

# Falinge Park High School

## Rochdale Borough Council SCHOOL SAFETY PROCEDURES

This form is a supplement to the Council's Corporate Safety Policy giving details of the people responsible for implementing the safety procedures within the school.

Area of responsibility	Responsible person
The person responsible for implementing Rochdale Council's Safety Policy here is	Head teacher :Janice Allen
The person delegated as the health and safety lead / co-ordinator within this School is	Director of Resources: Elisabeth Baron
<b>Accidents &amp; emergencies</b>	
Implementing the emergency plan	Head Teacher: Janice Allen
Implementing emergency evacuation procedures:	Janice Allen
Report accidents and incidents to:	PA to Head Teacher Lisa Fitton
Accidents and incidents will be investigated by:	Lisa Fitton
Completion of on-line incident forms	Lisa Fitton
Reporting RIDDOR incidents to the Safety Team	Lisa Fitton
Monitoring accidents and incidents	Janice Allen and The Governing Body
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)	Elisabeth Baron
First aiders are:	Peter Hollingsworth: Mike Iannelli: Harriett Herdman Michelle Kowalski : Alex Coles: Dean Ashton Ashley Ingham: Joanne Loughlin: Sean Wilcock Dean Ashton: Richard Rhodes: Anna Zwarts Samantha Ridings: Audrey MacDonald: Samantha Doyle Joanna Sanderson: Natalie Hallas:
<b>Health &amp; safety training and information</b>	
First day induction – safety familiarisation	E Baron
Employee safety training needs & retention of training records	E Baron/H Casey
Informing visitors of safety procedures and "school rules"	Receptionist on duty / FM site Manager
Informing contractors of known hazards which may exist e.g. asbestos	FM Manager
<b>Consultation</b>	
Raise health & safety issues with	Line Manager, TU rep, Help desk, Carillion site staff
Meetings where health & safety issues should be raised	Faculty Meetings, Office Meetings, Senior Manager Meetings
Safety Action Group Union Safety Rep attendee	Chair of Governors, Union Safety Rep, Director of Resources

<b>Buildings &amp; equipment management</b>	
Checking health and safety standards prior to purchase of plant, equipment or services	Director of Resources, Carillion FM Site Manger
Arranging inspection and maintenance of equipment and plant:	Carillion FM Site Manger
Keeping inventories and records of equipment and plant inspections:	Carillion FM Site Manger
Carrying out routine safety inspections or checks:	Specialist Technicians, Carillion FM Site Manger
Fire Risk Assessment:	Director of Resources/ Specialist adviser
Organising fire drills and keeping fire log-book:	Director of Resources, Carillion FM Site Manger
Fire Wardens are:	Michelle Munch: Mohammed Arfan: Joanne Loughlin Debbie Barlow: Collette Barrett: Stuart Brown Lesley Davies: Elisabeth Baron: Patrica Kennedy
Issue and inspection of personal protective equipment (PPE):	Specialist Technicians/E Baron
<b>Risk assessment responsibilities</b>	
Teachers & teaching staff	Headteacher, Deputy Headteacher, Ast Head Teachers, Heads of Faculty
Caretaker & cleaning staff	Carillion FM
Kitchen staff	Kitchen Manager: Mike Iannelli
Office & admin staff	Office Manager Lisa Ripley
Lunchtime supervisors	Assistant Head Teacher Susan Wood
Communal areas	E Baron
Minibus	E Baron
Art	Head of Faculty: Adam Walker
Design & technology – Food technology	Head of Faculty: Jon Collins
Design & technology – Resistant materials	Head of Faculty: Jon Collins
Science	Head of Faculty: Jennifer Richmond
Physical education	Head of Faculty: Paul McDowell
Co-ordinating risk assessments:	E Baron
Co-ordinating COSHH risk assessments:	E Baron
Arranging health surveillance (where applicable):	E Baron

Review date:	October 2018
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**When completed, attach as an appendix to your Safety Policy and make these arrangements known to all staff.**