



## **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://primarysite-prod-sorted.s3.amazonaws.com/preston-primary-academy-trust/UploadedDocument/bd02c210-b524-4208-8968-ce3260d96409/ppat-reviewed-hs-policy-7th-feb-2022.pdf>

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

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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
<b>Overall responsibility</b> for health and safety (at Trust Level) is that of:	Bernie Green – Chief Executive Officer Tel: 01935-676350 email: <a href="mailto:ppat@ppat365.org">ppat@ppat365.org</a>
<b>Head Teacher with Delegated Authority</b> within this school (responsible for ensuring the Trust H&S Management System is operating effectively in their school):	Luke Talmage Tel: 01460 62350 Email: <a href="mailto:office@manorcourt.ppat365.org">office@manorcourt.ppat365.org</a>
<b>Premises Manager</b> (usually Head Teacher but delegated duties to Site Manager/ Caretaker):	Mike Perham Tel: 01460 62350 Email: <a href="mailto:office@manorcourt.ppat365.org">office@manorcourt.ppat365.org</a>  Premises Managers task list in place of all H&S checks required, including frequencies. The Head Teacher and caretaker have undertaken premises managers training.
<b>Competent H&amp;S advice</b> is obtained from:	Fiona Packer Trust Health & Safety Compliance Officer Tel: 07541 716 138 email: <a href="mailto:fpacker@ppat365.org">fpacker@ppat365.org</a>

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Responsibilities/ Topic area	Name and contact details/ arrangements
How are <b>accidents/incidents</b> 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 EEC Safety Suite. Any incident involving a member of staff, visitor or contractor are also recorded on EEC. There are designated users of EEC 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 in place via the PPAT Info Hub on Share Point.
<b>Risk assessments</b> are completed on EEC live and reviewed regularly by:	<p>Diana Hunt            Tel: 01460 62350            Email: <a href="mailto:office@manorcourt.ppat365.org">office@manorcourt.ppat365.org</a></p> <p>Risk assessment policy in place via the PPAT Info Hub on Share Point. All statutory risk assessments are complete &amp; up to date as per the burgundy pack (SCC Guidance for schools)</p>

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Responsibilities/ Topic area	Name and contact details/ arrangements
What procedures does your school have in place <b>emergencies</b> and major incidents?	School follows the Trust Business Continuity Plan in place which is available on the PPAT Info Hub on Share Point. School also has its own lockdown procedure and site-specific fire emergency and evacuation plan in place.
The <b>external visit co-ordinator</b> is:	Emily Glentworth Tel: 01460 62350 Email: office@manorcourt.ppat365.org
How are <b>external trips and visits</b> 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 EEC with final approval required from the Trust H&S Compliance Officer. Additional resources include the Outdoor Education & External Visits Website <a href="http://SCCOEA-Home(somerset.org.uk)"><u>SCCOEA - Home (somerset.org.uk)</u></a>
Is there an <b>induction</b> process in place for new staff – explain?	New starter induction pack in place, including H&S checklist. Mandatory basic H&S awareness training in place for all staff.
Working at Computers ( <b>DSE</b> )	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.
<b>New &amp; expectant mothers</b>	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

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Responsibilities/ Topic area	Name and contact details/ arrangements
<b>Medical</b>	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. 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 <a href="http://www.gov.uk">Supporting pupils with medical conditions: links to other useful resources - GOV.UK (www.gov.uk)</a>
<b>Hazardous Substances (COSHH)</b>	The school caretaker/ 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.
<b>Driving for work</b>	There is a risk assessment on EEC 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.
<b>Violence at work</b>	There is a work-related violence policy in place on the PPAT Info Hub via Share point. There is also a risk assessment in place on EEC for work related violence.
<b>Building maintenance</b>	The school has a schedule in place which includes details of planned preventative maintenance for all items which require servicing. The caretaker keeps this up to date including completing local site checks at varying frequencies. The Trust H&S Compliance Officer monitors compliance regularly. There are also some building related risk assessments located on EEC live e.g. Ice & Snow, Working at Height, Cleaning etc.

