

Health & Safety Local Arrangements

Schedule – SCHOOL NAME /DATE

Handsam are the ODBST's Competent Person

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Subject	Information Required	School-Specific Information
Health & Safety Representatives	Names and trade unions of appointed health and safety representatives.	N/A
Facilities Manager / Caretaker	Name, job title and contact details of the person responsible for premises management, maintenance coordination, contractor control and site safety.	P Tollerfield
Accident/incident Investigation	Member of staff responsible for investigating accidents.	C Macaulay J Payne
First Aiders (FAW)	Names and qualification dates of First Aid at Work trained staff.	N/A
Emergency First Aiders (EFAW)	Names and qualification dates of Emergency First Aid at Work trained staff.	Teachers and Teaching Assistants receive this training
Paediatric First Aiders	Names and qualification dates of Paediatric First Aid trained staff. Dates when qualified and when renewal needed.	H Rosello, A Barker, J Payne, J Venn, A Wronka, A Youngman
Administration of Medication	Staff authorised and trained to administer medication.	C Hynes, A Barker, S Russell, Heidi Rosello

Allergy management	Name of person in charge of allergy management	C Hynes
Location of Anaphylaxis kit	List location and who checks it.	Staffroom
Asbestos Management Survey	Date of the latest Asbestos Management Survey report.	Oct 2024
Asbestos Reinspection	Date of the latest asbestos reinspection by a competent person.	July 2026
No Asbestos Confirmation (if applicable)	Confirmation that the building was constructed after 2000 and contains no asbestos.	N/A
First Aid Kits	Locations of all First Aid Kits.	Office, Cloakroom, Admin Corridor, Hall Kitchen
First Aid Kit Checks	Person responsible for checking and replenishing First Aid Kits.	C Hynes
Bodily Fluids Procedures	Arrangements for dealing with bodily fluids.	PPE and yellow Hazardous Waste bins.
Defibrillator	Location of the defibrillator.	Admin corridor by front door
Allergy Management	Location of the anaphylaxis kit.	Staffroom
COSHH Information	Location of COSHH assessments and hazardous substance records.	Staffroom
Educational Visits Coordinator (EVC)	Name of the Off-Site Educational Visits Coordinator.	J Payne
Risk Assessments	Location where risk assessments are centrally stored.	On shared drive
Supervision Arrangements for breaktimes and lunches	Number of staff required for supervision duties.	2/3 adult supervisors are needed to cover the following areas: Each playground during break and lunch time. There are a maximum of three classes on a playground at any one time
Supervision Locations	Locations where staff should be positioned during supervision.	

		who stand in different areas so that all areas can be seen.
Water Management / Legionella	Name of contractor responsible for reviewing the Legionella Risk Assessment.	John Murphy and Co. Caretaker performs legionella checks and updates Water Hygiene Logbook which is monitored by Office Administrator and ODBST.
HSE Law Poster	Location of the Health & Safety Law Poster or equivalent information.	Staffroom
Educational Visits Coordinator	Name and role of member of staff	J Payne, headteacher
County EVC	Advice and support	Local Authority's EVC Officer, Contact Mike Harwin email: mike.harwin@buckinghamshire.gov.uk Tel: 01296 383030 And Tracy Erasmus email: tracy.erasmus@buckinghamshire.gov.uk