



Mid Essex Anglican Academy Trust

To unlock every child's potential as a unique child of God
Respect – Forgiveness – Trust – Responsibility – Thankfulness – Justice –
Humility



Health and Safety Policy

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1. Statement of Intent

The Board of Trustees of Mid Essex Anglican Academy Trust and the Local Boards of Governors at Shenfield St Mary’s Church of England Primary School, Mountnessing Church of England Primary School, Bentley St Paul’s Church of England Primary School, Ingatestone Infant School and Ingatestone and Fryerning Church of England Junior School consider the successful management of health and safety to be a key objective and an integral part of school activities. We are committed to reducing and preventing workplace injuries, ill health and unnecessary losses and liabilities so far as is reasonably practical.

Shenfield St Mary’s Church of England Primary School, Mountnessing Church of England Primary School, Bentley St Paul’s Church of England Primary School, Ingatestone Infant School and Ingatestone and Fryerning Church of England Junior School are committed to:

- Compliance with all applicable legislative and regulatory requirements.
- Providing a robust, systematic and sustainable health and safety management system.
- Ensuring health and safety roles and responsibilities are understood and communicated throughout the school.
- Identifying our health and safety risks and ensuring provision of suitable and sufficient risk control measures.
- Providing appropriate and relevant information, instruction, training and supervision.
- Consulting with staff on health and safety issues.
- Providing a healthy and safe workplace.
- Providing appropriate emergency arrangements, equipment and facilities.
- Continual improvement in all areas of health and safety management.

We expect all employees, contractors and visitors to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

The Board of Trustees and Local Board of Governors accept their health and safety responsibilities and are committed to developing a culture that supports the effective management of health and safety at all levels.

The Board of Trustees and both Local Board of Governors will provide the necessary physical and financial resources, provide active leadership and obtain any necessary expert advice in order to demonstrate our commitment to and support for the health and safety policy.

Signed:..... **Date:**.....
(Chair of Board of Trustees)

This policy will be reviewed annually.

2. Responsibilities

2.1 Board of Trustees and Local Boards of Governors

The Board of Trustees, as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises. The Board of Trustees delegates responsibility for Health and Safety at Shenfield St Mary's C of E Primary School, Mountnessing Church of England Primary School, Bentley St Paul's Church of England Primary School, Ingatestone Infant School and Ingatestone and Fryerning Church of England Junior School to the Local Boards of Governors. The Board of Trustees will monitor the duties of the Local Boards of Governors via termly reports from the Local Boards to the Board of Trustees at Trust Board meetings.

The Local Boards of Governors' duties include:

- Taking reasonable steps to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensuring that statutory requirements are taken into account in determining the allocation of resources.
- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
- Ensuring health and safety is part of the performance management of the Headteacher/Head of School.
- Ensuring that the Headteacher/Head of School has an appropriate workload, in support of a reasonable work/life balance, having regard to health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.
- Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 working days **and** have more than 20 workers working at the same time at any point on the project **or** exceed 500 person days).
- Taking an active part in monitoring health and safety standards in the school, by requiring the Headteacher/Head of School to provide them with regular reports on health and safety performance. Such reports should provide information on action taken in response to outcomes of:

- School health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. Health and Safety Executive, Fire and Rescue Service, Environmental Health).
- Other serious incidents investigated by the Headteacher/Head of School or other member of staff.
- Any surveys carried out by the school, which provide data that relate to employee health and safety.
- Appointing a Governor who understands the educational visits system and who will agree the higher risk visits (e.g. overseas, adventurous or residential).

2.2 Headteacher/Head of School

Headteachers/Head of School responsibilities include:

- Ensuring there are appropriate arrangements for implementing the School's Health and Safety.
- Ensuring that the Policy and arrangements are effectively communicated.
- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary, joint health and safety arrangements are recorded and agreed.
- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that all employees are competent and have the capability to carry out their role/function.
- Ensuring records of health and safety training are maintained by the School.
- Ensuring that health and safety standards accessed via Essex Schools InfoLink are made available to relevant employees.
- Ensuring the School's health and safety standards (available via the Schools Infolink) are implemented.
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by standards available on the Schools Infolink.
- Ensuring that risk assessments relating to hazards to which directly managed employees are exposed are carried out, recorded and control measures implemented.
- Ensuring that managers who they directly line manage carry out their health and safety responsibilities.

- Ensuring systems are in place for monitoring and reviewing health and safety in the school and any actions arising from this are implemented.
- Ensuring there is a system in place for reporting and investigating accidents / incidents and that all employees are aware of it.
- Regularly (at least termly) reporting school health and safety performance to the Governing Body.
- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.
- Ensuring that if they are not the Schools named Educational Visits Co-ordinator, they appoint a member of the Schools Senior Management Team to undertake the role (and ensure they are given training and time to undertake the role).

2.3 School Health and Safety Co-ordinator

The Headteacher/Head of School at each Academy has been appointed as the School Health & Safety Co-ordinator for that Academy (with overall responsibility remaining with the CEO of the Trust) and will:

- Establish arrangements for the effective co-ordination of health and safety throughout the School.
- Co-ordinate the development, review and revision of the School's health and safety standards.
- Set up arrangements for consulting with employees on health and safety (e.g. through team meetings).
- Set up arrangements for the effective communication of health and safety information relevant to the school.
- Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensure that the school's senior management team and Local Board of Governors are kept informed of health and safety issues by including them on the agenda of management group meetings.
- Co-ordinate the identification of health and safety training and development needs to meet the requirements of the School's Policies and standards.
- Ensure records of health and safety training and development undertaken by employees is kept on record in the school.
- Support the establishment of adequate arrangements for:
 - First aid;
 - Fire and emergency evacuation;
 - Reporting of health and safety incidents, hazards and concerns.
- Oversee the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinate and ensure compliance with premises related standards and assessments.

- Co-ordinate arrangements for monitoring of health and safety standards within the school.

2.4 All Managers and Supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health and Safety Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- Ensuring the Health and Safety Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.
- Identifying opportunities to improve the health and safety within the School, and promoting risk awareness and the development of safe behaviours.
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.
- Ensuring the health and safety competence and capability of employees under their control (identifying any training needs as part of performance management).
- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher/Head of School or Board of Governors.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.

2.5 All Employees

All employees are responsible for:

- Looking after their own safety, and the safety of others affected by their work.
- Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's Policies, risk assessments and health and safety standards.
- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.
- Taking part in any health and safety training and development identified as necessary by the Headteacher/Head of School or their Line Manager.
- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.
- Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.

And, with respect to Safety Education:

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

2.6 School Visits

- Please refer to the separate School Visits policy.

2.7 Contractors and Visitors

- Visitors to the School, including contractors, clients, service providers and members of the public must comply with the Schools health and safety procedures and requirements.
- All contractors and visitors must be made aware of the site specific arrangements and emergency procedures and are the responsibility of the member of staff being visited.

3. Competent Health and Safety Advice

The school purchases Safesmart as providers of competent health and safety advice, to assist the school with discharging its responsibilities.

The Safesmart Service includes:

- Access to standards, generic risk assessments and guidance through the Health & Safety pages of the Schools Infolink. (These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers).
- Access to a telephone and e-mail support desk for queries.
- Further support, such as audits and site visits charged at an hourly rate.

4. Occupational Health

4.1 Occupational Health Advice

The School is contracted with Innovate Healthcare in relation to competent occupational health advice.

The service includes:

- Pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;
- Support in the prevention of work related absence through advising on health related risk assessment;
- Statutory health surveillance (for exposure to noise, vibration, hazardous dusts and substances);
- Advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;
- Support where employees are sick, with examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;
- Advice for employees and possible recommendation for further specialist advice/treatment;
- A second opinion on a GP report and liaising with the GP on any differences of opinion;
- Assessing the employee's eligibility for ill health retirement or disability benefits.

4.2 Counselling

The schools purchase wellbeing services as part of their sickness absence insurance. Counselling services are available to all staff.

The School, also, has access to Innovate Healthcare's Counselling service as an extra chargeable service to their Occupational Health Service.
Counselling Service: schools.hub@innovatehmg.co.uk

Further information can be found on the Essex Schools Hub / Innovate Healthcare
www.innovatehealthcare.co.uk/essexschoolshub

4.3 Wellbeing

The schools also purchase wellbeing services as part of their sickness absence insurance. A wide range of services are available and can be accessed at via the well-being app which can be downloaded at schooladvice.co.uk.

Please refer to our separate MEAAT Mental Health and Wellbeing Policy.

