

# 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



Striving for Excellence - Creating Opportunities - Nurturing One Another



**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**

**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
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**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
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**Alarms are tested by/every:**

On a weekly basis by Simon Bartlett – Site Manager	Bi-Annually by SSSystems
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**Emergency evacuation will be tested:**

Termly
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## 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**