

This is the statement of general policy and arrangements for:

Whitehill Primary School

Overall and final responsibility for health and safety is that of:

KCC

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Jane Porter- Headteacher

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Roy Stickells Site Manager Jane Porter Headteacher	Risk assessments as specified in Caretaker's log completed and actions arising out of those assessments implemented. (Risk assessments reviewed in annual cycle, or earlier if working habits or conditions change.) All staff undertaking work where it is deemed appropriate will complete a risk assessment- including school trips, swimming and use of potentially hazardous equipment. See guidance to risk assessments
To provide adequate training to ensure employees are competent to do their work.	Jane Porter Headteacher	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in school visits.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Fay Oram (Finance and Personnel Assistant) All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. Health and safety issues included on agendas for all staff meetings (teachers and support staff)
To implement emergency procedures – evacuation in case of fire or other significant incident.	Fay Oram (Finance and Personnel Assistant)	Escape routes well signed and kept clear at all times. Evacuation plans are tested at least 3 times each year and at all times of the school day and updated as necessary. Annual training for all members of SLT-significant incidences.
To maintain a secure environment at all times	Jane Porter Headteacher	Site Manager to be present on the main gate at the start and end of the School day to ensure all exits are locked during school hours and that the flow of traffic is controlled. Reception area is staffed throughout the school day (08.30-16.00) Ensure electronic monitoring equipment is in full working order. Ensure key holders are available outside of normal school hours.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Roy Stickells Site Manager	Toilets, washing facilities and drinking water provided. Clear annual cycle for routine inspections and testing of equipment and machinery. Clear procedure to ensure that action is promptly taken to address any defects. Additional visual inspections of premises, accident reports and repair log by Governing Body 3X/year Staff trained in safe handling/use of substances.

Health and safety poster is displayed:	At reception		
First-aid box and accident book are located:	At reception		
Accidents and ill health at work reported under RIDDOR:	School Manager		
Signed: (Employer)		Date:	