5. Educational Visits

The schools have bought in to ECC Educational Visits Support Service. This gives the School professional advice on health and safety standards for all educational visits, including adventurous, residential and overseas visits involving children and young people.

ECC Educational Visits Support Service has adopted the Outdoor Education Advisors Panel (OEAP) National Guidance for the management of outdoor learning, off-site visits and LOtC. See www.oeapng.info – documents 3.4g Headteacher / Manager and 3.3b Check List.

As part of the subscription to the Educational Visits Support Service the School has access to the [EVOLVE](#) online submission system and associated resources.

Educational Visits Team: www.essexvisits.org.uk / Tel: 01245 221022 / E-mail: Educational.Visits@EESforschools.org

6. Catering

The Schools manage and delivers its own in-house catering service and has access to competent food safety advice via it's adviser LBA Safety.

The School's competent food safety adviser is:

LBA Safety Telephone: 01376 402030 Email : info@lbasafety.co.uk

7. Health Protection

The Essex Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in schools. In the first instance, schools should refer to Essex HPT's guidance – 'Communicable Diseases in Schools / Nurseries and Centres for under 5's' or PHE general guidance 'Infection control in schools and other childcare settings'. (These documents are available on the health & safety pages of the Schools Infolink).

Further assistance may be available from the School nurse at a local NHS clinic or through contact with HPT directly.

East of England HPT: EastofEnglandHPT@phe.gov.uk; tel: 0300 303 8537 opt1

8. Property Consultants

Where major building or maintenance / improvement works are being carried out the School will appoint property consultant – Barkers Associates. Major work is defined as notifiable under the Construction Design and Management Regulations. Notifiable projects are those likely to last more than 30 working days **and** have more than 20 workers working at the same time at any point on the project **or** exceed 500 person days.

The schools manage its property and premises in-house. The Local Board of Governors and Headteacher/Head of School have overall responsibility but have delegated general premises management to the Site Manager who has received appropriate training.

9. Management of Radioactive Sources – N/A

10. Health and Safety Arrangements

10.1 Local Arrangements within the School

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failure to comply with health and safety requirements, which is addressed through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, one off events and projects, Curriculum activities and any other areas or activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
- Control of asbestos (including asbestos management plan) and Legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

10.2 Health and Safety Standards (Status)

How we do things safely is detailed in the health and safety standards, policies, generic risk and assessments. It is important that managers and employees follow these, as they are the way the School ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the school, to the risk of prosecution.

10.3 Health and Safety Risk Assessments

Risk Assessment is a legal requirement. Health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of the Headteacher/Head of School and all managers to ensure that assessments are modified and extended to take account of local circumstances, or that separate risk assessments are produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control.
- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

11. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

Performance management: The School follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher/Head of School, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Reference should be made to Headteacher/Head of School, manager and employee responsibilities in this policy document.

For non-academic staff health & safety is considered as part of the performance management process.

Training (legal requirement): There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance, due to a change of job role).

The schools ensure that employees are given access to training and development appropriate to their role and the risks they are exposed to.

Where all or part of the school was built before 2000 and there is no architect's statement available that asbestos was not used it is a requirement that there is at least one member of staff who has been trained in asbestos management within the previous 3 years.

The schools keep a record of the Health & Safety training undertaken by employees.

Juniper Education: 0808 503 8018

Educare Learning 01926680124

Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- About the health and safety arrangements within the Schools;
- About the risks associated with their work;
- What they need to do to protect themselves and others from harm; and
- How they can contribute to a safe school, by raising health and safety concerns.

The schools ensure that health & safety information is communicated through the following ways: the school website, newsletters, team meetings, notice board and H&S induction and training.

12. Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.

- Health & Safety is a standard agenda item at every Local Board meeting. The committee meets at least termly and has a constitution / terms of reference that outline the aim, work and decision making processes of the committee.

13. Health and Safety Monitoring and Auditing

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The School ensures that a health & safety audit of the establishment is carried out at regular intervals.
- **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Schools Senior Management. A summary report is also presented to the Local Board of Governors at least termly. Serious incidents are reviewed by a senior member of staff and the findings are reported to the Board of Governors and to the Trust Board.
- **Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
 - Termly inspections of the premises (all curriculum / work areas and general areas).
 - Monitoring of contractor operations under the School's control.
 - Routine checks on equipment and electrical, gas, mechanical and other services.
 - Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

14. Health and Safety Performance Reporting and Review

The Board of Trustees and Headteacher/Head of School review the health and safety performance of the school at least annually. This takes the form of a health and safety performance report produced by the Headteacher/Head of School which is presented to the Board of Trustees for review, comment and action and includes information and statistics on:

- School health and safety inspections, monitoring checks and incident investigation including asbestos and legionella.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).

