

THIS IS THE HEALTH AND SAFETY STATEMENT OF**Hipswell Church of England Primary School 2024-2025****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: 22 January 2025****Review date: Autumn 2025**

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Miss C Ewbank (Head Teacher)

Mr I Robertson (Chair of Governors)

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

Miss C Ewbank (Head Teacher)

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

Name: Mr Simon Lawrie

Responsibility: Health & Safety Governor

Name: Mrs S Regan

Responsibility: Deputy Head Teacher

Name: Mrs S Matheson

Responsibility: Assistant Head Teacher

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:

Dale Barton NYES Health and Safety Service
07788 564533
Lauren Grant NYES Health and Safety Service
M: 07816193077
T: 01609 532545
E: lauren.grant@northyorks.gov.uk

ORGANISATIONAL CHART

Staffing 2024/2025

Name	Position	Responsibility
Miss Carolyn Ewbank	Headteacher	MFL, Computing, Collective Worship
Mrs. Sue Regan	Deputy Headteacher Year 5/6 Teacher	SENCo, Science, History, Geography
Mrs. Sam Matheson	Assistant Headteacher Reception Teacher	Senior Mental Health Lead Pupil Premium Champion
Miss Emily Masterman	Year 1 Teacher	Early Career Teacher (second year)
Mrs. Katie Farrelly	Year 2 Teacher	Phonics and Early Reading Shadowing SENCo
Mrs. Amanda Waller	Reception and Year 3 Teacher	Physical Education Religious Education
Miss Kathryn Clark	Year 3 Teacher	Maths Religious Education
Mrs. Satnam Walker	Year 4 Teacher	English PSHE, RSE and British Values ECT mentor School Council
Mrs. Claire Turner	Year 5 Teacher	Early Career Teacher (first year)
Mrs. Alexandra Harris	Year 6 Teacher	Art and Design Design Technology Eco-Council
Mrs. Malai Downes	Office Manager	Pupil mobility co-ordinator
Mrs. Sophie Millington	Administrative Assistant	Hipswell Warriors
Mrs. Lianne Cadman	Higher Level Teaching Assistant	PPA/ECT cover
Mrs. Debbie Powell	Advanced Teaching Assistant	
Mrs. Jayne Rhodes	Advanced Teaching Assistant	
Mrs. Lucy Gardner	General Teaching Assistant	
Mrs. Kate Dales	General Teaching Assistant	Emotional First Aider
NYESHSP01	OFFICIAL	Version 1
		Page 3 of 19

Mr. Ben Friend	General Teaching Assistant	
Mrs. Carol Pownall	Cook (NYCC Facilities Management) Breakfast Club Fun Club	
Mrs. Angela Ellis	Assistant Cook (NYCC Facilities Management) Breakfast Club Fun Club	
Mrs. Angela Morris	Midday Supervisory Assistant	
Mrs. Nicola Milton (NYC Financial Management Services)	Financial Support Officer	School bursar School business manager
Mrs. Anne Rasbeary (NYC Facilities Management)	Assistant Cook	
Mr. Michael Davies (NYC Cleaning and caretaking Services)	Caretaker	
Mrs. Denise Davies (NYC Cleaning Services)	Cleaner	
Mrs. Natalie Moore (NYC Cleaning Services)	Cleaner	
Mrs. Malgorzata Wieczorek (Shubble Education)	Supply Teaching Assistant (4 days)	
Mrs. Amy Walker (Shubble Education)	Supply Teaching Assistant (1 day)	
Mr. Lewis Bell (Principal Teachers)	Supply Teaching Assistant (5 days)	

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Miss C Ewbank
Mrs S Regan
Mrs S Matheson
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:

Miss C Ewbank
Mrs S Regan
Mrs S Matheson
Staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Miss C Ewbank
Mrs S Regan
Mrs S Matheson
Staff member undertaking activity

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

Miss C Ewbank
Mrs S Regan
Mrs S Matheson
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:

