



Health and Safety Policy

Issue No.	Author or Reviewer	Date Written or Reviewed	Date Approved by FES/PEAP	Date Approved by Full Governors	Next Review Date
V1	Lin Diaby	July 2014	17/10/2014	22/10/2014	
V2	Lin Diaby	August 2015	09/10/2015	14/10/2015	October 2016
V3	Lin Diaby	September 2016	30/09/2016	12/10/2016	October 2017
V4	Lin Diaby	February 2018	23/03/2018	05/06/2018	February 2019

GENERAL STATEMENT OF INTENT

The Governing Body and Senior Leadership Team of Fulbrook Middle School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 as amended and other statutory duties.

We will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all pupils, staff, contractors, visitors and members of the public who may visit the premises and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our organisation. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all relevant meetings and staff will be consulted on a regular basis in order to seek their views on health and safety matters.

We are committed to:

- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Trade Union Safety Representatives play a valuable role and the Governing Body recognise the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff, and pupils will play their part in its implementation.

Signed:
Amanda Knibb
Chair of Governors

Signed:
Samantha Clancy
Head Teacher

ORGANISATION AND RESPONSIBILITIES

The responsibility for health and safety rests with everyone, from the most senior person through to each individual member of staff. This section sets out the responsibilities under this policy.

The Governing Body

The Governing Body is responsible for health and safety matters and is responsible for:

- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the organisation
- Reviewing the established health and safety policy and performance annually by the Finance, Estates & Staffing Committee
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary
- Providing appropriate resources within the organisation's budget for the implementation of the attached arrangements
- Receiving from the School Business Manager reports on health and safety matters and reporting to another body as necessary, any hazards which the organisation is unable to rectify from its own budget
- Seeking specialist advice on health and safety which the organisation may not feel competent to deal with
- Promoting a positive health and safety culture and high standards of health and safety within the organisation

The Head Teacher

Overall responsibility for the day to day management of health and safety in the organisation rests with the Head Teacher.

As manager of the organisation and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Communicating the policy to all relevant parties
- Ensuring there is an adequate system in place for undertaking risk assessments
- The implementation and monitoring of the organisation's health and safety arrangements which form part of this policy
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues
- Ensuring that the organisation has emergency procedures in place
- Ensuring there is no misuse of plant, equipment, machinery etc.
- Ensuring that the premises, plant, equipment and machinery are maintained in a serviceable condition
- The provision of appropriate health and safety information to governors

- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed)

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the organisation.

The School Health and Safety Co-ordinator

The co-ordination of all health and safety matters is delegated to the School Business Manager as Health and Safety Co-ordinator.

The Health and Safety Co-ordinator has responsibility for:

- Managing and co-ordinating the risk assessment process for the School
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process
- Making provision for the inspection and maintenance of work equipment throughout the School
- Keeping records of all health and safety activities
- Advising the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- Ensuring that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the School generally
- Carrying out other functions devolved to them by the Head Teacher or Governing Body
- Unsafe conditions being reported and dealt with to agreed timescales.

Heads of Department and other staff with responsibility for curriculum and non-curriculum areas with special responsibility

All Heads of Department are responsible for ensuring lessons are safe for staff and pupils. In particular the guidelines for Science, Information Technology, Expressive Arts, Physical Education and Technology will be known and applied by all staff and equipment and substances provided will be assessed to comply with published legal standards.

Deputy Head Teacher, Subject Leaders, Heads of Year, Office Manager/Supervisors, Technicians and Site Agents must:

- Apply the School's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements, including keeping required associated records
- Maintain or have access to an up to date library of relevant published health and safety guidance and ensure that all staff under their management are aware of and make use of such guidance
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Resolve health, safety and welfare problems as members of staff refer to them, or defer to the Head Teacher or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Class Teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- Follow the health and safety procedures applicable to their area of work
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary
- Ensure the use of personal protective equipment and guards where necessary
- Make recommendations to their Head Teacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the School without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head Teacher or Head of Department. (See accident procedures)

Site Agent

The Site Agent has a duty to check the general condition of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the Health and Safety Co-ordinator. Where action required is outside his authority or ability, the matter will be reported to the Head Teacher or Health and Safety Co-ordinator for appropriate action.

The Site Agent will arrange that cleaners employed by the School are given:

- The necessary health and safety information on safe working procedures

- That the safety checking of their equipment is carried out
- That the cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 1999 and the management guidelines.

The Governors recognise that the Health & Safety Co-ordinator and Site Agent will liaise with the Head Teacher regularly.

