

## A. Schools/ CSS: Health and Safety Arrangements

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| <b>School Name</b>  | Willowbrook Primary School   |
| <b>Headteacher who has overall responsibility for health and safety at the establishment.</b>     | Clare Branton  |
| <b>School Health and Safety Coordinator</b>   | Clare Branton  |
| <b>School Educational visits co-ordinator</b>   | Jolami Youngblood  |
| <b>Trade Union Health and Safety Representative (or Employee Representative if one appointed)</b> | N/A  |
| <b>Report health and safety incidents to:</b>   | Clare Branton  |
| <b>Report hazards to:</b>   | Clare Branton  |
| <b>Person(s) responsible for undertaking H&amp;S inspections:</b>                                 | Headteacher/FGB/Delegated Governor   |
| <b>Person responsible for co-ordinating fire evacuation arrangements:</b>                         | Maria Brothers   |
| <b>Fire marshals:</b>   | Clare Branton, Caron Davis, Jolami Youngblood, Gill Holloway, Jaadei Chambers                  |
| <b>Fire assembly point(s):</b>  | Far side of playground, on grass field   |
| <b>Day and time of weekly fire alarm tests</b>  | Wednesdays between 5:30 – 6:00pm   |
| <b>First aiders / appointed persons:</b>  | All Certified Staff  |
| <b>Designated DSE Assessor(s):</b>  | Maria Brothers   |
| <b>ECC Counselling Service (Confidential) (if school purchases)</b>                               | Tel: 0333 013 5859   |
| <b>Where to find:</b>   | <b>Location:</b>   |
| Incident / Accident report forms  | Schools Infolink – Report online   |
| Hazard book   | Headteachers Office  |
| Health and Safety Policies and Information relevant to school / curriculum area.                  | Headteachers Office  |
| Location of ECC health and safety information:  | All policies are on the health & safety pages of the schools Infolink, under School Management |
| Members of staff who have Infolink health & safety access:  | Clare Branton, Tracy Smart, Maria Brothers   |



# Schools / CSS: Getting help on Health and Safety

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