



HEALTH AND SAFETY POLICY

**INCLUDES H&S ARRANGMENTS
PART 2 &
STATEMENT OF INTENT**

Passed and adopted by Governing Body:

Signed

Dated.....

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PART 2 – HEALTH AND SAFETY POLICY ARRANGEMENTS

The arrangements and procedures laid down in this section of this Health & Safety Policy have been devised in order to assist those responsible to meet their duties.

3.1 Accident reporting, recording and investigation

- All serious accidents that occur on the site should be notified to the Headteacher / School Business Manager who will record the information on the WCC Accident/Incident Reporting Online System. (https://apps.warwickshire.gov.uk/accidentreport/users/sign_in). They will forward the details immediately or as soon as possible.
- All minor accidents should be recorded on the minor accident sheets. Where necessary, parents / guardians or other persons should be notified of the accident.
- If the accident is serious, senior staff should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher, School Business Manager or the Health and Safety Governor will conduct an investigation following an accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.2 Bullying and Harassment

- Please refer to WCC Bullying and Harassment in the Workplace Policy & Procedures.
- These can be found in the Policies folder in the main office.
- In the first instance discuss the issue with the Headteacher.

3.3 Child Protection

- The School refers to WCC Safeguarding and Child Protection Policy in all matters regarding safeguarding in the building.
- A copy of the Child Protection Policy is located in the policy file located in the main office.
- Staff follow the School procedures and report any incidents to the designated safeguard lead or deputy designated safeguard lead. There are currently 3 staff with this responsibility – Sharon Kindred, Katherine King and Sally Phillips.

3.4 Contractors (Management Of)

- Please refer to the Health and Safety information for Integrated Partners/ Contractors/Visitors leaflet, (copies are available on Reception) and the Construction and Contractor Work Policy (in the Policy folder).
- The majority of contractors are selected and work managed by WCC Property Services. Local contractors are occasionally used on an ad-hoc basis.
- The School Business Manager/Headteacher have attended the Safe Management of Contractors course.
- Any concerns regarding the work or conduct of contractors should be initially reported to the Headteacher/School Business Manager who will immediately inform WCC Property Services

3.5 Contractors (Management of Asbestos)

- As the building is a relatively new build, there is no asbestos on the premises
- However staff are aware of the WCC Asbestos Policy and Managers' Guide to Asbestos
- The Headteacher has attended the WCC relevant training.

3.6 Contractors and Visitors on Site

- All contractors and visitors to the building, with the exception of parents/guardians and members of the public using the library and attendees at Children & Family Centre (CFC) or School training will be required to sign in and out of the main reception desk.
- They will be asked to provide identification and state the purpose of their visit
- All contractors and supply staff are required to produce their photographic identification at Reception. Reception staff are able to check the Atlas system to check DBS information for WCC approved contractors.
- Adults attending training courses/meetings will be asked to sign in and out of the room they are in, if not on a weekly register.
- A member of staff will inform all contractors/visitors of any health and safety issues that may affect them during their visit and provide them with the Health and Safety Information for Integrated Partners/Contractors/Visitors leaflet.

3.7 Control of substances hazardous to health (COSHH)

The building follows the WCC COSHH policy which is located in the main office.

- The building has 2 COSHH files – one located in the main office and one located in the laundry.
- All staff are made aware of how to identify COSHH materials and the importance of storing them correctly. A data sheet will be kept in the main office (for staff reference) and in the Laundry.
- Most purchases are made through ESPO and COSHH sheets obtained at the same time. If staff purchase items elsewhere, these should be brought to the attention of the School Business Manager, who will source the appropriate documentation.
- An audit of COSHH will be carried out annually by the Caretaker.
- The building follows WCC guidelines for the disposal of hazardous materials.

3.8 Defect reporting procedures

The Governing Body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- Any member of the School staff who discovers any defect shall complete a copy of the 'Health and Safety – Defect Report Form (APPENDIX 1)'
- This form, once completed, shall be passed to the School Business Manager/Reception who will ensure the defect form is dated.
- The report form shall then be acted on and passed to the Headteacher / School Business Manager (SBM) who is responsible for ensuring that the defect is rectified.
- The person responsible will take the necessary steps to:
 - a) have the defect rectified, within a reasonable period of time, and record the details on the defect Report Form and file it in the health and safety file;
 - b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and children of the hazard and / or taking the equipment / area concerned out of use.

- If the defect is likely to affect the 'normal' running of the building the Headteacher shall inform the LA and governing body.
- Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered on the Report Form.
- In order to monitor the action that has been taken and / or any delays in work being carried out, the forms shall be checked weekly by the School Business Manager and a report produced at termly intervals to the Governing body, at which recent defects should be identified and outstanding works discussed.
- Defect reporting records should be kept for a minimum of 7 years.

3.9 Display screen equipment (DSE)

- The building is fully aware of and adheres to the WCC DSE policy and acts in accordance with the Display Screen Regulations.
- The Headteacher identifies members of staff who qualify as a VDU operator. These staff are monitored regularly by the Headteacher, and risk assessments will be carried out.
- Appropriate training will be given as and when necessary.
- DSE Self assessments for all staff members using a display screen equipment, including laptops, have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The School Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.10 Electricity at work

- All portable appliances for the Nursery and Library are tested as required through Spark Services – a register is kept in the Health and Safety Folder and the register is kept on the shared drive/in the office. .
- All equipment will be labelled with the date when it is checked.
- Defects are reported, and a copy of the report will be sent to the Headteacher/SBM.
- Defective equipment will be removed until it can be repaired or replaced.
- Electrical repairs will be carried out by an external qualified electrician if necessary.

3.11 Online Safety

- An Online-Safety committee meets termly.
- The committee are investigating the 360 degree standards and regularly review the Online-Safety Policy which encompasses an Acceptable Use Policy and other elements of online-safety.

3.12 Extended Services

- Stockingford Nursery School, Children & Family Centre (CFC) and Library houses a Maintained Nursery School, a CFC, a Library and Warwickshire Direct.
- The building is open from 8.30 am – 5pm week days only, closing only on public holidays.
- Some staff are employed on a 52 week contract with some of the Nursery School staff being term time only.
- Therefore all policies and procedures are relevant all year round.

3.13 Fire Precautions and Emergency Plans (please refer to BEEP)

- Procedures for fire and emergency are displayed in prominent positions throughout the building
- Staff are made aware of the procedures and are trained in evacuating their area of work efficiently

- Persons in the Big Nursery, Group room, Early years Room, Head teacher's office, Integrated Partners' office and Training Room B evacuate to the Nursery outdoor area.
- Persons in the main office, Little Nursery, Meeting Rooms, Library, Staff Room and Training Room A evacuate to the Staff Car park
- Staff who are leading sessions/groups will be responsible for checking their area is evacuated and taking the registers/log sheets.
- The Headteacher/SBM ensures that all equipment is tested on a rolling programme via Property Resources. This includes fire extinguishers, emergency lighting etc.
- Fire alarm tests are carried out weekly by the caretaker and Fire Evacuation drills will be held once a term
- Any incident involving fire will be reported to the Headteacher /SBM.
- The Fire Risk Assessment is located in the Fire Policy & Procedures Folder in the main office
- The Health and Safety Governor monitors fire exits/escape routes and emergency evacuation notices as part of the termly inspection.

3.14 First Aid and Medication

First Aid

It is a statutory requirement for an employer to make adequate First Aid provision for all staff. It is recognised that the provision should also cover all children and adults present in the building.

Aims

- To provide First Aid treatment where appropriate for all users of the building with particular reference to children, students and staff.
- To provide or seek secondary aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

Guidelines

- To ensure that there are sufficient qualified First Aiders available to aid cover during the activities undertaken in the building.
- To ensure that First Aid information is readily available and that all staff are aware of the way in which to call help if needed.
- To ensure that First Aid kits for minor injuries are available for use throughout the building by all staff and that they are regularly maintained.

Procedures

- There is a qualified First Aider in the building during open hours. Qualified First Aiders are detailed on a list which is displayed in each room and is updated regularly.
- A high proportion of staff also hold Paediatric First Aid certificates
- All staff/users of the building will be able to contact a First Aider via Reception
- Once informed of an accident the First Aider will go to the casualty without delay and provide emergency care.
- Secondary aid will be sought if necessary and at the same time the parent/carer (or other appropriate friend or relative) will be informed.
- If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
- The support staff when clearing up after an incident involving vomit, blood etc. will take all appropriate precautions (see Biological Risk Assessment and Infection Prevention and Control Policy). Personal Protective Equipment (PPE) is available.
- The First Aider is responsible for recording on the First Aid Log. .
- The First Aider is responsible for ensuring where appropriate that the Local Authority's Accident procedures are followed.
- If a member of staff acknowledges that a child is unwell and therefore needs to go home, then the child's parent, or an adult from their list of contacts, is asked to collect the child as soon as possible.
- If a child has an accident and incurs an injury, then their name, the date and how the injury occurred and was dealt with are entered onto the Accident Sheets. This is then

signed by the member of staff who dealt with the incident and signed by the child's parent/carer.

- When the injury is of a significant nature, then the advice of the First Aider is sought.
- If hospital treatment is necessary a member of staff will arrange for an ambulance to be called immediately.
- If a child has an injury to the head, then a Head Form is completed by the member of staff who witnessed the accident or treated the child. This form is signed by both the member of staff and the parent/carer. The form is photocopied, one copy is filed in Nursery and the other is given to the parent/carer.
- The administration staff are responsible for checking and restocking the first aid kits for the Nursery School and Library termly.
- The First Aid Policy is located in the Policies folder in the main office.

Medication - see Medication Policy

3.15 Glass and Glazing Risk Assessment

This Risk Assessment has been carried out by Property Resources and is kept in the main office in the Health & Safety folder.

3.16 Health and Safety Advice.

- The School obtains competent health and safety advice from WES Safety and Premises Service, Warwickshire County Council, WCC Corporate Health and Safety Service.
- This happens through personal contact, reading guidelines, newsletters etc on a regular basis and annual training courses.

3.17 Housekeeping, Cleaning & Waste disposal

- The School employs a caretaker and cleaners and they maintain the building to a very high standard.
- During working hours, the staff assume the responsibility of making sure that all areas are clean, any spills are mopped up immediately and areas are safe and fit for purpose.
- The caretaker takes responsibility to ensure that all access pathways are kept safe and free from hazards such as ice, snow and leaves.
- External bins are located in the staff car park and are secured to the railings.
- Hazardous waste is disposed of according to WCC guidelines/procedures.

3.18 Information dissemination procedure

Information and instructions on health and safety matters are available/given to teachers/non-teaching staff/children, governors and visitors as follows:

Employees

- Staff members have been informed about all of the existing information held on the site and have signed a form (Appendix 2) to indicate that they have received and read those documents which relate to themselves and their work.
- All documentation referred to above is kept in or with the Health and Safety folders which are located in the office. These folders are readily available for staff for reference purposes at any time.
- New documentation arriving will be copied and discussed at staff meetings. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the health and safety folders referred to in (b) above. The circulation form will be kept on file with the document.

Children

- It will be the responsibility of teachers to ensure that children are made aware of existing and new health and safety information, as developmentally appropriate. The children use Super Ted to identify risks in the learning environment. The children also complete simple health and safety checks with an adult to keep their environment as safe as they can.

Visitors / contractors

- The Head teacher / SBM shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit
- A leaflet is provided.

Governors

- The Headteacher shall ensure that Governors are informed of any existing and new health and safety information.
- Health and safety is a standing item on termly full Governor meetings to include regular updates, and an annual report compiled.

Trade unions

- When necessary, the Headteacher will ensure that Trade Union health and safety representative are informed of new health and safety information.

3.19 Lifting equipment (including lifts and hoists)

- The building has a 2FL Kalea Platform Disabled Passenger lift
- The lift is serviced by WCC under the Professional Indemnity Insurance scheme.

3.20 Lone working/ Personal Safety

- The School has adopted the WCC Lone Working & Personal Safety guidelines.
- Lone working is limited to the Caretaker and Cleaners.
- Staff who work alone are made aware of the need for personal safety at all times.
- Personal safety training is given to all staff

3.21 Maintenance/Inspection of equipment

- Portable Electrical Safety Testing (Nursery School and Library) annually
- Ladders and Access equipment (Nursery School and Library) annually
- Data Projector servicing Jackson Office Products as & when required
- PE equipment & Outdoor Play Equipment – termly
- Hydroboilers – serviced by annually
- Lift – 4 service visits per year
- Roller shutters in office – service annually
- Convector Heaters –service annually
- Automatic Doors –service twice a year
- Boiler – service annually
- Air conditioning – 2 service visits per year
- Fans –service annually
- Fire Alarm/Smoke detection - service visits twice a year
- Emergency Lighting, service visit twice a year
- Intruder Alarm/Panic Alarms - service twice a year
- Fire Extinguishers/Hose Reels – service visit annually
- Mixing valves/TMV's – 2 service visits per year
- Moveable walls/partition doors – service annually
- Kitchen extractors – service annually
- Evacuation chair – service annually
- Fixed wire installations – 5 yearly inspection

All checks are organised under the Property Indemnity Service (Service Contracts), and records kept in main office (Water Hygiene Management Folder is in the Laundry) & on Atlas.

3.22 Manual & people handling

Many activities within the building require a degree of manual handling. These activities include:

- Lifting, pushing, pulling equipment, both indoors and outdoors
- Lifting children – handling plans are developed for individual children where required attending Nursery School provision
- Staff are responsible for assessing the risk involved and ensuring safe practices are adopted.
- Staff receive training on manual handling training as part of the annual refresher training for Health and Safety.

3.23 Monitoring Arrangements

The Governing Body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

(a) The Governors will call for annual reports on:

- accidents/incidents;
- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports;
- reviews of any procedures carried out by the Headteacher Manager/School Business Manager/Caretaker.

(b) The LA's health and safety officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other LA officers.

To help this process, the Governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE) and any other bona fide health and safety officials.

3.24 Offsite and Educational Visit

- Educational activities/visits will be organised by Nursery School staff.
- Risk assessments will be completed prior to the visit, and if it is not possible for the visit to go ahead an alternative plan will be put in place.
- The ratio of adults to children will depend on the risk assessment of the visit.
- "Evolve" is used for Educational trips – online system for planning, approval & management
- Staff will carry mobile phones in case of emergency
- In the case of an emergency, staff will telephone the Reception/office who will immediately put into place the WCC policy for dealing with emergencies
- The Headteacher is the Educational Visits Co-ordinator.
- The Centre is insured through WCC

3.25 Outdoor Play Equipment / Forest School

- Fixed play equipment was custom built and installed by Avon Leisure.
- Play equipment is inspected termly through WES and a report is kept in the Health & Safety folder.
- Any defective items found are removed from use until repaired or replaced.
- A daily inspection of outdoor play equipment will be undertaken by a member of staff prior to the start of the session and recorded on the appropriate sheet.

- Risk assessments have been carried out.
- Any newly installed equipment will be risk assessed before use.
- Cobble Stream Play Surface – has a separate Risk Assessment
- Risk Assessments are in place for Forest School
- 2 members of staff are appropriately trained to run Forest School
- Forest School Leaders follow systems and procedures as outlined in their training.
- The Forest School area is maintained, with safety sweeps undertaken before children visit.
- Staff in Forest School can communicate with Nursery either verbally or by the use of a whistle.

3.26 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The appropriate line managers have the responsibility to identify this equipment and to ensure that it is used eg. gloves and aprons for nappy changing.
- They also take on the responsibility for maintaining supplies.

