

# Clifton Green Primary School

## Health and Safety Policy

**Signature of Chair of Governors**



**Signature of Head Teacher**



**Member of Staff Responsible:**

Victoria Brinkworth

**Reviewing Committee:**

Resources

**Statutory/Non Statutory:**

Statutory

**Date of Adoption:**

February 2025

**Date of Review:**

February 2026



**Health  
and Safety**

Health and Safety at Work etc. Act 1974



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

### **CLIFTON GREEN 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 information, instruction, 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; and
- to review and revise this policy as necessary at regular intervals.

**Signed:** Nicola Adams

**Head Teacher**

**Signed:** John Kesterton

**Chair of Governors**

**Date: 6 February 2025**

**Review date: 6 February 2026**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Nicola Adams (Head Teacher)**

**John Kesterton (Chair of Governors)**

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

**Name: Jeremy Pilling**

**Responsibility: Health & Safety Governor**

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**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).

## **ARRANGEMENTS**

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

**Risk assessments will be undertaken by:**

**Victoria Brinkworth, Business Manager, 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:**

**Nicola Adams, Head Teacher, Victoria Brinkworth, Business Manager and the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Nicola Adams, Head Teacher, Victoria Brinkworth, Business Manager and the staff member undertaking activity**

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

**Nicola Adams, Head Teacher, Victoria Brinkworth, Business Manager 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:**

**Simon Barrett, Site Manager**

**Consultation with employees is provided by:**

**Agenda item on staff weekly briefings**

**Staff briefing and noticeboard**

**Training Days**

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager  
Jo Slaughter - Chef  
CYC Property Services  
Cleaning - Synergy FM from 1 March 2025

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager  
Jo Slaughter - Chef  
CYC Property Services  
Cleaning - Synergy FM from 1 March 2025

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager  
Jo Slaughter - Chef  
CYC Property Services  
Cleaning - Synergy FM from 1 March 2025

**Problems with plant/equipment should be reported to:**

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager  
Jo Slaughter - Chef  
CYC Property Services  
Cleaning - Synergy FM from 1 March 2025

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager  
Jo Slaughter - Chef  
Synergy FM (Cleaning)

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager  
Jo Slaughter - Chef  
Cleaning - Synergy FM from 1 March 2025

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager  
Jo Slaughter - Chef  
Synergy FM (Cleaning)

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
Simon Barrett– Site Manager  
Jo Slaughter - Chef  
Synergy FM (Cleaning)

**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

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

Joel Davis, NYES H&S Adviser  
[joel.davis@northyorks.gov.uk](mailto:joel.davis@northyorks.gov.uk)

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

Nicola Adams - Head Teacher

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

Nicola Adams – Head Teacher

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

**Induction training will be provided for all employees by:**

**Local SLT Induction**  
Nicola Adams – Head Teacher

**Job specific training will be provided by:**

**NYC training dept.**  
Nicola Adams – Head Teacher  
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:**

**Staff Training Log in the Admin Drive and The National College**

**Training will be identified, arranged and monitored by:**

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

**First aid box is available in each classroom and in the school office.**

### The first aiders are:

#### **Paediatric First Aiders are:**

Jenny Smith  
George Brichieri  
Sammy Dawe  
Lisa Read  
Ethan Allott  
Maria Aves  
Michaela Law  
Wendy Rennie  
Francesca Stoakes  
Jessica North  
Beverly Thompson  
Maeve Wragg

#### **Emergency First Aiders are:**

Karen Banks  
Angela Nicholson  
Tracy Cook  
Reem Yasouf

**All accidents and cases of work-related ill health are to be recorded on B-Safe, an online portal**

**<https://nyccbsafe.bondap.com/auth/default>**

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager

## 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  
Property Services 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:

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager

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

Nicola Adams – Head Teacher  
Victoria Brinkworth – Business Manager  
**NYC Occupational health**

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

Nicola Adams – Head Teacher  
**NYC Occupational health**

# **ARRANGEMENTS**

## **ASBESTOS RISK MANAGEMENT**

**The Responsible Officer for asbestos management is:**

**Nicola Adams – Head Teacher  
Simon Barrett – Site Manager**

**The Asbestos Risk Management file is kept in:**

**in the Site Manager's cupboard and the maintenance folder on Google drive**

**Site plans showing the location of asbestos containing materials (ACM's) are kept in:**

**In the asbestos management file**

**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:**

**Simon Barrett – Site Manager  
Victoria Brinkworth - School Business Manager**

**Asbestos risk assessments will be undertaken by:**

**NYC Shared Health and Safety**

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

**Simon Barrett – Site Manager**

**Records of the above inspections will be kept in:**

**Maintenance folder on Google drive**

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Nicola Adams – Head Teacher  
Simon Barrett – Site Manager

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

Water Management Arrangements Folder on the Google Maintenance drive

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

Simon Barrett – Site Manager

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

Water Management Arrangements Folder on the Google Maintenance drive

## ARRANGEMENTS

### WORK AT HEIGHT

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

**Nicola Adams - Head Teacher**

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

**Nicola Adams – Head Teacher, Victoria Brinkworth – Business Manager and all members of staff**

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

**Simon Barrett – Site Manager**

**Maintenance Folder on the Google Drive**

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

**Off-site educational visits must be authorised by:**

**NYC, Nicola Adams - Head Teacher and Governors**

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

**George Brichieri**

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

**The relevant Group Leader**

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

**Policies folder on the Google Drive**

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

**Group Leader and/or EVC and approved by Nicola Adams - Head Teacher**



## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Nicola Adams - Head Teacher

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Visually Inspected by Simon Barrett  
on a monthly basis

Annual inspections are undertaken by  
Chubb Fire and Security

Alarms are tested by/every:

On a weekly basis by Simon Bartlett –  
Site Manager

Bi-Annually by SSSystems

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.*

**Business Disaster Recovery Plan**  
**Child Protection and Safeguarding Policy**  
**Educational Visits Policy**  
**Emergency Plan**  
**First Aid in Schools**  
**Fire Safety Procedure**  
**First Aid and Medicines Procedure**  
**Intimate Care Procedure**  
**Lettings Procedure**  
**Lone Working Procedure**  
**Premises Management**  
**Working at Height Procedure**