

	SCHOOLS / CSS: HEALTH AND SAFETY ARRANGEMENTS	Form Number: HSF130 Version: 4.0 Date: December 2018 Procedure: HSP(S) 1.0
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School Name	The Edith Borthwick School
Headteacher who has overall responsibility for health and safety at the establishment.	Maggie Loveday
School Health and Safety Coordinator	Amanda Moreno
School Educational visits co-ordinator	Lucy Crisp, Lisa Solvey, Dan Horscroft, Katie Pilgrim
Trade Union Health and Safety Representative (or Employee Representative if one appointed)	To be appointed
Report health and safety incidents to:	Amanda Moreno – form or email
Report hazards to:	Amanda Moreno
Person(s) responsible for undertaking H&S inspections:	Amanda Moreno and the H&S Governor
Person responsible for co-ordinating fire evacuation arrangements:	Amanda Moreno
Fire marshals:	See staff showing in red on the school class list
Fire assembly point(s):	See evacuation map
Day and time of weekly fire alarm tests	Friday: 7:30am
First aiders / appointed persons:	See school list of First Aiders
Designated DSE Assessor:	Amanda Moreno & IT Team
Innovate Counselling & Wellbeing Service	Tel: 0161 527 7405
Where to find:	Location:
Incident / Accident report forms	Schools Info link – Report online
Hazard book	None
Health and Safety Standards and Information relevant to school / curriculum area.	School website/staffroom/handbook
Location of ECC health and safety information:	All standards are on the health & safety pages of the schools Infolink, under School Management
Members of staff who have Infolink health & safety access:	Various staff as applicable including Maggie Loveday, Lucy Crisp, Lisa Solvey, Amanda Moreno