Health and Safety Representative

The Governing Body and Head Teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out School inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head Teacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

All Staff

Under the Health and Safety at Work etc. Act 1974 all staff have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All staff of the School have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the School's health and safety policy and procedures at all times
- Report all accidents, incidents and near misses in line with the reporting procedures
- Co-operate with School management, Trade Union Health and Safety Representatives and Enforcement Officers of the Health and Safety Executive on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager or Health and Safety Co-ordinator

- Report immediately to their line manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use
- Make sure of all necessary control measures and personal protective equipment provided for health or safety reasons.
- Exercise good standards of housekeeping and cleanliness
- Know and apply the procedures in respect of fire, first aid and other emergencies

All staff who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Staff entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the staff member's line manager.

Pupils

Pupils in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the School and in particular the instructions given by staff in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health, safety and welfare.

Organisational responsibility for health and safety within Fulbrook Middle School see Appendix 1

ARRANGEMENTS FOR HEALTH AND SAFETY

Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999, the School has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the School's policy to ensure that no-one is put at risk from any activity under its control.

Risk assessments will be undertaken for situations that may present a risk to health and safety. The main areas of risk are:

Playgrounds	Premises
Sports Hall	Security
Outdoor Climbing Wall	Fire
All Sports and PE	Disposal of Waste
Group sizes in practical activities	COSHH – Storage, Usage and Disposal
Off-site Activities	Manual Handling
Work Placements	Contractors on Premises
General Classrooms	Power Tools
Traffic Routes	Electricity
Transportation of Pupils	Gas
Practical Classrooms and Workshops	Storage
Hand Tools	Cleaning
Glue Guns	Kitchen
Knives and Scissors	Dining Hall
Paints, Solvents and Glue	Food Handling
Work Equipment Design Technology	Display Screen Equipment
Wood Dust	Fundraising Activities
Hot Metal Work in Design Technology	Reprographics
Cookers in Food Technology	First Aid
Sewing Machines	Violence to Staff
Ponds	Animals and Plants
Chemical Experiments in Science	Music and Dance

The risk assessment process will be co-ordinated by the Head of Department responsible for the activity. The findings of the risk assessments will be reported to all relevant members of staff. Action required to remove/control risks will be approved by the Senior Leadership Team/Head Teacher. The Senior Leadership Team/Head Teacher will be responsible for ensuring the action is implemented.

Risk Assessments must be reviewed annually or when the activity changes, whichever is the soonest.

To help reduce the risk of injury or exposure, the organisation will use safe systems of work for a variety of hazardous tasks that are undertaken. All staff should read and follow the guidance detailed in the safe systems of work.

Copies of risk assessments and safe systems of work are to be held by the Health and Safety Co-ordinator as well as within the classrooms in which the activities take place.

Hazardous Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the School has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, pesticides, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fumes, vapour, etc.).

Within curriculum areas (in particular Science, DT, Art, Food & Fabric Technology), Heads of Department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

The Head of Department will be responsible for identifying all substances that need a COSHH assessment and responsible for undertaking COSHH assessments.

The Senior Leadership Team/Head Teacher will be responsible for ensuring that all actions identified in the assessments are implemented and will review annually or when the work activity changes, whichever is soonest.

Within the maintenance and cleaning areas, the Site Agent is responsible for the COSHH assessments. The Health & Safety Co-ordinator will be responsible for ensuring that all actions identified in the assessments and implemented and will review annually or when the work activities change, whichever is soonest.

First Aid

The School will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work related ill health and dangerous occurrences are to be reported to the Lead First Aid Officer.

Details of the incident will be recorded in the accident book which is located in the Medical Room.

The Health and Safety Co-ordinator is responsible for the following:

- Periodically analysing the accident book for signs of trends and is responsible for reporting such findings to the health and safety committee.
- Undertaking investigations following accidents, dangerous occurrences and work related ill health absence.
- Acting on investigation findings to prevent recurrence.

The Lead First Aid Officer is responsible for the following:

- Reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- Ensuring accurate records are kept of accidents and near misses.

The Head Teacher will ensure that First Aiders have a current certificate and that new people are trained should first aiders leave.

The Lead First Aid Officer will ensure that the School Minibus is properly equipped with first aid boxes before it is used.

Transport to hospital: If the First Aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

First Aid kits are located in the following locations:

Medical Room
 Lab 1
 Lab 2
 Food Technology
 Design Technology
 Minibus

Nominated First Aiders see Appendix 1
First Responder First Aiders see Appendix 1

First Aid signs are displayed in each classroom and other offices and main open areas.

The Lead First Aid Officer is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document "Supporting pupils at school with medical conditions"

Emergency Procedures

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Finance Office and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the induction process and staff manual.

An outline of the evacuation procedures are made available to all contractors and visitors and are available at the front reception.

