

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	Headteacher and Governing Body
The person delegated as the health and safety lead / co-ordinator within this School is	Assistant Headteacher, Resources – J Richmond
Accidents & emergencies	
Implementing the emergency plan	Headteacher – J Allen
Implementing emergency evacuation procedures:	Headteacher – J Allen
Report accidents and incidents to:	K Newbury
Accidents and incidents will be investigated by:	Assistant Headteacher, Resources – J Richmond
Completion of on-line incident forms	K Newbury, T Ahmed, D Hepworth
Reporting RIDDOR incidents to the Safety Team	K Newbury
Monitoring accidents and incidents	Headteacher – J Allen Assistant Headteacher, Resources – J Richmond
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)	Director of KS3 – Mr A Abdullah Director of KS4 – Miss E Clark
First aiders are:	J. Loughlin S. Doyle A. Baron S. Brown A Burnett A. Ahmed W Ahmed
Health & safety training and information	
First day induction – safety familiarisation	Assistant Headteacher, Resources – J Richmond (Teachers) L Booth (Cover/support)
Employee safety training needs & retention of training records	Assistant Headteacher, Resources – J Richmond
Informing visitors of safety procedures and "school rules"	Admin team/ Receptionist

Informing contractors of known hazards which may exist e.g. asbestos	Admin team/ Receptionist
Consultation	
Raise health & safety issues with	Subject Lead, Director of Area
Meetings where health & safety issues should be raised including those for consultation with unions	Faculty Meetings, Direct to Assistant Headteacher, Resources – J Richmond
Union Safety Representative	N Barney S Holmes M Fitzpatrick

Buildings & equipment management	
Checking health and safety standards prior to purchase of plant, equipment or services	Assistant Headteacher, Resources – J Richmond
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:	Engie FM Site manager, Specialist technicians
Fire Risk Assessment:	Assistant Headteacher, Resources – J Richmond Specialist advisor Engie FM Site manager Local Authority
Organising fire drills and keeping fire log-book:	Assistant Headteacher, Resources – J Richmond
Fire Wardens are:	Sarah McAllister Lyndsey Sykes Jessica Taylor Patricia Kennedy Andrew Baron Andrew Burnett Collette Barrett Jennifer Richmond Arfan Mohammed Joanne Loughlin Michelle Facchinello Stuart Brown Lesley Davies Barry Roberts
Issue and inspection of personal protective equipment (PPE):	Specialist Technicians/J Loughlin – Lead Technician within areas Assistant Headteacher, Resources – J Richmond Kelly Newbury – Covid specific PPE

Risk assessment responsibilities	
Teachers & teaching staff	Assistant Headteacher, Resources – J Richmond
Caretaker & cleaning staff	Engie FM Site manager
Kitchen staff	Catering manager

Office & admin staff	L Davis, K Newbury, S Doyle
Lunchtime supervisors	Assistant Headteacher, Resources – J Richmond
Communal areas	L Davis Assistant Headteacher, Resources – J Richmond
Minibus	S Doyle
Art	H Fenton- Subject Lead, S DeCoursey- Director of Area
Design & technology – Food technology	F Younge- Subject Lead, S Smith – Director of Area
Design & technology – Resistant materials	R O’Doherty – Subject lead, S Ward Deputy Headteacher
Science	F Crossland- Subject lead, J Loughlin – Senior Specialist Technician, L Thompson – Director of Area
Physical education	A Ingham – Subject lead, S-J York – Assistant Headteacher
Co-ordinating risk assessments:	e.g. the Deputy Headteacher
Co-ordinating COSHH risk assessments:	J Loughlin – Senior Specialist Technician Assistant Headteacher, Resources – J Richmond
Arranging health surveillance (where applicable):	L Fitton – PA to Headteacher

Review date:	September 2022
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