

## **THIS IS THE HEALTH AND SAFETY STATEMENT OF**

Appleton Wiske Community 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 information, instruction, 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; and
- to review and revise this policy as necessary at regular intervals.

**Signed:**  
**Headteacher**

**Neil Clark**

**Signed:**  
**Chair of Governors**

**Jane Quy**

**Date:**

**November 2024**

**Review date:**

**November 2025**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Neil Clark (Head Teacher)**

**Jane Quy (Chair of the Governing Body)**

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

**Name: Michael Nightingale**

**Responsibility: Health & Safety Governor**

**Karen Hainsworth Classroom 1 & Outdoor area  
Educational Visits Co-ordinator**

**Megan O'Neill Classroom 2 (library)**

**Liz Atkinson Classroom 3 & Outdoor area**

**Bethany Rowling Classroom 4**

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).

# ARRANGEMENTS

## HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by:**

**Neil Clark and the staff member undertaking the activity**

**The findings of the risk assessments will be reported to:**

**All staff**

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

**Neil Clark and the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Neil Clark and the staff member undertaking activity**

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

**Neil Clark 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:

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

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

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

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

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

Problems with plant/equipment should be reported to:

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

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

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

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

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

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

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

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

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC Grounds Maintenance

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

Neil Clark  
NYES Property Solutions  
NYC Building Cleaning Services  
NYC County Caterers  
NYC 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:

Staffroom

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

H&S Adviser to be confirmed

If Donna is unavailable, contact NYC HandS Service

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

Neil Clark

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

Neil Clark

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Neil Clark

Job specific training will be provided by:

NYC training dept.  
Neil Clark  
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Heights / Safe Ladder use  
Manual Handling

Early Years

Educational Visit Training

Midas – Minibus Qualification

Training records are kept:

In staff files – school office

Training will be identified, arranged and monitored by:

Neil Clark  
Office staff



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Staffroom (First Aid supplies kept in First Aid cupboard)  
All classrooms  
KS2 corridor  
Hall  
Stock cupboard (mobile kits for trips)

### The first aiders are:

**First Aid at Work**  
Karen Hainsworth

**Emergency First Aid at Work**  
All staff

**Paediatric**  
Neil Clark  
Liz Atkinson  
Bethany Rowling

**Forest/Outdoor First Aid**  
Karen Hainsworth

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

In the staffroom – blank forms  
Head's Office – completed forms

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

Neil Clark

# 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  
Property Services Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gullies and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Neil Clark

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

Neil Clark  
NYC Occupational health

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

Neil Clark  
NYC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Neil Clark

The Asbestos Risk Management file is kept in:

The cupboard in the entrance hall

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

The cupboard in the entrance hall

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:

Neil Clark and the School Administrators

Asbestos risk assessments will be undertaken by:

Neil Clark

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

Neil Clark

Records of the above inspections will be kept in:

The yellow folder as above

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Neil Clark (Head Teacher)  
Michael Nightingale (Governor)

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:

Neil Clark

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:

Neil Clark

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

Neil Clark and all members of staff

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

Headteacher  
H&S Governor

HandS Document Management Folder

# ARRANGEMENTS

## EDUCATIONAL VISITS

**Off-site educational visits must be authorised by:**

**NYC, Neil Clark and Karen Hainsworth (EVC)**

**The Educational Visits Co-ordinator is:**

**Mr Karen Hainsworth**

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

**Group Leader**

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

**The off site visits file in the cupboard in the entrance hall**

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

**The member of staff leading the visit, then to be checked by the EVC**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Neil Clark

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

NYES Property Solutions –  
subcontracted  
Visually Inspected

Annually

Termly

Alarms are tested by/every:

Neil Clark and Karen Hainsworth  
Protec

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.*

Allergens Policy  
Bomb Threat Procedure  
Child Protection Policy  
Disaster Recovery Procedure  
Display Screen Equipment Procedure  
Educational Visits Policy  
Emergency Plan  
Emergency Procedures  
Events Procedure  
Fire Safety Procedure  
First Aid Procedure  
Homeworking Procedure  
Intimate Care Procedure  
Laptop and Tablets Procedure  
Lettings Procedure  
Lockdown Procedure  
Lone Worker Procedure  
Medical Policy  
Midday Supervision Procedure  
Missing Child Procedure  
Safeguarding Audit  
Snow and Ice Clearing Procedure  
Use of Chemicals at Work Procedure  
Use of Sunscreens Procedure  
Working at Height Procedure



Appleton Wiske Community Primary School  
Health and Safety Policy

Name	Position	Signature	Date
Neil Clark	Head Teacher		
Karen Hainsworth	Class Teacher		
Megan O'Neill	Class Teacher		
Liz Atkinson	Class Teacher		
Bethany Rowling	Class Teacher		
Paula Gudger	HLTA		
Nicki Guyll	HLTA		
Katie Jackson	GTA		
Sophie Taylor	GTA		
Alison Morton	Senior Administrator		
Clare Marsh	Admin Assistant		
Daniel Hills	Club Manager		
Julie Noble	Club Assistant		
Jane Quy	Chair of Governors		