

Cheadle Heath  Primary School

Health & Safety Policy 2011

**CHEADLE HEATH PRIMARY SCHOOL
POLICY DOCUMENT - HEALTH AND SAFETY
HEALTH AND SAFETY AT WORK ETC ACT 1974**

March 2012

Amendments made to amend 'Finance Officer' to 'School Business Manager' to reflect change of role within school.

1. INTRODUCTION

1.1 Health and Safety at Work etc Act 1974

The School has various obligations under the Health and Safety at Work Act 1974 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff, including teaching, support and temporary staff. We also have a duty to ensure that pupils, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment.

Health and safety laws and associated School rules (*orders, regulations or instructions*) all have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with our school. Injury and ill-health can consume considerable amounts of valuable time and money as well as causing pain, distress, inconvenience, disruption of education and lowering of morale and reputation. Therefore, all of us should aim to follow the principle that "prevention is better than cure".

The Local Education Authority retains the above responsibilities under local management of schools as an employer in the same way as the Governing Body of an Aided school. Nevertheless, it is important to realise that all employees have legal duties, under the Health and Safety at Work Act, to co-operate with their employer so far as is necessary to ensure a safe and healthy place of work. This local Statement of Safety Policy is not intended to replace the Stockport LA Policy but to detail individual schools' Arrangements and Organisation for Health and Safety.

1.2 General Statement

Cheadle Heath Primary School accepts its responsibilities under the Health and Safety at Work etc Act 1974, for providing a safe and healthy work place and working environment for all its employees, pupils, visitors and other persons who maybe affected by its activities.

As well as meeting our obligations to provide a safe and healthy teaching environment for pupils while in school or during educational activities, we have the opportunity to do much more for them. We should set a good example to them while they are in school and actively encourage them to think about recognising hazards, assessing risks and then taking appropriate precautions within many contexts. By doing so, we will provide them with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future, whether at home, at work or during leisure activities.

The Head teacher and Governing Body will take all reasonable steps to ensure that the Local Education Authorities' Safety Policy is implemented and that LA Policy and Guidance Documents are followed and monitored throughout the school.

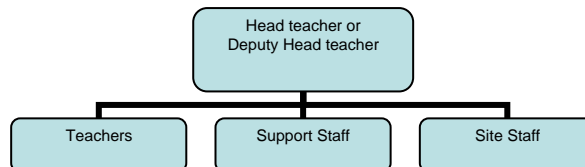
It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Section 7 of the Act in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work.

2. ORGANISATION

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer a wide range of functions may successfully be delegated to the Head teacher, but the duty to comply with statutory requirements cannot be delegated away from the employer.

2.1 Management Chain



If you are a line manager, you:

- a. Are responsible for the health and safety of employees under your control and for pupils, visitors and others within the areas and/or activities under your control.
- b. Should meet these responsibilities by routine visual checks and discussions to enable you to identify and assess potential and actual health and safety problems. After this, you should ensure that suitable precautions are provided, understood and followed. As explained in more detail later in this policy, this role encompasses carrying out, recording and acting upon risk assessments.
- c. Should investigate or arrange for the investigation and reporting of accidents and “near miss” events concerning areas, employees, pupils and others for whom you are responsible. Where appropriate, you should identify, record and instigate measures which should be taken to avoid or minimise similar incidents in future.
- d. Should consult a more senior manager if you require more information or advice or are unable to resolve problems using your own resources.
- e. Should consider whether the introduction of new systems of work (including practical lessons), machines, substances or the significant alteration of existing arrangements will create new health and safety problems.

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the school:

LA

- (i) Health and Safety Committee held every term
Agenda items to be sent to C&YPD

SCHOOL

- (i) Governors' Resources Committee will discuss this as a standard item each term
- (ii) Staff will be informed of new guidelines as and when they occur. Any staff concerns can be raised by bringing this to the attention of the Head teacher, School Business Manager or Member of Senior Leadership Team. Items needing major funding will go forward to the Resources Committee.
- (iii) New staff will be informed as part of their induction.

