Summary of local Health and Safety Responsibilities and arrangements for: Manor Court Community Primary School

This document forms part of Preston Primary Academy Trust's overall Health and Safety policy, which is available via the following link:

https://www.prestonprimaryacademytrust.co.uk/policies

1. Who is responsible for Health and Safety?
2. How are we monitoring arrangements?
3. How do we communicate and consult with employees?
4. Where are Health and Safety documents kept?

This form is for recording local responsibilities for implementing and developing Health and Safety policy within Manor Court Community Primary School.

It should be used to supplement the Trust Health & Safety policy. Where questions invite a detailed answer (e.g., "names of first aiders), a link to the relevant document where the information is held is sufficient. This will satisfy the requirements of a health and safety audit, of which this form is an important element.

The information in this form should be brought to the attention of all employees.

1 Who is responsible for health and safety?

Responsibilities/ Topic area	Name and contact details/ arrangements
Overall responsibility for health and safety (at Trust Level) is that of:	Bernie Green – Chief Executive Officer Tel: 01935-676350 email: ppat@ppat365.org
Head Teacher with Delegated Authority within this school (responsible for ensuring the Trust H&S Management System is operating effectively in their school):	Dan Glentworth Tel: 01460 62350 Email: office@manorcourt.ppat365.org

Responsibilities/ Topic area	Name and contact details/ arrangements
Premises Manager (usually Head Teacher but delegated duties to Site Manager):	Mike Perham Tel: 07885468295 Email: mperham@manorcourt.ppat365.org I Am Compliant in place for all H&S checks required, including frequencies. The Head Teacher and site manager have undertaken premises managers training.
Competent H&S advice is obtained from:	Fiona Packer Trust Health & Safety Compliance Officer Tel: 07541 716 138 email: fpacker@ppat365.org
How are **accidents/incidents** reported, recorded, and managed within the school?	Bump books are used to record trivial, everyday bumps and grazes to children. More significant incidents to children e.g., fractures are recorded on I Am Compliant. Any incident involving a member of staff, visitor or contractor are also recorded on I Am Compliant. There are designated users of I Am Compliant in the school who are responsible for entering accidents onto the system and they are always followed up by the Head Teacher. The Trust H&S Compliance Officer also gets notified and has an oversight of all incidents entered onto the system. All accidents are analysed regularly and discussed at various levels e.g., LGB, Trust etc. Reporting of H&S Incidents Policy is in place via the PPAT Info Hub on Share Point & on I Am Compliant.
Risk assessments are completed on **I Am Compliant** and reviewed regularly by:	Geri Terry Tel: 01460 62350 Email: office@manorcourt.ppat365.org Risk assessment policy in place via the PPAT Info Hub on Share Point & on I Am Compliant. All statutory risk assessments are complete & up to date.

Responsibilities/ Topic area	Name and contact details/ arrangements
What procedures does your school have in place **emergencies** and major incidents?	School follows the Trust Business Continuity Plan in place which is available on the PPAT Info Hub on Share Point & I Am Compliant. School also has its own lockdown procedure and site-specific fire emergency and evacuation plan in place.
The **external visit co-ordinator** is:	Emily Glentworth Tel: 01460 62350 Email: EGlentworth@manorcourt.ppat365.org
How are **external trips and visits** managed within your school?	School has a school trips & visits policy in place. Generic risk assessments are in place for category A trips, including different types of travel risk assessments. All category B and adventurous trips will be recorded on Share Point with final approval required from the Trust H&S Compliance Officer.
Is there an **induction** process in place for new staff – explain?	New starter induction pack in place, including H&S checklist. Mandatory basic H&S training in place for all staff.
Working at Computers (**DSE**)	Initial self-assessment form completed by DSE users. Head Teachers can call on Trust H&S Compliance Officer for support in complex situations. DSE policy in place along with user guides – held on PPAT info hub via Share Point & on I Am Compliant.
New & expectant mothers	Risk assessment completed by Head Teacher once the employee notifies the HT that they are pregnant. The risk assessment will be reviewed every 2 months for the first 6 months and every month thereafter. New & expectant mothers' policy in place – held on PPAT info hub via Share Point & on I Am Compliant.

