

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: Jennifer Richmond								
Accidents & emergencies									
Implementing the emergency plan	Head Teacher: Janice Allen								
Implementing emergency evacuation procedures:	Janice Allen								
Report accidents and incidents to:	Lisa Ripley								
Accidents and incidents will be investigated by:	Lisa Ripley								
Completion of on-line incident forms	Lisa Ripley								
Reporting RIDDOR incidents to the Safety Team	Lisa Ripley								
Monitoring accidents and incidents	Janice Allen and The Governing Body								
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)	Director of KS3 – Abdullah Abdullah Director of KS4 – Emily Clark								
First aiders are:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Samantha Doyle</td> <td style="width: 50%; border: none;">Joanne Loughlin</td> </tr> <tr> <td style="border: none;">Mark Pollitt</td> <td style="border: none;">Andrew Baron</td> </tr> <tr> <td style="border: none;">Stuart Brown</td> <td style="border: none;">Aaron Ahmed</td> </tr> <tr> <td style="border: none;">Lynsey Sykes</td> <td style="border: none;"></td> </tr> </table>	Samantha Doyle	Joanne Loughlin	Mark Pollitt	Andrew Baron	Stuart Brown	Aaron Ahmed	Lynsey Sykes	
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Mark Pollitt	Andrew Baron								
Stuart Brown	Aaron Ahmed								
Lynsey Sykes									
Health & safety training and information									
First day induction – safety familiarisation	J Richmond (Teaching) L Booth (Cover and support)								
Employee safety training needs & retention of training records	L Ripley/J Richmond – L booth (record updates)								
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								
Informing school staff of location of Asbestos Containing Materials (ACM's)	Director of Resources								
Consultation									
Raise health & safety issues with	Line Manager, TU rep, Help desk, Engie 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
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Buildings & equipment management	
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Checking health and safety standards prior to purchase of plant, equipment or services	Director of Resources, Engie FM Site Manager														
Arranging inspection and maintenance of equipment and plant:	Engie FM Site Manager														
Keeping inventories and records of equipment and plant inspections:	Engie FM Site Manager														
Carrying out routine safety inspections or checks:	Specialist Technicians, Engie FM Site Manager														
Fire Risk Assessment:	Director of Resources/ Specialist adviser														
Organising fire drills and keeping fire log-book:	Director of Resources, Engie FM Site Manager														
Fire Wardens are:	<table border="0"> <tr> <td>Sarah McAllister</td> <td>Lyndsey Sykes</td> </tr> <tr> <td>Jessica Taylor</td> <td>Patricia Kennedy</td> </tr> <tr> <td>Andrew Baron</td> <td>Andrew Burnett</td> </tr> <tr> <td>Andrea Slessor</td> <td>Collette Barrett</td> </tr> <tr> <td>Arfan Mohammed</td> <td>Joanne Loughlin</td> </tr> <tr> <td>Michelle Facchinello</td> <td>Stuart Brown</td> </tr> <tr> <td>Lesley Davies</td> <td>Barry Roberts</td> </tr> </table>	Sarah McAllister	Lyndsey Sykes	Jessica Taylor	Patricia Kennedy	Andrew Baron	Andrew Burnett	Andrea Slessor	Collette Barrett	Arfan Mohammed	Joanne Loughlin	Michelle Facchinello	Stuart Brown	Lesley Davies	Barry Roberts
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Issue and inspection of personal protective equipment (PPE):	Specialist Technicians/J Loughlin within areas Director of Resources across school Deputy Head Simon Ward and Lisa Ripley – Covid specific PPE														

Risk assessment responsibilities	
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Teachers & teaching staff	Headteacher, Deputy Headteacher, Ast Head Teachers, Heads of Faculty
Caretaker & cleaning staff	Engie FM
Kitchen staff	Kitchen Manager: Barry Roberts
Office & admin staff	Business Manager: Lisa Ripley
Lunchtime supervisors	Deputy Head – Paula O'Reilly
Communal areas	Lisa Ripley
Minibus	Lisa Ripley
Art	Director of Area: Jennifer Richmond (Paula O'Reilly)
Design & technology – Food technology	Director of Area: Laura Thomson
Design & technology – Resistant materials	Director of Area: Laura Thomson
Science	Director of Area: Laura Thomson
Physical education	Director of Area: Jennifer Richmond (Sarah Jane York)
Co-ordinating risk assessments:	Director of Resources
Co-ordinating COSHH risk assessments:	Director of Resources
Arranging health surveillance (where applicable):	Lisa Fitton

Review date:	September 2020
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When completed, attach as an appendix to your Safety Policy and make these arrangements known to all staff.