3.27 Risk Assessments

- The School has carried out written Risk Assessments, based on the regulations issued by the LA. These are located in the risk assessment folder, next to the Health & Safety Policy with a copy on the shared drive.
- Risk assessments are either carried out by senior leaders, office staff or staff responsible for the activity involved.
- Special risk assessments (eg for New and Expectant Mothers), are completed as necessary following the WCC Policy & Risk Assessment Guidance.
- All Risk Assessments will be reviewed annually.
- Named child risk assessments are kept in appropriate area and on the shared drive.
- Staff read and sign risk assessments that are pertinent to them.
- All off site activities/visits are risk assessed
- The Health and Safety Governor regularly checks risk assessments as part of her inspection.

3.28 Security

- The School follows the WES Security policy (available from WES Safety & Premises).
- The School adheres to Risk Management Inspections and information available from WES.
- The School employs a key guarding company for alarm call outs.
- When the caretaker is on annual leave, the School could temporary cover through WES Corporate Facilities Service to ensure continuity of security.
- Local families are very vigilant and report any unusual behaviour to the local police.

3.29 Smoking

- The building is a designated “No Smoking Site”.
- Smoking is not permitted in any part of the building
- Signage is displayed throughout the building.
- The School adheres to the WCC Corporate Smoke Free Workplace Policy.
- The School Smoking Policy is located in the Policies folder in the main office

3.30 Staff Consultation / Trade Unions

Health and safety is the responsibility of everyone within our building.

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work; and
- as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'
- Health and safety is a standing agenda item at termly meetings of the full Governing body.
- Staff are encouraged to report or raise concerns about anything that may compromise the health and safety within our building. This can be via staff meetings, team meetings or by individuals.
- The Headteacher will inform and consult in good time with trade union health and safety representatives on the introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
- Appointment of competent persons on site who will comply with health and safety requirements
- Risks to employees health and safety and preventative measures
- Planning and organising of health and safety training
- Introduction of new technology and health and safety consequences

The health and safety law poster is situated in the Staff Room and in Reception.

3.31 Stress and Staff Wellbeing (see also Managing Resilience, Stress and Wellbeing Policy and the Mental and Emotional Health Policy)

- The School recognises that due to the nature of our work, staff will be exposed to upsetting and stressful information and situations on a daily basis.
- Information relating to stress is held in the main office and is available to all staff.
- Risk Assessments will be carried out and renewed regularly.
- An informal communications network is in place to help staff deal with stressful situations.
- Anyone experiencing problems can refer to a member of the Senior Management Team or the Headteacher.
- Regular supervision sessions for staff enable them to discuss issues and for these to be addressed before they affect well being.
- The Managing Resilience, Stress and Wellbeing Policy is located in the Policies folder in the main office
- Senior staff are aware that individual stress risk assessments can be carried out by referral to the Occupation Health Service.
- Senior staff are aware of the procedures to obtain health advice, counselling etc. for employees e.g. referral to Occupational Health Service
- The staff room is available for staff breaks and private office space can be made available for staff if they need a quiet place to rest.
- The School has two qualified Mental Health First Aiders. Refer to Mental and Emotional Health Policy.

3.32 Training and Development related to Health and Safety

- The Headteacher is the person initially and ultimately responsible for achieving the objectives of the Health and Safety Policy in this building. However other staff members take on some of the duties.
- The Headteacher SBM are responsible for the induction of staff who are new to their areas.
- The Headteacher is responsible for ensuring that the competencies of the caretaker are monitored and that they attend regular training courses provided by WES/WCC
- Training records are kept on the SIMS database
- Reminders of key training/refresher updates are provided by WES/WCC and the Headteacher ensures that the appropriate staff attend.

3.33 Vehicles on Site/car park arrangements

- The building has a car park for staff/ visitor use only.
- Notices clearly state that the School holds no responsibility for damage to vehicles within the car park
- As the building is situated on a main road, care is taken to ensure that deliveries do not block the highway.
- Anyone parking on the zig zag lines is warned immediately
- The local PCSOs regularly monitor parking in front of the building at our request.

3.34 Violence and aggression towards Staff

- The School follows the WCC guides for Managing Violence and Aggression.
- Due to the nature of our work, all workers are at risk from violence and aggression.
- No specialist training is available but safety and self protection are always of paramount importance. WCC Guidance for personal safety and lone working is shared with staff annually.
- There is a requirement for all staff to report all incidents of verbal & physical violence
- Risk assessments are carried out for identified hazardous circumstances.
- Refer to Lone Working policy.