Responsibilities/ Topic area	Name and contact details/ arrangements
Medical	The school has its own medical policy in place which is located on the school website for parents to view. There are also additional asthma, diabetes, and epilepsy policies in place on the PPAT Info Hub via Share Point & on I Am Compliant. The Head Teacher has ultimate responsibility for medical related issues in the school. The school also refers to the following DfE guidance for extra resources Supporting pupils with medical conditions: links to other useful resources - GOV.UK (www.gov.uk)
Hazardous Substances **(COSHH)**	The school site manager is responsible for undertaking COSHH assessments and reviewing them annually. There is also a hazardous substances policy in place on the PPAT Info Hub via Share Point & on I Am Compliant.
Driving for work	There is a risk assessment on I Am Compliant for driving for work. Anyone who drives over 4000 miles for business use must complete an individual risk assessment form and provide the necessary documents e.g., insurance, MOT etc. Additionally, all minibus drivers must complete one of these forms as well. There is a driving for work policy in place on the PPAT Info Hub via Share point & on I Am Compliant.
Minibus safety	N/A
Violence at work	There is a work-related violence policy in place on the PPAT Info Hub via Share point & on I Am Compliant. There is also a risk assessment in place on I Am Compliant for work related violence.

Responsibilities/ Topic area	Name and contact details/ arrangements
Building maintenance	The site manager has a list of tasks to complete using I Am Compliant which includes details of planned preventative maintenance for all items which require servicing. The site manager keeps these up to date including completing local site checks at varying frequencies. The Trust H&S Compliance Officer monitors compliance regularly. There are also some premises related risk assessments located on I Am Compliant e.g. Ice & Snow, Working at Height, Cleaning etc.
Asbestos	There is an asbestos register in place which is kept Assistant Business Managers office. This is shown to all contractors working on or near asbestos. There is also a permit to work system in place, a local asbestos management plan and all accessible asbestos containing materials are visually inspected annually by G&L Consultancy. Refurbishment & demolition surveys are carried out prior to construction work taking place. The site manager has undertaken asbestos awareness training. There is also an asbestos policy located on the PPAT Info Hub via Share point & on I Am Compliant.
Electricity	There is an Electricity policy located on the PPAT Info Hub via Share Point & on I Am Compliant. The site manager has undertaken basic electrical safety training. All cleaning and catering items are PAT tested annually by a contractor and visually inspected for the 6 months in between by the site manager. All other items are PAT tested every 3 years by a contractor, and for the years in between, visually inspected by the site manager. All fixed electrical wiring is inspected by a contractor every 5 years – 100% of the circuit.

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Fire Risk *Assessment – Initial and Periodic Review:*	This school has its Fire Risk Assessment (FRA) carried out by Jayne Slocombe jayne.slocombe@nsomerset.onmicrosoft.com Tel: 07385978815 The FRA is carried out every 3 years with reviews carried out annually on I Am Compliant. The site manager is responsible for keeping I Am Compliant up to date and the Trust H&S Compliance Officer monitors compliance regularly. All staff receive basic fire awareness training annually and most staff have undertaken training in the use of fire extinguishers. There is a fire policy located on the PPAT Info Hub via Share Point & on I Am Compliant along with several forms for the management of fire safety. The school also has an arson policy and arson prevention checklist in place. Additionally, there is hot works guidance, and a hot works permit system in place. Personal emergency evacuation plans (PEEPS) are in place where required.
Legionella: *Assessment– Initial and Periodic Update:* *Annual review on I Am Compliant:*	This school has its Legionella Risk Assessment (LRA) carried out by an external contractor. The LRA is carried out every 4 years with reviews carried out annually on I Am Compliant. The site manager is responsible for doing the legionella checks and keeping I Am Compliant up to date and the Trust H&S Compliance Officer monitors compliance regularly. The site manager has received basic legionella awareness training. There is a legionella policy located on the PPAT Info Hub via Share Point & on I Am Compliant. Where there is a risk of scalding and there are no TMV's fitted, there is also a scalding risk assessment in place on I Am Compliant.
Radon *Annual Monitoring Programme*	N/A

Responsibilities/ Topic area	Name and contact details/ arrangements
Safety Glazing	The school has a safety glazing risk assessment completed on I Am Compliant. The site manager carries out safety glazing checks every term. Safety film is replaced every 10 years.
Stress	There is a work-related stress policy in place which is located on the PPAT Info Hub via Share point & on I Am Compliant. There are also individual forms for the management of stress which accompany the policy. These can be used by the Head Teacher in conjunction with the employee. The school also has access to an Occupational Health Service as required. Additionally, all employees have access to an Employee Assistance provider (EAP) namely PAM Wellness. Contact details are 0800 882 4102.

