

Title: Health and Safety Management Arrangements	
Parent: General Statement of Health and Safety Policy	Procedure Ref: HS/PR-001/v1
Date of Issue: April 2018	Procedure Author: WRM



Amendment Record

Any amendments made to the Health and Safety Management Arrangements will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or St Francis School, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Details of amendment made	Change by
28.02.18	II. Organisation	Name change in flowchart.	S Frost (WRM)
16.04.18	General Review and Update	Added in Governor – Richard Hook and Deputy Headmaster – Jonty Butler to H&S org structure	L Morrison (Bursar)

I. Health and Safety Management

The General Statement of Health and Safety Policy sets out our commitment to provide and maintain safe working conditions for our staff and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our Health and Safety Procedures. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

We have appointed Workplace Risk Management Ltd. as our external risk management advisors who are responsible for providing the framework for our management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves; WRM also serve as our competent persons.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety; see the organogram in Part 2.

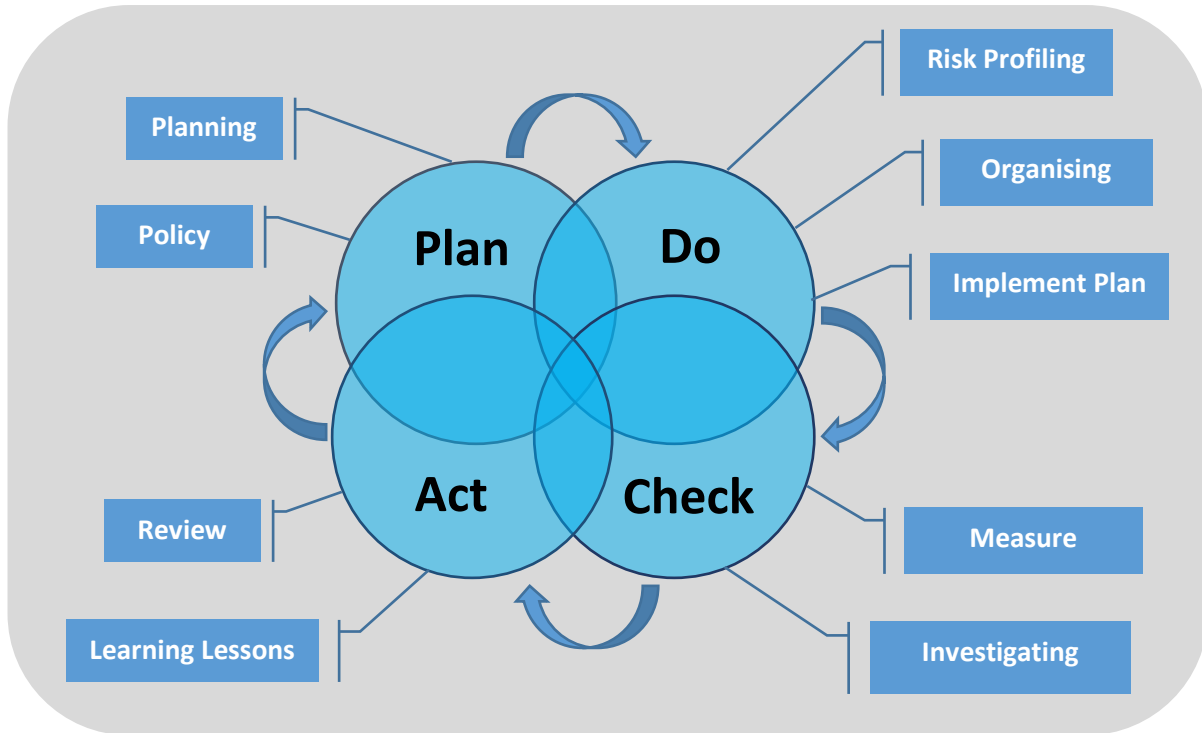
We are aware that senior managers within the school are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the Estate Manager. We have appointed the Headmaster as the person with overall responsibility for health and safety.

The Headmaster is supported by the Bursar and then the Estate Manager who is responsible for managing health and safety matters and also our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our staff; therefore, we have established clear lines of communication and encourage our staff to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful health and safety management is to ensure each member of staff is competent to carry out their responsibilities. To this end we endeavour to provide training and to review this regularly at senior management team and appraiser levels to identify what training each individual needs including training identified by our risk assessments and our evaluations of risk assessments. Each individual's training requests and reports are maintained in a training record.

David Sibson
Headmaster

St Francis School has a legal duty to put in place suitable arrangements to manage health and safety. The diagram below summarises St Francis School’s model of managing health and safety (HSG65). This is not a once-and-for-all action, the cycle will need to be repeated as part of ongoing health and safety management.



Health and safety documentation is arranged in 4 parts:

1. General Statement of Health and Safety Policy.
2. Health and Safety Management Arrangements:
This contains everyone’s health and safety roles and responsibilities.
3. Health and Safety Policies and Procedures:
This contains the practical guidance on how to implement specific health and safety policies.
4. Health and Safety Forms and Records:
Forms and records which are to be used in conjunction with the specific policies and procedures.

Where can I get help?

<p>Teresa Brearley Operations Director mobile 07854 576 006 e-mail teresa@workplace-rm.com</p>	<p>Simon Brearley Managing Director mobile 07807 493820 e-mail simon@workplace-rm.com</p>
<p>Workplace Risk Management Ltd., 30-32 Main Street, Nailstone, Nuneaton, Warwickshire, CV13 0QE</p>	
<p>T: 0845 260 4242 W: www.workplace-rm.com</p>	

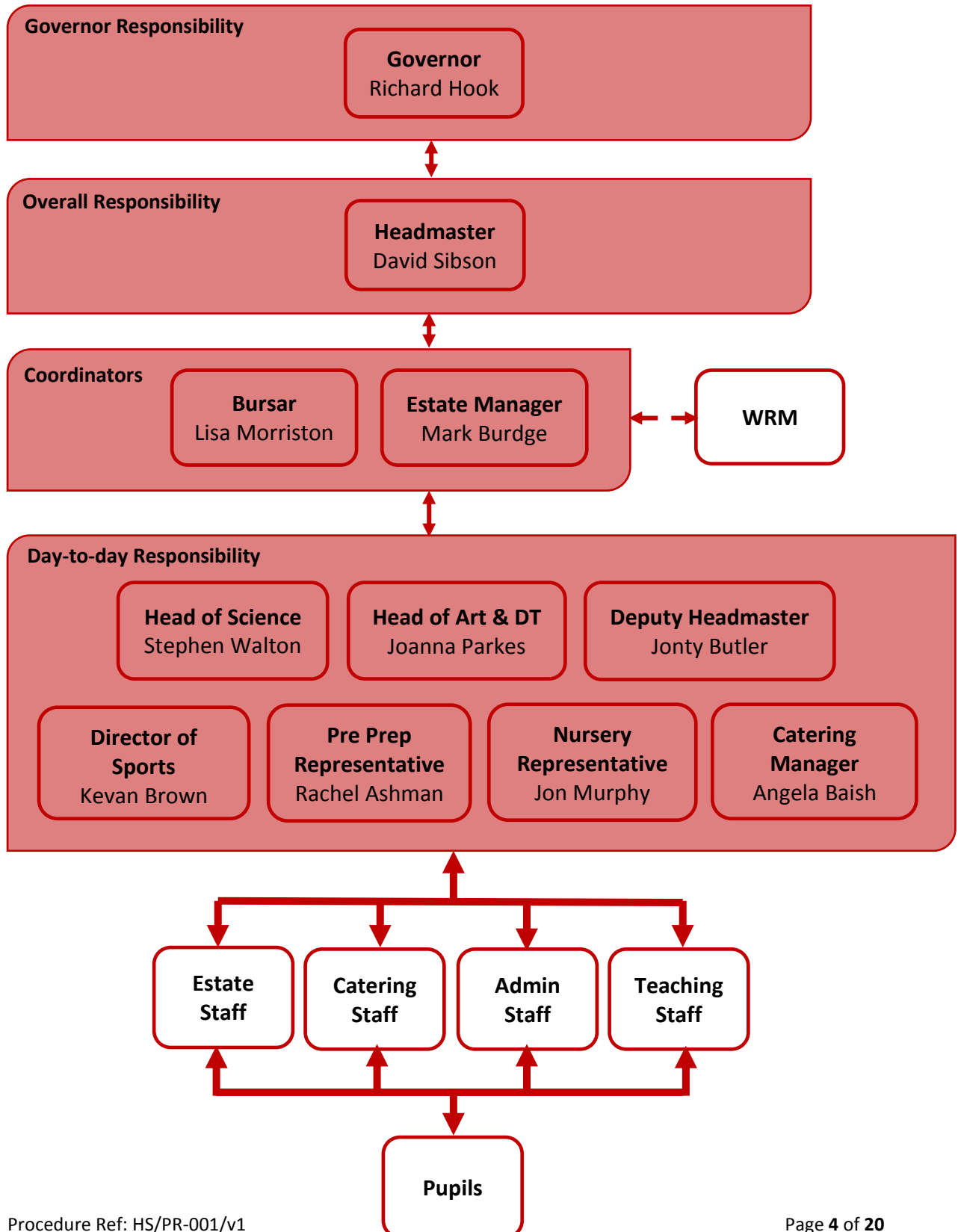
You can contact the above people if you need help with any health and safety or fire safety issue.

