

## COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

### A12 HEALTH, SAFETY & WELLBEING POLICY

COMMITTEE	Health & Safety
SLT RESPONSIBLE	Mr Lyndon Hopkins School Business Manager
REVIEW	Every Year Or earlier if there are statutory changes
POLICY REVIEWED	22 February 2017
APPROVED BY THE GOVERNING BODY	22 March 2017

# **Colchester County High School for Girls Health, Safety and Wellbeing Policy**

## **Section**

- 1. Statement of Intent by Chair of Governors**
- 2. Responsibilities – All students and visitors**
- 3. Responsibilities - All Employees**
- 4. Responsibilities – All Managers and Supervisors**
- 5. Responsibilities - Headteacher**
- 6. Responsibilities – School Health & Safety Co-ordinator**
- 7. Responsibilities – Governing Body**
- 8. Responsibilities for School Visits**
- 9. Competent Health and Safety Advice**
- 10. Health Protection**
- 11. General Arrangements for Health and Safety**
- 12. Local Arrangements within the School**
- 13. Health and Safety Competence and Capability**
- 14. Communication**
- 15. Health and Safety Consultation**
- 16. Health and Safety Standards (Status)**
- 17. Health and Safety Risk Assessments**
- 18. Health and Safety Monitoring and Auditing**
- 19. Health and Safety Performance Reporting and Review**
- 20. Consequences of Non Compliance with the Schools Health and Safety Policies and Standards**
- 21. Review and Revision**

## **Appendices**

**Appendix 1: Health and Safety Local Arrangements Notice**

**Appendix 2: How to Raise a Health and Safety Concern**

# 1 Statement of Intent

The Governing Body is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School's provision.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the School and that effective management of Health and Safety actively contributes to our success. The safety of students, employees and visitors should underpin the whole culture and ethos of the School.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Body, Headteacher, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the School and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements was approved by the Governing Body:

**Signed:**..... **Date:**.....  
**(Chair of Governors)**

This policy was approved by:

The H&S Committee February 2017  
The Governing Body March 2016

Review February 2018

## **2. Responsibilities – All students and visitors**

All students and visitors are responsible for:

- Behaving responsibly and in a manner that doesn't affect their own, or someone else's, health, safety or wellbeing
- Reporting any hazards to the responsible member of staff

## **3. Responsibilities - All employees**

All employees are responsible for:

### **Control**

- Looking after their own safety and the safety of others affected by their work.

### **Co-operation**

- Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.

### **Communication**

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.
- Reporting to the School any changes in personal circumstances which might affect their health and safety in school (i.e. pregnancy, illness etc.)

### **Competence**

- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

### **Planning and Implementation**

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving students or other non-employees, risks are assessed as part of the planning stage and control measures implemented.

### **Monitoring**

- Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.

### **Safety Education**

- All employees are responsible for contributing to the safety education of students through the formal and informal curriculum.
- All employees are responsible for ensuring that any visitors in their care follow health and safety instructions.
- All employees are responsible for the effective supervision and safety of students under their care. This includes ensuring that students follow health and safety instructions.

## **4. Responsibilities - All managers and supervisors**

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

### **Control**

- Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.

### **Co-operation**

- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours.

### **Communication and Consultation**

- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

### **Competence and Capability**

- Ensuring the health and safety competence and capability of employees under their control.

### **Planning and Implementation**

- Ensuring relevant health and safety standards and risk assessments are carried out, recorded and implemented in their area of control.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

### **Monitoring and Review**

- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher, SBM or Governing Body.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

## **5. Responsibilities - Headteacher**

### **Control**

- Ensuring there are appropriate arrangements in the school for implementing the School's Health, Safety and Wellbeing Policy, and ensuring that the Policy and arrangements are effectively communicated and implemented.

### **Co-operation**

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

### **Communication**

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and students.
- Ensuring that health and safety standards are made available to relevant employees.

### **Competence and Capability**

- Ensuring that all employees are competent and have the capability to carry out their role/function.

### **Planning and Implementation**

- Ensuring the School's health and safety standards are implemented in accordance with recommendations from the Southend-on-Sea advisory body.
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises.

### **Monitoring and Review**

- Ensuring systems are in place for monitoring and reviewing health and safety in the school.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly (at least annually) reporting school health and safety performance to the Governing Body.

### **Premises Management**

- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.

## **6. Responsibilities - School Health and Safety Co-ordinator**

The School Business Manager has been appointed as the Health and Safety Co-ordinator for the School and is responsible for:

### **Control**

- Establishing arrangements for the effective co-ordination of health and safety throughout the School.
- Supporting the Headteacher and Subject Leaders in co-ordinating the development, review and revision of the School's health and safety policy, standards and risk assessments.

### **Co-operation**

- Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings).

### **Communication**

- Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers and students.
- Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensuring that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings.

### **Competence**

- Co-ordinating the identification of health and safety training and development needs to meet the requirements of the School's health and safety policies, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by the school

### **Planning and Implementation**

- Supporting the establishment of adequate arrangements for:
  - First aid
  - Fire and emergency evacuation
  - Reporting of health and safety incidents, hazards and concerns
  - Other day-to-day health and safety procedures as needed.

