

Appendix – Health and Safety Policy

The School Health and Safety Committee

Headteacher: Sophie Howes – showes@stm.ket.olicatschools.org

Health and Safety Manager: Mary Herbert – mherbert@stm.ket.olicatschools.org

Designated Governor: Crofton Alexander - CAlexander@olicatschools.org

Site Supervisor: Nick Leach – nleach@stm.ket.olicatschools.org

Staff member: Nicola Grove – ngrove@stm.ket.olicatschools.org

Staff member: Andrew Tunn – atunn@stm.ket.olicatschools.org

The team will meet at least once per term.

Additional contact details

Facilities and Compliance: Barry Wilcock – bwilcock@olicatschools.org

Head of Operations: Nathalie Young – nyoung@olicatschools.org

External provider:

Handsam: info@handsam.co.uk

Policies

The school holds a record of all policies. These will be reviewed annually.

Risk Assessments

The school holds a register of risk assessments. These will be reviewed at least annually.

Procedures

Low risk health and safety concerns (rubber edging becoming loose, light flickering etc) to be reported as soon as possible in the Site Supervisor book. This is reviewed daily and actioned accordingly.

Medium risk health and safety concerns (internal fence panel loose etc, cabinet door broken) to be reported as soon as possible to Health and Safety Manager for review and actioning.

High risk concerns (broken glass, flood, electrics etc) to be raised immediately with a member of the Health and Safety Committee for immediate actioning.

Accidents and Incidents recorded on Handsam by Health and Safety Manager. These are analysed for trends termly. Reported to LAC.

Updates are made to an Operations spreadsheet regarding maintenance and compliance regularly and when required.