



WILLIAM LILLEY INFANT & NURSERY SCHOOL

Primary School Health and Safety Policy

Head Teacher Signature:	
Date Adopted:	1 September 2025 (to be approved by Governors Autumn 2025)
Review Date:	Autumn 2026

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Statement of Intent

The Governing Body of **WILLIAM LILLEY INFANT & NURSERY 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 / Trustees 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 or Trust 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 or Trust.
- 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 Head Teacher

The 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/or 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 where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

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

Responsibilities of the Health and Safety Coordinator (must be a Senior Member of Staff)

Responsible to the Head Teacher for:

- 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 Head Teacher 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 and conduct a formal, documented induction.
- Attend the schools health and safety committee (where appropriate).

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the 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 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 Head Teacher any serious or immediate danger.
- Reporting to their 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):	Sally Beardsley
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	Not applicable
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Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Sally Beardsley	Head Teacher
Jake Jenkins	School Business Manager
Aiden Billingham	H&S Governor

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Sally Beardsley
A copy of the emergency plan is available at:	Emergency grab bags in each building + 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.	Jake Jenkins	Paula Emery
That a roll call is taken at the assembly point	Sally Beardsley	Trudy McMahon
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Sally Beardsley	Trudy McMahon

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	Rainforest & Halls Road junction with Lawrence Street
Gas	Boiler room and gas meter cupboard at main carpark front gate
Electricity	Cloakroom to left hand side of main hall by playground door

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:	Sally Beardsley, delegating to Dave Pierrepont
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident 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:

Accident book(s) are kept by the following people at the location specified:

Location of Accident Book	Person in Charge of Accident Book
First aid bag in school hall (outside staffroom)	Emma Downes
First aid bag in Reception building	Jo Wright
First aid bag in Nursery building	Leeanda Kitchen
Accident reports must be drawn to the attention of the Head Teacher	Head Teacher: Sally Beardsley
	Deputy: Trudy McMahon
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Sally Beardsley, Jake Jenkins, Aiden Billingham

The following types of incident must be recorded:

- 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 (with a copy of the RIDDOR report sent to hands@nottsc.gov.uk).

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 / Extension	Expiry Date of Certificate
Joanne Wright	Reception	September 2025
Leeanda Kitchen	Nursery	February 2028
Emma Downes	Main building	September 2027
Tara Gough	Main building (wraparound)	August 2026
Person responsible for ensuring first aid qualifications are maintained:		Sally Beardsley, delegated to Jake Jenkins
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Sally Beardsley

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

Location of First Aid Box(es)	Location of First Aid Record Book(s)
Disabled toilet	School hall
Nursery Unit	Nursery building
Reception building	Reception building
School hall	
A termly check on the location and contents of all first aid boxes is carried out by:	Leeanda Roberts Emma Downes Jo Wright
Use of first aid materials and deficiencies should be reported to:	Jake Jenkins
Address and telephone number of the nearest medical centre / NHS GP:	Stapleford Care Centre Church Street 0115 844 0510
Address and telephone number of the nearest hospital with accident and emergency facilities:	QMC Derby Road 0115 924 9924

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Sally Beardsley
A copy of the medicines policy is available at:	SharePoint
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: Sally Beardsley
	Deputy: First Aid Team
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	First: Sally Beardsley

parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	Deputy: First Aid Team
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Sally Beardsley

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:	Sally Beardsley
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Hazard Reporting and Follow Up

All employees, governors and trustees 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:	Jake Jenkins, who escalates to Sally Beardsley, or reports to Dave Pierrepont
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Sally Beardsley

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Jake Jenkins, who reports to Dave Pierrepont
Defective furniture must be taken out of use immediately and reported to:	Jake Jenkins, who reports to Dave Pierrepont
Person responsible for ordering repairs and maintenance:	Jake Jenkins

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Sally Beardsley, delegated to Jake Jenkins
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Personnel files (at induction) & school office (administration day)
The health and safety notice board is sited:	School office and staff room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Jake Jenkins
The HSE Health and Safety Law Poster is displayed:	Staffroom

