

St. Anne's R.C. Primary and Nursery School

Health and Safety Policy

Having consulted the Tameside Education Department Health and Safety Policy the Governing Body of St. Anne's school have approved the following policy for the school.

The Governing Body recognise that under the Health and Safety at Work Act they have a corporate responsibility to provide a safe and healthy environment for pupils, all staff and all visitors to the school and will take all reasonably practicable steps within their power to fulfil this responsibility.

SECTION 1

1.0 STATEMENT OF INTENT

1.1 The Governing Body of the School recognise their corporate responsibility under the Health and Safety at Work etc Act to provide a safe and healthy environment for the teaching and non teaching staff, the pupils and other people who come onto the premises.

1.2 The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

1.3 The Governing Body will operate within the structure and framework of Tameside Metropolitan Borough Council and will apply all health and safety instructions and advice issued by the Education Department.

1.4 The Governing Body shall:

- Appoint and record the name of the Health & Safety Governor
- Appoint a Health and Safety Officer in school, record the names of the LEA and Salford Diocesan, Health and Safety consultants.

The Governing Body taking account of statutory requirements and codes of practice and guidance whether statutory or advisory will also strive to:

- Provide necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- Ensure that supervision, training and instruction are provided so that all staff and pupils can perform their school related in a healthy and safe manner.

Within the financial resources available, the Governing Body shall ensure that:

- Whenever training is required by statute or deemed necessary for the safety of staff, pupils and others, such training is to be provided
- All staff are offered the opportunity to receive Health and Safety training which is appropriate to their duties and responsibilities and that such training will be given before an employee assumes such duties
- All training will be regularly updated

REVIEW

The Governing Body will review this policy statement annually and update, modify or amend it as is considered necessary to ensure the health, safety and welfare of staff, pupils and others.

Signed..... (For the Governing Body)Date.....

Signed.....Head Date.....

SECTION 2

ORGANISATIONAL RESPONSIBILITIES

The organisational structure is as in Appendix 1.

In aiming to implement the policy the Headteacher will:

pursue the objectives of the Governing Body of the school in respect of health and safety;

set up and monitor arrangements in the school to cover all health and safety legal requirements:

I. to bring the same to the attention of all staff and Governors,

II. these to be revised and amended as necessary;

2.2.3. be available to any member of staff to discuss and to seek to resolve health and safety problems;

2.2.4. record and report on the implementation of the arrangements to the Governing Body and the school based Health and Safety Representative and Officer;

2.2.5. report to the Governing Body those instances where the headteacher's delegated authority does not allow the elimination or reduction of risks to a satisfactory level, but to take all necessary short term measures to avoid danger;

2.2.6. comply with all health and safety instructions and advice issued by the Education Department and to ensure that they are brought to the attention of all staff;

I. keep a file of such information (together with information and advice published by the DfEE and others) about health and safety to make this information available to all staff;

II. be readily available to the staff Health and Safety Representatives and to co-operate with them as far as is reasonable in their efforts to carry out their functions;

establish a School Safety Committee

ensure that all areas of school are inspected once per term by Buildings Committee.

ensure that all visitors, including maintenance contractors, are recorded and are informed of any hazards on site of which they may be unaware, on entry to school.

ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff;

ensure that new employees are briefed about safety arrangements, in particular to ensure that they are given a copy of the school's health and safety policy and the opportunity to read it before starting work;

ensure that any necessary protective clothing and equipment is used correctly and that it properly maintained and replaced when required;

ensure that effective arrangements are in force to facilitate safe evacuation of the building in case of fire or other emergency and that suitable fire fighting equipment is available and maintained;

arrange systems of risk assessment to enable prompt identification and control of hazards;

ensure that all training needs are identified and where possible that staff are trained to the appropriate standards; and

ensure that responsibilities are properly allocated, accepted and fulfilled.

Note: The Governing Body may allocate the duties, roles and responsibilities of the Health and Safety Governor either to the identified Health and Safety Governor or to a Sub-Committee appointed to this role. The main duties of this role are to monitor the implementation of health and safety policies within the school, the implementation of this policy and to report back to the full Governing Body.

