



**SCHOOLS / CSS: HEALTH AND SAFETY ARRANGEMENTS**

Form Number: HSF130  
Version: 4.0  
Date: December 2018  
Procedure: HSP(S) 1.0

<b>School Name</b>	The Edith Borthwick School
<b>Headteacher who has overall responsibility for health and safety at the establishment.</b>	Maggie Loveday
<b>School Health and Safety Coordinator</b>	Maggie Loveday (Amanda Moreno)
<b>School Educational visits co-ordinator</b>	Lucy Crisp, Lisa Solvey, Dan Horscroft, Katie Pilgrim
<b>Trade Union Health and Safety Representative (or Employee Representative if one appointed)</b>	To be appointed
<b>Report health and safety incidents to:</b>	Maggie Loveday (Amanda Moreno) – via email or 'Near Miss' email
<b>Report hazards to:</b>	Tony Baker (Amanda Moreno)
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Maggie Loveday (Amanda Moreno) and the H&S Governor
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Zuzana Beable (Amanda Moreno)
<b>Fire marshals:</b>	See staff showing in red on the school class list
<b>Fire assembly point(s):</b>	See evacuation map
<b>Day and time of weekly fire alarm tests</b>	Friday: 7:30am
<b>First aiders / appointed persons:</b>	See staff showing on green on the school class list
<b>Designated DSE Assessor:</b>	IT Team (and Amanda Moreno)
<b>Innovate Counselling &amp; Wellbeing Service</b>	Tel: 0161 527 7405
<b>Where to find:</b>	<b>Location:</b>
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)