



Health and Safety Policy

Jonathan Hegarty JCH Safety Ltd

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Disclaimer

JCH Safety LTD believe the information contained within this document to be correct at the time of printing. We do not accept responsibility for any consequences arising from the use of the information herein. The information is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Confidentiality Statement

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorised persons any information obtained during this risk assessment unless legally obligated to do so.

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1. Statement of Intent

The Board of Trustees is committed to ensuring that there is a safe and healthy working environment for all staff, students and visitors within St. Gabriel' Church of England Academy. Ensuring the health and safety of staff, pupils and visitors is essential to the success of the Academy. The Board of Trustees recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the academy school's provision.

We are committed to:

Reducing accidents and work-related ill health as far as reasonably practicable ensuring compliance with statutory requirements as a minimum standard

- Assessing and controlling risks from curriculum and non-curriculum work activities on and off school premises
- Providing a safe, healthy and secure working and learning environment for staff and pupils
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessment systems and control measures
- Ensuring adequate resources are made available for health and safety risk management
- Providing adequate first aid cover and occupational health support

This policy sets out the key responsibilities of the Local Governing Body, Head teacher, Managers, all employees and other key staff within our academy school. It also outlines how health and safety is organised and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements was approved by the Governing Body:

Signed: *Douglas Tribe*

(Chair of Board of Trustees)

Date: 26/07/2018

This policy will be reviewed annually

This Policy should be read in conjunction with the St. Gabriel's Church of England Academy:

- Health and Safety of Students on Educational Visits Policy
- The Medical Conditions Policy
- First Aid Policy
- Fire Safety Management Policy

2. Organisation: Who is responsible?

The Health and Safety at Work Act 1974, requires governors, and employees according to their particular roles, to take the initiative on certain matters. The academy will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others. The day to day responsibility for Health and Safety matters in the academy shall be the Headteachers. More detailed responsibilities are set out below.

3. Responsibilities of the Governing Body

The Governing Body are responsible for:

- Formulating and ratifying the school health and safety statement and health and safety plan.
- Ensuring the school has access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- Making sure the site and premises are maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and developing a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.

- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

4. Responsibilities - Headteacher

The Headteacher has the following health and safety management responsibilities- to ensure:

- There are appropriate arrangements in the school for implementing the Trust's Health & Safety Policy, and ensuring that the Policy and arrangements are effectively communicated and implemented.
- Systems are in place for consultation with all employees and that Trade Union appointed safety representatives.
- Health and safety is given equal importance to service delivery.
- Appropriate arrangements are 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.
- Arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Employees are competent and have the capability to carry out their role/function.
- The Academy's health and safety standards are implemented.
- Arrangements are in place for managing risks arising from the school's activities or premises.
- Systems are in place for monitoring and reviewing health and safety in the school.
- Health and safety monitoring arrangements are in place and that actions arising from monitoring results are carried out.
- Regular reporting of health and safety performance to the Governing Body.
- Arrangements are in place for the management of the premises on a day to day basis.
- Premises management tasks are delegated to a suitably competent site manager or coordinator, or a competent property consultant.

5. Responsibilities - All managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health & Safety Policy in their area of control.

Their responsibilities include:

- Ensuring the Health & 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, safety and wellbeing 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.
- 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).
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the Trust's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body.
- Ensuring health and safety issues identified via risk assessments or monitoring activities, that cannot be addressed, are raised with their line manager.

6. Responsibilities - All employees

All employees are responsible for:

Control

- Looking after their own safety and the safety of others affected by their work.

Co-operation

- Co-operating with the Trust, by following safe working practices and carrying out their health and safety responsibilities as detailed in the Trust's policies, risk assessments and health and safety standards.

Communication

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.

Competence

- Taking part in any health and safety training and development identified as necessary by the Headteacher.

Planning and Implementation

- Using work equipment provided correctly in accordance with instructions or training. Ensuring that projects or activities involving pupils or other non- employees, that risks are assessed as part of the planning stage and control measures are implemented.

Monitoring

- Reporting health and safety incidents, in accordance with the Incident Reporting Procedure.

Safety Education

- All employees are responsible for contributing to the safety of 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.