The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	Staffroom
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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:	Sally Beardsley
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- 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:	Sally Beardsley
Person responsible for compiling and implementing the school's annual health and safety training plan:	Sally Beardsley, delegated to Jake Jenkins
Person responsible for reviewing the effectiveness of health and safety training:	Sally Beardsley
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Sally Beardsley

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Sally Beardsley
The asbestos register is kept at:	School office & P2
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Sally Beardsley, delegated to Jake Jenkins
The disturbance procedure is displayed in a (staff only) area, at:	Reception building
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Dave Pierrepont
The LAMP is kept in:	School office

Legionella

Person with overall responsibility for managing Legionella:	Sally Beardsley
The Legionella risk assessment is kept at:	School office & P2
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Jake Jenkins
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Second Element
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Dave Pierrepont
The log book is kept in:	School office

Fire

Person with overall responsibility for managing fire safety:	Sally Beardsley
The fire risk assessment is kept at:	School office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Jake Jenkins
Person responsible for routine maintenance and servicing of fire safety equipment:	Notts Fire Services (annual) Dave Pierrepont (monthly)
The log book is kept in:	School office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Dave Pierrepont
	Deputy: Sally Beardsley

Visitors

On arrival all visitors must report to:	School office
Where they will be issued with; <ul style="list-style-type: none">• An identification badge• Relevant health and safety information• Sign the visitors book	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Sally Beardsley
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Sally Beardsley, delegated to Jake Jenkins
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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)	Sally Beardsley
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Sally Beardsley, delegated to Jake Jenkins
Person responsible for selecting contractors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Sally Beardsley, delegated to Jake Jenkins
Responsibility for liaison and monitoring of contractors:	Jake Jenkins, delegated to Dave Pierrepont if out of school hours

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

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

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Sally Beardsley, delegated to Dave Pierrepont
Person(s) authorised and competent to operate and use:	Dave Pierrepont

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Sally Beardsley, delegated to Dave Pierrepont
Person(s) authorised and competent to operate and use:	Dave Pierrepont

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Dave Pierrepont
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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:	Class teacher responsible for everyday inspection, with Occupational Therapy responsible for annual service
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Trudy McMahon

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	n/a
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	n/a
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Nottinghamshire CC Facilities Management
Person(s) authorised and competent to operate and use:	Dave Pierrepont

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Sally Beardsley
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Dave Pierrepont/Class teacher/Teaching Assistants
Contractor responsible for annual full inspection and report:	G&M Services Ltd

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Sally Beardsley
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Dave Pierrepont/Class Teacher/Teaching Assistants
Contractor responsible for annual full inspection and report:	G&M Services Ltd

Stage Lighting Equipment

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

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Sally Beardsley
Person(s) authorised and competent to operate and use:	Dave Pierrepont

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Sally Beardsley, delegated to Jake Jenkins
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Jake Jenkins
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Sally Beardsley, delegated to Jake Jenkins
Person(s) responsible for carrying out formal visual inspection and testing:	Booth & Derry Electrical Contractors
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:	Sally Beardsley

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title
Jake Jenkins	School Business Manager
Victoria Yard	Administration Assistant
Paula Emery	Administration Assistant

Person responsible for implementing the requirements of the DSE risk assessment:	Sally Beardsley
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Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none">• Correctly and safely maintained• Regular inspections are carried out• Remedial action is taken or if necessary the pool is taken out of use where necessary• Appropriate records are kept	n/a
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	n/a

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.	Sally Beardsley
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	n/a
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	n/a
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	n/a

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
Science	n/a	n/a
Art	n/a	n/a
Caretaking	Dave Pierrepont	Caretaker's cupboard
Cleaning	Dave Pierrepont	Caretakers cupboard Reception Unit Nursery Unit Storage shed
Catering	Helen Skelham	Kitchen
Grounds Maintenance	n/a	n/a
Other (please state):	n/a	n/a
Copies of all the hazardous substances inventories are held centrally in:		Caretaker's cupboard
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		Jake Jenkins/Dave Pierrepont
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Nottinghamshire CC Catering

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Jake Jenkins
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Sally Beardsley