3.35 Water Hygiene

- The School has adopted the WCC Legionnaires and Water Hygiene Policy.
- The School subscribes to WCC who take the responsibility for water hygiene sampling on our behalf.
- The Water Hygiene book is located in the Caretaker's cupboard in the Laundry

3.36 Work experience pupils

- The School has adopted WCC guidelines for Work Experience Pupils
- Induction is given by line managers/mentors and this includes all aspects of health and safety
- The line managers/mentors will monitor and supervise the students while they are on site.

3.37 Working at Height

- Step-up stools and step ladders are available for staff use.
- Ladders are located in the plant room. Step-up stools are located around the building.
- Annual inspections of the equipment are carried out by Spark Electrical Testing.
- Staff are advised to make visual checks of the equipment before use.
- Staff are trained to use step-up stools or stepladders for high level access but are only advised to use ladders when absolutely necessary.
- All staff will be made aware of the importance of wearing appropriate clothing and footwear when using this equipment.



3.38 Front Powered Doors

- WCC Guidance is available
- Risk assessment under review
- There are keys available for the locks for both sets of doors and also for the power mechanism (one key serves both doors for the power mechanism)
- Keys for both the locks and the power mechanism are available on Reception
- Further keys for both the locks and the power mechanism are available in the Secure Store next to the office
- The Library team leader also has a key for the power mechanism
- Key holders have their own front and inner door lock keys
- Doors are maintained by WCC.
- Doors are able to be secured during a lock down procedure, by turning off the power mechanism and then locking.

3.39 How do we know our Policy is being implemented?

- Staff meeting agenda at business meetings
- Near miss / defect reports completed
- Accident reporting
- DSE assessments completed if required
- Governors walkabouts and inspections
- Buy into WES Safety and Premises service and inspections
- Buy into outdoor play equipment inspections
- Electrical equipment is PAT tested
- Buy into WES water hygiene management
- WES training accessed – record on SIMS
- Headteacher report to Governors
- Annual report to Governors
- ATLAS training used for all staff
- Health and Safety induction for all new staff
- Health and Safety leaflet for Integrated Partners / Contractors / Visitors
- Risk assessments reviewed regularly
- Related policies reviewed regularly
- First Aid qualifications kept up to date
- EASEE policy in place
- BEEP in place
- PEEPS in place as required
- Regular liaison with integrated partners
- Advice sought from WES regularly.
- PPE equipment available
- Annual refresher training provided for all staff
- Half termly accident analysis
- Daily indoor and outdoor environment checks
- Caretaker checks
- Lockdown procedures practised.

- COSHH registers reviewed annually and 3 yearly inspection

<h1>Defect Reporting Form</h1> <p>(and warning sign if needed)</p>			<small>In Support of Learning</small>  <small>Safety and Premises Service</small>
TYPE OF DEFECT Building / Furniture / Equipment / Other (please specify)		REPORTED BY	SIGNED
DATE DEFECT FOUND	IMMEDIATE ACTION TAKEN TO PREVENT ACCIDENTS (e.g. removed / locked away)		
<i>*Please pass this form to the responsible person *</i>			
NAME OF PERSON RECEIVING FORM:			
DATE FORM RECEIVED:		FORM No:	
ACTION TAKEN (e.g. repaired by / replacement ordered / defect disposed of etc)			
DATE BOUGHT BACK INTO USE / REPLACEMENT RECEIVED:		SIGNED	DATE

-----CUT / TEAR HERE -----

DEFECT



DO NOT USE

Health and Safety Documents – Guidance and Information Circulation Form

The attached document has been received / issued by the School and must be read by all staff members. The Health and Safety at Work Act 1974, requires staff members to co-operate with the employer and others on safety matters and it is also a policy of the governing body that all health and safety guidance relevant to members of staff will be made available and read by them.

Would you therefore please sign and date the circulation list to indicate that you have read the attached document.

Name of document:

Location of document:

Date of circulation:

[illegible]