



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 Clear Risk Management 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 Ms R Austwick

Signed:

Chair of Governors Mrs D Hall

Date: 26 September 2025

Review date: September 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Ms 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 Angela Saunders

Responsibility: Health & Safety Governor

Name: Ms 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 Business Manager to support with Clear Risk Management and creating your Risk Assessment. All Risk Assessments already in place are in folders in the Office, 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:

Principal and staff undertaking activity

The person responsible for ensuring the action required is implemented is

Principal and staff undertaking activity

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

Ms. R. Austwick, Principal and staff 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 meetings

Staff briefing and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

Problems with plant/equipment should be reported to:

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

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

**Ms R Austwick Principal
Mrs V Wood Business Manager
Exceed Learning Partnership Facilities Team
Mellors Catering Team
Willow Grounds Maintenance Team**

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 of main office

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

Clear Risk Management
01302 346813

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
Their new employee's line manager and other members of SLT and the Business and Operations Team.

Job specific training will be provided by:

In school training
National College
Clear Risk Management

Health and Safety Training Requirements:

Asbestos/Legionella training - Only application to relevant staff via National College

First Aid training - - Only application to relevant staff via National College

Fire Awareness / Fire Warden training - - Only application to relevant staff via National College

Working at Height / Safe Ladder use - - Only application to relevant staff via National College

Manual handling - - Only application to relevant staff via National College

Educational Visit Training - - Only application to relevant staff via National College

Training records are kept:

In Health & Safety Document Management file

Training will be identified, arranged and monitored by:

All staff keep their own individual training and a downloadable report is available from the National College. The Senior Business Manager manages and monitors training for the whole school.

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:

Mrs A Robinson and Mrs E Dent

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

In the main office

The person responsible for reporting accidents, diseases and dangerous occurrences to Clear Risk Management is:

R Austwick Principal

Mrs V Wood Senior Business Manager

Mrs A Robinson Admin

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

The person responsible for investigating accidents is:

Ms R Austwick Principal
Mrs V Wood Senior Business Manager

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

Ms R Austwick Principal / Mrs V Wood Senior Business Manager
Clear Risk Management

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

Mrs R Austwick Principal
Clear Risk Management

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs R Austwick Principal

The Asbestos Risk Management file is kept in:

The main office

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

In the Asbestos Management Plan and shared with staff at the beginning of the academic year

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 R Austwick Principal and Mrs V Wood Business Manager

Asbestos risk assessments will be undertaken by:

DMBC (annually)

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

Mr A Scholey Site Manager

Records of the above inspections will be kept in:

The main office and Clear Risk Management

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:

ESC

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:

Ms R Austwick

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

Mrs V Wood and all members of staff

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

Health and Safety
Governor

Establishment Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Clear Risk Management. Mrs M Davey and Governors

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 are kept in:

Sams People

Details of off-site activities are to be logged onto Evolve 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 A Scholey Premises Manager
DMBC / Clear Risk Management

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