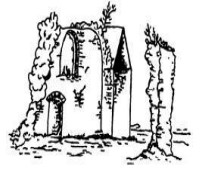




Diocese of Nottingham
Working in partnership with The Saint Robert Lawrence Academy Trust



The Priory Catholic Voluntary Academy

HEALTH AND SAFETY POLICY

Mission Statement

The Priory; a place to learn: have fun, grow and develop, in the light and love of Christ.

Jesus said: "I am the vine; you are the branches" (John 15:5)

Guiding Rationale

Our religious beliefs coined within Catholic social teaching are central to the provision throughout the whole school; and the foundation on which the ethos of the school is built. Every person is recognised as a unique creation of God; it is the intention of every member of staff, for each child to be assisted in every way possible, to achieve his or her potential in all the fields which make up the whole human person: the academic, social, moral, physical and spiritual.

As Jesus taught through his actions and words, everyone has the right to be treated equally –with dignity and respect. All who work and learn here do so in the knowledge that God created us as unique individuals where our differences; whether of: disability, gender, gender reassignment, pregnancy, race, religion or belief, sex and sexual orientation and age, are celebrated as part of the wonderfully created world in which we live.

Our attitudes are Gospel led and every opportunity is taken to refer to behaviour norms which are seen as desirable and which epitomize those which are fostered by the Gospel teachings. This is especially the case in the ways in which we respect and relate to others through:

- valuing, respecting and promoting the rights, responsibilities and dignity of individuals within all our professional activities and relationships
- all members of staff feeling valued, well trained and able to perform their professional duties free from undue and damaging stress
- ensuring the equality of educational opportunity based on merit; irrespective of background, beliefs and socio-economic contexts.

As a worshipping community, we appreciate the importance of prayer in our daily lives and try to present as many opportunities as possible to participate in this intrinsic part of our Catholic Faith. It is from this action and acknowledgement of our faith that we are impelled to share our resources –the school and parish community undertake a great deal of charity work; supporting the global family of God on a local, national and world-wide basis.

1. STATEMENT OF INTENT

The Governing Body of The Priory Catholic Voluntary Academy 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 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 establishment 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 to 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 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.

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service 'wired'. Health & Safety Community.

2. ORGANISATION

2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the County Council's 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 Academy Trust 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 health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 is 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 employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the School Senior Leadership Team;
- 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;
- Drawing up the establishments annual health and safety action plan within the school Improvement plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans are implemented;
- 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;
- 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 Headteacher these responsibilities fall to his immediate deputy.

2.3 Responsibilities of the Health and Safety Co-ordinator (at The Priory Catholic Voluntary Academy this role is co-ordinated by the Business Manager).

Responsible to the Business Manager for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and 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 correct accident reporting procedures are followed using RIDDOR reporting systems 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 Senior Leadership 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.

2.5 Responsibilities of all staff

All staff employed at the establishment has responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, school governors and Headteacher 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 Headteacher/Line Manager any serious or immediate danger;
- reporting to their Headteacher/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;

3 ARRANGEMENTS

Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Mr Harrison
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Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the Site manager's office. The person who discovers an emergency relating to: (Fire Evacuation; Bomb Alert; Gas Leak; Electrical Fault; Water/Floods; Storm or Flood Damage; Persons Threatening Violence on Site; Dangerous Animal(s) on Site) will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

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.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	The Site Manager – Nigel Holmes
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy In the Site Manager's office.
	Second Copy In The Site Manager's office.

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	The Site Manager – Nigel Holmes
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Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	In The Site Manager's office.	The Site Manager.
Emergency Lighting System	In The Site Manager's office.	The Site Manager – Nigel Holmes

The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	The Site Manager – Nigel Holmes
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Notts Fire Service
	Telephone Number 0115 9575200

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	In The Site Manager's room.
Electricity	Cupboard next to the Kitchen. Electricity Cupboard

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence 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:

An accident book is kept by the following person at the location specified:

Location of Accident Book	Person in Charge of Accident Book
Medical Room	Sophia Cottrell & Gemma Warrener

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Gemma Warrener & Sophia Cottrell
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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 **first aiders** have been trained to Paediatric Work level

Name	Date of Expiry of Certificate
Gemma Warrener (Paediatric)	October 2022
Rita Judd (Paediatric)	October 2020
Karen Wright (Paediatric)	October 2020
Janine Sheehan (Paediatric)	October 2020

The following employees are **designated person** for Health and Safety at work

Anthony Harrison	July 2020
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The following employees are **appointed persons** who have been trained to Emergency Aid for Schools level:

Name	Date of Expiry of Certificate
Claire Grimes	May 2020
Jayne Davis	May 2020
Lyn Summers	May 2020
Elizabeth Williams	May 2020
Hannah Jolly	May 2020
Marc Cannon	May 2020
Sarah Fisher	May 2020
Jo Roberts	May 2020
Sophia Cottrell	May 2020
Tim Ward	May 2020
Laura Evans	May 2020
Tracy Green	May 2020
Katherine Mucha	May 2020

The person responsible for ensuring first aid qualifications are maintained and for ensuring that first aid cover is provided for staff working out of normal school hours is:	Anthony Harrison Nigel Holmes Sophia Cottrell
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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)
Junior Corridor	First Aid Room
Infant	