7. Responsibilities - School Health and Safety Co-Ordinators (School Business Manager / Office Manager)

- Establishing arrangements for the effective co-ordination of health and safety throughout the School.
- Supporting the Headteacher and Senior Leaders in coordinating the development, review and revision of the Trust's Health and Safety Policy, standards and risk assessments.
- Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings).
- Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers, pupils etc.
- Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensuring that the Headteacher and senior Leadership team is kept informed of health and safety issues by including them on the agenda of management group meetings.

- Co-ordinating the identification of health and safety training and development needs to meet the requirements of the Health and Safety Policy, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by the school.
- Supporting the establishment of adequate arrangements for first aid; fire and emergency evacuation; reporting of health and safety incidents; hazards and concerns; other day-to-day health and safety procedures as needed.
- Co-ordinating arrangements for monitoring of health and safety standards within the school.
- Overseeing the management of premises related health and safety risks to employees and other premises users, contractors or visitors.
- Co-ordinating and ensuring compliance with premises related standards and assessments.

8. Responsibilities for School Visits

The School undertakes educational visits and has appointed a senior manager as an Educational Visits Co-Ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the school has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external providers.

The School has developed a policy on visits beyond the school gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy.
- The visits system, including the school approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

Control

- Developing and implementing a school procedure for the training, support, planning, monitoring and approval of school visits.
- Supporting the Headteacher and governors as required with information, visits approval and other decisions.

Competence and Capability

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid. This must involve training on the school visits policy, and must be updated as necessary.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that Criminal Records Bureau / Disclosure and Barring Services disclosures and safeguarding measures are in place as necessary.
- Ensuring their own competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governors, Headteacher, visit leaders, employees and volunteers in relation to educational visits and the school's educational visits policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.

Planning and Implementation

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis. Ensuring visits are planned with reference to the Schools inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each school visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

Monitoring and Review

- Monitoring all aspects of the planning of visits to ensure they meet the Trust's requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Submitting electronically using the EVOLVE system residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement providing sufficient information on the risk management of the visit.
- Understanding when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

Access to Further Advice on Educational Visits

- The School has access to specialist advice on Educational Visits as part of a service level agreement with Evolve Advice LTD.
- EVOLVE+ Website.

9. Competent Health and Safety Advice

The School has appointed JCH Safety Ltd for consultancy advice on Health & Safety matters and as their competent health and safety adviser.

The service offered includes:

- Access to standards, generic risk assessments and guidance. These standards are based on legislation, industry standards and 'best practice' and produced by competent health & safety advisers.
- Access to a telephone support desk for queries.

Further support, consultancy and policy writing based on the level of service purchased by the School.

10. 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 such as when:

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

Training (legal requirement): There is a legal requirement to take account of an employees' 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 School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.
- The School keeps a record of Health & Safety training undertaken by employees.

11. Communication

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

- about the health and safety arrangements within the School;
- 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 School ensures that health & safety information is communicated through the following ways:

- Health and safety notice board in staffroom
- Regular staff meetings and minutes

- Emails (general reminders and special events)

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 Academy 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.

Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice.

13. Health and Safety Risk Assessments

Risk Assessment is a legal requirement. Generic risk assessments and guidance will be 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 have limitations, it is the responsibility of the Headteacher and all managers to ensure assessments are modified and extended to take account of local circumstances. Where necessary, separate risk assessments will be produced for activities where one does not exist and if there is a significant risk.

For practical application of this policy, 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.

14. 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 Academy will ensure that all a health& safety audit of their establishment is carried out at regular intervals by JCH Safety LTD.
- **Internal Monitoring:** The Academy will ensure that the online health and safety internal monitoring checklists are available and are completed. The submission of these will lead to a review of safety management and generate actions plans which are reported the Governing Body.
- **Health and Safety Incident Investigation:** The Academy has an internal system to report incidents. The incident numbers and details will be reviewed by the school's Senior Leadership Team. A summary report is to be presented to the Governing Body at least

termly. Serious incidents are reviewed by a Senior member of school staff and the findings reported to the Governing Body.

- **Other 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.

15. Health and Safety Performance Reporting and Review

The Governing Body and Headteacher will review the health and safety performance of the school at least annually. This will take the form of a health and safety performance report produced by the Health and Safety coordinator which is presented to the Governing Body for review, comment and action and includes information and statistics on:

- School health and safety inspections, monitoring checks and incident investigations.
- 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, safety and wellbeing.

