

Health and Safety at Work etc. Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

**Bentley High Street Primary School**

**Our statement of intent is:**

* Implement the requirements of Exceed Learning Partnership 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 Exceed Learning Partnership and 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:**  **Principal**

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

# Date: September 2023

# Review date: September 2024

**HEALTH AND SAFETY POLICY**

**RESPONSIBILITIES**

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| **Overall responsibility for health and safety within the establishment is that of:** |
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| **Mrs Rebecca Austwick (Principal)****Mrs D Hall (Chair of Governors)** |
| **To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas** |
| **Name: Mrs Lisa Green****Responsibility: Health & Safety Governor****Name: Mrs R Austwick****Responsibility : Principal****Name: Mrs V Wood** **Responsibility : Senior Business Manager** |
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**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).**
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###### ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

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| **Risk assessments will be undertaken by:** |
| **The staff member undertaking the activity. This is to be completed either on paper form or on the Schools Risk Assessments Portal. Please ask the Office for the log-in if needed. All Risk Assessments already in place are in folders in the Office, No1, Nursery Office, PPA room and Principal’s Office and Smilers. Site Managers also have their own.** |
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| **The findings of the risk assessments will be reported to:** |
| **All staff** |
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| **Action required to remove/control risks will be approved by:** |
| **Mrs R Austwick and the staff member undertaking activity** |
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| **The person responsible for ensuring the action required is implemented is** |
| **Mrs R Austwick and the staff member undertaking activity** |
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| **Checks that the implemented actions have removed/reduced the risks will be carried out by:** |
| **Mrs R Austwick and the staff member undertaking activity** |
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| **Assessments will be reviewed:** |
| **In the event of an accident, annually or when the work activity changes, whichever is soonest.** |
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###### ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

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| Employee Representative(s) are:  |
| **Union Health and Safety Reps are:-****Jane Gilbert for Teachers** |
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| **No rep for Support Staff** |
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| **Consultation with employees is provided by:** |
| **Agenda item on staff weekly meeting** |
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| **Staff briefing and noticeboard**  |
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| **Training Days** |
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| **Emails and Parentmail messages** |
| **Friday morning Health and Safety meeting – On Teams – All staff invited to attend** |

###### ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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| **Identifying equipment/plant, which will need maintenance is the responsibility of:** |
| **In School - Mr Allan Scholey (Site Manager)****Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering** |
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| **Ensuring effective maintenance procedures are drawn up is the responsibility of:** |
| **In School - Mr Allan Scholey (Site Manager)****Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering** |
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| **The person responsible for ensuring that all identified maintenance is implemented is:** |
| **In School - Mr Allan Scholey(Site Manager)****Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering** |
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| **Problems with plant/equipment should be reported to:**  |
| **In School - Mrs V Wood and Mr Allan Scholey (Site Manager)****Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering** |
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| **Checking plant and equipment health and safety standards before purchase is the responsibility of:** |
| **In School - Mrs V Wood****Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering** |
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###### ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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| **Identifying substances which need a COSHH assessment is the responsibility of:** |
| **In School - Mrs V Wood and Mr Allan Scholey (Site Manager)****Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering****Grounds Maintenance – Willow Landscapes** |
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| **The person(s) responsible for undertaking COSHH assessments is/are:** |
| **In School - Mrs V Wood** **Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering****Grounds Maintenance – Willow Landscapes** |
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| **Ensuring that all actions identified in the assessments are implemented is the responsibility of:** |
| **In School - Mrs R Austwick** **Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering****Grounds Maintenance – Willow Landscapes** |
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| **The person responsible for ensuring that relevant employees are informed about COSHH assessments is:** |
| **In School - Mrs R Austwick and Mrs V Wood** **Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering****Grounds Maintenance – Willow Landscapes** |
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| **Checking that substances can be used safely before they are purchased is the responsibility of:** |
| **In School - Mrs R Austwick and Mrs V Wood** **Property Services – Doncaster Council****Building Cleaning Services – Metro Clean****Catering – Doncaster Schools Catering****Grounds Maintenance – Willow Landscapes** |
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| **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

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| **The Health and Safety Law poster is displayed at:** |
| **Outside the main Office** |
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| **Health and safety advice is available from your HandS Safety Risk Adviser:** |
| **Dale Barton****07788 564533** |
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| **Supervision of young workers and trainees will be arranged/ undertaken/monitored by:** |
| **Either Mrs R Austwick, Mrs M Davey, Miss K Pearce, Miss H Kidd or Mrs V Wood** |
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| **Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:** |
| **Either Mrs R Austwick, Mrs M Davey, Miss K Pearce, Miss H Kidd or Mrs V Wood** |
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###### ARRANGEMENTS

###### COMPETENCY FOR TASKS AND TRAINING

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| **Induction training will be provided for all employees by:** |
| **Local SLT Induction** |
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| **Job specific training will be provided by:** |
| **In school training****NYCC training Department HandS Service****National College** |
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| **Health and Safety Training Requirements:**  |
| **Asbestos – All Staff via National College** |
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| **First Aid training – Only applicable to relevant staff** |
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| **Fire Awareness / Fire Warden training – All Staff via National College** |
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| **Working at Height / Safe Ladder use – Only applicable to relevant staff** |
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| **Manual handling – All Staff via National College** |
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| **Educational Visit Training – Only applicable to relevant staff** |
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| **Annual Certificate in Health & Safety – All Staff via National College** |

