

**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

**WIGGINTON 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:**

**Headteacher**

**Signed:**

**Chair of Governors**

**Date: 23.09.24**

**Review date: 23.09.25**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

Mr Paul Laycock (Head Teacher), Mrs Laura Blackmore (Deputy/Co-Head)  
Mrs Amanda Windass (Chair of Governors)

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

Mr Paul Laycock (Head Teacher) & Mrs Laura Blackmore (Deputy/Co-Head)

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

Name: Mr Robert Lister  
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).

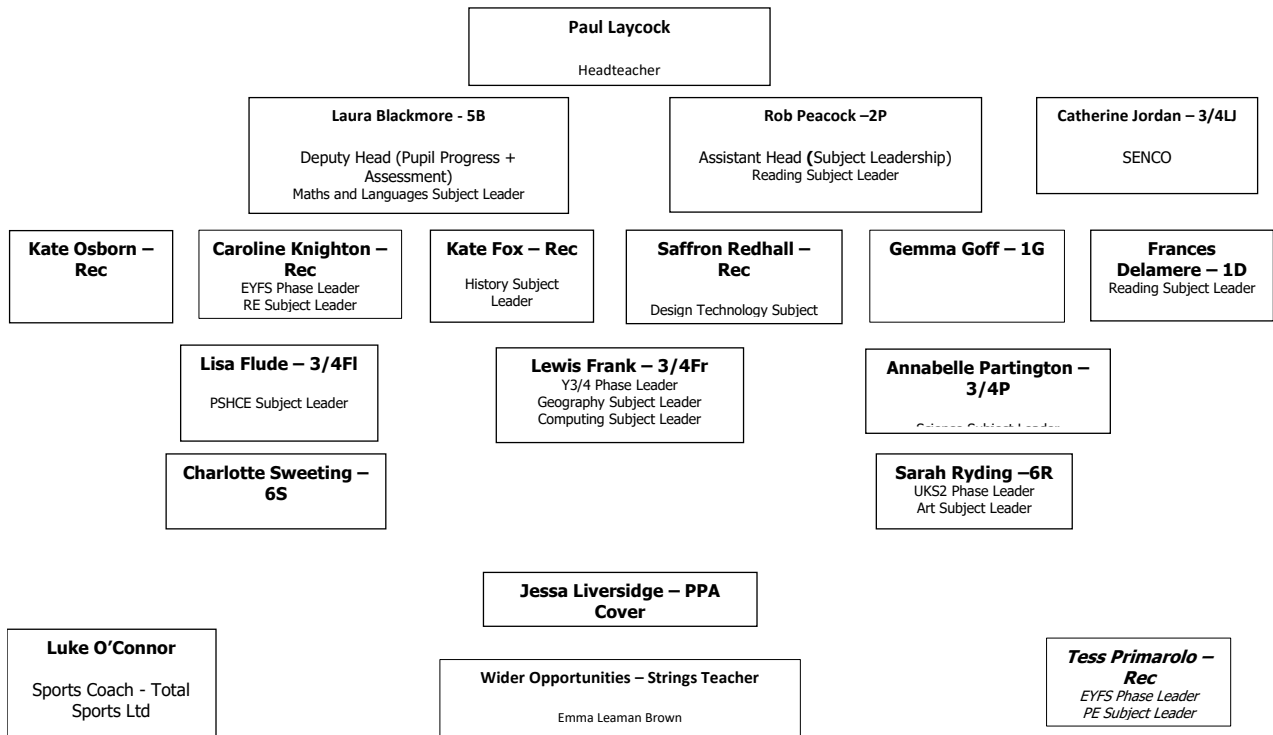
Health and safety advice is available from your NYES Health and Safety Service  
Safety Risk Adviser:

Jenny Scholes NYES Health and Safety Service  
07974 904591

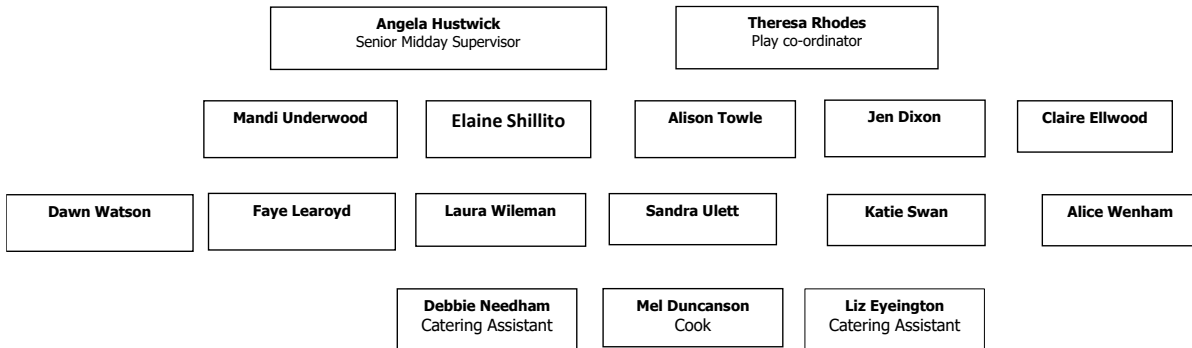
# ORGANISATIONAL CHART

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

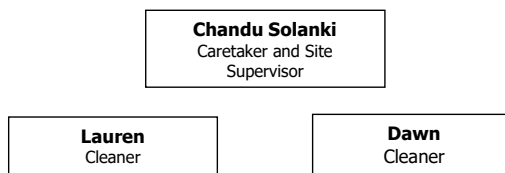
## Wigginton School Staff - Teachers



## Wigginton School Staff - Midday Supervisors and Catering Staff



## Wigginton School Staff - Premises Staff



## ARRANGEMENTS

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

Risk assessments will be undertaken by:

SLT, Ms Nicola Jolly (SBM) 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:

SLT and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

SLT and the staff member undertaking activity

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

SLT 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

### SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

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

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

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

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

Problems with plant/equipment should be reported to:

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

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

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

## SAFE HANDLING AND USE OF SUBSTANCES

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

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

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

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

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

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

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

Mrs  
SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

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

SLT and SBM  
CYC Property Services  
Synergy FM Cleaning  
Hutchisons Catering

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

## INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Staff Room

Supervision of young workers / trainees will be arranged/ undertaken/monitored by SLT or appointed Mentors

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

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction

Job specific training will be provided by:

SLT or appointed mentor  
Registered suitable training providers  
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  
In school electronic files  
In school staff training files

Training will be identified, arranged and monitored by:

SLT  
School Office  
SBM

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

Locations of First Aid Boxes:

Classrooms  
Office  
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:

Pupil accidents are recorded in an accident book kept in the office  
Serious pupil or employee accidents would be recorded on B-Safe

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

SLT

## 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:

SLT and SBM

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

SLT  
NYC Occupational health

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

SLT  
NYC Occupational health

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Synergy FM  
Mr Paul Laycock

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:

SLT and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

NYC HandS

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

Synergy FM employed 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 Paul Laycock  
Synergy FM

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:

HSL

Record showing that the above on-site tasks have been undertaken are kept in:

Water Management Arrangements Folder

## WORK AT HEIGHT

All work at height in the establishment must be authorised by:

SLT

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

SLT, SBM and all members of staff

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

SLT

Establishment Management File

## MANUAL HANDLING

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

SLT

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

SLT, SBM and all members of staff

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

SLT

Establishment Management File

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

SLT, SBM and all members of staff

## EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

SLT

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

Mr Paul Laycock

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:

Mr Paul Laycock

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

SLT and SBM with NYC Hands

Escape routes are checked by/every:

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

Chubb	Annually
Visually Inspected by site management	Termly

Alarms are tested by/every:

Site Management	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  
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