16. Consequences of Non-Compliance with the Academy's 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 Trust's HR policies give full details on disciplinary and misconduct procedures.

17. Accidents and Assaults

Relevant legislation - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – see HSE guidance - <http://www.hse.gov.uk/riddor/>
<http://www.hse.gov.uk/pubns/edis1.pdf>

All accidents, assaults and near miss incidents will be reported in the agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

18. Premises Security

A perimeter fence is to be maintained with pedestrian entry normally restricted to the main Reception for visitors, staff and pupils (arriving outside of the normal start and end of the day) which will require fob access unless specifically granted by the office team. There are two vehicular access points onto the school field, which will be kept locked at all times. At the start and end of the academy day, pupils and families will access the site through the main school pedestrian gate which will be kept locked at all other times. Visitors and pupils to the nursery and wrap around care club will access through the south gate using an intercom and door release, these gates will be locked at all times unless specific access is granted by the nursery team. The south entrance to the school, known as the community entrance, will be secured using fob access only at all times. Inside the perimeter fence, surveillance arrangements with staff and the locking of unused external doors are to be made to ensure the protection of students.

19. Health and Safety Committee

The Health and Safety Committee provides the main forum for the academy leaders and staff representatives to discuss health and safety issues. The Committee will meet at least once per term. It is to be chaired by the School Business Manager, on behalf of the Headteacher, and includes a member of the Governing Body and members of the teaching and support staff.

20. Safety Practices

Guidance issued by the Health and Safety Executive is to be incorporated into the academy's procedures. These arrangements will be discussed at the appropriate health and safety committee and any significant issues are to be relayed to relevant staff.

21. Fire Precaution Procedures

The Headteacher and Governing Body are to ensure that a Fire Risk Assessment and Audit is carried out on an annual basis. The findings of the FRA are to form the basis for the management of fire safety at the Academy.

Procedures to be followed in the event of fire are to be circulated to all staff, students and visitors. Notices giving instructions concerning what to do in the event of fire are to be displayed by all Fire Alarm Call Points and at appropriate positions across the academy. A fire drill is to be held every term, towards the beginning of term, and relevant details recorded in the Fire Log.

All fire safety equipment including, but not limited to, fire extinguishers, fire alarm, fire doors and emergency exits are to be regularly tested and maintained.

See St. Gabriel's Fire Evacuation Procedure

22. Provision, Inspection and Maintenance of Work Areas and Equipment

Relevant legislation – Provision and Use of Work Equipment Regulations 1998 HSE guidance – safe use of work equipment <http://www.hse.gov.uk/pubns/books/l22.htm>

Work places and equipment will be suitable for the purpose and as far as is reasonably practical, free from risks of injury. Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g. portable appliance testing – PAT). Appropriate records and relevant test certificates will be maintained.

The Academy will ensure that all Plant and equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998. As far as reasonably practical, all work associated plant and equipment is suitable for its purpose, is safe to use, fully maintained and inspected for any damage or shortfall in its safety performance.

Routine maintenance will be provided for designated equipment in use and records of maintenance kept. An assessment will be made on all work equipment for its operational risks and any preventative measures will be provided to ensure its safe operation. Any personnel and students who use work equipment will receive adequate health and safety information and if appropriate, written instruction/training concerning its use.

If instruction is needed on any work equipment then this will be given by instructors who are suitably trained.

All work equipment will be fitted with approved 'on and off' switches. Designated equipment will be tested and inspected on a regular basis to ensure that these controls function safely, and full records of these inspections maintained.

All new machinery brought onto site for use will comply with the requirements of the Supply of Machinery (safety) Regulations 2008 (as amended) and carry CE markings and other relevant information. Certain machines will be subject to type-examination by an approved body.

23. The use of Display Screen Equipment (DSE)

Relevant legislation – Health and Safety (Display Screen Equipment) Regulations 1992 – see HSE guidance - <http://www.hse.gov.uk/msd/dse/guidance.htm>

The Regulations require employers to minimise the risks in DSE work by ensuring that workplaces and jobs are well designed. The Regulations apply where staff habitually use DSE as a significant part of their normal work. The Governing Body has general duties to protect DSE users. In summary these duties are to ensure that:

- Workstations are assessed to reduce risks.
- Workstations meet minimum requirements.
- Work is planned so there are breaks or changes of activity.
- On request to have arrangements for eye tests, and provide spectacles if special ones are needed to staff.
- Health and safety training is provided.