To enable us to provide support and advice to you as soon as possible, you should contact us immediately in the event of any of the following:

- Fire;
- Accident;
- Visit by your local Environmental Health Officer; or
- Visit by your local Fire Officer.

II. Organisation

The simple organisational chart below shows the school’s arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed on the following pages.



III. Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Person with Governor Responsibility	Governor
Person with overall responsibility:	Headmaster
Appointed Health and Safety co-ordinator:	Estate Manager Bursar
Person(s) with day to day responsibility:	Deputy Headmaster Catering Manager Head of Science Nursery Representative Director of Sports Pre-Prep Representative Head of Art & DT

Key	
HM	Headmaster
G	Governor
EM	Estate Manager
BR	Bursar
DH	Deputy Headmaster
CM	Catering Manager
HoS	Head of Science
NR	Nursery Representative
DoS	Director of Sports
Pre-Prep	Pre-Prep Representative
HoA&DT	Head of Art & DT

Specific Policies & Procedures	Individual Responsibilities								
	HM / G	EM	BR / DH	CM	HoS	NR	DoS	PRE-PREP	HoA&DT
Accident & Incident Reporting & Investigation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Asbestos		✓							
Construction Project (Construction (Design and Management))		✓							
Consultation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contractor Management		✓							
Control of Substances Hazardous to Health		✓		✓	✓				✓
Disability Discrimination	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drugs & Alcohol Misuse		✓	✓	✓	✓	✓	✓	✓	✓
Display Screen Equipment (DSE) at Work		✓	✓	✓	✓	✓	✓	✓	✓
Electrical Safety		✓							
Emergency Arrangements	✓	✓	✓	✓	✓	✓	✓	✓	✓

Specific Policies & Procedures	Individual Responsibilities								
	HM / G	EM	BR / DH	CM	HoS	NR	DoS	PRE-PREP	HoA&DT
Enforcement Authority Visits	✓	✓	✓	✓	✓	✓	✓	✓	✓
First Aid at Work		✓	✓	✓	✓	✓	✓	✓	✓
Gas Safety		✓							
Health Safety & Welfare in the Workplace	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information, Instruction and Training	✓	✓	✓	✓	✓	✓	✓	✓	✓
Legionella Management		✓							
Lifting Operations and Lifting Equipment		✓							
Lone Working		✓	✓	✓	✓	✓	✓	✓	✓
Manual Handling		✓	✓	✓	✓	✓	✓	✓	✓
New and Expectant Mothers		✓	✓	✓	✓	✓	✓	✓	✓
Managing Stress in the Workplace		✓	✓	✓	✓	✓	✓	✓	✓
Occupational Health		✓	✓	✓	✓	✓	✓	✓	✓
Permit to Work		✓							
Personal Protective Equipment (PPE)		✓		✓	✓				✓
Provision and Use of Work Equipment		✓	✓	✓	✓	✓	✓	✓	✓
Risk Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transport Safety		✓							
Working at Height		✓							
Young persons at Work		✓	✓	✓	✓	✓	✓	✓	✓

