

THIS IS THE HEALTH AND SAFETY STATEMENT OF**Glusburn Community Primary and Nursery 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: Katie Smith **Headteacher**

Signed: Claire Clayton Stead **Chair of Governors**

Date: 03.09.2026

Review date: 01.09.2027

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Katie Smith (Head Teacher)
Claire Clayton-Stead (Chair of Governors)

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

Mrs Katie Smith (Head Teacher)

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

Name: Mr Tobias Neale
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).

The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated competent person is:

Dale Barton NYES Health and Safety Service
07788 564533

ORGANISATIONAL CHART

SCHOOL LEADERSHIP TEAM

Headteacher: Mrs Katie Smith
Deputy Headteacher: Mr Neil Bithell
Head of Values and Ethos: Mrs Lynn Ashton
Head of Maths: Mrs Emma Platt
Head of English: Miss Carly Gallacher
Head of Early Years: Mrs Linsey Sanderson
Head of Pupil Premium: Mrs Rachel Woodier
SENCo: Mrs Danielle Burke

TEACHERS AND SUPPORT STAFF

SAFEGUARDING TEAM

Designated Safeguarding Lead: Mr Bithell
Deputy Safeguarding Leads: Mrs Smith, Mrs Sanderson and Mrs Woodier

EARLY YEARS

Nursery Teacher: Mrs Sanderson
Reception Teachers: Mrs Burke and Mrs Jardine
Supported by: Mrs Riddiough, Mrs Newsham, Miss Jessop, Miss Brindle

KEY STAGE ONE

Year One Teachers: Mrs Kellett and Mrs Platt
Supported by: Mrs Barton and Miss Smith/Mrs Moran
Year Two Teachers: Miss Bunney and Mrs Shone
Supported by: Mrs Allan, Mrs Moore/Mrs Apreda

KEY STAGE TWO

Year Three Teachers: Mrs Ashton and Mrs Richardson

Supported by: Mrs Waggett and Mrs Morrison

Year Four Teachers: Mrs Forster and Mrs Woodier

Supported by: Mrs Wilson and Mr Smith

Year Five Teachers: Mr Scholes and Mrs Clarke

Supported by: Ms Jenkinson and Mrs Mould

Year Six Teachers: Mrs Donald and Miss Gallacher

Supported by: Mrs Hunt and Mrs Wilcock

Learning Mentor: Mrs Hunt

School Sports Coach: Mr Smith

Caretaker: Julie

School Cook: Mrs Riley

School Administrators

Mrs Chacksfield (staffing/HR)

Mrs Chapman (finance/health & safety)

Miss Adams (first aid)

Mid-day supervisors: Miss Saggars, Mrs Holder and Mrs Ritchie

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Katie Smith 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:

Katie Smith and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Katie Smith and the staff member undertaking activity

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

Katie Smith 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:

Katie Smith
Bulloughs
Property Services
NYES Catering

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

Katie Smith
Bulloughs
Property Services
NYES Catering

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

Katie Smith
Bulloughs
Property Services
NYES Catering

Problems with plant/equipment should be reported to:

Katie Smith
Bulloughs
Property Services
NYES Catering

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

Katie Smith
Bulloughs
Property Services
NYES Catering

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Katie Smith
Property Services
Bulloughs
NYES County Caterers
Nurture (grounds maintenance)

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

Katie Smith
Property Services
Bulloughs
NYES County Caterers
Nurture (grounds maintenance)

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

Katie Smith
Property Services
Bulloughs
NYES County Caterers
Nurture (grounds maintenance)

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

Katie Smith
Property Services
Bulloughs
NYES County Caterers
Nurture (grounds maintenance)

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

Katie Smith
Property Services
Bulloughs
NYES County Caterers
Nurture (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:

Neil Bithell

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

Katie Smith

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Neil Bithell

Job specific training will be provided by:

NYC training dept.
Neil Bithell
HandS 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:

Neil Bithell

ARRANGEMENTS

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

Locations of First Aid Boxes:

Hygiene Rooms
FSU Nursery
KS1 Staff Room
KS1 Playground
KS2 Staff Room
Each Annexe

The first aiders are:

Nearly all staff are paediatric and emergency first aid trained (see poster)
Amy Chacksfield, Neil Bithell and Katie Smith hold the full First Aid at work.

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:

Katie Smith

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:

Neil Bithell

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

Katie Smith
NYC Occupational health

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

Katie Smith
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Katie Smith

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/Main Entrance

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:

Katie Smith and Administrators

Asbestos risk assessments will be undertaken by:

North Yorkshire Council

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

Bulloughs

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Katie Smith
Neil Bithell

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:

Bulloughs

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:

Katie Smith or Neil Bithell

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

Neil Bithell

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

	Establishment Management File
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ARRANGEMENTS

MANUAL HANDLING

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

Katie Smith

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

Neil Bithell

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:

Neil Bithell

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Katie Smith and Governors

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

Neil Bithell

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

Group Leader

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

Sharepoint/Evolve

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

Site leader

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Katie Smith

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire
Visually Inspected

Annually
Termly

Alarms are tested by/every:

Sandra Chapman/Bulloughs
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