- Any surveys carried out by the school, which provides data that relates to employee health and safety.

15. Consequences of Non Compliance with the Schools Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

16. Review and Revision

The Board of Trustees will ensure that this Health and Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Appendix 1 - Health and Safety Local Arrangements Notice for Shenfield St Mary's

School:	Shenfield St Mary's CofE Primary
Headteacher/Head of School:	Liz Bundy
School Health and Safety Coordinator:	Liz Bundy
Educational Visits Co-ordinator:	Sophie Chandler (Deputy Head of School)
TU Health and Safety Representative / Employee Representative:	
Report health and safety incidents to:	School Office: Hazard book / Jayne Pinner
Report hazards to:	School Office: Hazard book / Jayne Pinner
Person(s) responsible for undertaking H&S inspections:	Sally Taggart and Dan Brimelow (Governor), Jayne Pinner
Person responsible for co-ordinating fire evacuation arrangements:	Melanie Bryant
Fire marshals:	Liz Bundy, Melanie Bryant, Carly Manning, Hayley Bliss, Sophie Chandler, Laura Judd, Hannah Jones
Fire assembly point(s):	Main school playground
Day and time of weekly fire alarm tests	Tuesday, Approx. 2:30pm
First aiders / appointed persons:	Hayley Bliss Sue Price, Lisa Davies, Laura Brindle, Fran Armstrong, Michelle Short, Helen Creswell, Sue Wrightson, Tina Walker, Ruthna Begum, Lisa Farquhar, Emma O'Mahoney Lists in office, medical room and staff room
Where to find:	Location:
Incident / Accident report forms	Medical room
Hazard book	Office
Health and Safety Standards and Information relevant to school / curriculum area Members of staff who have health and safety access on SafeSmart.	The School subscribes to SafeSmart for H&S guidance. Liz Bundy, Jayne Pinner

Appendix 2: Health and Safety Local Arrangements Notice for Mountnessing Primary School

School:	Mountnessing CofE Primary School
Headteacher:	Holly Obank
School Health and Safety Coordinator:	Holly Obank
Educational Visits Co-ordinator:	Lyn Deverson
TU Health and Safety Representative / Employee Representative:	
Report health and safety incidents to:	Holly Obank / Kevin Crosswell
Report hazards to:	Kevin Crosswell
Person(s) responsible for undertaking H&S inspections:	Tim Lee
Person responsible for co-ordinating fire evacuation arrangements:	Holly Obank
Fire marshals:	Holly Obank and Kevin Crosswell
Fire assembly point(s):	Lower Playground / School Field
Day and time of weekly fire alarm tests	Thursday 11am
First aiders / appointed persons:	Siobhan Foster / Holly Obank
Where to find:	Location:
Incident / Accident report forms	Office
Hazard book	Office
Health and Safety Standards and Information relevant to school / curriculum area	The School subscribes to SafeSmart for H&S guidance.
Members of staff who have health and safety access on SafeSmart..	Holly Obank / Kevin Crosswell

Appendix 3: Health and Safety Local Arrangements Notice for Bentley St Paul's

School:	Bentley St Paul's CofE Primary School
Headteacher:	Louise Putt
School Health and Safety Coordinator:	Louise Putt
Educational Visits Co-ordinator:	Nancy Hanlon/Megan Buckingham
TU Health and Safety Representative / Employee Representative:	
Report health and safety incidents to:	Louise Putt
Report hazards to:	Gary Poole or main office
Person(s) responsible for undertaking H&S inspections:	Phil Russell
Person responsible for co-ordinating fire evacuation arrangements:	Louise Putt
Fire marshals:	Louise Wood and Karen Sapsford
Fire assembly point(s):	Far end of playground
Day and time of weekly fire alarm tests	Wednesday mornings at 8.30am
First aiders / appointed persons:	Louise Wood, Zoe Strange
Where to find:	Location:
Incident / Accident report forms	Office
Hazard book	Office
Health and Safety Standards and Information relevant to school / curriculum area	The School subscribes to SafeSmart for H&S guidance.
Members of staff who have health and safety access on SafeSmart..	Louise Putt / Gary Poole