Emergency exits and fire alarm call points are clearly identified by safety signs and notices and Fire Safety Instructions are displayed in all rooms.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and drills will be undertaken termly and a record kept in the Fire Log Book. These procedures will be reviewed at least annually.

Emergency contact details are maintained by the school secretary and key holder details are maintained by the Bursar.

Fire Fighting

Ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves or others at risk, using portable fire-fighting equipment. Only trained persons may operate the portable fire-fighting equipment.

Inspection/Maintenance of the Emergency Equipment & Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Site Agent and a record kept in the Fire Log Book.

Any defects on the system will be reported immediately to the Site Agent. A fire alarm maintenance contract is in place with Ace Fire & Security.

Smoke and heat detectors are tested by Ace Fire & Security.

Inspection of Fire Fighting Equipment

All portable fire-fighting equipment undertakes an annual maintenance service carried out by an external contractor see Appendix 2.

Weekly checks are carried out by the Site Agent and are recorded in the Fire Log Book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Site Agent.

Emergency Lighting Systems

These systems will be checked monthly by the Site Agent and recorded in the Fire Log Book. An inspection is carried out annually by an external service contractor see Appendix 2. Test records are located in the Fire Log Book.

Work Equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the organisation has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (Portable Appliance Testing) annually. Personal items of equipment (electrical or mechanical) should not be brought into the School without prior authorisation and subjected to the same tests as the School equipment.

Major fixed wiring circuits will be checked at least once every five years.

Curriculum

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing/routine maintenance/inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and will require detailed attention with regards to inspection, use and repair (this list is not exhaustive)

Access equipment e.g. ladders, scaffold tower
Cleaning equipment including hand tools
Gas appliances e.g. catering equipment, boilers, food tech, science labs
PE and play equipment
LEV, dust extraction/fume cupboards
Technology equipment
Art/Design equipment
Portable electrical equipment including stereos, fans, heaters
Lifts/lifting equipment

Consultation with Employees

Under the Health and Safety (Consultation with Employees Regulations 1996 the School has a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

The Finance, Estates and Staffing Committee covers the duties of a Health and Safety Committee. Action points from those meetings are co-ordinated by the School Business Manager as Health and Safety Co-ordinator and reported back to the Finance, Estates and Staffing Committee.

Information, Instruction and Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the School to display a poster telling workers what they need to know about health and safety.

A copy of the HSE/s Health and Safety Law poster is displayed in the staff room.

Training and Development

The law requires the School to provide appropriate information, instruction and training regarding health and safety at work. This is to enable staff to work safely for the benefit of themselves and others.

Health and safety induction training will be provided and documented for all new employees.

The Head Teacher is responsible for ensuring all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities (e.g. use of hazardous substances, work at heights etc.)
- Refresher training where required.

Training records are held by the Health and Safety Co-ordinator (School Business Manager) who is responsible for co-ordinating health and safety training needs as identified through annual appraisals. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received. Each member of staff is responsible for drawing their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

No member of staff should carry out a task that they are not competent to do, unless supervised by a suitably qualified person.

Staff operating a vehicle must hold the appropriate class of licence, have had MIDAS training and be specifically authorised by management. Training will be identified, arranged and monitored by the admin team.

If a member of staff does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to their line manager.

Other Significant Health and Safety Related Issues

Asbestos

The asbestos log is held in the Finance Office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building of fixed equipment.

The School's Asbestos Authorising Officer is the Site Agent. The Site Agent has also undertaken the appropriate training.

The authorising officer shall ensure:

- The asbestos log is maintained and that any changes are recorded.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorised Officer.

Working at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to the employees authorised to work at height.

The School's nominated person responsible for work at height is the Site Agent and he shall ensure:

- All work at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in work at height are trained and competent to do so
- The risks from working at height are assessed and appropriate equipment selected and that all access equipment is inspected and maintained
- A register of access equipment is maintained and that ladders are checked.

Display Screen Equipment

All staff who use computers as a significant part of their normal work e.g. admin and finance staff, shall have a DSE assessment carried out by their line manager. (Significant is taken to be continuous/near continuous spells of an hour at a time).

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Contractors

All contractors must report to reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and any movement restrictions. The Site Agent is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Legionella

The School complies with advice on the potential risks from legionella as identified in HSE guidance L8.

The Site Agent will be responsible for organising a suitable risk assessment, to be carried out every two years, a management plan put in place and the necessary tests and checks are undertaken and recorded.

Manual Handling

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques. Some specific manual handling assessments may also be required.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the Site Agent who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Stress

The School Management Team and Governing Body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and School Management Standards.

Monitoring and Reviewing

A general workplace inspection of the site will be conducted termly and undertaken by the Site Agent

A named Governor will be involved/undertake inspections on a termly basis and report back to the Finance, Estates and Staffing Committee and Full Governing Body.

