



HEALTH AND SAFETY POLICY

Part 2 – Arrangements

SKELTON SCHOOL

Issue No.	Author/owner	Date written	Approved by Governors on	Date of next review
1	Skelton School	October 2023		
2		October 2024	25.11.24	Autumn 2025
3		Sept 2025	27.11.25	Autumn 2026

Contents

Introduction.....	3
Professional health and safety support, advice and assistance	3
Health and safety arrangements	5
Communication, co-ordination and consultation	5
Health and Safety Management Plan.....	5
Training, awareness, competence and training records.....	5
Monitoring, review and audit.....	5
Risk management and risk assessments	6
Health and safety inspections of premises and activities	6
Fire and emergency procedures.....	6
Control of asbestos	6
Safety Information Guidance Notes (SIGNs).....	7
Liability claims	7
Trees on School site.....	8
Archiving and document control	8
Security of persons and premises.....	8
Safer Eating Procedures	8
Radon	9
Sun Protection	10
Appendix 1 - Persons with specific responsibilities	12
Appendix 2 - Declaration of Acceptance	14

Introduction

This document outlines the local arrangements we have in place to manage health and safety. We refer to the advice and guidance provided by Westmorland and Furness Council as well as nationally-recognised safety standards. These arrangements support our Health and Safety Policy Statement which is displayed in School and available on request. The School acknowledges the [Equalities Act 2010](#) and works proactively to support all its pupils.

All staff and any other relevant persons will be made aware of the policy statement and arrangements at induction and following each review. We will also make them aware of any supporting guidance, contacts, systems, relevant risk assessments or training requirements which support these arrangements. All staff will be required to sign a [Declaration of Acceptance](#) following communication of the Policy Statement and arrangements.

Professional health and safety support, advice and assistance

Westmorland and Furness Council's Health and Safety Team provides our specialist Health and Safety Advisory service. They provide written safety guidance, model policies and template forms via the Schools' portal and other supporting systems.

Westmorland and Furness Council Health and Safety Team		Email: HealthAndSafety.Mailbox.WAF@cumbria.gov.uk Telephone: (01539) 713111	
Name	Position	Email	Phone number
Sharon McCubbin	Senior Health, Safety and Wellbeing Manager	Sharon.McCubbin@westmorlandandfurness.gov.uk	07825 340570
Katrin Richardson	Health & Safety Business Partner	Katrin.Richardson@westmorlandandfurness.gov.uk	07876 034722
Alice Gundavda	Health & Safety Business Partner	Alice.Gundavda@westmorlandandfurness.gov.uk	07785 409532
Kevin Hewitson	Health & Safety Business Partner	Kevin.Hewitson@westmorlandandfurness.gov.uk	07788 396193
Matt Ellis	Outdoor Learning and Educational Visits Adviser, Derwent Hill	evas@sunderland.gov.uk	017687 72005
Howard Cain	Transport Safety Officer	Howard.Cain@westmorlandandfurness.gov.uk	07876 003750
Emergency out-of-hours service	The Local Authority Health and Safety Team also operates a 24/7 out-of-hours service for emergency safety advice and support – Tel: 0300 303 1042 . You can then leave a message including your contact telephone number, and a Safety Advisor will contact you as soon as possible.		

Additional Safeguarding, Health and Safety Support

Additional support on safeguarding and health and safety matters can be obtained from Kym Allan Safeguarding, Health and Safety Consultants Ltd. (KAHSC). Tel: 01228 210152 (office hours and out of hours emergencies), Fax: 01228 210153, email: kym@kymallanhsc.co.uk or web: <https://kymallanhsc.co.uk/>.