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 Dave Pierrepont (Caretaker) 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:	Dave Pierrepont
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Jake Jenkins, who will report to Dave Pierrepont

Waste Management and Disposal

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

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)	Dave Pierrepont
Person responsible for the safe disposal of any hazardous substances or special waste :	Dave Pierrepont
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	Dave Pierrepont

Manual Handling

Manual handling of Objects

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

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Sally Beardsley
Person responsible for monitoring the safety of manual handling activities:	Sally Beardsley

Educational Visits

The Educational Visits Co-ordinator at the school is:	Sally Beardsley
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Sally Beardsley
The Educational Visits Policy is located at:	School office

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Nottinghamshire County Council Catering (school lunches) Kerri Blakemore/Tara Gough (wraparound)
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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	Sally Beardsley
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Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Aiden Billingham, H&S Governor (termly) Dave Pierrepont (as per inspection schedule)
Person responsible for ensuring follow up action on the report is completed:	Jake Jenkins, delegated to Dave Pierrepont

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Sally Beardsley Aiden Billingham
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Sally Beardsley Aiden Billingham



**I'M WEARING A WRISTBAND
BECAUSE I'VE BUMPED MY HEAD
AT SCHOOL TODAY.**

Name:

Date:

**Please make sure I wear my wristband for the next
48 hours.**

Please take me to the Doctor if:

- + I am sick.**
- + I complain I have a headache AFTER I have had pain relief.**
- + I am unusually sleepy.**
- + I have a seizure.**
- + I am behaving in an unusual way.**
- + I say I feel dizzy.**

APPENDIX 2: PUPIL DIETARY/FOOD ALLERGY REQUEST FORM



Pupil Dietary/Food Allergy Request Form—EC46

This form is for parents to complete if your child has a special dietary requirement. The information provided will be used to inform the School and School Caterers when providing meals for your child. Please return to the school office to start the registration process.

School Name:

Section 1: Details of Pupil

Surname: Forenames:

Address:

..... Postcode:.....

Male/Female: Date of Birth Class/Form

Special Dietary/Medical Requirement

.....

Section 2: Contact Details

Name: Daytime Tel. No.: Mobile Tel. No:

Relationship to pupil:

Address:

.....

Section 3: Medical Details

It is recommended that parents/carers supply a medical/dieticians letter to support the special diet requirements as self-diagnosed or personal food preference choices are not able to be accommodated

Address:

Contact No:.....

Signed: Date:

Medical letter attached



Yes

EC46//HF/ISS1/VER2

APPENDIX 3: EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

EMERGENCY MANAGEMENT TEAM:

Sally Beardsley, Trudy McMahon, Jake Jenkins, Dave Pierrepont

FIRE ALARM

When the fire bell rings all children must leave via their designated exit/fire door and assemble under the playground playground shelters in Classes. This must happen in a calm, orderly manner.

The children must line up and on the teacher's instructions, walk to the playground.

The teacher must ensure the classroom is empty and close the door.

Once assembled under the playground shelters, the children must stand in line silently, whilst the register is checked.

Office staff will take out the register print outs, visitors' book and Broad Oak Drive gate key.

When children are not in usual classrooms (i.e. with TAs) the member of staff responsible at the time is to escort children walking with them out onto the playground via nearest point and assemble with their class teacher under playground shelters.

If Class is engaged in PE, **DO NOT** put shoes on before going out onto the playground.

Nursery children to exit by fire doors and assemble at the Broad Oak Drive entrance.

Teacher is responsible for escorting the children to the Broad Oak Drive gate and Teaching Assistants are responsible for checking that the building is completely vacated.

Reception children to exit by nearest fire door and assemble along the far side of field by railings (Broad Oak Drive). Teachers are responsible for escorting the children to the Broad Oak Drive gate and Teaching Assistants are responsible for checking that the building is completely vacated.

Main School Mrs Beardsley (Head Teacher) is responsible for checking the toilets and cloakrooms and that the building is completely vacated. (Office staff/Miss McMahon in Mrs Beardsley's absence).

Rainforest, Staff Room & PP (Rooms 16, 17 & 18) exit by main door onto playground by Rainforest classroom (Room 16). Assemble under the playground shelter in Classes.