Monitoring inspections of individual departments will be carried out by Heads of Departments or nominated staff.

Inspections will be conducted jointly with the School's health and safety representative if possible.

The person undertaking the inspection will complete a report in writing and submit that to the Head Teacher and Health and Safety Co-ordinator.

Responsibility for following up items detailed in the safety inspection report will rest with the Health and Safety Co-ordinator and Site Agent.

If you are unsure about any issues raised in this policy, please inform the Senior Leadership Team, Health and Safety Co-ordinator or your line manager immediately.

Do not take chances. If in doubt, please ask.

Appendix 1 - Organisational responsibility for health and safety within Fulbrook Middle School is:

Toby Barrett, Governor

(responsible for monitoring and inspection of Health and Safety in the School)

Sam Clancy, Head Teacher

(responsible for overall Health and Safety of the School)

Lin Diaby, School Business Manager

(responsible for Health and Safety Co-ordination)

Jon Wall - Senior Leadership Team

(management responsibility for Health and Safety and monitoring and to act in the Head Teacher's absence)

Heads of Department and other staff with responsibility for curriculum and non-curriculum areas with special responsibility

(responsible for the Health and Safety in their curriculum area or department and implementation of procedures)

Science – Neil Colbourne

DT & ICT – Simon Thomas

Food Tech – Bev Ward

Physical Education – Steve Wareham

Art – Emma MacMillan

Maths – Alison Bates Jon Wall during maternity leave)

Music – Charlotte Jones

Geography – Liam Greenwood

History – Angela Goodwin

KS2 English – Lynne Bowden

KS3 English & RE – Clair McDowell

PSHE – Carrie Leach

French – Sara Baulard

Technician – Lesley Newnham

Site Agent/Fire Safety – Alan Cheadle

Maintenance & Cleaning – Alan Cheadle & Susan Budd

Lead First Aid Officer – Janet Greenwell

Nominated First Aiders - Janet Greenwell, Michelle Harvey, Jane Cross, Caroline Gibson & Lisa Griffiths

Emergency First Aiders - Steve Wareham, Sara Baulard, Simon Thomas, Paula Brewster, Joel Evans, Sam Ferrell, Shannon McDowell & Samantha Clancy

All Staff

(responsible for implementing the Health and Safety of those around them including other staff, pupils, contractors and visitors)

Appendix 2 – Contractors Carrying Out Safety Checks

Fire Fighting Equipment – CHUBB

Emergency Lighting Systems – Calbarrie

Legionella Risk Assessments – Swiftclean

Lift Inspections & Servicing – Elite Lift Solutions

Fire & Intruder Alarm Servicing – Ace Fire & Security

Boiler Servicing – SDG Engineering Ltd

Annual Gas Certification – Design & Technology Services Ltd

Air Conditioning Servicing – 360 Engineering Ltd

Fixed Electrical Appliance Testing – Design & Technology Services Ltd

Pest Control – Servest

Fixed Wire Testing - Wadys

Appendix 3 - Further reference must be made to the following Policies, Useful Documents and Links Relating to Health, Safety and Welfare

Safeguarding Policy
Anti-bullying Policy
Physical Intervention Policy
Food Policy
Medicine Policy
Fire Risk Assessment

Health & Safety at Work etc. Act 1974
<http://www.legislation.gov.uk/ukpga/1974/37/contents>

Managing for Health and Safety (HSG65)
<http://www.hse.gov.uk/pubns/books/hsg65.htm>

Control of Substances Hazardous to Health (Sixth Edition) (L5)
<http://www.hse.gov.uk/pubns/books/l5.htm>

First Aid at Work (L74)
<http://www.hse.gov.uk/pubns/books/l74.htm>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
<http://www.hse.gov.uk/riddor/>

Provision for Use of Work Equipment (PUWER) L22
<http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

Safe Use of Woodworking Machinery L114
<http://www.hse.gov.uk/pubns/books/l114.htm>

Safe Use of Lifting Equipment L113
<http://www.hse.gov.uk/pubns/books/l113.htm>

Electricity at Work: Safe working practices HSG85
<http://www.hse.gov.uk/pubns/books/hsg85.htm>

Safe Use of Ladders and Stepladders INDG455
<http://www.hse.gov.uk/pubns/indg455.htm>

Work with Display Screen Equipment L26
<http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717625826>

Legionnaires' Disease L8
<http://www.hse.gov.uk/pubns/books/l8.htm>

Manual Handling at Work
<http://www.hse.gov.uk/msd/manualhandling.htm>

Managing the Causes of Work-Related Stress
<http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717662739>