Further assistance and guidance can also be sought from:

Safeguarding	UK Health Security Agency (UKHSA)
---------------------	--

Westmorland & Furness Safeguarding Children Partnership: W: https://wfscp.org.uk/ E: WFSCP@cumbria.gov.uk CONCERNS ABOUT A CHILD: Westmorland & Furness Multi-Agency Children's Hub (MACH) Tel: 0300 373 2724 Email: safeguarding.hub@westmorlandandfurness.gov.uk Cumberland Children Advice & Support Services (CCASS) Tel: 0333 240 1727 Email: hub@cumberland.gov.uk FAMILY HELP TEAM (including Early Help): Westmorland & Furness: Tel: 0300 373 2723 Email: family.help.waf@cumbria.gov.uk Cumberland: Tel: 0333 240 1727 Email: early.help@cumberland.gov.uk LADO: Westmorland & Furness: Tel: 0300 303 3897 Email: lado@westmorlandandfurness.gov.uk NOTE: Report to the Hub/Early Help Team where the child lives	Cumbria and Lancashire Health Protection Team (HPT): Tel: 0344 225 0562 option 2 Out of office: 0151 434 4819 DfE General Enquiries: 0370 000 2288 (office hours) Incident Support Team Email: incident.support@education.gov.uk
Health & Safety (Executive HSE)	Environment Agency
Incident Contact Centre Tel: 0345 300 9923 Infoline: 0345 345 0055 Website: www.hse.gov.uk	Incident Hotline: 0800 807060 Floodline: 0345 988 1188

Health and safety arrangements

The procedures which follow will be adhered to at all times, but we recognise that amendments or additions might be required in order to support those directly affected by emergencies or public health incidents, for example. Any variations to this policy in relation to emergencies or public health incidents will be produced as the need arises.

Communication, co-ordination and consultation

The Governing Body will recognise, co-operate, and consult with properly appointed health and safety representatives to enable them to fulfil their statutory functions and ensure that effective arrangements are in place for consultation and communication with staff within School. Provision will be made for specific staff safety committees where requested.

Health and safety will be a standing item on the agenda for all Governors' meetings.

Any additions and alterations to the Health and Safety Policy or arrangements will be consulted on and circulated promptly to staff.

Health and safety will be a standing item on the agenda for all staff meetings. Both union staff representatives and non-union staff representatives will be invited to attend and will report back to their own department or team on issues raised and discussed. (NB: School does not currently have a union staff H&S representative).

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees. We will also ensure we maintain good communication links with those not in School, e.g. during emergencies, working from home or absent due to illness etc.

Health and Safety Management Plan

The Governing Body will develop a written Health and Safety Management Plan which will be used as a working document. This will be used to record and keep track of planned safety-related actions such as routine maintenance, safety-related training, document reviews and actions from inspections and audits. The plan will include the name of person responsible, priority rating, costs, and planned timescales.

A paper copy of the plan is kept within the green H&S file in the school office.

Training, awareness, competence and training records

We will ensure that staff are competent to perform tasks that might impact on health and safety. Competence is defined in terms of appropriate training and/or experience. Training procedures will consider differing levels of responsibility, ability, literacy, and risk.

A formal health and safety training plan is maintained as a working document. This will record all health and safety training that has been carried out. It will include health and safety training, such as IOSH Managing Safely, provided for those with specific health and safety responsibilities, e.g. Head teacher and Health and Safety Coordinator. The training plan will highlight any statutory refresher training that may be required.

Monitoring, review and audit

The governing body with the support of the Head teacher will, at intervals that it determines appropriate, monitor and review the school's health and safety management system to ensure its continuing suitability. Relevant staff and other parties will be involved as appropriate. Reviews of specific risk areas may also be undertaken. Reviews shall be documented where appropriate.

The review process aims to identify where changes to policy, objectives and other elements of the health and safety management system are required. Typically, the review would cover such information as

accident statistics and trends, results of audits and inspections, hazard identification and risk assessments.

Actions following a review would include revisions to risk assessments, health and safety policies, and corrective actions assigned with target dates for completion and review.

Westmorland and Furness Council's Health and Safety Team will undertake health and safety audits at regular intervals. These audits will be carried out by a qualified safety advisor. Following this process, we will be supplied with a detailed report containing requirements and recommendations to improve our existing arrangements. Any recommended actions arising from these audits will be addressed by the Head teacher and governing body within the recommended timescales and with the support and guidance of the Health and Safety Team where required.

Risk management and risk assessments

We create, tailor, and adapt risk assessments following the model School risk assessments provided by Westmorland and Furness Council via the Schools' portal to establish safe ways to work and protect staff, pupils, contractors, and visitors who may be affected by our School activities.

For Educational Visits and Outdoor Learning we tailor model risk assessments supplied on the Council's **EVOLVE** system at: www.cumbriaccvisits.org.uk.

For **Science** and **Design Technology** we utilise CLEAPSS model assessments and Hazcards provided at www.cleapss.org.uk. The relevant head of department or nominated leads will ensure that suitable and sufficient risk assessments are undertaken, in order to comply with relevant legislation and to follow recognised good practice issued by professional and specialist bodies. We have separate health and safety policies for these subjects.

Where model risk assessments are used as a basis, we will ensure that these are tailored to reflect the actual activities and controls in place in relation to the School.

Risk assessments will be reviewed regularly, following incidents, or sooner should circumstances change, to ensure they remain effective. They will be signed and dated by the person undertaking them.

Completed risk assessments will be available at all times for staff to view and will be held as working documents.

Health and safety inspections of premises and activities

The Governors (or Health and Safety Sub-committee) in liaison with the Head teacher and/or Health and Safety Coordinator will undertake a health and safety inspection of the School premises on at least an annual basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Head teacher. Where possible, action will be taken immediately, or if planned actions are required these will be added to our Health and Safety Management Plan. Any Health and Safety Union Representative for the school will be invited to attend these inspections.

Other building and maintenance checks will take place in line with the Health & Safety Management Plan.

Fire and emergency procedures

The school will take all reasonable steps to reduce the risk of fire and to protect pupils, staff, visitors, and contractors should a fire occur. We maintain a current fire risk assessment and ensure that fire detection and alarm systems, emergency lighting, and firefighting equipment are installed, tested, and serviced in accordance with legal requirements. Regular fire drills will be carried out each term so that everyone on site knows how to respond safely in the event of an emergency. Staff receive training on fire safety procedures, including evacuation routes and the use of fire equipment. All escape routes will be clearly signed, kept free from obstruction, and checked regularly.

Control of asbestos

- The school has an up-to-date asbestos survey and asbestos management plan in place.
- The Council remains the overall duty holder for school buildings it owns, but the school is responsible for putting local arrangements into practice.
- We keep a register showing where asbestos is present (or presumed), its condition, and any actions needed to keep it safe. Where possible, asbestos is clearly labelled.
- Nominated staff in school will visually check and record the condition of asbestos-containing materials each term.
- Contractors, staff, and visitors (including the Fire and Rescue Service if required) will be informed of the presence and location of asbestos through access to the Asbestos Register.

Safety Information Guidance Notes (SIGNs)

To support this policy, we follow the below Safety Information Guidance Notes (SIGNs) available on the schools portal. These provide practical advice on how to comply with the law and manage any safety and health risks linked to specific hazards.

Accidents / Incidents	Health and Safety Governance and Consultation
Adverse weather procedures	Health & Safety induction
Animals in schools (incl. safety on farm visits)	Health & Safety Inspections
Asbestos	Ionising Radiation
Bomb Threats	Lone Working
Closure Advice for schools	Manual Handling
Construction, Design and Management (CDM)	New & Expectant Mothers
Control of Contractors	Pandemic Flu Guidance
COSHH	PE and play equipment
Defect identification and reporting	Personal Protective Equipment (PPE)
Drama in Education	Risk Assessment in Educational Establishments
Display Screen Equipment (DSE)	Road Risk & Driver Safety
Educational visits and off site activities	Swimming Pool Safety
Electrical Safety	Violence and Aggression at work
Environmental Protection	Water Features in Schools
Fire Safety	Water Hygiene / Legionella
First Aid in Schools	Work Equipment (PUWER)
Gas, Oil and Biomass Safety in Schools	Work-related Stress
	Working at Height

Liability claims

We utilise the assistance of the **Council's Insurance Section** and will notify them on the day a letter of claim or CNF is received. We will not acknowledge receipt of the letter as the Insurance Section will do this on our behalf.

