



St Martin and St Mary C of E Primary School

Health & Safety Policy – Part 3 – Specific Responsibilities

This document supports the School's Health and Safety Policy and arrangements.

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 - The Headteacher
- Health and Safety Governor(s) - Jen Braithwaite
- Employee Safety Representative – Cath Greenall
- Workplace First Aider(s) – Emma Graham
- Paediatric First Aider(s) – Anna Afonso, Carol Bainbridge, Pauline Bainbridge, Lisa Barnes, Lisa Brockbank, Lucy Dobson, Aimee Galloway, Louise Harrison, Racheal Harper, Aimee Hicks, Caroline Johnson, Mandy Newton, Dawn Remnant, Liz Russell, Louise Swindlehurst, Alison Williams, Kathryn Williams.
- First Aider(s) – Laura Adams, Kathryn Airey, Susan Britton, Sarah Clarke, Caroline Clough, Cathy Noble, Nicky Dodd, Jo Fahy-Coward, Kirsty Galloway, Helen Harrison, Cathy Hinkins, Nat Norris, Carol Quill, Sue Storey.
- Responsible for ensuring first aid boxes remain stocked – Emma Graham
- Site Security issues – The Headteacher
- Defects are to be reported to – Cleaner in Charge, Nicky Dodd
- Training Co-ordinator (H&S), e.g. First Aid, Manual Handling, Positive Physical Handling etc. – Senior Administrator
- Asbestos Co-ordinator, responsible for visual inspection and the recording of termly condition monitoring – Cleaner in Charge
- Co-ordinator of Risk and/or COSHH Assessments is – The Headteacher/Senior Administrator
- Disclosure and Barring Scheme checks – Senior HR Administrator
- Educational Visits Co-ordinator – Matt Towe
- 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 – Cleaner in Charge/Head Teacher/Senior Finance Administrator
- Holder of accident/incident records, pupil accident book and official site accident book – Helen Harrison
- Accident Investigator - The Headteacher
- Ladder register is maintained by – Cleaner in Charge
- Organisation for equipment repairs, maintenance and routine servicing – Senior Administrators
- PE and fixed play equipment visual checking – Class Teachers (at point of use)
- PE and fixed play inspection and maintenance – Headteacher

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 – staff room/Main School Office
- General School Risk Assessments – Print Room
- School Emergency Plan – Main School Office
- Health and Safety Management Plan – Main School Office
- Asbestos Management Plan (including Asbestos Register) – Print Room
- Water Hygiene Risk Assessment – Print Room
- Defect reporting system/book – Main School Office
- Maintenance and servicing records (Building File) – Print Room
- Archived records/documents – Archive Cupboard
- Pupils' Accident Book – First Aid Stations – Nursery/Preschool/Reception/Outside Headteacher Office
- Official Accident Book is held in – Main School Office
- A list of pupils with specific medical conditions/needs is held in – Main School Office