

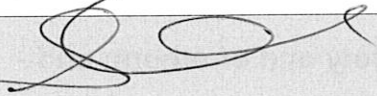
### THIS IS THE HEALTH AND SAFETY STATEMENT OF

#### Northstead CP School

#### Our statement of intent is:

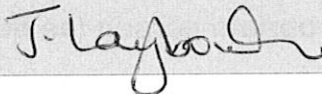
- Implement the requirements of NYC's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their 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:



Headteacher

Signed:



Chair of Governors

Date:

14/1/25

Review date:

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

Mr. Shaun Hopper (Head Teacher)

Mrs (Chair of Governors)

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

Mr. Shaun Hopper (Head Teacher)

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

Name Chair of Governors

Responsibility: Health & Safety Governor

Name: Site Manager

Responsibility: Site Manager

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:**

**Head Teacher 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:**

**Head Teacher and the staff member undertaking activity**

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

**Head Teacher and the staff member undertaking activity**

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

**Head Teacher 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:

Teacher Governor

Deputy Head Teacher

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:

Site Manager  
Property Services  
NYCC County Caterers

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

Site Manager  
Property Services  
NYCC County Caterers

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

Site Manager  
Property Services  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Site Manager  
Property Services  
NYCC County Caterers

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

Site Manager  
Property Services  
NYCC County Caterers

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Site Manager  
Property Services  
NYCC County Caterers  
Countrywide Grounds Maintenance

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

Site Manager  
Property Services  
NYCC County Caterers  
Countrywide Grounds Maintenance

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

Head Teacher  
Site Manager  
Property Services  
NYCC County Caterers  
Countrywide Grounds Maintenance

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

Site Manager  
Property Services  
NYCC County Caterers  
Countrywide Grounds Maintenance

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

Site Manager  
Property Services  
NYCC County Caterers  
Countrywide 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:

Outside Site Managers Office

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

Head Teacher Student and Volunteer Co-ordinator

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

Head Teacher



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Head Teacher and Deputy Head Teacher

Job specific training will be provided by:

NYCC training dept.  
Head Teacher  
HandS Service  
[www.nationalcollege.co.uk](http://www.nationalcollege.co.uk)

Health and Safety Training Requirements:

Asbestos/Legionella training  
Site Manager & Head Teacher

First Aid training  
Named Staff

Fire Awareness / Fire Warden training  
All Staff

Working at Height / Safe Ladder use  
Relevant Staff

Manual handling  
Relevant Staff

Educational Visit Training  
Relevant Staff

Training records are kept:

Asbestos training records in yellow Asbestos Risk Management folder.  
Fire Awareness & Fire Warden - in clear pouch with red Fire Safety Folder.  
Safe Ladder Use - in box file on shelf. All in Site Managers office  
First Aid training – List of first aiders on first aid room door and in HT office  
Manual Handling – Online via National College Educational  
Visit training – Headteacher

Training will be identified, arranged and monitored by:

Head Teacher

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

ATA office,  
Foundation Office,  
Site Manager's Office,  
Each classroom  
Kitchen  
Medical Office  
First Aid room (KS1 corridor)

### The first aiders are:

#### First aid at Work Trained:

Mrs S. Dyson – expires 20/05/25  
Mr. A. Houston – expires 23/05/25

#### Emergency First Aid Trained:

Mr. K. Young – expires 13/03/26  
Mrs. E. Linsdell – expires 08/06/26  
Miss J. Fearn – expires 08/06/26

#### Paediatric First Aid:

Mrs. L. Storr – expires 01/02/25  
Mrs. Y. Jeffery – expires 08/06/26  
Mrs. K. Stockill – expires 08/06/26  
Mrs. N Mitchell – expires 08/06/26  
Mrs. C. Moon – expires 08/06/26  
Mrs. H Osburn – expires 08/06/26  
Mrs. H. Barker – expires  
Miss. K. Burroughs – expires 27/02/27  
Mrs. V. Vickery – expires 27/02/27

List of trained First Aiders is kept by Miss Jess Ferne

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

In the office

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

Head Teacher

## 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:

Site Manager  
Head Teacher

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

Head Teacher  
NYCC Occupational health

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

Site Manager  
Head Teacher  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Site Manager  
Head Teacher

The Asbestos Risk Management file is kept in:

Site Managers Office – Yellow Folder

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

Yellow Asbestos Folder in Site Managers 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:

Site Manager  
Receptionists

Asbestos risk assessments will be undertaken by:

NYCC approved contractor

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

Site Manager

Records of the above inspections will be kept in:

Yellow Asbestos folder in Site Managers Office

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Site Manager  
Head Teacher

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

Water Management Arrangements Folder in Site Managers Office

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

Site Manager

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

Water Management Arrangements Folder and  
Black folder labelled "Current water monitoring sheets" in Site Managers Office

# ARRANGEMENTS

## WORK AT HEIGHT

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

Head Teacher

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

Head Teacher and all members of staff

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

Site Manager

School computer system

# ARRANGEMENTS

## MANUAL HANDLING

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

Head Teacher

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

Head Teacher and all members of staff

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

Site Manager

School computer system

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

Head Teacher and all members of staff

## ARRANGEMENTS

### EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Head Teacher and Governors

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

Mr. Shaun Hopper  
Mrs. Sam Wilson

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

Group Leader

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

Head Teachers Office

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

Head Teacher and person responsible for the trip



# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Head Teacher

Escape routes are checked by/every:

Site Manager

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Site Manager  
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