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

Location of Travelling First Aid Box
Foundation Stage Store Room
The Office

A termly check on the location and contents of all first aid boxes will be made by.	Gemma Warrener
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Gemma Warrener
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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 Gemma Warrener
	Deputy Sophia Cottrell

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical 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:	First Gemma Warrener
	Second Sophia Cottrell

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils is:	Helen Smith
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Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Gemma Warrener
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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/volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Anthony Harrison
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Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone, Verbal or in Writing to: .	The Site Manager – Nigel Holmes
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	The Site Manager – Nigel Holmes
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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:	The Site Manager – Nigel Holmes
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, class rooms and storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	The Site Manager – Nigel Holmes
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	The Site Manager – Nigel Holmes
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	The Site Manager – Nigel Holmes
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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; by means of the school reporting procedure, to:	The Site Manager – Nigel Holmes
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	The Site Manager – Nigel Holmes
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The person responsible for ordering repairs which are the school's responsibility is:	Sophia Cottrell
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The name of the school's attached maintenance surveyor is:	Name: Andrew Muldoon – Saint Ralph Sherwin Catholic Multi Academy Trust Estates Manager
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Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First The Site Manager
	Deputy The Headteacher

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First The Site Manager
	Deputy The Headteacher

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:	The Site Manager – Nigel Holmes
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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:	Anthony Harrison or Nigel Holmes
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- Health and Safety Policies: County Council, Departmental, and School.
- DCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Premises Asbestos Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

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:	Anthony Harrison
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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:	Anthony Harrison
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Anthony Harrison
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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:	Anthony Harrison
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Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Family Liaison Leader Helen Smith
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Work Equipment SPECIFIC RISKS

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

Access Equipment Ladders & Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	The Site Manager – Nigel Holmes
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Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	The Site Manager – Nigel Holmes
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Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	Family Liaison Leader Helen Smith
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Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	The Site Manager – Nigel Holmes
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Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	The Cook
Person(s) authorised to operate and use is/are:	Cook/kitchenassistants

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	DT Coordinator
Person(s) authorised to operate and use is/are	Teachers and TAs

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	The Site Manager – Nigel Holmes
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the staff room area is:	The Site Manager
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Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art Coordinator
Person(s) authorised to operate and use is/are:	Teachers and TAs

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE Coordinator
Person(s) responsible for regular (daily) visual inspection is/are:	Teachers and TAs
Contractor responsible for annual full inspection and report is:	Sports Safe Ltd.

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	The Site Manager
Person(s) responsible for regular (daily) visual inspection is/are:	The Site Manager

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	The Site Manager
Person(s) authorised to operate and use is /are:	Teachers and TAs

Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Music Coordinator
Person(s) authorised to operate and use is/are:	Teachers and TAs

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	The Site Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Name: Andrew Muldoon – Saint Ralph Sherwin Catholic Multi Academy Trust Estates Manager

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by The Site Manager.

Copies of all the hazardous substances inventories are held centrally in:	The Site Manager's room
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The person responsible for undertaking and updating the COSHH risk assessments is:	The Site Manager
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Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	The Site Manager
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The premises asbestos log is kept:	In the Site Managers office; and in the contractor's signing in book.
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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:	The Site Manager
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Waste Management

Waste will be collected daily by:	The Site Manager
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	The Site Manager
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	The Site Manager
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The person responsible for checking that the oil tank bund wall is effective is:	The Site Manager
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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 The Site Manager 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.

Advice may be sought from the Health and Safety Team at County Hall.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	The Site Manager
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Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	The Site Manager
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	In the Site Managers Office.
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New employees will be informed of all relevant H&S information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	In the Site Managers Office.
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The person responsible for maintaining it is:	The Site Manager
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The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	The Site Manager
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The health and safety notice board is sited:	In the Staffroom.
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The person responsible for ensuring documents are displayed for two weeks on the health and safety notice board and keeping it up to date is:	The Site Manager
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The Health and Safety Law Poster is sited:	In the Office and in the Medical room.
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The person responsible for maintaining it is	Anthony Harrison
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Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	The EVC Coordinator: Elisabeth Williams
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	The Headteacher
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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:	The Headteacher
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with the Education Business Partnership as appropriate is:	Family Liaison Leader
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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 visitors book 	Sophia Cottrell
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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 H&S performance, when one cannot be found on the LA's approved lists is,	Nigel Holmes or Anthony Harrison
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The person in control of contractors is:	Anthony Harrison
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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:	The Site Manager
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Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Title	Types of Order
All Teachers and TA's	General curriculum equipment
Nigel Holmes	Cleaning equipment
Sophia Cottrell	Office supplies and First Aid equipment

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	The Office Staff
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Catering (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Nottinghamshire County Council
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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 to the Governing Body or LA is:	The Headteacher
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Smoking

The Governing Body has prohibited smoking in the school and in vehicles under its control. **Employees are not permitted to smoke 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 County Councillors, 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 Governing Body 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:	The Headteacher
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Vehicles School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	The Headteacher
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	The Headteacher
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	The Headteacher
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Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	On the School Website
Records of bullying incidents and action taken are kept:	By the Headteacher

Insurance

In addition to the insurance arranged by the LA the Governing Body has decided to arrange the following additional cover.

Insurance Company	Details
Catholic Insurance	Paid through the Diocese

Audit, Review, Performance Measurement and Action Plan

The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan	The Headteacher
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Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	Anthony Harrison
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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.

Reviewed: Spring 2018
Next Review: Spring 2020