SECTION 3

RESPONSIBILITIES

THE DUTIES OF ALL MEMBERS OF STAFF

All employees will make themselves familiar with the requirements of the **Health and Safety at Work etc Act 1974** and other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- I. Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work; and
- II. Co-operate to enable to be met any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

Staff have the responsibility to:

be familiar with the Safety Policy and any and all safety regulations as laid down by the Governing Body and the Health and Safety Policy of the Education Department;

ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;

check that all plant, machinery and equipment is adequately guarded;

check that all plant, machinery and equipment is in good and safe working order;

not make unauthorised or improper use of plant, machinery and equipment;

use the correct equipment and/or tools for the job and any protective equipment or safety devices which may be required;

ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled;

report any defects in the premises, plant, equipment and facilities which they observe to the health and safety officer; and

take an active interest in promoting health and safety and suggest ways of reducing risks

SECTION 3

Organisation & Responsibilities

Governors

The Governor's Health and Safety Committee monitor Health and Safety on a termly basis and give a report to the full Governing Body. This report will prioritise actions necessary and ensure actions are taken. The Health and Safety Committee will also ensure Health and Safety matters are an agenda item at full Governor's meetings and ratify the school's Health and Safety policy on an annual basis.

Senior Management

- Oversee the management of Health and Safety matters in school.
- Ensure termly inspections are carried out with the Governor's Health and Safety Committee.
- Ensure appropriate actions are taken when necessary.
- Pass on information received on Health and Safety matters to appropriate staff.
- Carry out investigations.
- Identify staff training needs.
- Liaise with Governors on policy issues and problems in implementation of the Health and Safety policy.
- Co-operate with and provide necessary facilities for trade union safety representatives.
- Monitor purchasing and contracting procedures to ensure Health and Safety policy is complied with.

Other Staff

- Manage day to day Health and Safety in accordance with Health and Safety policy.
- Check classroom/work areas are safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.

- Ensure protective equipment is used, when required.
- Bring problems to the relevant manager's attention.

External Safety Adviser (when required)

- Advise on Health and Safety revisions.
- Assist in the implementation of Health and Safety policy as necessary.
- Help in investigations.
- Advise on monitoring procedures.

All staff should help in monitoring the Health and Safety of our school. Staff finding Health and Safety problems should in the first instance report it to their Health and Safety Co-ordinator, they in turn should report it to the Head of Deputy Head.

SECTION 4

FIRST AID

At St. Anne's we have people who have undergone a St. John's Ambulance 'First Aid' training course. These first-aiders will take charge when someone is injured or falls ill. They will also look after the first aid equipment including restocking of medical boxes.

The purpose of first aid is to:

- Provide treatment to preserve life and minimize the consequences of injury or illness until medical (Doctor or nurse) help can be obtained.
- Provide treatment of minor injuries which would otherwise receive no treatment or which do not need the help of a medical practitioner or nurse.

First Aid Provision – in school

There are first aid supplies in Foundation Stage, in Key Stage 1, in Key Stage 2, and in the staff room. Mrs Brennan, Mrs Discini, Miss Derbyshire and Mrs Delahunt are trained as First Aid at Work. (FAW). The majority of staff have received Paediatric First Aid training.

First Aid Provision – out of school

The school has travel first aid kits that must be taken on trips out of school.

Hospital Treatment

After using professional judgement an ambulance must be called in the following incidences:

- Any broken bone
- Any serious burns
- Deep or serious cuts or lacerations
- Amputation of any part of the body
- Where a person is knocked unconscious
- During an asthma attack which lasts for ten minutes or longer
- Any accident which results in the person going into shock (i.e. sweating, turning grey, acting in an unusual manner and so on)

For more minor injuries, where hospital treatment is appropriate, then it is acceptable for pupils to be taken to hospital by parent, guardian or in a member of staff's car, school insurance covers all members of staff.

First Aid Recording

- All incidents must be recorded in the correctly, following First Aid procedure.
- If it has been a more serious injury with parents needing to be informed an additional form must be completed.
- **On the occasion of a serious injury or one that causes a 3 day absence, then a Tameside form must be completed, countersigned by the headteacher and a copy sent to Tameside.**

FIRE EVACUATION PROCEDURES

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure that in accordance with the Fire Safety Order 2005 due Fire Risk Assessment take place, are recorded and detailed information is kept up-to-date. This includes:

5.1 planning the safe evacuation of the building

5.2 that these plans are known by all users of the buildings; (Appendix 2)

5.3 that these plans are displayed at all appropriate locations;

5.4 that fire drills are taken once a term and logged (Appendix 2a)

HEALTH AND SAFETY ISSUES

Maintenance of school equipment

Maintenance contracts are taken out on PE equipment, fire extinguishers and PAT testing on an annual basis.