Other H&S-related Functions

Responsibilities	Name and contact details (or appropriate references)
First Aiders	Sophie Warren Michelle Mills Stacey Dexter Laura Connett Paula Fowler Laura Hibbard Laura Hamilton Monique Jobin-Barbour Esme Lane Macaylah Stacey Kirsty Guyett Teresa Shears Bella Foote Maria Smith Kenndrah Warren Kim Scriven Sarah Doe Shelby Jones Karla Jeffs Donna Murphy Hettie Behan Claire Harris Kai Warren Mila Gomes Jasmine Lane Ann Farwell Lisa Kilde Lyn Crump Avice Birks Tammy Wilmington Tracey Clarke Milly Stewart Elysse Ward Jackie Nadeau Sarah Burns Rachel Gregory Megan Parkes Alison Miller
Fire Wardens	Avice Birks Tracey Clarke Lyn Crump Stacey Dexter Sarah Doe Sonia Gomes Liz Bagnall Laura Hamilton Emily Smith Geri Terry Rachel Gregory Diana Hunt Lisa Kilde Jackie Nadeau Mike Perham Maria Smith Alan Clode Hannah Langdown Hannah Spittel Sophie Warren

Incident Reporting and Follow-Up *Platform for recording incident data*	I Am Compliant email: admin@iam-compliant.com Tel: 0330 38 39 315
Data input arrangements:	Head Teacher responsibility to ensure there are sufficient users nominated with appropriate authorisation and understanding.
Incident Investigation	Initial Report: School. Serious incidents will be screened and followed up by the Trust H&S Compliance Officer.
Reporting Incidents to HSE	Trust H&S Compliance Officer
Insurance Claims Handling	Risk Protection Arrangement (RPA) Email: rpa.dfe@education.gov.uk

2 How are we monitoring and reviewing the arrangements?

Question	**Details**
What systems of **'internal' monitoring** are in place?	Analysing accidents Annual reviews (I Am Compliant) I Am Compliant report Governor's meetings with standard H&S agenda item Governors Premises walkabout with feedback report Trust H&S Compliance Officer (Inspections & Audits) Senior Leadership Team meeting with standing H&S agenda item Staff Inductions Inset day training Site manager checks Staff surveys Monitoring of I Am Compliant Sickness absence reports Directors/ Board Meetings
What systems of **'external' monitoring** are in place?	Occupational Health PAM Wellness Condition surveys Energy Audits H&S Audit (external provider) Servicing reports Fire risk assessment Legionella risk assessment Asbestos annual re-inspection surveys Radon assessment Ofsted
When is the next planned review of health and safety arrangements?	Rolling review of Policy documentation every 3-years Governors' meetings – minimum of 3 per year Termly compliance checks – Trust H&S compliance Officer

3 How do we communicate and consult with employees?

Question	Details
How do we **communicate** & **consult** with employees about health and safety matters?	Performance management meetings Display of H&S Law Poster PPAT Info Hub – Share Point & I Am Compliant Staff meetings School newsletter School website Inset days Staff training sessions Staff Room noticeboards

4 Where are health and safety related documents kept?

Document	Location
Trust H&S Policy	PPAT Trust website and the PPAT Info Hub via Share Point & on I Am Compliant
School specific local H&S arrangements i.e., this document	School website
Risk assessment documents	I Am Compliant
Asbestos Registers	Hard Copy – school office Electronic copy – Trust H&S Compliance Officer
Fire risk assessments	School – hard copy, see school site manager Electronic copy - I Am Compliant & Trust H&S Compliance Officer
Legionella risk assessments	School – hard copy, see school site manager Electronic copy – I Am Compliant & Trust H&S Compliance Officer
Training records	SIMS Trust H&S Compliance Officer for H&S training records & I Am Compliant
Maintenance plan and records	Share Point, I Am Compliant, Site Manager & Trust H&S Compliance officer
Workplace inspection / tour records	Site Manager & H&S Governor
Records of accidents/incidents	Bump books – held in school Significant incidents – held on I Am Compliant

Records of consultation with employees	Staff meeting minutes & appraisal notes Staff Survey Output
Individual Health-related Records (medical)	Individual personnel files
Individual Workstation (DSE) Assessment Records	Individual personnel files

Document Prepared by

Fiona Packer - H&S Compliance Officer

Document adopted by Head Teacher

Dan Glentworth

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