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept in the Office and a copy is on display in the staffroom on the notice board.

2.3 Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

1. Holding Health and Safety Documents, LA Guidance	Headteacher & School Business Manager
2. Accident Reporting, Incident Reporting	School Business Manager
3. First Aid	First Aiders
4. Fire Precautions; Drills, Exits, Extinguishers	Headteacher / School Business Manager
5. Building Maintenance (Control of Contractors)	School Business Manager / Caretaker
6. Safety Inspections	LA, School Business Manager and School Caretaker
7. Manual Staff (information, instruction)	Chair of Governors, Headteacher, LA
8. Purchasing Equipment and Products	School Business Manager
9. Security, Out of Hours Lettings	School Business Manager
10. Trips, Visits and Overnight Stays	School Caretaker / School Business Manager / Headteacher
11. Risk Assessment Management	School Business Manager, Head teacher and teachers
12. Departmental Health and Safety Policies	Governors, Headteacher
13. Technicians; responsibilities, roles etc	Head teacher and School Business Manager
14. Purchasing; chemicals, art materials etc	Head teacher and School Business Manager
15. Protective Clothing	Headteacher and specific departments i.e. AVA
16. Disposal of Chemicals	Contractors, School Caretaker

2.4 Schools Incidents Management Team Emergency Contacts

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

C&YPD Incidents Management Team Emergency Contacts

Contact	Office	Mobile	Home	Contact Colours
Andrew Webb	0161 474 3803	07800 618800	0151 421 1549	Red
Donna Sager	0161 474 3802	07891 949407	0161 973 8322	Red
Richard Bates	0161 474 3928	07800 617955	0161 432 4337	Red
Chris McLoughlin		07800 618855	0161 432 2744	Amber To advise and deal mainly with social care issues
Pat Morgan	0161 474 3917	07800 617942	01260 274368	Red
Barry Kirkman	0161 474 3060	07800 617943	01204 495819	Amber/ Green
Judy Davies	0161 474 3925	-	0161 431 7053	Amber/ Green

Media Contacts	Office	Mobile	Home	Contact Colours
Marketing & Communications	0161 474 3060	-	-	Amber/ Green
John Pasiecznik	0161 474 3060	-	-	-

Other useful numbers:

Security	474 5555
Health & Safety Dept	952 8200 (HSE) 474 3054 (SMBC)
Buildings & Premises	495 6000 (NPS Stockport Ltd)
Catering	474 5546 (Dennis O'Byrne – Head of service)
Solutions SK Ltd Cleaning	474 5577 (Nick Tomkins)
Stepping Hill Hospital	483 1010
Health and Safety Executive	952 8200
Emergency Control Centre	428 6570 / 474 5700

For a full directory of useful numbers, please refer to Cheadle Heath Primary School's Critical Incident Plan which is held in the Headteacher's office.

2.5 Responsibilities of employees

All members of staff, including all managers in their personal capacity, have responsibilities which are imposed by law. Therefore, if you are employed by the school in any way, you should:

- a. Take reasonable care for your own health and safety while at school or during school activities. You also have a duty to take reasonable care for the health and safety of other persons such as colleagues and pupils who may be affected by how you work or behave;
- b. Co-operate with the school as far as is necessary to enable the school to comply with its legal obligations regarding health and safety.
- c. Tell your line manager or other appropriate managers of any known or suspected unsafe equipment, substances, system of work or other situation, including those of contractors, of which you become aware.
- d. Tell your line manager about any injury, known or suspected ill-health or violence which arises through your work for the school. You should also report any “near-miss” events which could have caused injury but fortunately did not do so.
- e. Not deliberately or recklessly interfere with or misuse anything provided for the purposes of health, safety and welfare.

