NYES | Health and Safety

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

St Paul's Church of England Primary School

Our statement of intent is:

- Implement the requirements of NYC's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with NYC in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide clear instructions, information, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

Signed: *Christie Clarke* **Headteacher**

Signed: Tom Mitchell **Chair of Governors**

Date: 1st October 2025

Review date: 1st October 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

Mrs Christie Clarke (Headteacher)

Mr Tom Mitchell (Chair of Governors)

Day-to-day responsibility for ensuring this policy is put into practice:

Mrs Christie Clarke

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name: Mrs Christie Clarke

Responsibility: Health & Safety Governor

All employees have to:

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety and of others; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

Health and safety advice is available from your NYES Health and Safety Service Safety Risk Adviser:

Sarah Charters NYES Health and Safety Service
07890 051106

ORGANISATIONAL CHART

Please place a copy of the school's organisational chart here

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mrs Christie Clarke and Mr Richard Marlow and the staff member undertaking activity

The findings of the risk assessments will be reported to:

All staff

Action required to remove/control risks will be approved by:

Mrs Christie Clarke and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Christie Clarke and the staff member undertaking activity

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Mrs Christie Clarke and the staff member undertaking activity

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

N/A

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

The person responsible for ensuring that all identified maintenance is implemented is:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

Problems with plant/equipment should be reported to:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

Checking plant and equipment health and safety standards before purchase is the responsibility of:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

Mrs Christie Clarke
Mr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

The person(s) responsible for undertaking COSHH assessments is/are:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

Checking that substances can be used safely before they are purchased is the responsibility of:

Mrs Christie Clarke
Nr Richard Marlow – SBM
Mr Mick Dowker - Caretaker
CYC Property Services
Synergy FM Ltd (Cleaning Contractor)
Mellors Catering

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Staff Room

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

Mrs Christie Clarke

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Mrs Christie Clarke

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mrs Christie Clarke
Mr Richard Marlow - SBM

Job specific training will be provided by:

NYC training dept
Mrs Christie Clarke
NYES Health and Safety Service

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

Training records are kept:

In Health & Safety Document Management file

Training will be identified, arranged and monitored by:

Mrs Christie Clarke

ARRANGEMENTS

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Locations of First Aid Boxes:

Each classroom
Main school office
Portable first aid kits

The first aiders are:

2 x Full Paediatric
9 x Emergency First Aid at Work

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:

Accident book maintained in the Office and the playground accident book
B Safe Portal

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYC Health and Safety section is:

Mrs Christie Clarke
Mr Richard Marlow - SBM

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
Establishment Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
NYES Property Solutions Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mrs Christie Clarke

The person responsible for investigating work-related causes of sickness absences is:

Mrs Christie Clarke
NYC Occupational health

The person responsible for acting on investigation findings to prevent a recurrence is:

Mrs Christie Clarke
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Christie Clarke
Mr Richard Marlow - SBM

The Asbestos Risk Management file is kept in:

Admin Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Admin Office

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Admin Office staff

Asbestos risk assessments will be undertaken by:

Mrs Christie Clarke and approved contractor

Visual inspections of the condition of ACM's will be undertaken by:

Mr Richard Marlow - SBM

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

Mrs Christie Clarke
Mr Richard Marlow - SBM

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Mr Mick Dowker – Site Manager
Mr Richard Marlow - SBM

Record showing that the above on-site tasks have been undertaken are kept in:

Water Management Arrangements Folder

ARRANGEMENTS

WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Mrs Christie Clarke

Risk assessments for working at height are to be completed by:

Mrs Christie Clarke **Mr Richard Marlow - SBM** **and all members of staff**

Equipment used for work at height is to be checked by and records kept in:

Establishment Governor	**Establishment Management File**

ARRANGEMENTS

MANUAL HANDLING

All manual handling tasks in the establishment must be authorised by:

Mrs Christie Clarke **Mr Richard Marlow - SBM**

Risk assessments for manual handling tasks are to be completed by:

Mrs Christie Clarke **Mr Richard Marlow - SBM** **and all members of staff**

Equipment used for manual handling is to be checked by and records kept in:

Establishment Governor	**Establishment Management File**

Risk assessments for manual handling tasks are to be completed by:

Mrs Christie Clarke **Mr Richard Marlow - SBM** **and all members of staff**

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Mrs Christie Clarke and Governors

The Educational Visits Co-ordinator(s) is/are:

Mrs Sarah Hann

Risk assessments for off-site visits are to be completed by:

Group Leader

NYC Policy, Procedures & Guidance for Educational Visits are kept in:

Staffroom

Details of off-site activities are to be logged onto Evolve by:

Mrs Sarah Hann

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Mrs Christie Clarke

Escape routes are checked by/every:

All staff	**Daily**

Fire extinguishers are maintained and checked by/every:

Chubb Fire and Security Ltd **Visually Inspected**	**Annually** **Termly**

Alarms are tested by/every:

Mr Mick Dowker **SS Systems**	**Weekly** **Bi-Annually**

Emergency evacuation will be tested:

Termly

APPENDICES

List here any other policies relevant to health and safety e.*g. Medicines Policy, Educational Visits Policy etc.*

CYPS Policy and Guidance Handbook
Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Disaster Recovery Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Events Procedure
Fire Safety Procedure
First Aid and Medicines Procedures
First Aid at Work Procedure
Intimate Care Procedure
Laptop and Tablet Procedure
Lettings Procedure
Lone Working Procedure
Midday Supervisor Procedure
Missing Child Procedure
Nappy Changing Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure