

Maple Medical PRU

Health and Safety

2020

PERSON RESPONSIBLE FOR POLICY:	KATH FORMBY (HEADTEACHER)
APPROVED:	DATE: JANUARY 2020
SIGNED:	ROLE: CHAIR OF MANAGEMENT COMMITTEE
TO BE REVIEWED:	JANUARY 2022

Our Mission Statement:

We aim to provide a high quality of education for all, recognising everyone's value and worth, helping to remove any barriers they may face towards achieving their full potential

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NAME OF ESTABLISHMENT: Maple Medical Pupil Referral Unit

1. STATEMENT OF INTENT

The Management Committee of Maple Medical PRU will meet its 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 to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Management Committee 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 Management Committee will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Management Committee will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Management Committee requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

The school is committed to continually improving its health and safety performance.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed

Signed

(Chair of Management Committee)

(Headteacher)

Date

Date

Other sources of Health and Safety Information:-

- Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual

2. ORGANISATION

2.1 Responsibilities of the Management Committee

The Management Committee is responsible for:

- Complying with the Local Authority's Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made 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 or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring the requirements of the Liability Insurances are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made 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 or other persons;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Drawing up the establishments health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;

- Ensuring health and safety is a standard agenda item at staff meetings
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Headteacher these responsibilities fall to her immediate deputy.

2.3 Responsibilities of the Health and Safety Co-ordinator (who is the Head teacher)

Responsible for:

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date by the site manager;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging health and safety inspections and ensuring follow up action is completed
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site, inducting them in the schools site health & safety rules and ensuring they consult the asbestos log.

2.4 Teachers

Teachers are responsible for:

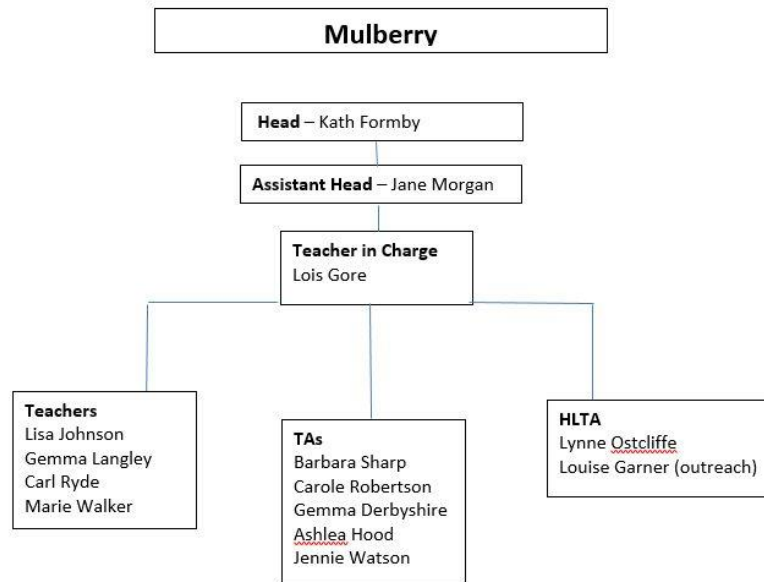
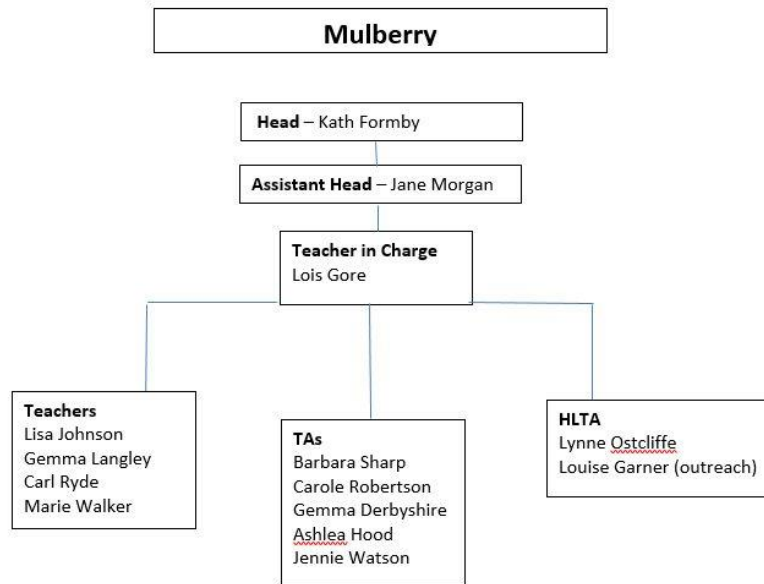
- The day to day management of health and safety within their class in accordance with the health and safety policy;
- Carrying out regular health and safety monitoring and reporting to the head teacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Ensuring appropriate subject specific health and safety training is undertaken.
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy
- Teachers (and TAs) Reporting concerns directly to the SLT or bringing them for discussion as a standard agenda item at weekly staff meetings

2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, school management committee and head teacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they 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.
- inform verbally & complete written reports of any accidents/H & S breaches as soon as reasonable possible and forward them to the Head Teacher

Structure



3 ARRANGEMENTS

Co-ordination and Communication

Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	Kath Formby
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Health and Safety Representatives

As we are such a small staff we do not have any reps for any professional associations

Health and Safety Committee (Senior Leadership team)

The minutes of the Senior Leadership team which have health and safety as a standard agenda item, are kept	In the Head Teacher's Office
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Emergencies (Fire etc)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the School Emergency plan which is located in the Head's office and at reception:

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for person for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Kath Formby, Cathryn Richardson, Lois Gore, Lisa Waddoups	Cathy Johnson
<ul style="list-style-type: none"> summoning of the emergency services 	Dawn Hollingsworth	Receptionist
<ul style="list-style-type: none"> that a roll call is taken at the assembly point 	Cathy Johnson	Daniel shires

<ul style="list-style-type: none"> that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Headteacher, Deputy Headteacher or other member of the senior management team) 	Kath Formby	Cathy Johnson
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Note: The priorities are as follows:

- to ensure the safety of all people, 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.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Kath Formby
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (eg. in the school office)	First Copy In the site manager's office

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Kath Formby and LA
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Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Site manager's office	Martin Windmill
Emergency Lighting System	N/A	
Smoke Detection System	Site manager's office	Martin Windmill

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Martin Windmill
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Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are in the school emergency plan

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:	Martin Windmill
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Accidents and Medical

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence 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(s) specified:

Location of Accident Book	Person in Charge of Accident Book
Head's office	Kath Formby

Accident reports should be done online and submitted to the LA within 48 hours	Headteacher: Kath Formby

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Kath Formby
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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 trained staff

Full 3 day training

Name	Date of training	Date of renewal
Kath Formby	March 2019	March 2022
Suzanne Armistead	Jan 2018	Jan 2021
Lisa Waddoups	Jan 2018	Jan 2021
Josie Blacklock	Jan 2018	Jan 2021

1 day Emergency Aid

Name	Date of training	Date of renewal
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Cathryn Richardson	Jan 2018	Jan 2021
Jackie Casey	March 2018	March 2021
Lorraine Price	March 2018	March 2021
Pat Burgess	March 2018	March 2021
Catherine hand	March 2019	March 2022

2 day Paediatric or Early Years First Aid

Name	Date of training	Date of renewal
Jane Scott	Jan 2018	Jan 2021
Julie O'Brien	May 2018	May 2021
Jenny Watson	Sept 2017	Sept 2020
Erica Oliver	Nov 2019	Nov 2022

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school.

The person responsible for ensuring first aid qualifications are maintained is:	Kath Formby
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Kath Formby
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)
Reception
Mulberry OfficeOffice
Nursery kitchen
Learning Mentors Room

Travelling first aid boxes are kept in the cars of the home tutors and learning mentors and in the minibus

A termly check on the location and contents of all first aid boxes will be made by.	Cathryn Richardson/ Suzanne Armistead
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Dawn Hollingsworth
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	Doncaster
	366666

Administration of Medicines

The persons responsible for dealing with the	
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administration of medicines *, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required are	Lisa Waddoups Cathy Johnson
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The persons responsible for the dealing with the administration of controlled drugs such as ritalin including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required are	Cathy Johnson

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SEND team – Kath Formby, Lois Gore, Cathy Johnson, Jane Morgan, Daniel Shires
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Asthma Inhalers

The persons responsible for the supervision and storage where appropriate of asthma inhalers are	Lisa Waddoups Cathy Johnson
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Hazard Control

Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Kath Formby
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Hazard Reporting and Follow Up

All employees and management committee members must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, to:	Kath Formby
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Kath Formby
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to;	Kath Formby
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Defective furniture should be taken out of use immediately and reported to the site manager who will arrange for its replacement or repair	Kath Formby
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The person responsible for ordering repairs which are the school's responsibility is:	Martin Windmill/ Dawn Hollingsworth
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	Martin Windmill
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Security

Premises Security

The person responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Martin Windmill
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The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Martin Windmill
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Visitors

On arrival all visitors sign in on the electronic system <ul style="list-style-type: none"> they will be issued with a badge 	Reception
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	School Safeguarding Policy
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Kath Formby
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Information, Instruction and Training

Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	Kath Formby
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	Head's office/ site managers office
The person responsible for maintaining it is:	Kath Formby

