



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

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

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

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:

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.

The findings of the risk assessments will be reported to:

All staff

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

Mrs R Austwick and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs R Austwick and the staff member undertaking activity

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

Mrs R Austwick 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:

**Union Health and Safety Reps are:-
Jane Gilbert for Teachers**

No rep for Support Staff

Consultation with employees is provided by:

Agenda item on staff weekly meeting

Staff briefing and noticeboard

Training Days

Emails and Parentmail messages

Friday morning Health and Safety meeting – On Teams – All staff invited to attend

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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**

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**

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**

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**

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**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

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

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

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

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

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 the main Office

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

**Dale Barton
07788 564533**

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

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

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction

Job specific training will be provided by:

In school training
NYCC training Department HandS Service
National College

Health and Safety Training Requirements:

Asbestos – All Staff via National College

First Aid training – Only applicable to relevant staff

Fire Awareness / Fire Warden training – All Staff via National College

Working at Height / Safe Ladder use – Only applicable to relevant staff

Manual handling – All Staff via National College

Educational Visit Training – Only applicable to relevant staff

Annual Certificate in Health & Safety – All Staff via National College

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.

Training will be identified, arranged and monitored by:

Mrs V Wood

ARRANGEMENTS

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

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.

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

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

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

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 (Site Manager)
Pest control
Sports and Gym equipment maintenance (Gems)

The person responsible for investigating accidents is:

Mrs R Austwick

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

Mrs R Austwick Principal
Occupational Health
Advanced HR

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

Mrs R Austwick Principal
Doncaster Council Occupational Health
Advanced HR

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs R Austwick

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 and has been shared with all staff via email and a map is on the notice board in the staff room.

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.

Asbestos risk assessments will be undertaken by:

**DMBC (annually)
Inspectas (annually)**

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

Mr Allan Scholey(Site Manager)

Records of the above inspections will be kept in:

Admin Office and Parago

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs R Austwick Principal
Mr A Scholey Site Manager

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:

TECS

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:

Mrs R Austwick

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

The members of staff

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

Off-site educational visits must be authorised by:

Doncaster Council, Mrs M Davey, Mrs J Gilbert

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

Mrs M Davey and Mrs J Gilbert

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

Group Leader

Policy, Procedures & Guidance for Educational Visits can be viewed

Staffroom

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

The lead of the visit and/or Mrs Davey or Mrs Gilbert

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr R Austwick and Mrs V Wood

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Churches Fire
Visually Inspected by Site Manager

Annually
Termly

Alarms are tested by/every:

Mr Allan Scholey
Chubb

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.*

Emergency Plan
Disaster Recovery Procedure
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

