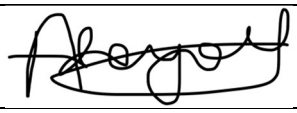
Nottinghamshire County Council

Dunham on Trent C of E Primary School

Primary School Health and Safety Policy

Head Teacher Signature:	
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Contents

Statement of Intent 3
Organisational Structure and Responsibilities 4
Management Structure 4
Responsibilities of the Governing Body / Trustees 4
Responsibilities of the Head Teacher / Principal 5
Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff) 6
Responsibilities of all Employees 7
Arrangements 7
Co-ordination and Communication 7
Emergencies 8
Accidents and Medical Arrangements 9
Hazard Identification and Control 12
Information, Instruction and Training 12
Premises 13
Security 14
Use of Premises Outside School Hours 15
Control of Contractors 15
Work Equipment 15
Substances and Personal Protective Equipment 20
Housekeeping and Waste 20
Manual Handling 21
Educational Visits 22
Inspections (External & Internal) 22
Management Review 22

Statement of Intent

The Governing Body of Dunham on Trent (C of E) Primary School will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

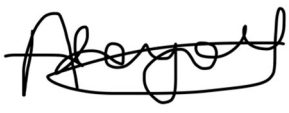
The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

Signed: Kathryn Watkinson

K Watkinson

Date: 12.5.25

Signed: 

(Head Teacher)

Date: 12.5.25

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

Responsibilities of the Governing Body

The Governing Body are responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.

- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.

- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.

- Information regarding health and safety matters will be communicated to the relevant individuals.

- Identify staff health and safety training requirements and make arrangements for provision.

- Establish and attend the schools health and safety committee (where appropriate).

- Developing and/or reviewing the school annual health and safety action plan.

- Co-operating with and providing necessary facilities for trade union safety representative(s).

- Participating in the Local Authority health and safety auditing arrangements and ensuring audit action plans are implemented.

- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.

- Employ only competent contractors to work on the school site.

- Seek specialist advice on health and safety matters were appropriate.

- Implement formal arrangements for managing emergency situations.

- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Head Teacher these responsibilities fall to their immediate deputy.

Responsibilities of the Health and Safety Coordinator (must be a Senior Member of Staff)

Responsible to the Head Teacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the schools health and safety committee (where appropriate).

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher.

Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority, Governors and Head Teacher on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher / Principal any serious or immediate danger.
- Reporting to their Head Teacher any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Anna Reynolds Headteacher

Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	

Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Richard Smith	Deputy Head
Kathryn Watkinson	Health and safety link governor
Natalie Gourley	Office Manager

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Anna Reynolds
A copy of the emergency plan is available at:	School Office

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	**Person Responsible**	**Deputy**
Summoning of the emergency services.	Anna Reynolds	Richard Smith
That a roll call is taken at the assembly point	Anna Reynolds	Richard Smith
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Anna Reynolds	Richard Smith

Note: The priorities are as follows:

- **To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.**
- **To call the emergency services when appropriate.**
- **To safeguard the premises and equipment, if this is possible without putting persons at risk.**

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Entrance to main drive
Gas	N/A no supply in school
Electricity	Individual meters – One in Boiler House and the other in the school kitchen

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Site manager

Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

Location of Accident Book	Person in Charge of Accident Book
Staff room	Anna Reynolds
3.30 and breakfast club	Richard Smith
Accident reports must be drawn to the attention of the Head Teacher	Head Teacher: Anna Reynolds
	Deputy: Richard Smith
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Anna Reynolds / Richard Smith

The following types of incident must be recorded:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable (with a copy of the RIDDOR report sent to hands@nottscc.gov.uk).

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are named first aiders:

Name	Role	Expiry Date of Certificate
Richard Smith	DHT	22.01.2028
Kara Pearson (Paediatric First Aid)	Teacher	13.11.2026

Anna Callinswood (Paediatric First Aid)	Club supervisor/Mid day	29.02.2028
Claire Smith (Paediatric First Aid)	Teacher	19.02.2026
Dawn Claughton (Paediatric First Aid)	Mid day	29.02.2028
Molly Wise	Teacher	19.02.2026
Suzannah Atkey	Mid day	
Denise Winson (Paediatric First Aid)	Mid day/ club supervisor	29.02.2028
Person responsible for ensuring first aid qualifications are maintained:		Anna Reynolds
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Anna Reynolds

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
Library	Staff room
Pine class cloakroom	Annex
Willow class	

A termly check on the location and contents of all first aid boxes is carried out by:	Anna Reynolds
Use of first aid materials and deficiencies should be reported to:	Natalie Gourley
Address and telephone number of the nearest medical centre / NHS GP:	Tuxford Medical Centre Faraday Avenue Tuxford NG22 0HT 01777 870203
Address and telephone number of the nearest hospital with accident and emergency facilities:	Bassetlaw Hospital Kilton Hill Worksop S81 0BD 01909 500990

