ASPIRE Federation Health and Safety Policy

This is the statement of general policy and arrangements for:	**Kingswood, Platts Heath, Ulcombe CE and Leeds & Broomfield Primary Schools (ASPIRE)**
Overall and final responsibility for health and safety is that of:	**Executive Headteacher: Emma Hickling**
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	**Executive Headteacher: Emma Hickling or the Head of School (as applicable)**

STATEMENT OF GENERAL POLICY	RESPONSIBILITY FOR COMPLIANCE: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Emma Hickling – Executive Headteacher H&S Governors Staff	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure staff are competent to do their work.	Emma Hickling - Executive Headteacher	Staff are given necessary health and safety induction and provided with appropriate training (including manual handling, DSE, asbestos awareness and electrical safety) and personal protective equipment where relevant (cleaning and kitchen staff). We will ensure that suitable arrangements are in place to cover employees engaged in educational visits
To engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Emma Hickling - Executive Headteacher All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular staff meetings and performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Emma Hickling - Executive Headteacher All Staff	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions for the staff and pupils, provide and maintain the facility and equipment, and ensure safe storage/use of substances.	Emma Hickling - Executive Headteacher	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of facilities and equipment and for ensuring that action is promptly taken to address any issues. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk.)

Health and safety poster is displayed:	At reception / school office			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	At reception / school office			
Subject to review, monitoring and revision by:	Emma Hickling	Every:	12	months or sooner if work activity changes

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Document History

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Review:	Annually
Next Review:	April/May 2021

The ASPIRE Federation consists of Kingswood, Platts Heath, Ulcombe CE and Leeds & Broomfield CE Primary Schools