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<b>Responsibilities/ Topic area</b>	<b>Name and contact details/ arrangements</b>
<b>Asbestos</b>	<p>There is an asbestos register in place which is kept in the Assistant Business Manager/premises manager 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 the school caretaker. The register is formally updated/ renewed every 5 years with reviews carried out annually on RAMIS. Refurbishment &amp; demolition surveys are carried out prior to construction work taking place. The caretaker has undertaken asbestos awareness training. There is also an asbestos policy located on the PPAT Info Hub via Share point.</p>
<b>Electricity</b>	<p>There is an Electricity policy located on the PPAT Info Hub via Share Point. The caretaker 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 caretaker. All other items are PAT tested every 3 years by a contractor, and for the years in between, visually inspected by the caretaker. All fixed electrical wiring is inspected by a contractor every 5 years – 100% of the circuit.</p>

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Responsibilities/ Topic area	Name and contact details/ arrangements
<p><b>Fire Risk</b></p> <p><i>Assessment – Initial and Periodic Review:</i></p>	<p>This school has its Fire Risk Assessment (FRA) carried out by Jayne Slocombe (SCC Fire Safety Advisor) <a href="mailto:jayne.slocombe@n-somerset.gov.uk">jayne.slocombe@n-somerset.gov.uk</a></p> <p>Tel: 01275 884755 Mob: 07917228322</p> <p>The FRA is carried out every 3 years with reviews carried out annually on RAMIS. The caretaker is responsible for keeping RAMIS up to date and the Trust H&amp;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 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.</p>
<p><b>Legionella:</b></p> <p><i>Assessment– Initial and Periodic Update:</i></p> <p><i>Annual return on RAMIS:</i></p>	<p>This school has its Legionella Risk Assessment (LRA) carried out by an external contractor.</p> <p>The LRA is carried out every 4 years with reviews carried out annually on RAMIS. The caretaker is responsible for doing the legionella checks and keeping RAMIS up to date and the Trust H&amp;S Compliance Officer monitors compliance regularly. The caretaker has received basic legionella awareness training. There is a legionella policy located on the PPAT Info Hub via Share Point. Where there is a risk of scalding and there are no TMV's fitted, there is also a scalding risk assessment in place on EEC Live.</p>

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<b>Responsibilities/ Topic area</b>	<b>Name and contact details/ arrangements</b>
<b>Radon</b>  <i>Annual Monitoring Programme</i>	<b>N/A</b>
<b>Safety Glazing</b>	The school has a safety glazing risk assessment completed on EEC Live. The caretaker carries out safety glazing checks every term. Safety film is replaced every 10 years.
<b>Stress</b>	There is a stress policy in place which is located on the PPAT Info Hub via Share point. 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 Care First. Contact details are 0800 174 319.

## Other H&S-related Functions

Responsibilities	Name and contact details (or appropriate references)
<b>First Aiders</b>	<ul style="list-style-type: none"> <li>• Hannah Brown (paediatric first aider)</li> <li>• Laura Grabham (paediatric first aider)</li> <li>• Tracey Clarke (First aid at work)</li> <li>• Lyn Crump (First aid at work)</li> <li>• Sarah Doe (First aid at work)</li> <li>• Sarah Burns (First aid at work)</li> <li>• Paula Fowler (First aid at work)</li> <li>• Sonia Gomes (paediatric first aider)</li> <li>• Rachel Gregory (paediatric first aider)</li> <li>• Kirsty Guyett (First aid at work)</li> <li>• Karla Jeffs (paediatric first aider)</li> <li>• Monique Jobin Barbour (First aid at work)</li> <li>• Annette Jones (First aid at work)</li> <li>• Sharon Koike (paediatric first aider)</li> <li>• Alison Miller (First aid at work)</li> <li>• Jackie Nadeau (First aid at work)</li> <li>• Maria Smith (First aid at work)</li> <li>• Kenndrah Warren (First aid at work)</li> <li>• Tammy Wilmington (First aid at work)</li> <li>• Donna Murphy (paediatric first aider)</li> <li>• Avice Birks (emergency first aid)</li> <li>• Teresa Pachecho (emergency first aid)</li> <li>• Jasmine Lane (emergency first aid)</li> <li>• Laura Connett (paediatric first aider)</li> <li>• Ann Farwell (paediatric first aider)</li> <li>• Laura Hamilton (paediatric first aider)</li> <li>• Stacey Dexter (paediatric first aider)</li> </ul>