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Anna Reynolds
A copy of the medicines policy is available at:	Website School office
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of	First: Natalie Gourley
	Deputy: Richard Smith

administration, and safely disposing of medicines which are no longer required:	
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Natalie Gourley Deputy: Richard Smith
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Anna Reynolds

Hazard Identification and Control

Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Anna Reynolds / Richard Smith

Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Anna Reynolds / Richard Smith
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Anna Reynolds / Richard Smith

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Anna Reynolds / Richard Smith
Defective furniture must be taken out of use immediately and reported to:	Anna Reynolds / Richard Smith
Person responsible for ordering repairs and maintenance:	Anna Reynolds / Richard Smith/ Natalie Gourley

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Anna Reynolds / Richard Smith
Records of employees signatures indicating that they have received and understood health and safety information is kept:	Leadership Office
The health and safety notice board is sited:	Staff room
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Anna Reynolds
The HSE Health and Safety Law Poster is displayed:	Staff room

The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	Staff room/Office

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Anna Reynolds

- Health and Safety Policy (Local Authority
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Anna Reynolds
Person responsible for compiling and implementing the school's annual health and safety training plan:	Anna Reynolds
Person responsible for reviewing the effectiveness of health and safety training:	Anna Reynolds
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Anna Reynolds

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Anna Reynolds
The asbestos register is kept at:	School Office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Anna Reynolds
The disturbance procedure is displayed in a (staff only) area, at:	Staff room
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Anna Reynolds
The LAMP is kept in:	School Office

Legionella

Person with overall responsibility for managing Legionella:	Anna Reynolds
The Legionella risk assessment is kept at:	School Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Anna Reynolds
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Arc Services
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Site Manager
The log book is kept in:	School Office

Fire

Person with overall responsibility for managing fire safety:	Anna Reynolds
The fire risk assessment is kept at:	School Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Anna Reynolds
Person responsible for routine maintenance and servicing of fire safety equipment:	Anna Reynolds
The log book is kept in:	School Office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First:Site Manager
	Deputy: Anna Reynolds/Richard Smith

Visitors

On arrival all visitors must report to:	School Office
Where they will be issued with; • An identification badge • Relevant health and safety information • Sign the visitors book	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Anna Reynolds

Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Anna Reynolds

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Anna Reynolds
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Anna Reynolds
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Anna Reynolds
Responsibility for liaison and monitoring of contractors:	Anna Reynolds/Richard Smith/Natalie Gourley

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	N/A

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager (NCC)
Person(s) authorised and competent to operate and use:	Site Manager

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager

Person(s) authorised and competent to operate and use:	Site Manager

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Site Manager

Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	N/A
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	N/A
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Beth Martin

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	N/A

Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Anna Reynolds
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Anna Reynolds
Contractor responsible for annual full inspection and report:	Sports Safe

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Anna Reynolds
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Anna Reynolds/Richard Smith
Contractor responsible for annual full inspection and report:	Sports Safe

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	N/A

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	N/A

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Anna Reynolds
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Anna Reynolds
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Anna Reynolds

Person(s) responsible for carrying out formal visual inspection and testing:	S G Electicals
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Anna Reynolds

Display Screen Equipment (DSE)
The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title
Natalie Gourley	Office Manager

Person responsible for implementing the requirements of the DSE risk assessment:	Anna Reynolds

Swimming Pools

Person responsible for ensuring the swimming pool is: • Correctly and safely maintained • Regular inspections are carried out • Remedial action is taken or if necessary the pool is taken out of use where necessary • Appropriate records are kept	N/A
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	N/A

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Anna Reynolds
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	N/A
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	N/A
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	N/A

Substances and Personal Protective Equipment

Hazardous Substances
Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Science	Claire Smith	Art Room
Art	Beth Martin	Art Room
Caretaking	Site Manager	Site Managers Storeroom
Cleaning	Site Manager	Site Managers Storeroom
Catering	Ruth Mayfield	School Kitchen
Grounds Maintenance	Site Manager	
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Site Managers Storeroom
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		Site Manager
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Anna Reynolds / NCC

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Anna Reynolds / Natalie Gourley
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	N/A

Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Manager to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Anna Reynolds

Waste Management and Disposal

Waste will be collected daily by:	Site Manager
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Site Manager
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Manager

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Site Manager
Person responsible for the safe disposal of any **hazardous substances** or **special waste**:	Site Manager
Person responsible for ensuring the safe and appropriate disposal of any **clinical waste**:	Anna Reynolds

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	N/A
Person responsible for monitoring the safety of manual handling activities:	Anna Reynolds

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	N/A
Person responsible for monitoring the safety of manual handling activities:	Anna Reynolds

Educational Visits

The Educational Visits Co-ordinator at the school is:	Richard Smith
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Richard Smith
The Educational Visits Policy is located at:	Evolve Website

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	LA

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body / Trust	Anna Reynolds

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Anna Reynolds
Person responsible for ensuring follow up action on the report is completed:	Anna Reynolds

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Kathryn Watkinson
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Anna Reynolds