2.6 Responsibilities of pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school newsletter.

3. Common health & safety matters

Different activities pose different types of hazards. Detailed guidance about health and safety arrangements for school departments with their own particular hazards such as Science, Art, Design & Technology and Physical Education is contained in special departmental supplements and made available to all relevant staff within those departments. However, the following matters are common to most or all parts of our school.

4. Electricity

Electricity has the potential to kill without warning. Therefore, all electrical appliances which operate at over 50 volts must be maintained in a safe condition. To achieve this the School keeps an inventory of all appliances and the School Business Manager arranges for them to be tested at appropriate 12 monthly regular intervals by an electrician and/or a suitably trained and equipped technician. As such tests comprise the electrical equivalent of a vehicular MOT; users of appliances should be vigilant for defects such as damaged plugs and flexes. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or destroyed.

5. Risk assessment

Along with other employers the school is obliged by law to apply the risk assessment process to all of its activities and situations, and then to take action where appropriate. For activities and situations which are identified as posing **significant** risk to staff, pupils and others, the school has to ensure that appropriate precautions are provided and followed in order to avoid or minimise the likelihood and severity of harm occurring.

If your work involves or may involve activities or situations which could pose significant risk, you and/or your colleagues should be consulted during the risk assessment process. By law, records should be kept of risk assessments and you should be shown copies of or have ready access to ones which are relevant to you. Risk assessments should be reviewed at regular intervals, usually once a year, or whenever activities or situations which have been risk assessed undergo significant change and could render the existing assessments invalid. Records of general risk assessment will be kept by the School Business Manager. If you think that any aspect of your work involves significant risk and does not appear to have been subject to risk assessment, do ask your head of department or manager. The same applies if you have any queries, comments or suggestions about any existing risk assessments or think that an assessment is no longer valid because circumstances or arrangements have changed for example.

For many LA undertakings these are covered in LA Policy and Guidance documents but the school must ensure these are being implemented throughout the school within lesson plans, school trip arrangements, out of school activities etc. For activities undertaken by a school which are peculiar to an individual school a risk assessment must be carried out with significant risks recorded. Details are available from the LA Health & Safety Officer. All out-of-school visits are discussed in detail with the Head teacher/Deputy as part of the planning.

6. Hazardous Substances

The Control of Substances Hazardous to Health Regulations 1999*, often known as the "COSHH" Regulations, require the school to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as sewage and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:

- a. identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm;
- b. Providing suitable precautions to protect persons against the hazards, and;
- c. Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them.

In some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the school, via the School Business Manager will arrange for such appliances to be tested and examined every 12 months.

7. Protective equipment and clothing

The school will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work which requires it.

8 First Aid Regulations

The Health and Safety (First Aid) Regulations 1981 apply to all teaching and non-teaching employees in schools and education establishments.

Although pupils and students are not covered by the Regulations, in line with DFE Guidance, first aid facilities and appointed first aid persons will be available in schools and colleges.

Appointed Personnel Trained First Aider(s)

Name		Location
Kate Beynon	Pediatric First Aider	Foundation Stage
Carole Williams	Pediatric First Aider	Key Stage 2
Christine Meekley	Basic First Aid Training	Office
Tracey Vallance	Basic First Aid Training	Office
Esther Stronach	Basic First Aid Training	Office
Alyson Carney	Basic First Aid Training	school staff
Louise Johnston	Basic First Aid Training	school staff
Anna Barker	Basic First Aid Training	school staff
Sue Pierce	Basic First Aid Training	school staff
Edna Kennedy	Basic First Aid Training	school staff
Yvonne Withnall	Basic First Aid Training	school staff

Location of First Aid Boxes

- Main Reception
- Zoom Room
- Foundation Stage
- Mobile units with First Aiders when on school trips

Functions of First Aiders

- To ensure first aid boxes are stocked, regularly checked and refilled.
- To ensure that records are kept of all first aid treatment via Accident Book.
- To administer treatment in accordance with the first aid training they have received.

First Aid away from School Premises

A travel first aid kit is taken by an appointed member of staff when taking children out of school.