Hard wire testing occurs every five years.

The photocopier and copy printer are regularly maintained by the leasing company.

Playground Safety

Children are encouraged to play safely and have regard for others at all times.

Early Years playground

There will be one member of staff in the playground with reception, however if the nursery join them on the yard, then there will be two members (one of these should be a teacher) of staff outside.

Key Stages 1 and 2 playgrounds

There are two adults on duty during morning and afternoon playtimes.

Lunchtime

During lunchtime there are at least 10 lunchtime organisers on duty at any one-time.

If there are any staff absent then the headteacher, deputy headteacher or member of the senior management team will cover lunch duty.

Out of school activities

All out of school activities will be in accordance with the Education Department' Health and Safety Policy, DfEE Guidance on "Safety in Outdoor Activity Centres" and Health and Safety Executive Guidance Notes.

All risks will be assessed, recorded and controlled. (Appendix 3)

Training needs will be identified, monitored, met and evaluated.

Teacher to carry out Risk Assessment for trip and hand a copy to Health and Safety Officer and a copy to be placed in the Main Office on the day of the trip.

Parental Consent is to be received whenever the children leave the building (except for swimming). If no consent is forthcoming child is not allowed to attend the trip.

Coach arriving and departing times to be given to Health and Safety Officer. All coaches must have seat belts fitted and all adults and children must wear seat belts.

Adult/Children Ratios

Early Years

1 adult to 4 children

Key Stage 1

1 adult to 6 children

Lower Key Stage 2

1 adult to 8 children

Upper Key Stage 2

1 adult to 10 children

Contractors on School Premises

A contractor is deemed to be anyone who enters school premises for the purpose of carrying out specialised work for school. Control measures must apply to all who work in school. Effective collaboration between school and the contractor is essential. Contractors will report to the secretary's office to report in/out when they arrive/leave the school premises.

Contractors will be made aware of all Health and Safety issues whilst on school premises.

Control Strategy

The aim is to protect the health and safety of staff, pupils and contractors in school. A successful control strategy consists of several parts. The key elements are:

- Selecting the contractor
- Planning and organizing the work
- Control of the contractor on site
- Contract completion

Selecting the Contractor

The school will assess the competence of the contractor in advance. For contractors tendering for other than minor works, the school will ask for a copy of the contractor's health and safety policy, including details of responsibilities, experience, safe systems of work and training standards, Risk Assessments, Employers Liability Insurance and Employees Liability.

Planning and organising the work

It is important that the contractor agrees to abide by all the provisions of the school's health and safety policy which affects his employees or the work.

Where contractors are providing expertise, which is not available via the employer or occupier, or they are carrying out potentially hazardous procedures (e.g. hot work, entry into confined spaces), there may be a need for detailed method statements or 'permit to work' systems. (These will provide definitive and logical 'step by step' guides as to how they intend to carry out their activities, allowing to some extent, 'non-expert' supervision).

To establish clear parameters for everyone involved, the job specification should include a check list which is communicated to the contractor. The contractor's bid should then demonstrate that the hazards have been identified and proper provision made for the control of risks. Such a checklist should include the following aspects which require careful planning:

- Arrangements for safe access to and egress from the site and movement within the site.
- The nature of the work, the areas within which it is to be contained and the timing of its operation.
- The nature of any dangerous equipment, materials and substances which may be brought on site and arrangements for its storage.
- Clear responsibilities established regarding suitability, use and maintenance of equipment provided for the use of contractors.
- Electrical and artificial lighting requirements
- Manual/mechanical lifting
- Buried and overhead services
- Fire protection and evacuation procedures
- Occupational health risks (including noise)
- First-aid/emergency rescue
- Availability of welfare amenities
- Insurance and special terms/conditions of the contract

A pre-commencement meeting will permit a review of all health and safety aspects before the work commences and establish communications between client and contractor.

Control of the contractor on site

Appoint a person or team to liaise with the contractor and establish day-to-day control and monitoring of health and safety standards.

Agree regular (at least weekly) site inspections and progress meetings.

Require formal reporting of all accidents, incidents or 'near misses' and agree investigation procedures.

Where it is necessary to reprimand a contractor for an unsafe act or work activity etc. the reprimand should be completed formally in writing.

The client must set a good example by following all site rules.

Contract Completion

The contractor should leave the worksite in a safe condition, clean and tidy, removing all waste, materials, tools and equipment.

If the equipment has been installed, safe operating procedures, maintenance routines etc. must be clearly identified and understood involving, where appropriate, the hand over of necessary documentation.

Vehicle Movement Within School Premises

Vehicle access is restricted to the front of the school except in certain circumstances i.e. mowing the school field. School gates are locked at busy times of the day 8.45a.m. – 9.15am. and 3.00pm – 3.30pm.

Parents are discouraged from bringing their vehicles into the car park and from parking dangerously in the vicinity of the school. Children are regularly told not to run on the road/car park area.

Work Experience Arrangements

All work experience adults are overseen by the Headteacher. All work experience adults are asked to sign in on arrival and out on departure.

Asbestos – sealing and removal

All matters concerning asbestos will be referred to Tameside Health and Safety Department for advice.

Letting School Premises to Outside Hirers

Organisations using school premises must have their own insurances. This is to be verified by the Headteacher.

Dealing with Violence in School

Between children – when the occasion arises a fight between children is to be stopped by the adults controlling the classroom/playground. Adults are to use only enough force to stop the children injuring each other.

Adults may restrain violent children in that they prevent injury to others and themselves.

Between adults – where other adults are violent towards any member of staff the police could be asked to attend immediately.

When an incident occurs it must be reported immediately to the Headteacher and recorded according to Tameside protocol.

School Security

Premises

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the school buildings and grounds.

Visitors

All visitors to the school must be clearly identifiable and their presence on the premises known and recorded

Any visitor not identified as such should be challenged by staff

Any unauthorised visitors should be reported immediately to a senior member of staff or headteacher

Access to internal areas of the school is controlled from the secretary's office.

Children are told regularly not to open the main door to adults, i.e. only members of staff can give access to the school.

2. DSE Equipment

All users of the school are considered users of display screen equipment (DSE) as modern teaching techniques mean that even the youngest children now use computers and can be subject to DSE use strains. Guidance for use of DSE equipment is given in a separate document. It is not envisaged that children will use DSE equipment for long enough in one session to be subject to DSE strain, but teachers will monitor use of equipment to ensure breaks from use are taken during lessons. Office/teaching staff should be aware of guidance and ensure their personal circumstances do not contribute to DSE use problems.

SECTION 6

COSSH

Control of substances hazardous to health (COSSH) can be generally divided into 2 sets of users in the school, caretaker/cleaners and teaching staff/children.

Caretakers/cleaners

COSSH is designed to protect from possible harm in using or being exposed to substances in the following categories:-

COSSH Guidance

- Always read product label or Safety Data Sheet
- Ensure that the product is suitable for the intended use
- Wear the appropriate protective clothing dilute products accurately, as directed on the label. Add product to water.
- Do not mix chemicals. To do so may generate a toxic gas which can KILL.
- Do not use unmarked containers, label all trigger sprays
- Do not use containers or bottles normally used for other purposes (e.g. food or drink)
- Store products safely and securely when not in use
- Keep products out of reach of children at all times
- Report all spillages or damaged containers
- Avoid contact with all chemicals. Report all accidents to a staff member or seek medical advice, showing the product label.
- Always use safe working practices. Obey the rules and do not take short cuts.

Risk assessments in line with Tameside LEA's "blue book" are carried out termly and training where required is provided through Tameside MBC

Teaching staff/children

The use of substances that carry any of the above labels will be monitored by staff and will be minimized by use of materials that are hazard free, i.e. water based paints and glues where appropriate.

SECTION 7

Risk Assessment

Guidance to Production of Risk Assessments

It is the duty under the Management of Health and Safety at Work Regulation 1999 for employers to carry out assessments of the risk to persons in work places under their control.