Appendix 4: Health and Safety Local Arrangements Notice for Ingatestone Infant School

School:	Ingatestone Infant School
Head of School:	Emily Cannon
School Health and Safety Coordinator:	Emily Cannon
Educational Visits Co-ordinator:	Emma Gold
TU Health and Safety Representative / Employee Representative:	
Report health and safety incidents to:	Emily Cannon
Report hazards to:	Emma Gold
Person(s) responsible for undertaking H&S inspections:	Emily Cannon
Person responsible for co-ordinating fire evacuation arrangements:	Emily Cannon
Fire marshals:	Emily Cannon or Jodie Philp or Marisa Read and Emma Gold, Susan Bonus or Louise Young.
Fire assembly point(s):	School Playground
Day and time of weekly fire alarm tests	Weekly
First aiders / appointed persons:	Susan Bonus or Louise Young, Beverley Satchell, Susan Scott, Sophie Allen
Where to find:	Location:
Incident / Accident report forms	Office
Hazard book	Office
Health and Safety Standards and Information relevant to school / curriculum area	The School subscribes to SafeSmart for H&S guidance.
Members of staff who have health and safety access on SafeSmart..	Emily Cannon / Gary Poole

Appendix 5: Health and Safety Local Arrangements Notice for Ingatestone and Fryerning Church of England Junior School

School:	Ingatestone and Fryerning Church of England Junior School
Headteacher:	Leigh Johnson
School Health and Safety Coordinator:	Leigh Johnson
Educational Visits Co-ordinator:	Jodi Clark (Senior Leadership Team)
TU Health and Safety Representative / Employee Representative:	
Report health and safety incidents to:	Leigh Johnson
Report hazards to:	Leigh Johnson
Person(s) responsible for undertaking H&S inspections:	Leigh Johnson
Person responsible for co-ordinating fire evacuation arrangements:	Leigh Johnson
Fire marshals:	Theresa Keevil and Louise Young
Fire assembly point(s):	Far end of playground
Day and time of weekly fire alarm tests	Monday after 4.30
First aiders / appointed persons:	Vanessa Ridehalgh, Sue Moss, Racheal Meadows, Nicola Muth, Zoe Butler-Moss, Denyse Donnell, Angie Ringrose, Linda Cox, Louise Young
Where to find:	Location:
Incident / Accident report forms	Office
Hazard book	Office
Health and Safety Standards and Information relevant to school / curriculum area	The School subscribes to SafeSmart for H&S guidance.
Members of staff who have health and safety access on SafeSmart..	Leigh Johnson / Gary Poole

Appendix 6 Getting help on health and safety

Contacts	Name(s)	Contact No. / email
SafeSmart	Customer Services	Tel: 07908 320152 Or via the help dashboard in Smartlog
LBA Safety	Michelle Cooper	Tel: 01376 402030 E-mail: michelle@lbasafety.co.uk
Asbestos / legionella / contractor management advice		SafeSmart
County Educational Visits Adviser	Educational Visits Team	Tel: 01245 221022 educational.visits@eesforschools.org
The Essex County Council Wellbeing Service for Occupational Health services – part of Innovate Healthcare and access to Counselling services (Confidential service)		E-mail: schools.hub@innovatehmg.co.uk
Schools Advisory Services Counselling Service		Tel: 01773 814400
Juniper Education Educare Learning	Training	0808 503 8018 01926680124
Critical Incidents (support and guidance for dealing with critical incident)	Schools Communications	Tel: 01245 434745 E-mail: schools.communication@essex.gov.uk
Other contacts		
School's Property Consultant	Barkers Associates	01279 648085
School's food safety advisor	LBA Safety	Tel: 01376 402030 E-mail: michelle@lbasafety.co.uk
East of England Health Protection Team (Infection control advice):		0300 303 8537 EastofEnglandHPT@phe.gov.uk
Legionella		One Environmental – 01376 500411 (Mountnessing only) Herts Enviro Services – 01223 654383 (all our schools)

Schools Advisory Service	Wellbeing Package - 01773 814400

Appendix 5 How to raise a health & safety concern