Associated First Aid Guidance

H004/98	A Management Guide to Childhood Illnesses and Communicable Disease
H006/97	First Aid at Work – Policy and Guidance
H003/97	A Guide to the Reporting of Illnesses, Disease and Dangerous Occurrences Regulations 1995
Booklet	HIV & AIDS – A Guide for the Education Service

8.1 Clinical Waste

Items such as needles, syringes and other sharps will be placed in the 'sharps bin' provided by the LA where necessary.

8.2 Medical Policy

Cheadle Heath Primary School has a medical needs policy, a copy of which is on display in the staffroom and is part of staff induction training. Detailed instructions on how to deal with certain emergencies i.e. Asthma attacks are detailed within this document. Staff training via INSET sessions take place to up date skills and knowledge.

8.3 Accident Reporting Procedures

This school will follow the accident reporting procedures as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 the following will be reported:

- i) Any accident to any person on school premises or education establishment.
- ii) Any accident to a pupil whilst under the supervision of a member of staff, e.g. school trips.

8.4 Procedure for Employees, Visitors, Members of the Public For All Accidents

Complete Stockport MBC Accident Form; send form to the School Business Manager on the day of the accident.

For Fatalities, Major Injuries, Dangerous Occurrences

Notify the Health & Safety Section immediately by telephone 952 8200 (HS), 474 3054 (SMBC) follow above reporting procedure.

For Over 3 Day Incapacity

Telephone the Health & Safety Section on the 4th day of incapacity/absence from work. Ensure normal accident reporting procedure has been followed.

8.5 Procedures for Pupils

For All Accidents

Enter details of the accident in the Accident Book. Where a child has suffered a head bump, a letter is sent home to advise the parent.

For Fatalities, Major Injuries, Dangerous Occurrences

- ii) Notify Health & Safety by telephone 952 8200 (HSE), 474 3054 (SMBC) as soon as possible.
- iii) Complete Stockport MBC Accident Form; send form to the Health & Safety Section, Stockport Town Hall, on the day of the accident.

Note:

Pupils' accidents not resulting in a major injury but involving an unsafe condition or other cause of concern should be reported to the School Caretaker via the approved reporting procedure.

9 Fire Precautions

The Fire Regulations place a duty upon schools to carry out a fire safety risk assessment. Full details of these requirements are contained within the fire procedures document.

By following the fire precautions listed below this school can demonstrate compliance with the Regulations.

Although instances of fire within primary schools during the school day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process which can arise through loss of or damage to school buildings and contents.

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end all internal parts of the school buildings are designated as “no smoking” areas at all times.

As preventative measures can never be foolproof, reactive measures are also important and include:

- Physical measures which include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary in accordance with legislation.
- Organisational measures which include regular fire evacuation practices and the use of fire fighting equipment. Detailed information about fire evacuation procedures is provided within a handbook to regular and temporary members of staff, including supply and trainee teachers. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff regularly work. You should familiarise yourself with such details for the rooms which you use.

Records will be kept of any tests and examinations of alarm systems by the School Caretaker. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems which have occurred.

9.1 Fire Precautions Check List.

Daily	Check exit doors & emergency routes are free from obstruction. Fire alarm panel is operational and not showing faults.
Weekly	a) Test fire alarm via different call alarm point on Friday afternoons after 15:00. The call points are numbered for identification purposes. The call point used should be logged. b) Ensure automatic doors release correctly, and fire door mechanisms are functioning. c) Means of escape are clear.
Monthly	a) Check smoke/fire detectors are free from damage/dirt b) Ensure fire extinguishers are in correct location and that their tamper devices have not been disturbed c) Check fire signs are in place d) Check emergency lighting.
Half Termly	Fire drill/evacuation
Six-Monthly	Check batteries for smoke alarms and torches Check battery systems for emergency lighting Carried out by external contractor.
Annually	Check: hose reels, fire extinguishers, fire blankets Carried out by external contractor.