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| **Annual Certificate in administering medication – All Staff via National College** |

**Training records are kept:** |
| **All staff keep their own individual training and a downloadable report is available from the National College. The Senior Business Manager also keeps a training record.** |
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| **Training will be identified, arranged and monitored by:** |
| **Mrs V Wood** |
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###### ARRANGEMENTS

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

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| **Locations of First Aid Boxes:** |
| **Main office****Hall****Kitchen****Members of staff must carry a belt bag containing a general first aid kit when on break duty.** |
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| **The first aiders are:** |
| **Approximately 50% of staff are first aid trained but the main first aiders in school are Mrs Andrea Robinson and Mrs Emma Dent** |
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| **All accidents and cases of work-related ill health are to be recorded in the accident file which is in the main office.** |
| **In the office** |
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| **The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPS Health and Safety section is:** |
| **Mrs V Wood or a member of the office staff** |

###### ARRANGEMENTS

**MONITORING**

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| **To check our working conditions, and ensure our safe working practices are being followed, we will undertake:** |
| **Legionnella 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 (Site Manager)****Pest control** **Sports and Gym equipment maintenance (Gems)** |
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| **The person responsible for investigating accidents is:** |
| **Mrs R Austwick** |
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| **The person responsible for investigating work-related causes of sickness absences is:** |
| **Mrs R Austwick Principal****Occupational Health****Advanced HR** |
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| **The person responsible for acting on investigation findings to prevent a recurrence is:** |
| **Mrs R Austwick Principal****Doncaster Council Occupational Health****Advanced HR** |
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###### ARRANGEMENTS

**ASBESTOS RISK MANAGEMENT**

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| **The Responsible Officer for asbestos management is:** |
| **Mrs R Austwick** |
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| **The Asbestos Risk Management file is kept in:** |
| **Admin Office** |
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| **Site plans showing the location of asbestos containing materials (ACM’s) are kept in:** |
| **Admin Office and has been shared with all staff via email and a map is on the notice board in the staff room.** |
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| **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:** |
| **A member of the Office Staff or Site Manager or any responsible person who would meet and greet the Contractors.** |
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| **Asbestos risk assessments will be undertaken by:** |
| **DMBC (annually)****Inspectas (annually)** |
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| **Visual inspections of the condition of ACM’s will be undertaken by:** |
| **Mr Allan Scholey(Site Manager)** |
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| **Records of the above inspections will be kept in:** |
| **Admin Office and Parago** |
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###### ARRANGEMENTS

**LEGIONELLOSIS MINIMISATION**

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| **The two ‘Nominated Persons’ for Water Management at the premises are:** |
| **Mrs R Austwick Principal****Mr A Scholey Site Manager** |
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| **Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:** |
| **Water Management Arrangements Folder** |
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| **The person responsible for carrying out the on-site tasks set out in the above assessments is:** |
| **TECS** |
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| **Record showing that the above on-site tasks have been undertaken are kept in:** |
| **Water Management Arrangements Folder** |
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###### ARRANGEMENTS

**WORK AT HEIGHT**

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| **All work at height in the establishment must be authorised by:** |
| **Mrs R Austwick** |
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| **Risk assessments for working at height are to be completed by:** |
| **The members of staff**  |
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| **Equipment used for work at height is to be checked by and records kept in:** |
| **All access equipment is visually inspected termly by the Site Manager and inspections documented.** |

###### ARRANGEMENTS

**EDUCATIONAL VISITS**

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| **Off-site educational visits must be authorised by:** |
| **Doncaster Council, Mrs M Davey, Mrs J Gilbert** |
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| **The Educational Visits Co-ordinator(s) is/are:** |
| **Mrs M Davey and Mrs J Gilbert** |
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| **Risk assessments for off-site visits are to be completed by:** |
| **Group Leader** |
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| **Policy, Procedures & Guidance for Educational Visits can be viewed** |
| **Staffroom** |
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| **Details of off-site activities are to be logged onto Exeant by:** |
| **The lead of the visit and/or Mrs Davey or Mrs Gilbert** |
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###### ARRANGEMENTS

###### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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| **The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:** |
| **Mr R Austwick and Mrs V Wood** |
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| **Escape routes are checked by/every:** |
| **All staff** | **Daily** |
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| **Fire extinguishers are maintained and checked by/every:** |
| **Churches Fire****Visually Inspected by Site Manager** | **Annually****Termly** |
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| **Alarms are tested by/every:** |
| **Mr Allan Scholey****Chubb** | **Weekly****Bi-Annually** |
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| **Emergency evacuation will be tested:** |
| **Termly** |
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###### APPENDICES

List here any other policies relevant to health and safety e*.g. Medicines Policy, Educational Visits Policy etc.*

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| **Emergency Plan** **Safeguarding Policy****Safeguarding Audit****Lockdown Procedure****Educational Visits Policy****Display Screen Equipment Procedure** **Events Procedure** **Fire Drill Procedure****Fire Risk Assessment****Managing Medicines Policy****First Aid at Work Policy****Intimate Care Policy****Laptop and Tablet Procedure and E-SafetyPolicy****Lone Working Procedure** **Midday Supervisor Handbook****Missing Child Procedure included in Safeguarding Policy****Nappy Changing Procedure** **Snow and Ice Procedure****Use of Sunscreens Procedure****Working at Height Procedure** **Lettings procedure** |
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