Nottinghamshire County Council

West Bridgford Junior School

WEST BRIDGFORD JUNIOR SCHOOL

Health and Safety Policy

Date Adopted:	November 2026
Review Date:	November 2027
Signed:	

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Statement of Intent

The Governing Body of **West Bridgford Junior School** will meet their 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 ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved 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 school 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 of 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 the schools activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

Signed:

(Chair of Governors)

Date:

Signed:

(Head Teacher)

Date:

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

Responsibilities of the Governing Body

The Governing Body are responsible for:

- Complying with the Nottinghamshire County Council Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed 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 and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Executive Head Teacher

The Executive Head Teacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.

- Risk assessments are completed 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 and others.

- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.

- Information regarding health and safety matters will be communicated to the relevant individuals.

- Identify staff health and safety training requirements and make arrangements for provision.

- Establish and attend the schools health and safety committee (where appropriate).

- Developing and reviewing the school annual health and safety action plan.

- Co-operating with and providing necessary facilities for trade union safety representative(s).

- Participating in the Local Authority health and safety auditing arrangements and ensuring audit action plans are implemented.

- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.

- Employ only competent contractors to work on the school site.

- Seek specialist advice on health and safety matters were appropriate.

- Implement formal arrangements for managing emergency situations.

- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Executive Head Teacher these responsibilities fall to their immediate deputy, the Head of School.

Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)

Responsible to the Executive Head Teacher:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the senior leadership team in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site by conducting a formal, documented induction.
- Attend governor meetings when health and safety issues are discussed (where appropriate).

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Executive Head Teacher.

Responsibilities of all employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority, Governors and Executive Head Teacher on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Executive Head Teacher any serious or immediate danger.
- Reporting to their Executive Head Teacher any shortcomings in the arrangements for health and safety.
- 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).

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	School Business Manager

Emergencies

Senior member of staff in the school with responsibility for the development, maintenance and implementation of the emergency plan:	Executive Head teacher Or Head of School
A copy of the emergency plan is available at:	School Office

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	**Person Responsible**	**Deputy**
Summoning of the emergency services.	School Business Manager	Executive Head teacher or Head of School
That a roll call is taken at the assembly point	Executive Head teacher or Head of School	Deputy Head
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Executive Head teacher or Head of School	Deputy Head

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.**

Locations of Main Service Isolation Points

Service	**Location of Isolation Point**
Water	Year 6 boys toilets
Gas	Year 6 girls toilets
Electricity	Boiler House

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:	Site Manager

Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident or incident, or to whom one is reported, will make an entry using the Medical Tracker software as soon as possible after the event:

This is online and is available to all staff.

	Person in Charge of Accident Reporting
Serious incident reports must be reported to:	School Business Manager
	Deputy: Executive Headteacher
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Executive Head teacher and School Business Manager

The following types of incident must be reported:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

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 named first aiders:

Name	**Location**	**Qualification**	**Expiry**
Katya Aleksic	Main School	Emergency First Aid at Work	01/09/28
Gemma Aylward	Main School	Emergency First Aid at Work	01/09/28
Cat Bancroft	Main School	Emergency First Aid at Work	01/09/28

Sarah Brown	Cottages	Emergency Paediatric First Aid	01/09/28
Rachel Cawthorne	Main School	Emergency Paediatric First Aid	01/09/28
Becky Cox	Main School	Emergency First Aid at Work	01/09/28
Rachel Creasey	Main School	3 day First Aid at Work	11/01/27
Alison Cresswell	Main School	Emergency First Aid at Work	01/09/28
Jackie Danby	Main School	Emergency First Aid at Work	01/09/28
Laura Dix	Main School	Emergency First Aid at Work	01/09/28
Pete Dudgeon	Main School	Emergency First Aid at Work	01/09/28
Clare Hebbs	Cottages	Emergency First Aid at Work	01/09/28
Sarah Heard	Main School	Emergency First Aid at Work	01/09/28
Tom Jinks	Main School	Emergency First Aid at Work	01/09/28
Gurwinder Kaur	Main School	Emergency First Aid at Work	13/10/29
Marie King	Main School	Emergency First Aid at Work	01/09/28
Julie Lewis	Main School	Emergency First Aid at Work	01/09/28
Craig Martin	Cottages	Emergency First Aid at Work	01/09/28
Becky Minta	Cottages	Emergency First Aid at Work	01/09/28
Hannah Moss	Main School	Emergency First Aid at Work	01/09/28
Hanna Myring	Main School	Emergency First Aid at Work	01/09/28
Alice Nelson	Main School	Emergency First Aid at Work	01/09/28
Emma Owen-Jones	Main School	Emergency First Aid at Work	01/09/28
Urvashi Parekh	Main School	Emergency First Aid at Work	01/09/28
Emma Parkes	Main School	Emergency First Aid at Work	01/09/28
Heather Peacock	Main School	Emergency First Aid at Work	01/09/28
Kara Rimington	Main School	First Aid at Work 3 day full	01/09/28
Maxine Sellars	Main School	Emergency First Aid at Work	01/09/28
Neil Simmonds	Main school	Emergency First Aid at Work	01/09/28
Rebecca Southgate	Main School	Emergency First Aid at Work	01/09/28
Ben Watson	Main School	Emergency First Aid at Work	01/09/28
Becky White	Cottages	Emergency First Aid at Work	01/09/28
Aimee Pritchard	Main School	Emergency First Aid at Work	01/09/28

