



Health and Safety at Work etc. Act 1974

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

### **Le Cateau Community Primary**

#### **Our statement of intent is:**

- Implement the requirements of NYCC'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 NYCC 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

Signed:



Chair of Governors

Date: 24<sup>th</sup> March 2023

Review date: November 2023

## HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

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

Mr I Mottram (Head Teacher)

Mr Dan Bell (Chair of Governors)

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

Name: Mrs A Cafferty

Responsibility: Deputy Headteacher

**Name: Mrs S Warriner**

**Responsibility: SBM**

**Name: Mrs K Maxwell**

**Responsibility: Deputy Headteacher**

**Name: Mr M Shepherd**

**Responsibility: Caretaker**

**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:**

**Mr I Mottram**

**Mrs A Cafferty**

**Mrs Maxwell**

**and the staff member undertaking or overseeing an activity**

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

**All staff**

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

**Mr I Mottram**

**Mrs A Cafferty**

**Mrs Maxwell**

**and the staff member undertaking or overseeing an activity**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs Maxwell  
and the staff member undertaking or overseeing an activity**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs Maxwell  
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:**

**Mrs Kate Maxwell (NEU)**

**Miss Sophie Bell (NEU)**

**Consultation with employees is provided by:**

**Agenda item on staff weekly briefing note**

**Staff briefing and noticeboard**

**Training Days**

**Email communication**

## **ARRANGEMENTS**

### **SAFE PLANT AND EQUIPMENT**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
Mr M Shepherd  
NYES Property Services  
NYES Building Cleaning Services NYES County Caterers**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
Mr M Shepherd  
NYES Property Services  
NYES Building Cleaning Services NYES County Caterers**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
Mr M Shepherd  
NYES Property Services  
NYES Building Cleaning Services NYES County Caterers**

**Problems with plant/equipment should be reported to:**

**Mr I Mottram  
Mrs A Cafferty  
Mrs Maxwell  
Mr M Shepherd  
NYES Property Services  
NYES Building Cleaning Services NYES County Caterers**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
NYES Property Services  
NYES Building Cleaning Services NYES County Caterers**

## **ARRANGEMENTS**

### **SAFE HANDLING AND USE OF SUBSTANCES**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell**

**Mr M Shepherd  
NYES Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
Mr M Shepherd  
NYES Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
NYES Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
NYES Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
Mr M Shepherd  
NYES Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance**

**Assessments will be reviewed:**

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

**The Health and Safety Law poster is displayed at:**

**Staff Room / School Office**

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

**NYES Health & Safety Service  
01609 532589**

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

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell**

**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 I Mottram  
Mrs A Cafferty  
Mrs Maxwell**

## **ARRANGEMENTS**

### **COMPETENCY FOR TASKS AND TRAINING**

**Induction training will be provided for all employees by:**

**Local SLT Induction  
Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell**

**Job specific training will be provided by:**

**NYCC training dept.  
Mr I Mottram  
Mrs A Cafferty  
Mrs Maxwell  
NYES H&S Service**

**Health and Safety Training Requirements:**

**Asbestos/Legionella training**

**First Aid training**



# ARRANGEMENTS

**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 School office records**

**Training will be identified, arranged and monitored by:**

**Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell**

**Locations of First Aid Boxes:**

**School Office**

**Block 1, 2, 3**

**Hall**

**Foundation Stage 1**

**Midday Supervisors Store Area**

**Staffroom**

**New Block**

**Kitchen**

**Foundation Stage 2**

**The first aiders are:**

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**Paediatric (12 Hours) trained -**

**Julie Anthony**  
**Beth Barraclough**  
**Beki Bulmer**  
**Steph Hodgson**  
**Paula O'Connor**  
**Claire Girvan**

**Katherine Baker**

**Emma Pharoah**

Carly Smith  
Claire Barnes

**Emergency Paediatric First Aid (6 hours) Trained -**

**Truda Archer**  
**Claire Barnes**  
**Abi Ramsbottom**  
**Kerry Burrows**  
**Angela Campbell**  
**Chelby Clifton**  
**Carrie Galloway**  
**Alex Gee**  
**Jane Bachini**  
**Debbie Hellens**  
**Elaine Hirst**  
**Kirsty Pascoe**  
**Allison Saul**  
**Sally Williams**

**Shannon Brough-Jones**  
**Yvonne Buxton**  
**Shelby Bate**  
**Claudine Fryer**

**Alison Gilpin**

**Kelsie barham**  
**Peri O'Neil**  
**Siobhan Clarke**  
**Sushma Sunuwar**

**Kelly Griffiths**  
**Kayleigh Lawton**  
**Helen Maddison-Potts**  
**Kate Maxwell**  
**Charlene Shrehorn**  
**Julie Stewart**  
**Holly Whiting**

**Emergency First Aid At Work (6 hours) Trained –**

**Yvonne Buxton**  
**Alison Cafferty**  
**Jenny Long**  
**Kirsty Pascoe**  
**Mel Shepherd**

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

**In the school office**

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

**School Office Staff**

## ARRANGEMENTS

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  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell

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

Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
Mrs S Warriner  
NYCC Occupational Health

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

Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell  
Mrs S Warriner  
NYCC Occupational Health

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr I Mottram  
Mr M Shepherd

The Asbestos Risk Management file is kept in:

The School Office

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

The School 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:

School Office Staff  
Mr M Shepherd, Caretaker Mrs S Warriner, SBM

Asbestos risk assessments will be undertaken by:

Mr I Mottram  
Mr M Shepherd NYCC

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

Mr M Shepherd

Records of the above inspections will be kept in:

The Asbestos folder in the school office

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Mr I Mottram  
Mr M Shepherd

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

Water Management Arrangements Folder in the school office

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

Mr I Mottram  
Mr M Shepherd

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 I Mottram  
Mrs A Cafferty  
Mrs K Maxwell

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

Mr I Mottram  
Mrs A Cafferty Mrs  
K Maxwell

and the staff member undertaking or overseeing an activity

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

Establishment Governor	Establishment Management File
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## ARRANGEMENTS

### EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Mr I Mottram  
Mrs A Cafferty  
Mrs K Maxwell

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

Mr I Mottram

Mrs A Cafferty

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

Educational Visit Group Leader

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

The Headteacher office

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

Visit Leader and authorised by Headteacher

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr I Mottram

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

JLA Visually Inspected	Annually Termly
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Alarms are tested by/every:

Mr M Shepherd Monks	Weekly Bi-Annually
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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
First Aid and Medicines Procedures	Fire Safety Procedure
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	