FF, Nest, CK (Rooms 6, 7 & 8) exit by main door onto playground by **CK classroom** (room 8). Assemble under the playground shelter in Classes.

Kitchen staff if on site should leave via the Office entrance door and assemble under playground shelters.

BOMB ALERT

Evacuate as per fire and await evacuation instructions.

LOCKDOWN

If air horn sounds, all children should remain in classroom with teacher and await further instructions. If children are outside at time of air horn they should be taken inside the nearest building.

Emergency grab bags are located in the school office, Nursery and Reception buildings.

APPENDIX 4: PROCEDURE WHEN FIRE ALARM SOUNDS

PROCEDURE WHEN FIRE ALARM SOUNDS

When the fire bell rings all children must leave by the nearest exit/fire door and assemble in the playground. This must happen in a calm, orderly manner.

The children must line up and, on the teacher's instructions, walk to the playground. The teacher must ensure the classroom is empty and close the door.

Once assembled outside, the children must stand in line silently, whilst the register is checked.

Office staff will take out the printed version of the electronic register and visitors' book and the key to the rear gates (Broad Oak Drive).

When children are not in usual classrooms (i.e. with TAs) the member of staff responsible at the time is to escort children walking with them out onto the playground via designated/nearest access point and assemble with their class teacher under playground shelters.

If Class is engaged in PE, DO NOT put shoes on before going out onto the playground.

Reception children to exit by all fire doors and assemble at the Broad Oak Drive entrance.

Teachers are responsible for escorting the children to the Broad Oak Drive gate and Teaching Assistants are responsible for checking that the building is completely vacated.

Nursery children to exit by nearest fire door and assemble along far side of field by railings (Broad Oak Drive). Teacher is responsible for escorting the children to the Broad Oak Drive gate and Teaching Assistants are responsible for checking that the building is completely vacated.

Main School Mrs Beardsley (Headteacher) is responsible for checking the toilets and cloakrooms and that the building is completely vacated. (Office staff/Miss McMahon in Mrs Beardsley's absence.)

Rainforest, Staffroom & PP (Rooms 16,17 & 18) exit by main door onto playground by **Rainforest classroom** (Room 16). Assemble under the playground shelter in Classes.

FF, Nest & CK (rooms 6, 7 & 8) exit by main door onto playground by **CK classroom** (Room 8). Assemble under the shelter bordering the playing field in Classes.

Kitchen staff if on site should leave via the Office entrance door and assemble under playground shelters

APPENDIX 5: LUNCH TIME FIRE ALARM PROCEDURE

LUNCH TIME FIRE ALARM PROCEDURES

SITTINGS:

11:30 – 12:30	F1
11:45 – 1:00	F2
12.00 – 1:00	KS1

All children will be supervised by their assigned Midday Supervisor at all times.

Hot dinner children leave the hall via playground door by **CK classroom** (room 8), except two tables which will leave via playground door by **Rainforest classroom** (room 16), and assemble under the playground shelter in classes.

Sandwich children plus two tables of hot dinners (mentioned above) leave hall via playground door by **Rainforest classroom** (room 16) and assemble under the playground shelter in Classes.

Kitchen Assistants will make safe all kitchen appliances and leave by office entrance, collecting register print-outs from office (if no office staff).

Cook Supervisor and Business Manager to check toilets, cloakrooms and all classrooms before leaving. Business Manager to collect Broad Oak Drive gate key. (VYard in Business Manager's absence).

Any Staff in the Staff Room to exit by the office entrance and walk onto the path through the double gates down on to the terrace and into the playground and assemble under the shelter with their Class. Any Staff in their class room to exit via door that their class would normally leave by and assemble under the playground shelters.

All children outside at time of fire alarm should also assemble under playground shelter in classes.

WET LUNCHTIMES

Children exit own classroom under supervision of MDSA.

PP & FF classrooms (Rooms 18 and 6) leave via the **office entrance** and walk onto the path through the double gates leading to Reception, on to the terrace, into the playground and assemble under the shelter in Classes.

