



# HEALTH AND SAFETY POLICY

## ANY SUBHEADING FOR POLICY

Date of policy creation	(taken from NYES)
Date of next review	May 2026
Author	NYES
Responsibility	Governors
Date of policy adoption	(updated – April 2025)
Method of communication	The National College Compliance Management
Signed	Approved at FGB Meeting: Date (May 2025)

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

## Applegarth Primary School

## Our statement of intent is:

- Implement the requirements of NYC'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 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 clear instructions, information, 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;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

Signed:  Kate Maxwell, Headteacher

Signed:  Claire Mitchell & Sarah Parkinson' Co-Chair of Governors  
Signed: Dr Amanda Eames (Governor)

Date: 06/5/2025

Review date: 05/2026

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Kate Maxwell**

**Mrs (Chair of Governors)**

Day-to-day responsibility for ensuring this policy is put into practice:

**Mrs Kate Maxwell**

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

**Name: Mrs**

**Responsibility: Health & 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).

**Health and safety advice is available from your NYES Health and Safety Service Safety Risk Adviser:**

**Lauren Grant NYES Health and Safety Service  
07816 193 077**

## ORGANISATIONAL CHART

Please place a copy of the school's organisational chart here

## ARRANGEMENTS

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

Risk assessments will be undertaken by:

**Mrs Kate Maxwell and 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 Kate Maxwell and the staff member undertaking activity**

The person responsible for ensuring the action required is implemented is

**Mrs Kate Maxwell and the staff member undertaking activity**

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

**Mrs Kate Maxwell 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 Kate Maxwell**  
**NYES Property Solutions**  
**NYES Cleaning**  
**NYES Catering**

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

**Mrs Kate Maxwell**  
**NYES Property Solutions**  
**NYES Cleaning**  
**NYES Catering**

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

**Mrs Kate Maxwell**  
**NYES Property Solutions**  
**NYES Cleaning**  
**NYES Catering**

Problems with plant/equipment should be reported to:

**Mrs Kate Maxwell**  
**NYES Property Solutions**  
**NYES Cleaning**  
**NYES Catering**

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

**Mrs Kate Maxwell**  
**NYES Property Solutions**  
**NYES Cleaning**  
**NYES Catering**

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

**Mrs Kate Maxwell**  
NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance

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

**Mrs Kate Maxwell**  
NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance

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

**Mrs**  
NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance

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

**Mrs Kate Maxwell**  
NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance

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

**Mrs Kate Maxwell**  
NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance

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**

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

**Mrs Kate Maxwell**

**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 Kate Maxwell**

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**Local SLT Induction**  
**Mrs Kate Maxwell**

Job specific training will be provided by:

**NYC training dept.**  
**Mrs Kate Maxwell**  
**NYES Health and Safety Service**

**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:

**In Health & Safety Document Management file**

Training will be identified, arranged and monitored by:

**Mrs Kate Maxwell**

## ARRANGEMENTS

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

**Locations of First Aid Boxes:**

Cloakroom  
Hall  
Kitchen

**The first aiders are:**

**All staff are emergency aid trained**

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

**In the office**

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

**Mrs Kate Maxwell**

## 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
- NYES Property Solutions Condition Survey
- Prioritised programme of risk assessment
- Boiler room annual inspection
- Gulleys and Gutters checked and cleaned
- Pest control
- Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

**Mrs Kate Maxwell**

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

**Mrs Kate Maxwell**  
**NYC Occupational health**

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

**Mrs**  
**NYC Occupational health**

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

**The Responsible Officer for asbestos management is:**

**Mrs Kate Maxwell**

**The Asbestos Risk Management file is kept in:**

**Caretakers 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 Kate Maxwell and the Establishment Administrator**

**Asbestos risk assessments will be undertaken by:**

**Mrs Kate Maxwell**

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

**Mr Shaun Kelly**

**Records of the above inspections will be kept in:**

**Caretakers Cupboard**

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

**Mrs Kate Maxwell**  
**Mr Shaun Kelly**

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:

**Mrs Kate Maxwell**

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 Kate Maxwell**

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

**Mrs Kate Maxwell and all members of staff**

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

**Establishment Governor**

**Establishment Management File**

## ARRANGEMENTS

### MANUAL HANDLING

All manual handling tasks in the establishment must be authorised by:

**Mrs Kate Maxwell**

Risk assessments for manual handling tasks are to be completed by:

**Mrs Kate Maxwell and all members of staff**

Equipment used for manual handling is to be checked by and records kept in:

<b>Establishment Governor</b>	<b>Establishment Management File</b>
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Risk assessments for manual handling tasks are to be completed by:

**Mrs Kate Maxwell and all members of staff**

## ARRANGEMENTS

### EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**NYC, Mrs Kate Maxwell and Governors**

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

**Mrs Gill O'Toole**

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

**Group Leader**

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

**Staffroom**

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

**Mrs Gill O'Toole**

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

**Mrs Kate Maxwell**

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

JLA Visually Inspected	Annually Termly
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Alarms are tested by/every:

Mr Shaun Kelly Monks	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.*

**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**