

## Appendix 1: Health and Safety Local Arrangements Notice

<b>School:</b>	Whitmore Primary School & Nursery
<b>Headteacher:</b>	Mrs Nina Kemp
<b>Health &amp; Safety Governor:</b>	Elaine Lazell
<b>School Health and Safety Coordinator:</b>	Mr Colin Kemp
<b>Educational visits co-ordinator:</b>	Mrs Nina Kemp
<b>Employee Representative:</b>	Carolyn Hunt
<b>Report health and safety accidents / incidents to:</b>	Mrs Helen Kilner
<b>Report hazards to:</b>	Mr Colin Kemp
<b>Person(s) responsible for undertaking H&amp;S inspections:</b>	Mr Colin Kemp, Mrs Nina Kemp & Mrs Helen Kilner
<b>Person responsible for co-ordinating fire evacuation arrangements:</b>	Mr Colin Kemp
<b>Fire marshals:</b>	Mrs Helen Kilner, Mrs Carolyn Hunt, Mr Colin Kemp
<b>Fire assembly point(s):</b>	KS2 playground
<b>Day and time of weekly fire alarm tests</b>	Friday @5:00pm
<b>First aiders / appointed persons:</b>	Helen Kilner(Paediatric), Jane Morgan, Jacqui Schormans, Karen Jeeves, Siobhan Anderson, Lisa Jode, Jodie Channing, Carlie Davies (Paediatric), Tina Hardy (Paediatric)
<b>Where to find:</b>	<b>Location: Main Office</b>
Accident / Incident report forms	Helen Kilner
Hazard book	Mr Colin Kemp
Health and Safety Standards and Information relevant to school / curriculum area	The School subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety	Mrs Nina Kemp

access on the Schools Infolink.

## Appendix 2: Getting help on health and safety

ECC Contacts	Name(s)	Contact No. / email
ECC Corporate Health & Safety Team	H&S Support Desk	Tel: 0333 013 9818 <a href="mailto:hs@essex.gov.uk">hs@essex.gov.uk</a>
School Meals	School Meals Helpline:	Tel: 01245 356218
Asbestos / legionella / contractor management advice	Refer to property handbook	
County Educational Visits Adviser	Educational Visits Team	Tel: 01245 221022 <a href="mailto:visits@eesforschools.org">educational.visits@eesforschools.org</a>
ECC Counselling Service	Occupational Health Centre	Tel: 0333 013 3267
EES for School	Training	<a href="mailto:enquiries@EESforschools.org">enquiries@EESforschools.org</a>
Critical Incidents (support and guidance for dealing with critical incident)	Schools Communications	Tel: 01245 434745 E-mail: