

Clifton Green Primary School

Health and Safety Policy

Signature of Chair of Governors

Kathleen Wood & Jeremy Pilling

Signature of Head Teacher



Member of Staff Responsible:

Victoria Brinkworth

Reviewing Committee:

Resources

Statutory/Non Statutory:

Statutory

Date of Adoption:

February 2026

Date of Review:

February 2027





**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: Paul Prest

Head Teacher

Signed: Kathleen Wood & Jeremy Pilling

Co-Chair of Governors

Date: 6 February 2026

Review date: 6 February 2027

RESPONSIBILITIES

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

Paul Prest (Head Teacher)

Kathleen Wood and Jeremy Pilling (Co-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

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:

Paul Prest, Head Teacher, Victoria Brinkworth, Business Manager and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Paul Prest, 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:

Paul Prest, 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:

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager
CYC Property Services
Cleaning - Synergy FM

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

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager
CYC Property Services
Cleaning - Synergy FM

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

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager
CYC Property Services
Cleaning - Synergy FM

Problems with plant/equipment should be reported to:

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager

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

Paul Prest – 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:

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager
CYC Property Services
Cleaning - Synergy FM

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

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager
Synergy FM (Cleaning)

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

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager
Cleaning - Synergy FM

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

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager
Synergy FM (Cleaning)

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

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
Simon Barrett– Site Manager
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:

Ruth Griffin, NYES H&S Adviser
Ruth.griffin@northyorks.gov.uk

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

Paul Prest - 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:

Paul Prest – Head Teacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Paul Prest – Head Teacher

Job specific training will be provided by:

NYC training dept.
Paul Prest – 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:

Paul Prest – 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 year group and in the school office.

The first aiders are:

Paediatric First Aiders are:

Jenny Smith
George Brichieri
Donna Coombs
Sammy Dawe
Lisa Read
Ethan Allott
Michaela Law
Wendy Rennie
Jolene Schofield
Kate Shimmins
Francesca Stoakes
Tammy Uebersax

Emergency First Aiders are:

Laura Britton
Emma Harris

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:

Paul Prest – 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
Outdoor play equipment

The person responsible for investigating accidents is:

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager

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

Paul Prest – Head Teacher
Victoria Brinkworth – Business Manager
NYC Occupational health

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

Paul Prest – Head Teacher
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Victoria Brinkworth – School Business Manager
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:

Paul Prest – 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:

Paul Prest - Head Teacher

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

Paul Prest – 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, Paul Prest - 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 Paul Prest - Head Teacher

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Paul Prest - 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