24. Manual Handling

Relevant legislation – Manual Handling Operations Regulations 1992

HSE guidance on Manual Handling <http://www.hse.gov.uk/pubns/indg143.pdf>

Manual handling constitutes any activity that involves an operation of lifting, pushing, pulling, carrying, moving, or restraining. Manual handling activities should be avoided where practicable, but if it cannot be avoided and staff undertake manual handling activities regularly, a risk assessment must be carried out where significant risks are identified, and training must be provided.

25. Lone Working

HSE guidance on Working Alone <http://www.hse.gov.uk/pubns/indg73.pdf>
<http://www.hse.gov.uk/contact/faqs/workalone.htm>

Lone working is discouraged wherever possible, due to potential risks of injury or ill health. Lone working is kept to a minimum but where it is unavoidable risk assessments are undertaken.

26. Review and Revision

The Trust 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.

27. Health and Safety Arrangements Notice

Headteacher:	Mr. Andrew Taylor
School Health and Safety Coordinator:	Mrs. Claire Carter and Mrs. Helen Wilmot
Educational visits co-ordinator:	Mr. Andrew Taylor
TU Health and Safety Representative / Employee Representative:	Mrs. Ruth Roberts
Report health and safety incidents to:	Mr. Andrew Taylor or Mrs. Claire Carter
Report hazards to:	Mr. Andrew Taylor or Mrs. Claire Carter
Person(s) responsible for undertaking H&S inspections:	Mr. Andrew Taylor or Mrs. Claire Carter Jonathan Hegarty (JCH Safety Ltd)
Person responsible for co-ordinating fire evacuation arrangements:	Mr. Andrew Taylor
Fire marshals:	Mr. Andrew Taylor; Mrs. Ruth Roberts; Mrs. Bryony Garner; Mrs Helen Wilmot
Fire assembly point(s):	Main Playground
Day and time of weekly fire alarm tests	Thursday 4:00pm
First aiders / appointed persons:	Mr. Andrew Taylor; Mrs. Ruth Roberts; Mrs. Bryony Garner; Miss Shelley Reed; Miss Hannah Wright; Mrs. Helen Wilmot
Where to find:	
Incident / Accident report forms	School Office – Scholarpack Management Information system
First Aid Boxes	School Office; Medical room; Reception Classroom (King); Ideas Lab;
Emergency Evacuation Plan	School Office

28. Location of Main Service Isolation Points

Service	Location of isolation point
Water	Service intake room – South entrance
Gas	Service intake room – South entrance
Electricity	Service intake room – South entrance

29. Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan	Mr. Andrew Taylor	
The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety	Person Responsible Mr. Andrew Taylor	Deputy Mrs. Helen Wilmot
Summoning of the emergency services.	Mr. Andrew Taylor	Mrs. Helen Wilmot
That no-one attempts to re-enter the building until the all clear is given by the emergency services.	Mr. Andrew Taylor	Mrs. Helen Wilmot

Note: The priorities are as follows:

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk

30. Getting help on health and safety

ECC Contacts	Name(s)	Contact No. / email
Risk Management Consultancy Service – Health & Safety	JCH Safety LTD Jonathan Hegarty	Tel: 07718 129708
Legionella	Safewater environmental LTD Lee Spindler	4 Riverbank Road, Willenhall WV13 2SA 01902 544307 infosafewater@yahoo.co.uk
Educational Visits Adviser	Evolve Educational Visits advisory service	01327 437170 jake@evolveadvice.co.uk
Other contacts	Jack Williams – Urban and Civic – jack.williams@urbanandcivic.com Jeff Morris – Stepnell – jeff.morris@stepnell.co.uk	
School's Property Consultant	M&E Maintenance Solutions Ltd Stuart Butcher 19 Cato Street, Birmingham, B7 4TS 01213805630 07837480251 www.memsolutions.co.uk	
School's food safety advisor	Educaterers Jane Mac 07920071114	
School nurse	Compass warwickshireSH&WBSservice@compass-uk.org	

