



**Health
and Safety**

Health and Safety at Work etc. Act 1974



THIS IS THE HEALTH AND SAFETY STATEMENT OF

Westfield Primary Community School

Our statement of intent is:

- Implement the requirements of CYC'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 CYC/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

Signed:

Chair of Governors/Health and Safety Governor

Date: 20th November 2023

Review date: November 2024

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Lamara Taylor (Head Teacher)

Mr Chris Waring (Chair of Governors)

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

Name: Mr Chris Waring

Responsibility: Health and 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).

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mr Alistair Swindlehurst , Mrs Lucy Swindlehurst, Mrs Lisa Palmer or Mrs Lamara Taylor with 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 Lucy Swindlehurst, Mrs Lisa Palmer or Mrs Lamara Taylor and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr Alistair Swindlehurst, Mrs Lucy Swindlehurst, Mrs Lisa Palmer or Mrs Lamara Taylor and the staff member undertaking activity

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

Mr Alistair Swindlehurst , Mrs Lucy Swindlehurst, Mrs Lisa Palmer or Mrs Lamara Taylor 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 Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House

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

Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House

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

Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House

Problems with plant/equipment should be reported to:

Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House

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

**Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

**Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House
Aspects Landscaping**

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

**Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House
Aspects Landscaping**

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

**Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House
Aspects Landscaping**

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

**Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House
Aspects Landscaping**

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

**Mrs Lamara Taylor
Mr Alistair Swindlehurst
Mrs Lisa Palmer
Mrs Lucy Swindlehurst
CYC Care Plan
NYC County Catering
Cleaning staff - In House
Aspects Landscaping**

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, Kitchen, The Community Hub and The Den

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

NYC Hands Service
Jenny Scholes

T: 01609 532545
M: 07974 904591

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

Mrs Lisa Palmer
Mrs Claire Gomez
Mrs Lucy Swindlehurst
Mrs Lamara Taylor

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 Lamara Taylor

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Phase Leader, Line Manager, Mr Alistair Swindlehurst, Mrs Lucy Swindlehurst, Mrs Claire Gomez, Mrs Lisa Palmer or Mrs Lamara Taylor depending on the job role.

Job specific training will be provided by:

NYC training dept.
HandS Service or other relevant training provider

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 MIS System & in H&S folder

Training will be identified, arranged and monitored by:

Mrs Lamara Taylor & Mrs Lisa Palmer

ARRANGEMENTS

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

Locations of First Aid Boxes:

11 locations throughout school as per the first aid box location sheet held by the SBM and in the Office. Medical bags are located at each door for play time/lunch time duty.

The first aiders are:

22 x Paediatric
14 x Emergency First Aid/3hr
3 x 3-day First Aid Training

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

In the office. Accidents are reviewed termly to identify patterns. All accidents which are work related, or require hospital treatment, are logged on the B-Safe portal.

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

Mrs Lamara Taylor, Mrs Lisa Palmer, Mrs Lucy Swindlehurst & Mrs Maria Eland

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 and 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
Outdoor Play Equipment (ROSPA)
Weekly fire alarm testing
Weekly defibrillator testing
Monthly emergency light testing
Fire equipment servicing

The person responsible for investigating accidents is:

Mrs Lamara Taylor, Mrs Lisa Palmer, Mrs Lucy Swindlehurst & Mrs Maria Eland

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

Mrs Lamara Taylor, Mrs Claire Gomez & Mrs Lisa Palmer
NYC Occupational Health

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

Mrs Lamara Taylor, Mrs Claire Gomez & Mrs Lisa Palmer
NYC Occupational Health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Lamara Taylor

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:

Mrs Lamara Taylor, Mrs Alistair Swindlehurst, Mrs Lisa Palmer

Asbestos risk assessments will be undertaken by:

CYC, Company appointed on behalf of school e.g. Lucion

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

Mrs Alistair Swindlehurst

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 Lamara Taylor
Mr Alistair Swindlehurst

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

Water Management Arrangements Folder in Site Manager's Office

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

Mr Alistair Swindlehurst

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

Water Management Arrangements Folder in Site Manager's Office

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs Lamara Taylor

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

Mrs Lamara Taylor, Mrs Lisa Palmer, Mr Alistair Swindlehurst, Mrs Lucy Swindlehurst. All staff to read this as part of annual reading.

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

Establishment
Governor

Establishment Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

CYC, Mrs Lamara Taylor and Governors

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

**Mrs Sarah Hill
Mr Richard McEvoy
Mrs Vicky Bootland**

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

Group Leader

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

Server

Details of off-site activities are to be logged onto Evolve by all staff and approved by:

**Mrs Sarah Hill
Mr Richard McEvoy
Mrs Vicky Bootland
Checking completed by Mrs Lamara Taylor**

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Lamara Taylor

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Chubb
Visually Inspected

Annually
Termly

Alarms are tested by/every:

Mr Alistair Swindlehurst
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
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Fire Safety Procedure
First Aid and Medicines Procedures
First Aid at Work Procedure
Intimate Care Procedure
Lettings Policy
Lone Working Procedure
Missing Child Procedure
Snow and Ice Procedure & Gritting Plan
COSHH
Working at Height Procedure
Code of Conduct