N/A

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

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

**Miss C Ewbank
Mrs S Regan
Mrs M Downes
NYES Property Solutions
NYES Cleaning
NYES Catering**

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

**Miss C Ewbank
Mrs S Regan
Mrs M Downes
NYES Property Solutions
NYES Cleaning
NYES Catering**

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

**Miss C Ewbank
Mrs S Regan
Mrs M Downes
NYES Property Solutions
NYES Cleaning
NYES Catering**

Problems with plant/equipment should be reported to:

**Miss C Ewbank
Mrs S Regan
Mrs M Downes
NYES Property Solutions
NYES Cleaning
NYES Catering**

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

**Miss C Ewbank
Mrs S Regan
Mrs M Downes
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:

Miss C Ewbank
Mrs S Regan
Mrs M Downes
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Miss C Ewbank
Mrs S Regan
Mrs M Downes
Mrs N Milton (FMS Team)
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Miss C Ewbank
Mrs S Regan
Mrs M Downes
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Miss C Ewbank
Mrs S Regan
Mrs M Downes
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

**Miss C Ewbank
Mrs S Regan
Mrs M Downes
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

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

Miss C Ewbank
Mrs M Downes

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

Miss C Ewbank

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Miss C Ewbank
Mrs M Downes
NYC

Job specific training will be provided by:

NYC training dept.
Miss C Ewbank
Mrs M Downes
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:

On Teams

Training will be identified, arranged and monitored by:

Mrs M Downes (with support from NYC Business Manager)
Miss C Ewbank

ARRANGEMENTS

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

Locations of First Aid Boxes:

School Office
Photocopier Corridor
Reception detached class
Y5/6 classes
Kitchen
Portable kits for trips

The first aiders are:

Level 3 Paediatric First Aid Trained:

Mrs S Matheson

Mrs D Powell

Emergency First Aid Training:

Miss C Ewbank

Mrs C Pownall

Mrs A Ellis

Mrs K Dales

Mrs L Gardener

Ms K Clark

Mrs A Waller

Mrs J Rhodes

Mrs S Regan

Mrs S Millington

Mrs A Morris

Miss A Harris

Mrs S Walker

Miss E Masterman

Paediatric First Aid:

Miss C Ewbank

Mrs C Pownall

Mrs A Ellis

Mrs K Dales

Mrs L Gardener

Ms K Clark

Mrs A Waller

Mrs J Rhodes

Mrs S Regan

Mrs S Millington

Mrs A Morris

Miss A Harris

Mr B Friend

Mrs S Walker

Miss E Masterman

First Aid at Work:

Mrs M Downes

Mrs K Farrelly

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:

In the office

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

Mrs M Downes

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
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:

Miss C Ewbank

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

Miss C Ewbank
NYC Occupational Health

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

Miss C Ewbank
NYC Occupational Health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Miss C Ewbank – training completed 30/4/2024

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:

School administration staff

Asbestos risk assessments will be undertaken by:

Miss C Ewbank

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

NYC Caretaker

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:

NYC Caretaker
Miss C Ewbank – training completed 30/4/2024

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:

Miss C Ewbank

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:

Miss C Ewbank
Mrs S Regan

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

Miss C Ewbank
Mrs S Regan
Mrs N Milton
Members of staff undertaking the activity

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

Establishment Governor	Establishment Management File
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ARRANGEMENTS

MANUAL HANDLING

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

Miss C Ewbank
Mrs S Regan

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

Miss C Ewbank
Mrs S Regan
Mrs N Milton
Members of staff undertaking the activity

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

Establishment Governor	Establishment Management File
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ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC
Miss C Ewbank

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

Miss C Ewbank – training completed 23/2/2023

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

Group Leader

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

Admin office

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

Teacher responsible for leading

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Miss C Ewbank

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire Visually Inspected	Annually Termly
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Alarms are tested by/every:

NYC Caretaker Monks	Weekly Bi-Annually
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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