Frequency

Risk assessments will be carried out once a year or if any reportable incident takes place within the school. A Governors committee will carry out all risk assessments. The monitoring of systems is necessary to ensure that Health and Safety arrangements are working rather than simply assuming that is the case. Systematic checks that risk control measures are working are proactive monitoring. All staff carry out informal checks or inspections of the school as they go about their normal work, but there is great value in monitoring the effectiveness of existing control procedures.

Strategy

The school will use 5 Basic steps for Risk Assessment:

Look for Hazards

The Governing Committee for Health and Safety look for hazards on a termly basis. They survey the school with a member of staff.

Decide who may be harmed and how

Bearing in mind all the people who use our premises i.e. children, staff, parents, visitors, contractors and members of the public.

Evaluate the risks

Consider how likely it is that each hazard could cause harm. Decide whether, after all precautions have been taken, significant risks remain or whether the existing precautions are adequate.

Record findings

As the committee goes around the premises we will minute all findings. These findings will be reported back to the full Governing Body.

Review assessments and revise it if necessary

Premises, equipment and facilities will change/deteriorate in time, which would lead to new or increased hazards. Review controls and amend where necessary. The risk assessment should provide a framework to establish a safe system of work to prevent slips, trips and falls.

An effective risk assessment system should include:

- Physical measures
- Housekeeping, cleaning and maintenance
- Monitoring
- Information, instruction and training to appropriate staff and pupils
- First aid

SECTION 8

Common Accidents

Slips, trips and falls in school are by far the most commonly occurring accidents. All who use the school premises can contribute to reducing the risk of slipping and tripping accidents but of most effect will be implementation of a safe system of work by the school.

Reducing Slip Trip and Fall Risks

Use the 5 step risk assessment model

- Look for slipping and tripping hazards around school
 - Uneven floors
 - Obstructions
 - Areas that are sometimes slippery due to spillages
 - Include outdoor areas
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- Decide who might be harmed and how
 - Who comes into the school?
 - Are they at risk?
 - Are there any particular vulnerable persons at risk?
 - Young pupils rushing around obviously present an increased risk
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- Evaluate the risks
 - What is the likelihood of someone slipping/tripping in a particular area?
 - Are there any areas where slips/trips could have particularly serious consequences?
 - Are the precautions already taken enough to deal with the risks?

- Record your findings if you have five or more employees
- Regularly review the assessment
- If any significant changes take place, make sure that precautions are still adequate to deal with the risks

Physical Measures

Floors – choose only suitable surfaces, getting conditions right from the start will make dealing with slip and trip risk easier.

Routes – plan pedestrian and traffic routes and where possible adjust timings to avoid overcrowding

Lighting – ensure levels are sufficient and placement of light fittings provide even lighting to all floor areas enabling people to see obstructions, potentially slippery areas etc. replace, repair or clean lights before levels become too low for safe access.

Obstructions – tidy up properly and avoid leaving objects or allowing them to protrude into walkways, corridors etc. Provide sufficient and suitable storage areas for boxes and equipment.

Slopes – improve visibility, provide hand rails, use floor markings.

Changes of level – where there is a change of level that is not obvious improve lighting. Add apparent tread nosings.

Change from wet to dry floor surfaces – warn of risk by using signs. Locate suitable doormats where these changes are likely.

Rugs/mats – ensure mats are securely fixed and do not have curling edges.

Trailing cables – position equipment to avoid cables crossing pedestrian routes. Use cable covers to securely fix to surfaces. Restrict access to prevent contact.

Housekeeping, cleaning and maintenance.

Good housekeeping is important in preventing slipping and tripping hazards. Clean and tidy premises provide a better working environment and fewer accidents.

Cleaning methods and equipment must be suitable for the type of surface being treated (you may need to get advice on the appropriate method of treatment, e.g. from the manufacturer or supplier).

Carry out cleaning and maintenance work in accordance with recommended schedules (again you may need to get outside help or guidance).

- Clean up spillages (of wet and dry substances) immediately. If a liquid is greasy ensure a suitable cleaning agent is used.
- Keep traffic routes/areas clear and free from rubbish (plastic bags for example). Empty bins frequently, do not allow rubbish to accumulate.
- Take care not to create additional slip or trip hazards while cleaning and maintenance work is being done (trailing leads from cleaning equipment etc.).
- A floor may remain wet for some time after it has been cleaned. Fence off wet areas, use appropriate signs to tell people the floor is still wet, arrange alternative bypass routes etc.

Monitoring

Carry out regular inspections to check for loose finishes, holes and cracks, worn rugs and mats, etc. Any hazards identified should be remedied as soon as possible.

Inspections and routine checks should also ensure that good housekeeping is being maintained and cleaning schedules are being observed.

To help demonstrate that appropriate measures are in place to comply with legal duties it is also necessary to keep records of safety inspections, cleaning schedules, details of repairs and maintenance etc.

Information, instruction and training

Make staff/pupils aware of potential problems and warn/remind people of risks using prominent signs/notices.

Train staff in the importance of good housekeeping and the correct use of any safety and cleaning equipment provided.

Accident Reporting & Investigation

The member of staff finding the accident should endeavour to report the accident to his/her line manager (after dealing with the consequences i.e. help the person if injured). If an investigation is necessary he/she should try to discover how the accident happened. This should be reported to the line manager who in turn will report to the Head/Deputy Headteacher.

The person discovering the accident should write up the investigation in the accident book or on Form F2508 (Appendix 4) Accident or dangerous occurrence report form. Complete using brief factual details, supplementary evidence attached separately.

Why Investigate?

- To enable statutory report forms to be completed
- To provide information for insurers in the event of a claim
- To allow accident statistics to be produced
- To identify the cause of the accident

Once the cause has been identified, a further objective is the prevention of recurrences.

When to Investigate?

It is not possible to investigate all accidents, but some investigation should be made of incidents involving lost time, hospital treatment, or where it is believed an insurance claim may be made.

Speed of response is of considerable importance particularly when it comes to interviewing the injured person or any witnesses, and inspecting the incident location before the situation changes.

To enable a speedy response the following procedure will be followed:

How to Investigate?

Any investigation should set out to establish facts and not have the establishment of blame as a primary objective. The investigator should:

Visit and take control of the location and establish or confirm facts with regard to the:

- Exact location of the incident
- General environment e.g. lighting, floors, housekeeping
- Particular plant, equipment or machinery involved
- Details of injured person (and any other damage)
- Names of possible witnesses
(photographs are extremely useful but failing that simple sketches with measurements will be helpful)

Interviewing adult witnesses:

- Obtain a brief, but focused signed statement of fact including:
Name, address and occupation
Where were you at the time of the accident
What did/didn't you see
- Do not prompt or lead witnesses. Ask open ended questions not requiring a yes/no answer and allow them to respond in their own words, but stick to the point.
- Consider obtaining negative statements from those in the area – that is “I have no knowledge of this accident”. This will prevent people coming along later and saying they were witnesses.
- End the statement with ‘I believe that the facts stated in this witness statement are true’ and get it signed, witnessed and dated.

Investigate the procedures of working:

- The personnel involved, their training, age, experience and position
- Level of supervision
- The nature of the activity, sporadic or incidental.
- Situation with regard to personal protective equipment – established rules, issue and use, correct type.
- Establish the timing and sequence of events
- Consider the need for any immediate steps necessary to prevent recurrence
- Produce a written report

Report of injuries, diseases and dangerous occurrences regulations (RIDDOR)

If there is a death, major injury (calling of an ambulance), disease or a dangerous occurrence, then RIDDOR needs to happen. In this case Diane Parsons at Tameside

needs to be contacted immediately on 0161 342 3751. She will advise and complete relevant form.

Related Documents

DSE policy

COSHH Assessments ("blue book")

RIDDOR explained

SECTION 9

SMOKING POLICY

- **See Non-Smoking Policy**

Appendix 1

Health and Safety Committee

<u>ORGANISATIONAL STRUCTURE</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
Chair of Governors	Fr Clarke	0161 370 1615
Head Teacher	Mrs Gaffney	0161 337 8092 07903011687
Health and Safety Governor	Fr Clarke	0161 370 1615
Health and Safety Officer	Mrs Gaffney	0161 339 2991
Site Manager	Mrs Y Gleeson Mrs Y Ferriss-King	07990741947 07772934216
Key Holders	MrsE Gaffney Mrs Y Gleeson Mrs Y Ferriss-King	07903011687 07990741947 07772934216