



A Member of  
**Exceed Learning Partnership**  
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

# Health and Safety Academy Appendix 25-26



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:** *R Austwick*

**Principal Ms R Austwick**

**Signed:** *D Hall*

**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:**

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**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**