### **Monitoring**

- Co-ordinating arrangements for monitoring of health and safety standards within the school.

### **Premises Management**

- Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinating and ensuring compliance with premises related standards and assessments.

## 7. Responsibilities - Governing Body

The Governing Body as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governors' duties include:

### Control:

- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.

### Competence and Capability:

- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
- Ensuring health and safety is part of the performance management of the Headteacher.
- Ensuring that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to her health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

### Planning and Implementation:

- Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work).

### Monitoring:

- Taking an active part in monitoring health and safety standards in the school, by requiring the Headteacher to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
  - School health and safety inspections, monitoring checks and incident investigations.
  - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff.
  - Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing.
- The Curriculum Committee understands the educational visits system and will agree the higher risk visits (e.g. overseas, adventurous or residential).

## 8. Responsibilities for School Visits

The School undertakes educational visits and has appointed a senior manager as an Educational Trips & Visits Co-ordinator (ETVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the school has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external providers.

The School has developed a policy on visits beyond the school gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy.
- The visits system, including the school approach to planning, informing, signing off and supporting visits.

The ETVC responsibilities are:

### **Control**

- Developing and implementing a school procedure for the training, support, planning, monitoring and approval of school visits.
- Supporting the Headteacher and governors as required with information, visits approval and other decisions.

### **Competence and Capability**

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid. This must involve training on the school visits policy, and must be updated as necessary.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the ETVC's opinion.
- Ensuring that Disclosure and Barring Service disclosures and safeguarding measures are in place as necessary.
- Ensuring their own competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governors, Headteacher, visit leaders, employees and volunteers in relation to educational visits and the school's educational visits policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as ETVC in case of absence.
- Understanding when visits can be signed off by the ETVC on "everyday risk" and when further advice is necessary.

## **Planning and Implementation**

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to the Schools inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each school visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

## **Monitoring and Review**

- Monitoring all aspects of the planning of visits to ensure they meet the Schools requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Submitting electronically via the EVOLVE website full details including comprehensive risk assessments to Essex County Council educational trips & visits support team for advice, guidance and approval.
- Understanding when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

## **Access to Further Advice on Educational Visits**

- The School has access to specialist advice on Educational Visits from the ECC Educational Trips & Visits Support Team.
- This includes access to advice via phone and e-mails, access to the EVOLVE Website and access to the online risk assessment forms.

## **9. Competent Health and Safety Advice**

The School has appointed Southend-on-Sea Borough Council as their competent health and safety adviser.

The service offered by Southend-on-Sea Borough Council includes:

- Access to standards, generic risk assessments and guidance through the Health & Safety Department. These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers.
- Access to a telephone support desk for queries.
- Further support based on the level of service purchased by the School.

## **10. Health Protection**

The Essex Health Protection Agency [www.hpa.org.uk/essex](http://www.hpa.org.uk/essex) gives advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools or contact the school nurse at your local NHS clinic.

HPA Contact Details: Tel: 0845 1550069 or e-mail [EHPTInfo@essexhpa.nhs.uk](mailto:EHPTInfo@essexhpa.nhs.uk)

## **11. General Arrangements for Health and Safety**

The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages through Southend-On-Sea Borough Council.

A brief summary of arrangements for managing health and safety is given below:

## **12. Local Arrangements within Schools**

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height (three points of contact)
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

### 13. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

**Performance management:** The School follows a performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Reference should be made to Headteacher, manager and employee responsibilities in this policy document.

**Training (legal requirement):** There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The Schools keeps a record of Health & Safety training undertaken by employees.

### 14. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the Schools;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

The School ensures that health & safety information is communicated through the following ways:

- School weekly bulletins
- Staff briefings
- Information Points
- Email
- Meetings – staff, departmental, SLT, H&S Committee Meetings

## **15. Health and Safety Consultation**

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.
- The School has set up a Health & Safety Committee. This includes employees / TU appointed H&S representatives and management representation. The committee meets at least termly.

Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice.

## **16. Health and Safety Standards (Status)**

How we do things safely is detailed in the health and safety standards, generic risk assessments and guidance from Southend-on-Sea Borough Council. It is important that managers and employees follow these, as they are the way the School ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the school to the risk of prosecution.

## **17. Health and Safety Risk Assessments**

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of the Headteacher and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

## 18. Health and Safety Monitoring and Auditing

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The School will ensure that a health & safety audit of the establishment is carried out at regular intervals by the Health and Safety Co-ordinator.
- **Internal Monitoring:** The School ensures that the health and safety internal monitoring checklists available annually through Southend-on-Sea Borough Council are completed.
- **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Schools Senior Management. A summary report is also presented to the Governing Body at least termly. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Body.
- **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
  - Termly inspections of the premises (all curriculum / work areas and general areas).
  - Monitoring of contractor operations under the School's control.
  - Routine checks on equipment and electrical, gas, mechanical and other services.
  - Hazard reporting system which is reviewed at least termly by the Health and Safety Committee to assess the types of issues being identified and whether they are being dealt with effectively.