Harriet Woodford	Main School	Emergency First Aid at Work	01/09/28

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Record keeping moved to online
School Office	Medical Tracker
Classrooms	
Main corridor	

A termly check on the location and contents of all first aid boxes is carried out by:	The school office
Use of first aid materials and deficiencies should be reported to:	School Business Manager
Address and telephone number of the nearest medical centre NHS GP:	WB Medical Centre 0115 883 7380
Address and telephone number of the nearest hospital with accident and emergency facilities:	QMC 0115 9249924

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Head of School
A copy of the medicines policy is available at:	The School Office
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: School Business Manager
	Deputy: Office Administrators
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. 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:	First: School Business Manager
	Deputy: Head of School
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	SENCo

Hazard Identification and Control

Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Executive Head teacher/ School Business Manager Off-site – Mr Simmonds (EVC)

Hazard Reporting and Follow Up

All employees, governors and 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 to:	Site manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	School Business Manager

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site manager
Defective furniture must be taken out of use immediately and reported to:	Site manager
Person responsible for ordering repairs and maintenance:	School Business Manager/Site Manager

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority Trust:	School Business Manager
Records of employees signatures indicating that they have received and understood health and safety information is kept:	In the school office
The health and safety notice board is sited:	In the staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	School Business Manager
The HSE Health and Safety Law Poster is displayed:	In the staffroom

The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	In the staffroom

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Executive Head teacher

- Health and Safety Policy (Local Authority Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	School Business Manager
Person responsible for compiling and implementing the school's annual health and safety training plan:	School Business Manager
Person responsible for reviewing the effectiveness of health and safety training:	Executive Head teacher
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	School Business Manager

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Executive Head teacher
The asbestos register is kept:	In the school office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	School Business Manager
The disturbance procedure is displayed in a (staff only) area, at:	Staff room
The condition of asbestos is monitored (periodically, in accordance with register LAMP) by:	Site Manager
The LAMP is kept:	In the school office

Legionella

Person with overall responsibility for managing Legionella:	Executive Head teacher
The Legionella risk assessment is kept:	In the school office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Site Manager/ School Business Manager
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Site Manager
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Site Manager
The log book is kept:	In the school office

Fire

Person with overall responsibility for managing fire safety:	Executive Head teacher
The fire risk assessment is kept:	In the school office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	School Business Manager
Person responsible for routine maintenance and servicing of fire safety equipment:	Site Manager
The log book is kept:	In the school office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming disarming security alarms etc:	First: Site Manager
	Deputy: Executive Head teacher

Visitors

On arrival all visitors must report to:	Main reception
Where they will be issued with; • An identification badge • Relevant health and safety information • Sign in on the InVentry system	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Executive Head teacher

Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	School Business Manager Site Manager

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	School Business Manager
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	School Business Manager
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	School Business Manager Site Manager
Responsibility for liaison and monitoring of contractors:	Site Manager

Work Equipment

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Site Manager

Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	N/A
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	N/A
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Site Manager

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Site Manager

Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Site Manager
Contractor responsible for annual full inspection and report:	G M Services

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Site Manager
Contractor responsible for annual full inspection and report:	G M Services

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	School Business Manager
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	School Business Manager
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	School Business Manager
Person(s) responsible for carrying out formal visual inspection and testing:	Site Manager
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Executive Head teacher

Display Screen Equipment (DSE)
The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Executive Head teacher
Head of School
Deputy Headteacher
School Business Manager
School Office Administrators

Person responsible for implementing the requirements of the DSE risk assessment:	School Business Manager

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Executive Head teacher

Substances and Personal Protective Equipment

Hazardous Substances
Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	**Location Extension**
Cleaning	NCC Cleaning	Cleaning cupboard
Copies of all the hazardous substances inventories are held centrally in:		The school office
Person responsible for obtaining the latest MSDS and undertaking updating the COSHH risk assessments:		School Business Manager Site Manager

Housekeeping and Waste

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 school office or Site Manager 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.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Manager

Waste Management and Disposal

Waste will be collected daily by:	Cleaning staff
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Site Manager
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Manager

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

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Site Manager
Person responsible for the safe disposal of any **hazardous substances** or **special waste**:	Site Manager
Person responsible for ensuring the safe and appropriate disposal of any **clinical waste**:	School Business Manager

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Site Manager
Person responsible for monitoring the safety of manual handling activities:	Site Manager

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	School Business Manager
Person responsible for monitoring the safety of manual handling activities:	Site Manager

Educational Visits

The Educational Visits Co-ordinator at the school is:	Mr Simmonds
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Executive Head Teacher or Head of School
The Educational Visits Policy is located at:	The school office

Inspections (External & Internal)

Catering

Person responsible for monitoring the serving of food/the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Kitchen Manager/EatCulture

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority Governing Body Trust	Kitchen Manager

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Site Manager
Person responsible for ensuring follow up action on the report is completed:	School Business Manager

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Executive Head teacher
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	School Business Manager