Governor

The Governor provides Governance for all H&S matters and ensures the Board of Governors are kept updated on all H&S matters relating to the school.

The Governor chairs the H&S Committee Meetings (four times per academic year) and reports to the Board of Governors on a termly basis

Signature:

Date:

Headmaster

The Headmaster has overall responsibility for the formulation and implementation of the school's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Senior Management Team Meetings and of Governors' meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the school, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Ensuring that the objectives of the health and safety policy are reviewed on an annual basis.
8. Ensuring that health and safety is planned for and monitored on educational trips and visits through the production, checking and signing off of Risk Assessments and that they are evaluated afterwards.

Signature:

Date:

Estate Manager

The Estate Manager is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
5. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
6. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
7. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
8. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay, including communication to the Headmaster and Bursar.
9. Monitoring performance in relation to health and safety and reporting to the Headmaster and Bursar progress against the objectives of the health and safety policy.
10. Reviewing accidents and other incidents in relation to health and safety and reporting to the Headmaster and Bursar on the outcome of these investigations.
11. Informing the Headmaster and Bursar of any situation which may affect or incur adverse publicity for the School.

Signature:

Date:

Bursar

The Bursar is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that there is a relevant and adequate training place in place so that employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
5. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
6. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
7. Ensuring suitable controls are in place for the effective management of contractors.
8. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
9. Monitoring performance in relation to health and safety and reporting to the Headmaster and Estate Manager of progress against the objectives of the health and safety policy.
10. Reviewing accidents and other incidents in relation to health and safety and reporting to the Headmaster and Estate Manager on the outcome of these investigations.
11. Informing the Headmaster and Estate Manager of any situation which may affect or incur adverse publicity for the School.

Signature:

Date:

Deputy Headmaster

The Deputy Headmaster is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy especially in respect of communicating with, advising and providing warnings to the pupils.
2. Ensuring that responsibilities for health and safety are clearly allocated, in respect of pupil supervision.
3. Ensuring employees comply with relevant health and safety legislation and follow approved procedures and systems of work when supervising pupils.
4. Ensuring that risk assessments are provided for all significant activities and the results of these assessments are implemented and communicated to employees.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies are communicated and implemented.
6. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
7. Investigating accidents and incidents and ensure that any improvements identified in relation to procedures are implemented, and informing the Estate Manager and Bursar immediately of any significant failures.
8. Ensuring that employees responsible for supervision of pupils receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
9. Promptly informing the Estate Manager and Bursar of any significant health and safety failure.
10. Provide the Estate Manager and Bursar with reports on health & safety matters including recommendations for improvements, when necessary and at Health & Safety Meetings.

Signature:

Date:

Catering Manager

The Catering Manager is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy in the kitchen and dining hall.
2. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for all catering employees.
3. Ensuring employees under her control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to all catering employees.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented in the kitchen and dining hall.
6. Ensuring personal protective equipment is provided, worn and maintained, where applicable.
7. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
8. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
9. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing the Estate Manager and Bursar immediately of any significant failures.
10. Monitoring health and safety standards in the kitchen and dining hall at regular intervals and ensure remedial action is implemented.
11. Ensuring that catering employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
12. Promptly informing the Estate Manager and Bursar of any significant health and safety failure.
13. Providing the Estate Manager and Bursar with updates on health and safety matters, including recommendations for improvements, when necessary and at Health & Safety Committee meetings.
14. Ensuring that all relevant health and safety records and documentation are complete and are systematically stored.