Email to: Insurance.Section@westmorlandandfurness.gov.uk.

Where we receive a letter of claim or a claim notification form (CNF) in the event of a personal injury, we will:

- immediately forward the letter of claim or CNF to the Council Insurance Section in order that they can acknowledge receipt of the letter of claim or CNF within one business day;
- promptly provide information requested by the Health and Safety Team or Legal Services, who are required to investigate employee injury claims within 30 business days;
- promptly provide information requested by the Health and Safety Team or Legal Services, who are required to investigate all other public liability claims (i.e. non-employees) within 40 business days.

Trees on School site

Where we have trees in our grounds, tree surveys are undertaken at appropriate intervals by the Local Authority and a copy of the tree survey report is held in School. All recommendations are appropriately actioned using a contractor who is a member of the ARB Approved Contractor Scheme (run by the member of the Arboricultural Association).

We contact the local authority before any SIGNIFICANT work is undertaken on our trees.

Archiving and document control

Health and safety-related documentation will be retained securely and in line with the minimum retention periods required under health and safety legislation and associated regulations (for example, records relating to accidents, asbestos, COSHH, fire safety, and risk assessments) and in accordance with the **IRMS Records Management Toolkit for Schools (Retention Schedule for Schools)**.

In addition, we recognise our duties under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018. Due care will be taken with records management in terms of personal data and in the use of any media which may clearly identify pupils.

Security of persons and premises

We operate internal procedures to ensure the security of staff, pupils, and the premises.

The Head teacher will ensure that systems are in place for checking external lighting and security alarms. Any faults will be reported and recorded in the defects book located in the School Office for action.

Safer Eating Procedures

Arrangements are in place for the implementation of a Safer Eating Plan for pupils in the EYFS (in line with the **DfE EYFS Statutory Framework for group and school-based providers**) and for pupils with relevant SEND who are vulnerable to choking or unintentional allergen exposure, that includes the presence of an appropriately trained first aider at all times when vulnerable pupils are eating as follows.

- When EYFS or vulnerable children are eating, ensure a worker who holds a current full PFA qualification (EYFS) / full first aid qualification (non-EYFS) remains in the room.
- Before admitting a child, obtain information about their special dietary requirements, preferences, food allergies and intolerances, and any special health requirements. Share this information with all staff involved in preparing and handling of food.
- Have ongoing conversations with parents or carers and if appropriate healthcare professionals about managing allergies and intolerances (at least annually and more often when weaning).
- Identify food allergies & intolerances, develop plans e.g., a **BSACI allergy action plan**, and share them with all staff involved in preparing or handling food including contracted caterers & those who only supervise eating & drinking.
- Make clear e.g., by written rota, who is responsible at every snack & meal time for checking that food provided meet the requirements of all children unable to make independent safe choices.
- Ensure **ALL staff** receive basic training on:
 - symptoms and treatments for allergies and anaphylaxis e.g., the basics from **Food allergy - NHS** and treatment of anaphylaxis: **Anaphylaxis - NHS**;
 - the differences between allergies and intolerances;
 - that children can develop allergies at any time, especially during weaning;
 - what to do and who to report to during an incident or emergency.
- Train workers who are assigned to supervise eating that choking can be silent so children must always be within their sight and hearing, and that they should sit facing children whilst they eat to ensure they're eating in a way to prevent choking, prevent food sharing and to be aware of unexpected allergic reactions.