9.2 Fire Action Notices

These are placed in every classroom, service area, reception, etc.

9.3 Fire drills

A schedule of fire drills is established, of one drill per half term. The Head teacher and Caretaker organise fire drills and keep a record of the drill.

10. Storage

Care should be exercised when storing combustible materials; e.g. paper, cardboard and wood. Combustible materials must not be stored under stairs, electrical intake cupboards, and boiler rooms. Flammable products must be stored in a locked and identifiable metal cabinet.

All staff have a responsibility for the safe storage of materials used in school. Flammable products are stored in the locked metal cabinets in the workshop. All combustible materials are carefully controlled and excess disposed of.

11. Display Policy

The schools policy on displaying pupils' work is as follows:

Display is carefully monitored, particularly in corridors and emergency routes.

A limited amount is recommended by the Fire Authority, i.e. up to a maximum 20% display of the total surface area, limiting display to 3m in length with a 1m firebreak. No display is allowed on protected fire routes, i.e. schools having classrooms on the 1st floor with only one escape route. No display should be hung from light or other electrical fittings, obscure fire fighting equipment, safety signs, fire alarms or placed near to heaters etc.

12. Electrical Safety

Regulations

The Electricity at Work Regulations 1989 apply to school premises and place a duty on the employer to ensure so far as is reasonably practicable that electrical installations and all electrical appliances are constructed, maintained and used so as to prevent danger.

12.1 General Guidance

- No appliance will be used within the school if it has been deemed unsafe by either the Caretaker or an Authority approved contractor, a red label will identify these appliances and the plug removed.
- All staff will be made aware of the school system for removing defective equipment.
- A green test label will identify all appliances passing the electrical inspection.
- All staff will carry out a visual check of any electrical appliance prior to use.
- No repair will be carried out (including changing a plug) unless the person is deemed competent to do so.
- Electrical equipment used by pupils will be restricted to close supervision only.
- Staff must not bring personal electrical equipment into school.
- Basic electrical safety instructions will be made known to staff and pupils.
- Only new or PAT tested electrical equipment is to be used by pupils in school.

12.2 Visual Inspection Checklist

- Check equipment casing/body for signs of damage, i.e. cracks, holes, etc that may give to breakdown of insulation.
- Check mains supply cable for signs of damage or wear.
- Check mains supply plug for damage to the pins, cover or cable clamp.
- Check the point of cable entry to the equipment, i.e. grommet or clamp entry or plug and socket.
- Check on/off switch for signs of damage or malfunction.

13. Control of Substances Hazardous to Health (COSHH)

Regulations

The COSHH Regulations place a duty on the employer to assess the risks to the health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances and, to put in place, to eliminate or control that exposure. It is the responsibility of the school to ensure that for products purchased, Health and Safety Data Sheets will be requested from either the supplier or manufacturer and sent to the Health and Safety Officer for Risk Assessments to be carried out.

Information

Sufficient information will be given to all employees using harmful, toxic, irritant and corrosive products as regards to the safe use, handling and storage, and protective equipment/clothing to be used. Copies of assessments will be given to all employees and any additional information will be requested from the LA Health and Safety Officer.

- i) Heads of Science and D & T use CLEAPSS (Consortium of Local Authorities for the Provision of Science Services). Please refer to their Departmental Health and Safety documents.
- ii) Schools should ensure that their purchasing policy requests Health and Safety Data Sheet on the order form.
- iii) Staff should be instructed to purchase non-hazardous products wherever possible.

14. Accidents, Dangerous Occurrences and Ill-Health

An "accident" is any event in which a member of staff, student or any other person such as a visitor suffers any injury through any cause while on school premises or during school activities. The first priority after any injury is for the injured person to receive prompt first aid assessment and treatment and/or medical attention as appropriate. Staff with responsibility for year groups or specific parts of the school should a) investigate accidents without delay to establish their cause, b) suggest any measures which could be taken to prevent similar accidents in future and c) ensure that details of the accident are recorded. All accidents should be reported to a (senior) member of staff as soon as possible. Except for students who are injured during collisions or arguments with other students, shoelace trips, etc. or because of known medical conditions, all accidents should be recorded on a Council accident/incident report form (reference SAIR100) which should be countersigned by the Headteacher or a Deputy Headteacher before being copied to the LA.