Signature:

Date:

Director of Sport

The Director of Sport Representative is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy with the PE & Games Department.
2. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for all members of the PE & Games Department.
3. Ensuring that risk assessments are provided for all significant sporting activities and the results of these assessments are implemented and communicated to all members of the department.
4. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
5. Ensuring personal protective sporting equipment is, where applicable, provided and worn by pupils and maintained by staff.
6. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
7. Ensuring that the arrangements for communication, cooperation and consultation are maintained regarding health and safety matters, through departmental meetings and in less formal engagements.
8. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing the Estate Manager and Bursar immediately of any significant failures.
9. Monitoring health and safety standards in areas where sport is played and practised and where physical activity is undertaken at regular intervals and ensure remedial action is implemented.
10. Ensuring that sports staff receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
11. Promptly informing the Estate Manager and Bursar of any significant health and safety failure.
12. Providing the Estate Manager and Bursar with reports on health and safety matters, including recommendations for improvements, when necessary at Health & Safety Committee meetings.
13. Ensuring that health and safety records and documentation are complete and are systematically stored.

Signature:

Date:

Pre-Prep (Haybrook House) Representative (for Reception to Year 2)

The Pre-Prep is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy in Haybrook House (Where the Pre-Prep Department is housed) especially in respect of the pupils but also by communicating with staff.
2. Ensuring that responsibilities for health and safety are clearly allocated, in respect of pupil supervision
3. Ensuring staff comply with relevant health and safety legislation and follow approved procedures and systems of work, when supervising pupils.
4. Ensuring that risk assessments are provided for all significant activities and the results of these assessments are implemented and communicated to employees.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies are communicated and implemented.
6. Ensuring that the arrangements for communication, cooperation and consultation in Haybrook are maintained.
7. Investigating accidents and incidents and ensure that any improvements identified in relation to procedures are implemented, and informing the Estate Manager and Bursar immediately of any significant failures.
8. Ensuring that Haybrook staff responsible for the supervision of pupils receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
9. Promptly informing the Estate Manager and Bursar of any significant health and safety failure.
10. Providing the Estate Manager and Bursar with reports about concerns and recommendations for improvement, when necessary and at the Health & Safety Committee meetings.

Signature:

Date:

Head of Science

The Head of Science is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy in the Science Laboratory, Prep Room and Lobby.
2. Ensuring that responsibilities for health and safety are clearly allocated, and understood by all staff using the Science department facilities.
3. Ensuring all staff comply with relevant health and safety legislation and follow approved procedures and systems of work when using the Science department facilities.
4. Ensuring that risk assessments are provided for all significant activities and the results of these assessments are implemented and communicated to relevant staff.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies within the Science department are implemented.
6. Ensuring personal protective equipment where applicable is provided and worn and maintained by pupils and staff.
7. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
8. Ensuring that the arrangements for communication, cooperation and consultation are maintained regarding health and safety matters..
9. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing the Estate Manager and Bursar immediately of any significant failures.
10. Monitoring health and safety standards in the Science department at regular intervals and ensure remedial action is implemented.
11. Ensuring that staff teaching science receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
12. Promptly informing the Estate Manager and Bursar of any significant health and safety failure.
13. Providing the Estate Manager and Bursar with updates on health and safety matters, including recommendations for improvements, when necessary and at Health & Safety Committee meetings.
14. Ensuring that health and safety records and documentation for the Science department are complete and are systematically stored.