- Train all staff on the difference between gagging and choking, and how choking can resemble an asthma attack and vice versa.
- Train all staff & children what to do if someone is choking (adults have seen the [How to stop a child from choking - NHS](#) advice & children know how to raise an alarm).
- Display [Early years choking hazards poster and table \(foundationyears.org.uk\)](#) where relevant & train staff in the contents of [Help for early years providers : Food safety](#) (inc. video resources) e.g.:
 - Don't give hard sweets, whole nuts, whole seeds, popcorn, marshmallows, or jelly cubes.
 - Don't give raisins or similar dried fruit as snacks to children under 12 months. If part of a meal chop them up first as for small round foods.
 - Remove stones and pips from fruit before serving.
 - Cut small round foods, like grapes, strawberries and cherry tomatoes, lengthways and into quarters.
 - Cut large fruits like melon, and hard fruit or vegetables like raw apple and carrot into slices instead of small chunks.
 - Cut cheese into strips rather than chunks.
 - Soften hard fruit and vegetables (such as carrot and apple) and remove the skins when first given to babies from around 6 months.
 - Avoid sausages due to high salt content, but if offered to children, use skinless or remove the skin & cut into thin strips rather than chunks.
 - Remove bones from meat or fish.
 - The importance of understanding the different drinks and foods to avoid at different stages of weaning e.g., for nutritional, allergen, bacterial reasons.
- Ensure infants and young children sit securely in an appropriately sized high or low chair while eating.
- Record all choking incidents that require intervention e.g., where & how the child choked & if parents were made aware.
- Review records to identify trends that could be addressed & take action.
- We have a [Designated Allergy Lead](#).

Radon

Employers have a legal duty to assess and control significant risks of harm that can arise from activities or dangers in a workplace.

Radon is a radioactive gas with no smell, taste, or colour which comes from natural uranium present in the ground and in materials such as the bricks and concrete used in many workplaces; it can present a danger from inhaling the gas which can lead to lung cancer.

Employers therefore need to undertake the following risk management process:

- 1) **check** whether there is a risk that people could breathe in radon gas while on the premises whether working, learning, or just using the facilities;
- 2) **measure** radon gas to find out if action is necessary to prevent exposure to it;
- 3) **act** on the results; and
- 4) **review** the risks periodically.

The person within our school to oversee the management of radon in the workplace, regardless of the risk level is: Erica Lockley.

According to the UK Health Security Agency (UKHSA) [Radon Map](#), our school is in one of the highest bands of radon potential (10-30%). This means that there is a potentially significant risk to people from exposure to radon gas in the workplace, so our employer must measure to be sure they are taking the right action and are reviewing controls often enough, following the advice at: [UKradon - Order a Workplace Measurement Pack \(ukhsa-protectionservices.org.uk\)](#) on carrying out a 3 month radon survey.

If, after measuring, the survey indicates remedial work is necessary, we will find an appropriate radon mitigation specialist contractor to carry it out.

Whether remedial work is necessary or not, there will then need to be a periodic review of the risk of radon gas and the measures necessary to control exposure. The UKHSA expects even employers who have measured and found they do **not** need to act to confirm that this is still the case after 10 years, or sooner if major changes are made to the building, such as new windows, heating systems or extensions.

Sun Protection

We are aware of the dangers that over exposure to ultraviolet (UV) radiation from the sun can have on a person's health and skin from becoming sunburned to developing skin cancer and we acknowledge the importance of sun protection. We want staff and pupils to work in and enjoy the sun safely. Following these procedures will help us all achieve this.

Implementation

As a school we will:

- a) Develop staff awareness, i.e. provide information and teaching resources about sun safety like the NHS advice <https://www.nhs.uk/live-well/healthy-body/sunscreen-and-sun-safety/> and the Sunsmart resources below.
- b) Promote the SunSmart skin cancer prevention messages by using the SMART code:
 - Stay in the shade 11am-3pm
 - Make sure you never burn
 - Always cover up with a t-shirt, hat, and sunglasses
 - Remember to take extra care with children
 - Then use at least factor 15+ sunscreen; (the NHS advises that you can burn in the UK, even when it is cloudy and recommends that from March to October children and young people wear sunscreen that is min. 30+ SPF for UVB protection and 4* or higher for UVA protection).

and we will implement the concepts of "Slip, Slop, Slap, Seek and Slide":

- **SLIP** on clothing to cover your arms and legs
 - **SLOP** on sunscreen with factor 15+ (30+ is considered best practice)
 - **SLAP** on a wide-brimmed hat
 - **SEEK** shade or create your own shade
 - **SLIDE** on some UV protective sunglasses
- c) Ensure messages are consistent for all staff and pupils about the need to cover up and use sunscreen regardless of how dark their skin is because skin cancer may be less prevalent in people with darker skin, but it is often more serious if it develops and prevention works best.
 - d) Implement other sun safety precautions to include using lip balm with a SPF of 15+, providing tips and reminders to families and staff about sun safety like using parasols effectively and recommending families and staff perform regular skin examinations at home.
 - e) Require all topical sun protection products that belong to pupils (balms, sunscreen etc.) to be clearly labelled and no pupil should share products belonging to any other pupil unless we have received a valid parental request to allow it and there are no reasons why we should not agree.

Supporting strategies

Education

We will ensure:

- All pupils will have at least one SunSmart lesson per year (see **Sunsmart Lesson Plans**)
- We talk about how to be SunSmart in assemblies at the start of the summer term and before summer break (see **Sunsmart Assembly Plan**).
- The dangers of the sun will form part of the PSHE/science curriculum.
- We provide families with information about recommended preventive strategies for sun safety through our website, newsletters, & letter home at the end of the spring term.

- Staff, parents, pupils, and visitors we invite are particularly SunSmart on special or extended outdoor activities like PE days, educational visits and sports days by giving good notice to them about events and what pupils, spectators and others need to bring or wear.
- All staff with any role that involves work outdoors or with pupils in the sun, attends a SunSmart training workshop run by one of our own experienced staff members at the end of the spring term and information on sun safety will be provided on the staff network and in the staff room.

Protection

This is an ongoing process, but our key sun protection measures are as follows:

Shade

- We provide a balance of indoor and outdoor activities during peak sun times and provide an indoor area to allow pupils to shelter from it. Supervisors will monitor pupil movement. When the sun is strong, we will encourage pupils to sit/play in the shade where it is available.
- We have reviewed the shade available in our outdoor areas that we use for work and play between 11.00am and 3.00pm. The resulting action plan is implemented and monitored by the governors responsible for Health & Safety and Buildings & Grounds. The action plan simply identifies where shade is needed most and why, whether it is reasonably practicable to provide more shade, and the short-, medium- and long-term plan to achieve what is possible e.g., whether we could:
 - plant mature trees in play areas and involve children in the planning for and care of these;
 - add other structures to give shade like buildings, pagodas, awnings, planting up trestles etc.;
 - provide shaded seating e.g., under trees, putting parasols over picnic benches etc.

Timetabling

- In the summer months we will aim to schedule outdoor activities, off-site trips and PE lessons before 11.00am and after 3.00pm if appropriate. If unavoidable, we will ensure use of appropriate sun protection measures (shade, hats, clothing, sunscreen etc.).
- Sports day and other outdoor events will be held in the morning and finish before lunch if possible.
- In hot weather we will increase opportunities in the day for children to drink and our monitoring of their fluid intake. We will also take steps to ensure parents or carers are aware that their babies under a year old are very likely to need more expressed or formula milk, and to make sure we are following their wishes about supplementing the milk with cool boiled water.
- When we organise outdoor events for the benefit of school and pupils, especially on school premises, we will share important points from school procedures like these about sun safety to help them plan safe and fun events e.g. making the most of our shade.

Clothing

- When outside in sunny weather, pupils are required to wear hats that cover the ears, face, & neck.
- We keep a supply of sun hats in case a pupil does not arrive for the day with one and we have a system in place to monitor pupils who regularly don't have with them what they need each day so we can take appropriate action.
- Pupils are encouraged to wear tops that cover their shoulders (vests/strappy tops are discouraged).
- If they can do so safely, children and babies over 6 months are allowed and encouraged to wear CE or BS:12312-1:2013 E marked UV protective sunglasses when outside during sunny weather.
- All staff, especially teachers and play leaders, will lead by example and be seen to adhere to sun safe practices e.g., wearing hats on playground duty and when teaching outdoors on sunny days.

Sunscreen

- Sunscreen use will be encouraged on days when the sun is strong in the summer term during breaks, PE lessons, and on school trips. Extra sunscreen will be available in case pupils forget their own.
- Parents are encouraged to apply or get their child to apply a long-lasting sunscreen before school and to provide a clearly labelled supply of it in case it needs to be reapplied during the day. Babies over the age of 6 months can use a suitable sunscreen.
- Normally, pupils will be encouraged to apply their own sunscreen under the supervision of an adult.

- Appropriately vetted adults may help pupils apply sunscreen to their face, neck, and arms, but pupils should apply it to their own legs. Adults may only apply sunscreen when another adult is present.
- Staff will apply sunscreen to pupils who cannot apply it effectively themselves. Generally, these will be pupils with special educational or physical needs or very young pupils.

Appendix 1 - Persons with specific responsibilities

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

Although everyone has a responsibility for health and safety in school, the governing body and Head teacher have delegated certain tasks and roles to the following persons:

ROLE	NAME
Health and Safety Coordinator	Erica Lockley
Health and safety governor(s)	Bob Provoncha
Workplace first aider(s)	Abbie Blackburn Eleanor Holme
Paediatric first aider(s)	Sophie Dobinson Julie Bell Erica Lockley Camille Bodecott Eleanor Holme Helen Newton Rachel Lydon Charlotte Sinkinson Abbie Blackburn
Site security issues	Erica Lockley
Defects are to be reported to:	Erica Lockley
Training and development Coordinator (H&S), e.g. first aid, manual handling, Team Teach etc.	Erica Lockley
Asbestos Coordinator, responsible for visual inspection and the recording of termly condition monitoring	Erica Lockley
Coordinator of risk and/or COSHH assessments	Erica Lockley
Disclosure and Barring Scheme checks	Erica Lockley
Designated Safeguarding Lead (DSL)	Helen Newton
Deputy DSL	Sophie Dobinson/Erica Lockley
Educational Visits Coordinator	Erica Lockley
Fire Safety Manager (person in charge in a fire emergency)	Helen Newton/Erica Lockley
Fire Safety Coordinator, 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 logbook	Erica Lockley
Fire wardens	Erica Lockley
Holder of accident/incident records, pupil accident book and official site accident book	Erica Lockley
Ladder register is maintained by:	Erica Lockley
Organisation for equipment repairs, maintenance and routine servicing	Erica Lockley
PE and fixed play equipment visual checking	All staff

PE and fixed play equipment maintenance	Erica Lockley and Sportsafe
The person within our school to oversee the management of radon in the workplace, regardless of the risk level	Erica Lockley

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.

Key documentation	Location
Displayed H&S Policy Statement and arrangements	Staff room
General School risk assessments	Green H&S file in school office
Emergency/fire plans (copies also to be held off site)	Green H&S file in school office
Health and Safety Management Plan	Green H&S file in school office
Asbestos Register and management plan	Buildings file in school office
Legionella risk assessment	Buildings file in school office
Defect reporting system/book	Blue book in school office
Maintenance and servicing records (Buildings File)	Buildings file in school office
Pupils' accident book / forms	In with first aid kits
Official accident book	Filing cabinet in school office
A list of pupils with specific medical conditions/needs	In school office and staff room

[illegible]

August 2025 © Westmorland and Furness Council