Rainforest classroom and **Staffroom classroom** (rooms 16 & 17) should leave via the playground door by room **Rainforest** (room 16).

Nest & CK classroom (rooms 7 and 8) leave via playground door by **CK classroom** (room 8) and assemble under the shelters.

APPENDIX 6: BEFORE & AFTER SCHOOL FIRE ALARM PROCEDURE

BEFORE & AFTER SCHOOL FIRE ALARM PROCEDURES

BREAKFAST CLUB

All children will be supervised by their assigned member of staff at all times.

At the sound of the alarm, the children must line up and on the Club Manager's instructions they will leave the Rainforest room via playground door by **Rainforest** room (room 16), and assemble under the playground shelter. If the Club Manager is offsite, this role will be carried out by the Deputy.

The Club Manager (or Deputy) will take out the register, check toilets and cloakrooms and ensure doors are closed before leaving.

Any school staff in their class room/staff room to exit via door that their class would normally leave by and assemble under the playground shelters.

Once assembled the children must stand in line silently whilst the register is checked.

AFTER SCHOOL CLUB

All children will be supervised by their assigned member of staff at all times.

At the sound of the alarm, the **children in school** must line up and, on the Club Manager's instructions, they will leave the building via playground door by **Rainforest** room (room 16), and assemble under the playground shelter. If the Club Manager is offsite or outside, this role will be carried out by the Deputy.

The Club Manager (or Deputy) will take out the register and check toilets and cloakrooms and ensure doors are closed before leaving.

All children outside at time of the alarm should assemble under playground shelter under the supervision of their designated member of staff.

Any school staff in their class room/staff room to exit via door that their class would normally leave by and assemble under the playground shelters.

APPENDIX 7: INDICENT/ASSAULT/ACCIDENT REPORTING FORM

WILLIAM LILLEY INFANT & NURSERY SCHOOL INCIDENT/ASSAULT/ACCIDENT REPORT

PART A INITIAL REPORT

Please complete all sections of this form

Name of person completing the report				
Date of incident:		Time of incident:		
Type of incident:	<input type="checkbox"/> Injury	<input type="checkbox"/> Road traffic collision	<input type="checkbox"/> Medical assistance	<input type="checkbox"/> Physical assault
	<input type="checkbox"/> Dangerous Occurrence	<input type="checkbox"/> Ill health	Other (please specify)	
Where did it happen (give full address and location in building)				
Description of what happened (activity taking place and what happened, including possible causes. Please give as much detail as possible.				
Person involved	<input type="checkbox"/> Employee	<input type="checkbox"/> Pupil	<input type="checkbox"/> Public	<input type="checkbox"/> Contractor
Involvement:	<input type="checkbox"/> Affected person		<input type="checkbox"/> Assailant	
Name:				
Address (if not school pupil/employee):				
Injury or ill health details: Type of injury and exact location on body (e.g. deep cut to left index finger, sprain to right ankle)				
Please make an initial assessment of severity of injury <input type="checkbox"/> Minor <input type="checkbox"/> Serious injury/ill health <input type="checkbox"/> Major injury/ill health <input type="checkbox"/> Fatal				
Initial treatment received:				
<input type="checkbox"/> None	<input type="checkbox"/> First Aid	<input type="checkbox"/> Sent home	<input type="checkbox"/> Dr/Paramedic	<input type="checkbox"/> Hospital
Name of First Aider:				
Did person become unconscious? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was resuscitation needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Next of kin informed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What happened after initial treatment?				
<input type="checkbox"/> Returned to work or normal activity	<input type="checkbox"/> Sent home		<input type="checkbox"/> Went to own GP	

<input type="checkbox"/> Taken to hospital	If taken to hospital, please state time and mode of transport	How long was the person detained in hospital?
Was person absent from work/school? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date(s) Absent

Signature:

Date:

PLEASE PASS THIS FORM TO S BEARDSLEY OR J JENKINS

Office Use Only:

<i>Further investigation needed</i> <input type="checkbox"/>	<i>RA to be updated</i> <input type="checkbox"/>	<i>LA H&S contact required</i> <input type="checkbox"/>
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