held off site)
- Health and Safety Management Plan - School Office
- Asbestos Register and Management Plan - School Office
- Water Hygiene Risk Assessment – School Office
- Defect reporting system/book - School Office
- Maintenance and servicing records (Building File) – School Office
- Pupils' Accident Book –First Aid Room
- Official Accident Book is held in - School Office
- A list of pupils with specific medical conditions/needs is held in - School Office and on ScholarPack