

# APPLEGARTH PRIMARY SCHOOL



## Health and safety policy

Document Status			
<b>Date of Policy Creation</b>	NYES Adopted	<b>Date last reviewed</b>	01/05/25
<b>Date of next review</b>	01/05/26	<b>Reviewing Officer</b>	Mrs Maxwell (Headteacher)
<b>Date of Policy Adoption by Governing Body</b>	06/05/25	<b>Signed</b>	



Health  
and Safety

Health and Safety at Work etc. Act 1974

## 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: Ms Laura Firby**

**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 Update 13/10/25 Laura Firby**

**07483158471 (LF)**

**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 Sean 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 Sean 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:

**Establishment  
Governor**

**Establishment Management File**

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

Fire extinguishers are maintained and checked by/every:

JLA

Visually Inspected

Annually

Termly

Alarms are tested by/every:

Mr Sean Kelly  
Monks

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**