

HEALTH AND SAFETY POLICY APPENDIX

This document supports the School's Health and Safety Policy and arrangements dated September 2025



Orgill Primary School



PERSONS WITH SPECIFIC RESPONSIBILITIES

Although everyone has a responsibility for health and safety in school, the Governing Body and Headteacher have delegated certain tasks and roles to the following persons:

- Health and Safety Co-ordinator – Rachel Young
- Health and Safety Governor(s) – Lynn Huddart and Claire Mott
- Workplace First Aider(s) – Rebecca Strong
- Paediatric First Aider(s) – Ashton Adair, Nichola Branney, Emily Jackson, Michele Roberts, Vicki Pater, Lindsay Singleton, Gillian Capner, Laura Jaffray, Dianne Jackson, Abigail Wright, Nicola Stafford, Stacey Rudd, Gemma Finlay, Kath Blaney, Bryony Woodcock, Joanne Birkett, Ety Huddart.
- Site Security issues, CCTV etc. – Holly Collins
- Defects are to be reported to – Rachel Young, Karen Collins and Lara Park
- Training and Development Co-ordinator (H&S), e.g. First Aid, Manual Handling, Team Teach etc. – Rachel Young
- Asbestos Co-ordinator, responsible for visual inspection and the recording of termly condition monitoring - Rachel Young
- Coordinator of Risk and/or COSHH Assessments is – Rachel Young and Karen Collins
- Disclosure and Barring Scheme checks - Rachel Young
- Educational Visits Co-ordinator - Rachel Young
- Fire Safety Co-ordinator, including organising practice evacuations, testing/checking the fire alarm, testing emergency lighting, checking fire extinguishers and fire doors, visual housekeeping and inspection, and maintaining the Fire Log Book – Rachel Young
- Holder of accident/incident records, pupil accident book and official site accident book – Karen Collins, Rachel Young, Lara Park
- Ladder register is maintained by – Rachel Young
- Organisation for equipment repairs, maintenance and routine servicing - Rachel Young and Karen Collins
- PE and fixed play equipment visual checking – All staff upon using
- PE and fixed play inspection and maintenance – The Play Inspection Company

Unit leaders with specific responsibilities for H&S Management within their own areas are:

Early Years – Emily Jackson
Key Stage 1 – Laura Moore
Key Stage 2 – Rebecca Dawson

LOCATION OF SUPPORTING SYSTEMS/DOCUMENTS

In order to effectively implement our health and safety arrangements, we refer to a variety of supporting internal and external documents and procedures. This section outlines where



you can access key documents and information in school.

Location of Key Documentation

- Displayed H&S Policy Statement and Arrangements – Health and Safety notice board
- General School Risk Assessments – Academic Year shared drive
- Emergency/Fire Management Plans – Electronically and Main school office (Copies also to be held off site)
- Health and Safety Management Plan – Electronically
- Asbestos Register and Management Plan – Asbestos file in main school office and electronically
- Water Hygiene Risk Assessment – Electronically and Buildings file in main school office
- Defect reporting system/book – Main school office
- Maintenance and servicing records (Building File) – Main school office
- Pupils' Accident Book – Main school office
- Official Accident Book is held in – Main school office
- A list of pupils with specific medical conditions/needs is held in – Health care plans folder on network