A "dangerous occurrence" or "near miss" incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless, "near misses" should be investigated and reported as appropriate so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated, but with significant consequences including injury and/or serious damage.

If any member of staff is diagnosed as suffering from any medical condition which is either suspected or known to have been caused by or through any aspect of his or her work, they should tell their manager and/or the Health & Safety Co-ordinator. A Council "Notice of Suspected Occupational Disease" form should be completed. Further advice in confidence should be sought if required from the occupational health service provider and/or a member of the Council's Occupational Safety & Health Team.

As required by the "RIDDOR" Regulations 1995*, some types of injury accidents and incidents need to be reported to the Government Health & Safety Executive (HSE) using Form 2508. (*detailed guidance about accident/incident reporting under RIDDOR is available from the Council Intranet*) Likewise some dangerous occurrences and certain work related medical condition should be promptly notified to the HSE. Advice about these can be sought from the Council's Occupational Safety & Health Team.

15. HSE

HM Inspectors of Health & Safety, from the HSE are authorised by law to inspect any part of the school, its activities or those of contractors to check that health and safety laws are being obeyed. They have numerous powers which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time, and to carry out investigations of accidents and other circumstances. They can also take the School, the LA and/or any individual manager to court for prosecution for not obeying health and safety law. They can also prosecute any member of staff who recklessly or wilfully ignores health and safety law.

Any manager or other member of staff who recklessly or wilfully fails to follow the law or School rules concerning health and safety is liable to discipline by the School.

16. Sources of Advice and Information

Information about health and safety matters is available in various forms from different sources. These include publications by the HSE, CLEAPSS, DFE, relevant trade unions and other bodies, and guidance from Stockport LA and Stockport Council.

For specialist advice about health and safety the School has contracted to use the services of full-time professional advisers in the Council's Occupational Safety and Health Team. Contact is normally made with one of them who deals particularly with education services and also advises Stockport LA. This meets the requirement of the Management of Health and Safety at Work Regulations 1999* for the School as an employer to appoint one or more competent persons to assist and advise regarding health and safety matters.

Advice is also available from Fire Officers of Greater Manchester Fire & Rescue Service, Environmental Health Officers from Stockport Council, HSE Inspectors, subject advisers and other officers from Stockport LA, and from various other organisations.

17. Communications

Serious accidents and matters at school or involving school activities should be notified directly or by telephone to any member of senior management. After completion all reports concerning accidents, dangerous occurrences, ill-health, violence and fire evacuations should be promptly sent to the Deputy Headteacher/School Health & Safety Co-ordinator who will arrange for appropriate action to be taken about them. This includes copying such reports to the Council's Occupational Safety & Health Team and the Headteacher also relevant LA subject advisers. As already noted, the School is obliged by law to notify certain types of injury, dangerous occurrences and occupational disease to the HSE.

18. Monitoring of health and safety and this Policy

The School Health & Safety Co-ordinator will monitor the adequacy and content of completed report forms and also arrange for accident statistics to be compiled for and reviewed by the Governing Body, the Senior Management Team and the School General Purposes Committee. Among other things this should enable the School to identify significant causes of injury, to note any trends and consider whether any changes to existing health and safety precautions are required.

The Senior Leadership Team and the Resources Committee will review this Policy annually and extend or modify it as necessary.

19. Health and Safety Reporting Procedures

If you have a concern over a particular area within school or you think a repair is necessary to prevent injury from occurring please report the issue to the Office who will pass it onto the Caretaker. These reports are checked daily and logged as a job for the Caretaker to action.