## 19. Health and Safety Performance Reporting and Review

The Governing Body, Headteacher and Health and Safety Co-Ordinator review the health and safety performance of the school at least annually. This includes:

- School health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing

## **20. Consequences of Non Compliance with the Schools Health and Safety Policies and Standards**

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

## **21. Review and Revision**

The Governing Body will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

## Appendix 1: Health and Safety Local Arrangements Notice

<b>Name of establishment</b>	Colchester County High School for Girls																				
<b>Manager responsible for establishment:</b>	Gillian Marshall - Headteacher																				
<b>School's Health and Safety Co-ordinator (if applicable)</b>	Lyndon Hopkins – School Business Manager																				
<b>Location of Health and Safety codes of practice/documentation/risk assessments</b>	Lyndon Hopkins office – School Business Manager																				
<b>Location of Fire Register</b>	On top of registers next to the Main Office																				
<b>Procedure for accident reporting</b> (name of employee to report to and if appropriate, who reports to the HSE)	Lyndon Hopkins – School Business Manager																				
<b>First Aider/Appointed Persons</b>	<table border="1"> <thead> <tr> <th><b>Appointed Persons</b></th> <th><b>Certificate Expires</b></th> </tr> </thead> <tbody> <tr> <td>Mr N Manuel</td> <td>February 2017</td> </tr> <tr> <td>Mrs L Cummings</td> <td>October 2017</td> </tr> <tr> <td>Mrs H Keane</td> <td>January 2018</td> </tr> <tr> <td>Mrs K Moss</td> <td>November 2017</td> </tr> <tr> <td>Mrs K Daniels</td> <td>January 2018</td> </tr> <tr> <td>Mrs A Folkerd</td> <td>March 2018</td> </tr> <tr> <td>Mrs S Evans</td> <td>June 2018</td> </tr> <tr> <td>Mrs A Adkinson</td> <td>December 2018</td> </tr> <tr> <td>Mrs S Stinson</td> <td>March 2017</td> </tr> </tbody> </table>	<b>Appointed Persons</b>	<b>Certificate Expires</b>	Mr N Manuel	February 2017	Mrs L Cummings	October 2017	Mrs H Keane	January 2018	Mrs K Moss	November 2017	Mrs K Daniels	January 2018	Mrs A Folkerd	March 2018	Mrs S Evans	June 2018	Mrs A Adkinson	December 2018	Mrs S Stinson	March 2017
<b>Appointed Persons</b>	<b>Certificate Expires</b>																				
Mr N Manuel	February 2017																				
Mrs L Cummings	October 2017																				
Mrs H Keane	January 2018																				
Mrs K Moss	November 2017																				
Mrs K Daniels	January 2018																				
Mrs A Folkerd	March 2018																				
Mrs S Evans	June 2018																				
Mrs A Adkinson	December 2018																				
Mrs S Stinson	March 2017																				
<b>Procedure for reporting hazards</b> (name, tel.no. or other contact arrangements such as a Hazard Book)	Accident Form to be completed (available at reception or in the medical room). Accident Forms go to Lyndon Hopkins who reviews and acts on them. They are all discussed at H&S Committee Meetings.																				
<b>Name of establishment's Trade Union safety representatives</b>																					
<b>Fire assembly point</b>	Sports field behind the Tech Block near the Long Jump pit																				
<b>Fire Marshal/Evacuation Officer</b>	Lyndon Hopkins (deputies Sue Moss & Lesley Pye)																				
<b>Day and time of weekly fire alarm tests</b>	Site Manager has a record of all tests. All break glass points are checked at the end of every half term.																				
<b>Name, address and telephone number of nearest A&amp;E</b>	Colchester General Hospital, Turner Road, Colchester. 01206 747474																				
<b>Location of First Aid boxes</b>	<table border="1"> <thead> <tr> <th></th> <th><b>Location of First Aid Boxes</b></th> </tr> </thead> <tbody> <tr> <td>Healthy Living</td> <td>Tech 4</td> </tr> <tr> <td>Science</td> <td>G0, G1, G2, G17, G18, G20</td> </tr> <tr> <td>Science</td> <td>F4, F12</td> </tr> <tr> <td>Art</td> <td>F13</td> </tr> <tr> <td>PE</td> <td>PE Office - 3 kits</td> </tr> <tr> <td>Whole School</td> <td>Medical Room – 5 kits</td> </tr> </tbody> </table>		<b>Location of First Aid Boxes</b>	Healthy Living	Tech 4	Science	G0, G1, G2, G17, G18, G20	Science	F4, F12	Art	F13	PE	PE Office - 3 kits	Whole School	Medical Room – 5 kits						
	<b>Location of First Aid Boxes</b>																				
Healthy Living	Tech 4																				
Science	G0, G1, G2, G17, G18, G20																				
Science	F4, F12																				
Art	F13																				
PE	PE Office - 3 kits																				
Whole School	Medical Room – 5 kits																				
<b>Date</b>	November 2016																				

## Appendix 2: How to raise a health & safety concern

