



Belong Believe Become

“Do not be afraid: keep on speaking, do not be silent. For I am with you”

Acts 18:9-10

Health and Safety Policy

Approved by governors:
Date for review: September 2025

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:

Headteacher

Signed:

Chair of Governors

Date:

Review date:

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Matthew Davies

Mrs Carol Olivier

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

Mr Matthew Davies

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

Mrs Pauline Fletcher

Responsibility: Cleaner and Caretaker

Christopher Moorwood

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:

Wayne Thickett NYES Health and Safety Service
07973 802034

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:

Mr Matthew Davies, Mrs Samantha Bond 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:

Mr Matthew Davies, Mrs Samantha Bond and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr Matthew Davies, Mrs Samantha Bond and the staff member undertaking activity

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

Mr Matthew Davies, Mrs Samantha Bond 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

Noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering

Problems with plant/equipment should be reported to:

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr Matthew Davies
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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:

Mr Matthew Davies

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

Mr Matthew Davies

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mr Matthew Davies

Job specific training will be provided by:

NYC training dept.
Mr Matthew Davies
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:

On StaffSafe

Training will be identified, arranged and monitored by:

Mr Matthew Davies

ARRANGEMENTS

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

Locations of First Aid Boxes:

Oak Classroom
Maple Classroom
Silver Birch Classroom
Kitchen

The first aiders are:

Mrs Samantha Bond (1.4.2025)
Mrs Sharon Odell (23.5.2025)
Mrs Claire Roberts (21.4.2025)
InD Christopher Moorwood (3.1.2025)
Mrs Ildiko Gibson (26.6.2026)
Mr Matthew Davies (26.4.2026)

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

In the Headteacher's office

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

Mr Matthew Davies

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:

Mr Matthew Davies

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

Mr Matthew Davies
NYC Occupational health

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

Mr Matthew Davies
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Matthew Davies

The Asbestos Risk Management file is kept in:

Headteacher's Office

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

No asbestos present on site

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:

Mr Matthew Davies and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mr Matthew Davies

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

Mr Matthew Davies

Records of the above inspections will be kept in:

Headteacher's Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr Matthew Davies
Mrs Carol Olivier

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 Matthew Davies

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:

Mr Matthew Davies

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

Mr Matthew Davies 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:

Mr Matthew Davies

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

Mr Matthew Davies 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:

Mr Matthew Davies and all members of staff

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Mr Matthew Davies and Governors

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

Mr Matthew Davies and Mrs Samantha Bond

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 Claire Roberts
Group Leaders

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Matthew Davies

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

JLA

Visually Inspected

Annually

Termly

Alarms are tested by/every:

Mrs Samantha Bond

Mrs Pauline Fletcher

Monks

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