The person responsible for deciding on the appropriate circulation of each document is:	Kath Formby
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The health and safety notice board is sited:	Corridor near reception
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The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Kath Formby
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The Health and Safety Law Poster is sited:	Reception and on the corridor
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The person responsible for maintaining it is	Kath Formby
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Health and Safety Training

The person responsible for drawing to the attention of appropriate employees the following health and safety matters as part of their induction training is:	Kath Formby
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- Health and Safety Policies:
- Education Visits Policy Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- Legionella Log
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Kath Formby
The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Kath Formby
The person responsible for compiling and implementing the school's annual health and safety training plan is:	Kath Formby
The person responsible for reviewing the effectiveness of health and safety training is:	Kath Formby
Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Kath Formby

Manual Handling

Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Jane Morgan
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PREMISES

Asbestos

The person responsible for making arrangements for dealing with Asbestos Management Plan and premises asbestos log is consulted by visiting contractors and other relevant persons is:	Martin Windmill
The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	Site manager's office
The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	Martin Windmill

Legionella

The person with overall responsibility for managing Legionella is:	Kath Formby
The school's Legionella risk assessment is kept at:	Site manager's office
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Martin Windmill
The water temperatures are taken (monthly) by:	Martin Windmill
The flushing of little used outlets is carried out by:	Martin Windmill
The log book is kept in:	Site manager's office

Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	Kath Formby
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Kath Formby

Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Metroclean
Person(s) authorised to operate and use is/are:	Martin Windmill

Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Kath Formby
Person(s) authorised to operate and use is/are:	Tina Metcalfe, Sharon Heath

The location of the following records is:

Monitoring/Test records	Science lab
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Risk assessments for use	Science room
CLEAPSS Science Codes of Practice	Science room

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Kath Formby
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Julie O'Brien, Jane Scott
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Martin Windmill

Portable Electrical Appliances and Hard Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Martin Windmill
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Kath Formby
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	DMBC

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
Dawn Hollingsworth	Business Manager

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Kath Formby
The person responsible for implementing the requirements of the risk assessment is:	Kath Formby

Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved

under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: She will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	Kath Formby
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The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the LA is:	Dawn Hollingsworth
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The person responsible for authorising the use of a minibus from another school or a hired minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc is:	Kath Formby
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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:

Science	Tina Metcalfe/ Sharon Heath
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Copies of all the hazardous substances inventories are held centrally in:	Site manager's office
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The person responsible for undertaking and updating the COSHH risk assessments is:	Martin Windmill
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually	Kath Formby
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The reports will be kept available for inspection by:	Martin Windmill
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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 manager as soon as they become aware of a need to repair or replace PPE, which they use.

Science	Tina Metcalfe/ Sharon Heath
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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 the Site manager who will arrange for them 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 sheet.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	Martin Windmill
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Kath Formby
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Waste Management and Disposal

Waste will be collected daily by:	Contracted by DMBC
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Martin Windmill
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Kath Formby
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Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are	Martin Windmill
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obstructed by rubbish is:	
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, classrooms, offices, laboratories and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Martin Windmill
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	Martin Windmill
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Martin Windmill
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Pupils Outside School

Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	Kath Formby/ Josie Blacklock
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	Kath Formby/ Josie Blacklock
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Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	Josie Blacklock/ Pat Burgess
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Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure is:	N/A
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	N/A
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The person responsible for checking that the letting organisation Has Risk assessments and appropriate insurance.	N/A
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	N/A
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Premises Alterations, Contractor and Deliveries

Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	DMBC
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The person in control of contractors is:	DMBC
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Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	DMBC
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Supplies (Purchasing/Procurement and Deliveries)

The Management Committee will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Name	JobTitle
Dawn Hollingsworth	Business Manager

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Dawn Hollingsworth
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Welfare

Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Head teacher's office/ website
Records of bullying incidents and action taken are kept:	On SIMs

Stress

The person responsible for monitoring absence owing to stress related illness is:	Kath Formby
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Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Kath Formby
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Smoking (including e-cigarettes)

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction.

Notes:

The policy applies equally to all people who have business in the premises including, employees, pupils, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed on the premises at access and egress points.

The Management Committee recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Kath Formby/ Josie Blacklock
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Inspections (External and Internal)

Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Management Committee or LA is:	Kath Formby
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Internal Health and Safety Inspections

The persons responsible for organising and carrying out	Kath Formby
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regular safety inspections, including planning, inspection, reporting are	Sharon Heath Martin Windmill DMBC
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative. Members of the Management Committee will participate with safety inspections where practicable.

A copy will be provided to the school Management Committee for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Kath Formby
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Management Review

Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Kath Formby
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The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is:	Kath Formby
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Signed

Head teacher.....

Chair of Management Committee.....