

### THIS IS THE HEALTH AND SAFETY STATEMENT OF

#### Elvington Church of England 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:**



**Andrew Buttery**

**Headteacher**

**Signed:**

**Katy McCaffrey**

**Chair of Governors**

**Date: 27<sup>th</sup> November 2024**

**Review date: 27<sup>th</sup> November 2025**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

Mr Andrew Buttery (Head Teacher)

Mrs Katy McCaffrey (Chair of Governors)

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

Mr Andrew Buttery (Head Teacher)

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

Name: Mrs Katy McCaffrey

Responsibility: Health & Safety Governor (Chair of Governors)

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:

Sarah Charters - NYES Health and Safety Service

## ORGANISATIONAL CHART

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

Mr. Buttery  
Headteacher and PPA

Ms. Jolly  
School Business  
Manager (CYC)

Miss. Palmer  
Key Stage One Phase  
Leader

Mrs. Haffey  
Class 4 Teacher and  
SENDCo

Mrs. Rushmer  
Class 1 Teacher

Mrs. Ingle  
Class 2 Teacher

Mrs. Marjoram  
Class 3 Teacher

Mrs. Ashton  
Class 1 Teacher (Sickness cover)

Miss. Elliott  
Class 3 Teacher (Temporary)

Mr. Brown  
School Finance  
Assistant (CYC)

Mrs. Pirrie-Plant  
Teaching Assistant  
(1:1)

Mrs. Croasdale  
Teaching Assistant  
and ELSA

Mrs. Challis  
Teaching Assistant, MSA and  
Breakfast Club

Mrs. Grayson –  
Teaching Assistant and  
Breakfast Club

Mrs. Leach  
Teaching Assistant  
and MSA

Mrs. Watson  
Teaching Assistant  
and MSA

Mrs. Bailey  
Teaching Assistant  
and MSA

Mrs Greening.  
School Administrator and MSA

Mr. Darley  
School Caretaker and Cleaner

Susan Hodkinson  
School Cook  
(Hutchison Catering Services)

Michelle Stephenson  
School Catering Assistant  
(Hutchison Catering Services)

## ARRANGEMENTS

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

Risk assessments will be undertaken by:

Mr Andrew Buttery and the staff member undertaking activity – with the assistance of the SBM

The findings of the risk assessments will be reported to:

All staff

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

Mr Andrew Buttery and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr Andrew Buttery and the staff member undertaking activity

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

Mr Andrew Buttery 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.

### 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:

Mr Andrew Buttery  
Nicola Jolly (SBM)  
Mr Shaun Darley (Cleaning and Caretaking)  
Hutchisons (Catering)  
CYC Property Services

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

Mr Andrew Buttery  
Nicola Jolly (SBM)  
Mr Shaun Darley (Cleaning and Caretaking)  
Hutchisons (Catering)  
CYC Property Services

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

Mr Andrew Buttery  
Nicola Jolly (SBM)  
Mr Shaun Darley (Cleaning and Caretaking)  
Hutchisons (Catering)  
CYC Property Services

Problems with plant/equipment should be reported to:

Mr Andrew Buttery  
Nicola Jolly (SBM)  
Mr Shaun Darley (Cleaning and Caretaking)  
Hutchisons (Catering)  
CYC Property Services

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

Mr Andrew Buttery  
Nicola Jolly (SBM)  
Mr Shaun Darley (Cleaning and Caretaking)  
Hutchisons (Catering)  
CYC Property Services

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Andrew Buttery  
Nicola Jolly (SBM)  
Mr Shaun Darley (Cleaning and Caretaking)  
Hutchisons (Catering)  
CYC Property Services  
Shed GM (grounds maintenance)

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

Nicola Jolly (SBM)  
Hutchisons (Catering)  
CYC Property Services  
Shed GM (grounds maintenance)

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

Mr Andrew Buttery  
Hutchisons (Catering)  
CYC Property Services  
Shed GM (grounds maintenance)

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

Mr Andrew Buttery  
Hutchisons (Catering)  
CYC Property Services  
Shed GM (grounds maintenance)

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

Mr Andrew Buttery  
Hutchisons (Catering)  
CYC Property Services  
Shed GM (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:

Reception

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

Mr Andrew Buttery

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Mr Andrew Buttery

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction

Mr Andrew Buttery

Job specific training will be provided by:

NYC training dept.

Mr Andrew Buttery

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid Training

Fire Awareness/Fire Warden Training

Working at height

Manual handling

Educational Visit Training

Training records are kept:

Electronically on a training matrix

Training will be identified, arranged and monitored by:

Mr Andrew Buttery

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Each classroom

Kitchen

Main office

### The first aiders are:

5 X Paediatric

2 X First Aid at Work (awaiting training)

15 X Emergency First Aid

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

In the accident book in the office

And on the B safe portal

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

Mr Andrew Buttery



## 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  
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:

Mr Andrew Buttery

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

Mr Andrew Buttery  
NYC Occupational health

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

Mr Andrew Buttery  
NYC Occupational health

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Andrew Buttery

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

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:

Mr Andrew Buttery and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

NYC Health and Safety Department

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

Mr Shaun Darley, School Site Manager

Records of the above inspections will be kept in:

Admin Office

### LEGIONELLOSIS MINIMISATION

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

Mr Andrew Buttery

Mr Shaun Darley

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:

Mr Shaun Darley

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:

CYC, Mr Andrew Buttery

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

CYC, Mr Andrew Buttery and all members of staff – with the assistance of the SBM

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

Establishment  
Governor

Establishment Management File

### MANUAL HANDLING

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

CYC, Mr Andrew Buttery

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

CYC, Mr Andrew Buttery and all members of staff – with assistance from the SBM

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

Establishment  
Governor

Establishment Management File

### EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

CYC, Mr Andrew Buttery, and Governors

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

Mr Andrew Buttery

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

Group Leader

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

Admin Office and electronically

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

Mr Andrew Buttery

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Andrew Buttery

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Chubb Fire

Annually

Visually Inspected

Termly

Alarms are tested by/every:

Mr Shaun Darley

Weekly

SS Systems

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  
Safeguarding Policy  
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  
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