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<b>Fire Wardens</b>	<ul style="list-style-type: none"> <li>• Mike Perham</li> <li>• Sophie Warren</li> <li>• Stacey Dexter</li> <li>• Diana Hunt</li> <li>• Lisa Kilde</li> <li>• Avice Birks</li> <li>• Dee Potter</li> <li>• Liz Bagnall</li> <li>• Sonia Gomes</li> <li>• Tracey Clarke</li> <li>• Hannah Brown</li> <li>• Emily Clarke</li> <li>• Lyn Crump</li> <li>• Maria Smith</li> <li>• Lily Kitto</li> <li>• Rachel Gregory</li> <li>• Hannah Langdown</li> <li>• Jo Wilkins</li> <li>• Geri Terry</li> <li>• Alan Clode</li> <li>• Laura Jones</li> <li>• Emily Smith</li> <li>• Sarah Doe</li> <li>• Jonathon Clifford</li> <li>• Jackie Nadeau</li> </ul>
<p><b>Incident Reporting and Follow-Up</b></p> <p><i>Platform for recording incident data</i></p> <p><i>Data input arrangements:</i></p> <p><i>Incident Investigation</i></p> <p><i>Reporting Incidents to HSE</i></p>	<p>EEC Safety Suite Support - Terry Reader email: <a href="mailto:terry@eeclive.co.uk">terry@eeclive.co.uk</a> Tel: 01204 300944 Mob: 07710 808486</p> <p>Head Teacher responsibility to ensure there are sufficient users nominated with appropriate authorisation and understanding.</p> <p>Initial Report: School. Serious incidents will be screened and followed up by the Trust H&amp;S Compliance Officer.</p> <p>Trust H&amp;S Compliance Officer</p>
<b>Insurance Claims Handling</b>	<p>Risk Protection Arrangement (RPA) Email: <a href="mailto:rpa.dfe@education.gov.uk">rpa.dfe@education.gov.uk</a></p>

## 2 How are we monitoring and reviewing the arrangements?

<b>Question</b>	<b>Details</b>
What systems of <b>'internal' monitoring</b> are in place?	Activity planning (Burgundy Pack) Analysing accidents Annual declaration (RAMIS) Annual reviews (RAMIS) EEC Management report EEC H&S Audit questionnaire Governor's meetings with standard H&S agenda item Governors Premises walkabout with feedback report Headteachers Self-Assessment (Burgundy Pack) Trust H&S Compliance Officer (Inspections & Audits) Senior Leadership Team meeting with standing H&S agenda item Staff Inductions Inset day training Caretaker checks Staff surveys Monitoring of EEC, RAMIS & Servicing schedules Sickness absence reports Directors/ Board Meetings
What systems of <b>'external' monitoring</b> are in place?	Occupational Health Care First Condition surveys H&S Audit (external provider) Servicing reports Fire risk assessment Legionella risk assessment Asbestos register Radon assessment Ofsted

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<b>Question</b>	<b>Details</b>
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?

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

#### **4 Where are health and safety related documents kept?**

<b>Document</b>	<b>Location</b>
<b>Trust H&amp;S Policy</b>	PPAT Trust website and the PPAT Info Hub via Share Point
<b>School specific local H&amp;S arrangements i.e., this document</b>	School website
<b>Risk assessment documents</b>	EEC Live
<b>Asbestos Registers</b>	Hard Copy – school office Electronic copy – Trust H&S Compliance Officer
<b>Fire risk assessments</b>	RAMIS website
<b>Legionella risk assessments</b>	School – hard copy, see school caretaker Electronic copy – Trust H&S Compliance Officer
<b>Training records</b>	SIMS Trust H&S Compliance Officer for H&S training records
<b>Maintenance plan and records</b>	Share Point, Caretaker & Trust H&S Compliance officer
<b>Workplace inspection / tour records</b>	Caretaker & H&S Governor
<b>Records of accidents/incidents</b>	Bump books – held in school Significant incidents – held on EEC Live
<b>Records of consultation with employees</b>	Staff meeting minutes & appraisal notes  Staff Survey Output

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<b>Individual Health-related Records (medical)</b>	Individual personnel files
<b>Individual Workstation (DSE) Assessment Records</b>	Individual personnel files

**Document Prepared by**

Fiona Packer - H&S Compliance Officer

**Document adopted by Head Teacher**

Luke Talmage

**Date:** 8<sup>th</sup> January 2024

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