Signature:

Date:

Nursery Representative (and Nursery Manager)

In conjunction with the Nursery Manager, the Nursery Representative is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy in the Nursery buildings.
2. Ensuring that responsibilities for health and safety are clearly allocated, and understood by all staff in the Nursery.
3. Ensuring all Nursery staff comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are provided for all significant activities and the results of these assessments are implemented and communicated to relevant staff.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies within the Nursery are implemented.
6. Ensuring personal protective equipment is provided, worn and maintained (by staff and children), where applicable.
7. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
8. Ensuring that the arrangements for communication, cooperation and consultation are maintained regarding health and safety matters.
9. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing the Estate Manager and Bursar immediately of any significant failures.
10. Monitoring health and safety standards in the Nursery at regular intervals and ensure remedial action is implemented.
11. Ensuring that Nursery staff receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
12. Promptly informing the Estate Manager and Bursar of any significant health and safety failure.
13. Providing the Estate Manager and Bursar with updates on health and safety matters, including recommendations for improvements, when necessary and at Health & Safety Committee meetings.
14. Ensuring that health and safety records and documentation for the Nursery are complete and are systematically stored.

Signature (Nursery Rep):

Date:

Signature (Nursery Manager):

Date:

Head of Art & DT

The Head of Art & DT is responsible for taking reasonable endeavours to, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy in the Art Room and the Design Technology Lab.
2. Ensuring that responsibilities for health and safety are clearly allocated, and understood by all staff using the Art and DT facilities and equipment.
3. Ensuring staff comply with relevant health and safety legislation and follow approved procedures and systems of work when using the Art and DT facilities.
4. Ensuring that risk assessments are provided for all significant activities and the results of these assessments are implemented and communicated to relevant staff.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies within the Art and DT department are implemented.
6. Ensuring personal protective equipment is provided, worn and maintained (by staff and pupils), where applicable.
7. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
8. As a member of the H&S Committee, ensuring that the arrangements for communication, cooperation and consultation are maintained regarding health and safety matters.
9. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing the Estate Manager and Bursar immediately of any significant failures.
10. Monitoring health and safety standards in the Art Room and DT Lab at regular intervals and ensure remedial action is implemented.
11. Ensuring that all staff teaching Art and DT receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
12. Promptly informing the Estate Manager and Bursar of any significant health and safety failure.
13. Providing the Estate Manager and Bursar with updates on health and safety matters, including recommendations for improvements, when necessary and at Health and Safety Committee meetings.
14. Ensuring that health and safety records and documentation for the Art and DT department are complete and are systematically stored.

Signature:

Date:

Employees

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers, Heads of Department and other employees in fulfilling the school's objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto school premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on school business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

Note: These responsibilities are covered in the Employee Health and Safety Hand Book and 'Health and Safety Training Cards'.

Responsible First Aiders

Responsible First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
6. Checking that appropriate and sufficient first-aid boxes are sited in their particular area on the school site and they are properly stocked and maintained.
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.
8. Recording details of all accidents and treatments in the appropriate incident log.
9. Ensuring the Headmaster and the relevant member of the Senior Management Team (as well as the Estate Manager) are advised of all accidents and incidents to ensure the appropriate investigations can be completed.

Signature:

Date:

Responsible First Aiders are:

Nursery:

Haybrook House:

Travancore:

Workplace Risk Management Ltd (Health and Safety Consultants)

Workplace Risk Management Ltd, in agreement with the school, provides the following services:

1. Development of the school's documentation throughout the period of our contract and keeping it updated for:
 - Changes in Health and Safety legislation relevant to us; and
 - Organisational changes which affect the school's management system.
2. A general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.
3. Consultant visits, to train senior managers, and other staff and to support our implementation of this Policy by:
 - Assisting the school to complete specific risk assessments;
 - Providing further training, as agreed, on relevant agreed topics;
 - Reviewing and auditing the school's health and safety procedures and legal compliance; and
 - Providing advice on implementing changes and system procedures.

Workplace Risk Management is also contracted to:

4. Fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues.
5. Provide for the school a telephone advisory service - available 24 hours per day, 365 days of the year.
6. Provide crisis help if the school has a serious accident or incident involving the Enforcement Authorities.
7. Provide briefings to help keep the school up to date with new and forthcoming legislation

Signed: Simon Brearley

Date: April 2018

Simon Brearley – Managing Director WRM