NYES | Health and Safety

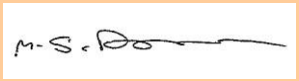
Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Le Cateau Community 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: 15th October 2026

Review date: October 2027

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Ian Mottram (Head Teacher)
Mr Matthew Dixon (Chair of Governors)

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

Mr Ian Mottram (Head Teacher)

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

Name: Mrs A Cafferty
Responsibility: Deputy Headteacher

Name: Miss S Bell
Responsibility: Assistant Headteacher

Name: Mr M Shepherd
Responsibility: Caretaker

Name: Mrs Yvonne Buxton
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

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:

Mr I Mottram
Mrs A Cafferty
Miss S Bell
and the staff member undertaking or overseeing an activity

The findings of the risk assessments will be reported to:

All staff

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

Mr I Mottram
Mrs A Cafferty
Miss S Bell
and the staff member undertaking or overseeing an activity

The person responsible for ensuring the action required is implemented is

Mr I Mottram
Mrs A Cafferty
Miss S Bell
and the staff member undertaking or overseeing an activity

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

Mr I Mottram
Mrs A Cafferty
Miss S Bell
and the staff member undertaking or overseeing an 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:

Mrs Sophie Bell (NEU)

Mr Ian Mottram (NAHT)

UNISON – Communication via SBM

Consultation with employees is provided by:

Agenda item on PDMs

Staff briefing via Weekly Bulletin & SharePoint

Whole School INSET Days

Master Class Sessions

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr I Mottram
Mrs A Cafferty
Miss S Bell
Mr M Shepherd
NYES Property Services
NYES Building Cleaning Services NYES County Caterers

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

Mr I Mottram
Mr M Shepherd
NYES Property Services
NYES Building Cleaning Services NYES County Caterers

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

Mr I Mottram
Mr M Shepherd
NYES Property Services
NYES Building Cleaning Services NYES County Caterers

Problems with plant/equipment should be reported to:

Mr I Mottram
Mr M Shepherd
NYES Property Solutions
NYES Cleaning NYES Catering

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

Mr I Mottram
Mr M Shepherd
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:

Mr I Mottram
Mr M Shepherd
Mrs C Galloway
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr I Mottram
Mr M Shepherd
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr I Mottram
Mr M Shepherd
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr I Mottram
Mr M Shepherd
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr I Mottram
Mr M Shepherd
Mrs C Galloway
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
Main Office
Staff Kitchen

Caretaker Workshop

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

Mr Ian Mottram (Headteacher)
Miss Sophie Bell (Assistant Head)

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 Ian Mottram (Headteacher)

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mr Ian Mottram
Mrs A Cafferty
Miss S Bell
Mr M Shepherd

Job specific training will be provided by:

NYC training dept
NYES Health and Safety Service Mr Ian Mottram

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 SCR overseen by C Galloway

Training will be identified, arranged and monitored by:

Mr Ian Mottram Miss S Bell **Mr M Shepherd Mrs A Cafferty**

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

Locations of First Aid Boxes:

School Office	**Staffroom**
Block 1, 2, 3	**New Block**
Hall	**Kitchen**
Foundation Stage 1	**Foundation Stage 2**
Midday Supervisors Store Area	

The first aiders are:



OUR FIRST AIDERS

Kelly Griffiths	Full Paediatric First Aid
Debbie Hellens	Full Paediatric First Aid
Carly Hollis	Full Paediatric First Aid
Gemma King	Full Paediatric First Aid
Kayleigh Lawton	Full Paediatric First Aid Emergency Paediatric First Aid
Jenny Long	Emergency First Aid at work
Peri Priestley	Full Paediatric First Aid
Kirsty Pascoe	Emergency First Aid at work
Emma Pharoah	Full Paediatric First Aid
Jamuna Rai Tamang	Full Paediatric First Aid Emergency First Aid at work
Allison Saul	Full Paediatric First Aid
Ksenyia Seymour	Full Paediatric First Aid
Mel Shepherd	Emergency First Aid at work
Julie Stewart	Emergency Paediatric First Aid
Sushma Sunuwwar	Emergency Paediatric First Aid
Fran Tait	Full Paediatric First Aid



OUR FIRST AIDERS

Julie Anthony	Full Paediatric First Aid Emergency Paediatric First Aid
Truda Arthur	Full Paediatric First Aid Emergency Paediatric First Aid
Jane Bachini	Full Paediatric First Aid
Claire Barnes	Diabetes
Shelby Bate	Full Paediatric First Aid
Laxmi Chhantyal	Full Paediatric First Aid
Gemma Church	Full Paediatric First Aid
Siobhan Clarke	Full Paediatric First Aid
Chelby Clifton	Full Paediatric First Aid
Claudine Fryer	Full Paediatric First Aid Emergency Paediatric First Aid
Carrie Galloway	Full Paediatric First Aid Emergency First Aid at work Advance First Aid Diabetes Anaphalaxis
Alex Gee	Full Paediatric First Aid Emergency Paediatric First Aid
Alison Gilpin	Full Paediatric First Aid
Toni Godkin	Emergency Paediatric First Aid
Amber Grant	Full Paediatric 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 main office

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

Mr Ian Mottram
Mrs C Galloway
Mrs K Seymour

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionnella 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:

Mr Ian Mottram
Mr M Shepherd
Mrs A Cafferty
Miss S Bell

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

Mr Ian Mottram
NYC Occupational health

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

Mr Ian Mottram
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Ian Mottram
Mr M Shepherd

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 M Shepherd
Mrs C Galloway
Mrs J Long
Mrs K Pascoe
Mrs K Seymour
Mr Ian Mottram

Asbestos risk assessments will be undertaken by:

Mr Ian Mottram
Mr M Shepherd

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

Mr Ian Mottram
Mr M Shepherd

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:

Mr Ian Mottram
Mr M Shepherd

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder in main office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Mr M Shepherd

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:

Mr M Shepherd Mr Ian Mottram Risk assessments for working at height are to be completed by:
Mr Ian Mottram Mr M Shepherd and all members of staff

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

Mrs Yvonne Buxton Establishment Governor	**Establishment Management File**

ARRANGEMENTS

MANUAL HANDLING

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

Mr Ian Mottram **Mr M Shepherd**

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

Mr Ian Mottram **Mr M Shepherd** **and all members of staff where applicable**

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

Mrs Yvonne Buxton Establishment Governor	**Establishment Management File**

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

Mr Ian Mottram **Mr M Shepherd** **and all members of staff where applicable**

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC (Evolve) **Mr Ian Mottram**
Governors

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

Mr Ian Mottram **Mrs A Cafferty**

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

Group Leader

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

SharePoint **School Website**

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

Group Visit Leader Authorised by: **Mr Ian Mottram** **Mrs A Cafferty**

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Ian Mottram

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:

Mr M Shepherd **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