

Version	Date	Updated by
1.0	Aug 2017	Sonia Frankish
2.0	Aug 2018	Cate Tumman
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2.2	Aug 2020	Cate Tumman
2.3	Aug 2021	Cate Tumman

The PLACE Independent School Health and Safety Statement for Schools

The governance of The PLACE Independent school will meet its 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 to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governance 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 Governance will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

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

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

This Statement includes a description of the establishment’s organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed
 (Chair of Governance)

Signed
 (Head Teacher)

Date

Date

Signed.....

Date.....
 (Health & Safety Governor)

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Other sources of Health and Safety Information:

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual

2. ORGANISATION

2.1 Responsibilities of the Chair of Governance

The Governance is responsible for:

- Complying with Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made 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 or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Head Teacher

The Head teacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of

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- employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governance;
 - Ensuring that remedial action is taken following health and safety inspections;
 - Ensuring that information received on health and safety matters is passed to the appropriate people;
 - Identifying staff health and safety training needs and arranging for them to be provided;
 - Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
 - Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
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- Seeking specialist advice on health and safety matters where appropriate;
 - Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Head teacher these responsibilities fall to his/her immediate deputy.

2.3 Responsibilities of the Health and Safety Co-Ordinator

Responsible to the Head teacher for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safety to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Head teacher in the implementation of School's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed, and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos log.

2.4 Responsibilities of School Caretaker:

Caretaker is responsible for:

- The day to day management of health and safety within their allocated area in accordance with

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the health and safety policy;

- Carrying out regular health and safety monitoring inspections of the department and making reports to the head teacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- general site checks of main site to ensure it is safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the school Governance and head teacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Head teacher/Line Manager any serious or immediate danger;
- reporting to their Head teacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they 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.

First Aid

Staff with first Aid training	All staff
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Responsible individual on for over-seeing First aid	Head teacher and Deputy
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The person responsible for ensuring first aid qualifications are maintained is:	Head teacher
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Head Teacher
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
First Aid Room upper & lower	Scholar
General Office (downstairs) lower school	
Lock safe by workshop lower school	Archive records are kept in the archive files
Lock safe in vocational area upper school	

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
All Vehicles	
First Aid Room both sites	
A termly check on the location and contents of all first aid boxes will be made by:	SENCO
Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Head Teacher /Deputy/SENCO

The address and telephone number of the nearest medical centre/NHS GP is:	The Welby Practice The Woll Surgery Walford Close Bottesford NG13 0AN
	01949 842325
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Queens Medical Centre Nottingham 0115 9249924

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First SENCO
	Second Head Teacher

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical	First SENCO
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Needs in Schools Document, 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 is:	Second Head Teacher
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The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENCO
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	SENCO/Key worker
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Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Positive Behaviour Support Lead/ Head Teacher/Deputy
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Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and Governance 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, by telephone to:	Head Teacher /Deputy/SENCO
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	On Education SharePoint
It should then be e-mailed/given to:	Head Teacher/Deputy
The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Head Teacher/Deputy/ Positive Behaviour Support Lead

House Keeping and Disposal of Waste

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

The person who should be contacted if circulation routes are obstructed by rubbish is:	Caretaker/Head Teacher
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All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, Classrooms, workshops, art rooms, animal assisted areas, outdoor learning spaces and related storage areas.

When rubbish other than general waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Caretaker/Head Teacher
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	Head Teacher via property services
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Head Teacher via property services
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: (by means of the hazard reporting procedure)	Caretaker/Head Teacher/Deputy
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Defective furniture should be taken out of use immediately (places in a storage barn) and reported to: (who will arrange for its replacement or repair)	Caretaker
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The person responsible for ordering repairs which are the school's responsibility is:	Head Teacher/Deputy
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The person responsible for reporting repairs which are the responsibility of the Belvoir Estate to the Estate Team and checking repairs are carried out is:	Head Teacher > property services
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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:	Head Teacher
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Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Head Teacher
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- Offsite Visits Policy Documents
- Premises Asbestos Log
- Legionella Log
- Risk Assessment
- Fire and Risk Assessment

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- Accident Reporting Arrangements
- First Aid Arrangements
- Hazard Reporting and Maintenance Procedures

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Head Teacher/Deputy
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Head Teacher/Deputy
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The person responsible for reviewing the effectiveness of health and safety training is:	Head Teacher/Deputy
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Head Teacher
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COSHH

Copies of all the hazardous substances inventories are held centrally in:	Manager's Office at each site
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The person responsible for undertaking and updating the COSHH risk assessments is:	Head Teacher/ Caretaker
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Asbestos

The person responsible for making arrangements for dealing with asbestos and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Head Teacher/Deputy> property services
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The premises asbestos log is kept:	Managers office> property services
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Head Teacher/Deputy
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Noise

Any employee concerned about the noise levels at work should report the matter to: (who will arrange for remedial action or for an assessment to be made by the Health and Safety Team)	Head Teacher/Deputy
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Cleaning Arrangements

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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 the caretaker who will arrange for them 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 sheet.

The Health and Safety Law Poster is sited:	Entrance lobby to main School (LS) Kitchen (Upper
The person responsible for maintaining it is	Head Teacher/H&S Officer

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom not including an overnight stay is:	Head Teacher
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom including an overnight stay is:	Head Teacher
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Head Teacher
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+Proactive Approaches

The person responsible for arranging for team +PA training and monitoring its effectiveness is:	Head Teacher > Specialist services
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Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitor's book 	School reception at each site
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Record of Visitors Book in policy file
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Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

The person responsible for submitting proposals to the Director of education for approval is:	Head Teacher
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Contractors

The person responsible for selecting contractors and vetting contractors, health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Head Teacher/property services
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The person in control of contractors is:	Property services
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Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Caretaker/Head Teacher
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Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer.

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governance or LA is:	Head Teacher
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Smoking

The Director of education has prohibited smoking in the school on school site and in vehicles under its control. All staff sign to agree this policy on employment.

Notes:

Employees are not permitted to smoke or use E-cigarettes when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including employees, pupils, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

The school governance recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to: cate@theplaceindependentschool.co.uk	Head Teacher
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Vehicles

The School do not currently own any vehicles.

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Stress

The persons responsible for monitoring absence owing to stress related illness is:	Head Teacher>HR
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities and that staff have read the policy is:	Head Teacher/ deputy
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Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Head Teacher's Office/solar
Records of bullying incidents and action taken are kept:	Head Teacher's Office

Insurance

Insurance Company	Details
Travellers/Bollington	Policy number UA 369Z16A007 Employers liability 10,000,000, Public liability 5,000,000 Products liability 5,000,000 Abuse Liability 500,000

Note: The Schools Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.

Signed **Head Teacher** Date

Signed..... **Chair of Governance** Date

Signed..... **Health & Safety Governor** Date.....

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