

Health and safety policy – Appendix A

This is the statement of general policy and arrangements for: Norley CE Primary School		
Mrs Helen Kelly, Headteacher has overall and final responsibility for health and safety		
Mrs Julie White, Bursar has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Mrs. Helen Kelly	Ensure all Health and Safety regulations are followed. Training courses are available to enable all staff to take responsibility for their own Health and Safety. Ensure risk assessments are carried out for all activities deemed necessary when needed.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Mrs. Helen Kelly / Mrs Julie White	All rooms will have the correct Health and Safety notices displayed. All staff will be able to attend any health and safety training which may be relevant.
Engage and consult with employees on day-to-day health and safety conditions	Mrs. Helen Kelly / Mrs Julie White	Weekly staff meetings take place, where Health and Safety issues can be discussed. All staff are aware of the relevant people to contact with regards to H&S.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Mrs. Helen Kelly / Mrs Julie White	Risk assessments are undertaken at least annually, (more often should the need arise). Policies are in place for premises evacuation procedures, a critical incident list is kept in the office in the SFVS folder and in the MIFP which is reviewed annually and ratified by Governors. School is in contact with the LA should there be any major incidents which would prevent the day to day running of the school. Risk assessments and policies are under constant review as circumstances change, or need arises.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Mr. Vince Akers	Mr. Akers' position as SMO includes the day to day maintenance of machinery, equipment and the building. Part of his role is to keep all walking areas clear of debris, and to ensure the areas used by staff parents and children are safe.

Signed:	Chair of Governors	Date:	21 st October 2020
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Staff Room notice board
First-aid box is located:	Staff room, smaller first aid boxes are located in the hall, Class 1, Class 2, Art Area between Classes 3 & 4
Accident book is located:	Main Office, and in all first aid kits