



Faith is all around us.  
We have to have faith in ourselves in order to be the best that we can be.  
We are a small school, with big hearts and together we beat as one.  
Sowing seeds of knowledge and faith, with nurture and love  
We thrive, we grow.

Health and Safety at Work etc. Act 1974

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

### **Wistow Parochial CE 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:**

**Carla Cox Head Teacher**

**Signed:**

**Allen Blake - Chair of Governors**

**Review date:**

**September 2026**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Carla Cox (Head Teacher)**

**Allen Blake (Chair of Governors)**

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

**Mrs Carla Cox**

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

**Name: Angela Dethridge**

**Responsibility: Business Manager – Health and Safety and Premises Management**

**Name: Allen Blake**

**Responsibility: Health and Safety Governor**

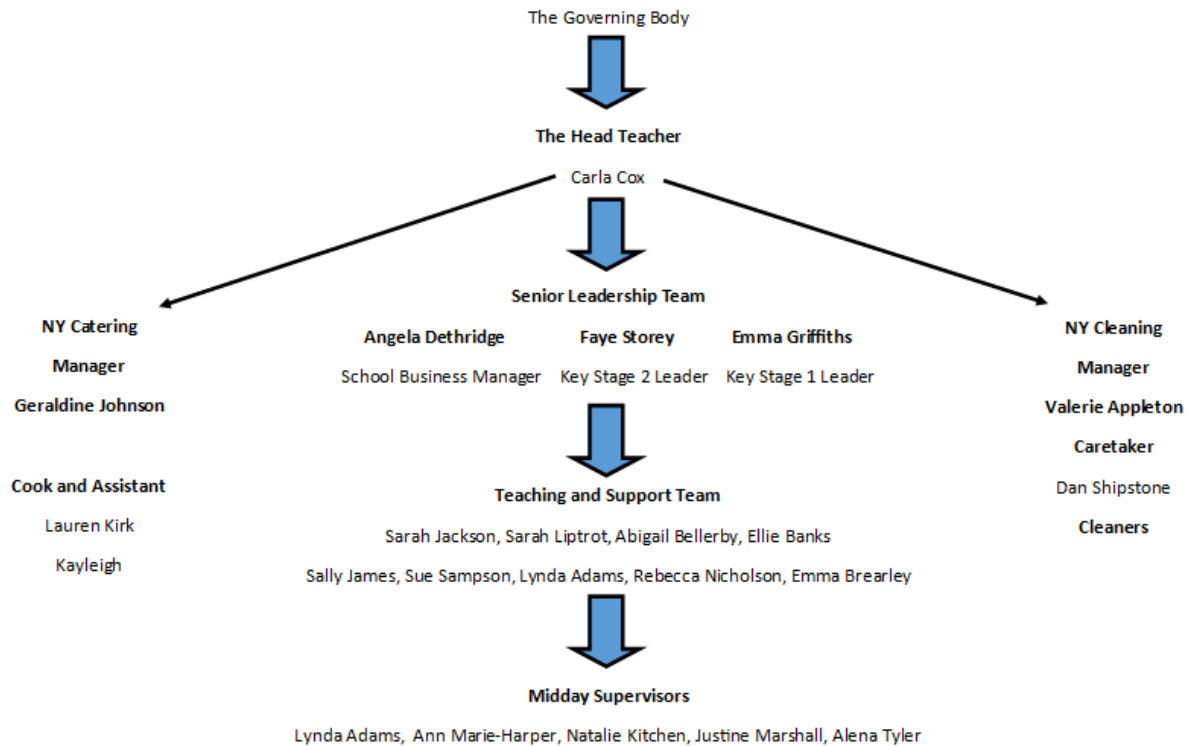
All employees have to:

- 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).

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**

# ORGANISATIONAL CHART



## ARRANGEMENTS

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

Risk assessments will be undertaken by:

**Mrs Cox and the appropriate staff member will be undertaking activity**

**The findings of the risk assessments will be reported to:**

**All staff**

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

**The Head Teacher and the staff member undertaking activity**

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

**The Head Teacher and the staff member undertaking activity**

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

**The Head Teacher 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:**

**N/A**

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**Staff briefing and noticeboard**

**Training Days**

## **ARRANGEMENTS**

### **SAFE PLANT AND EQUIPMENT**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers**

## **ARRANGEMENTS**

### **SAFE HANDLING AND USE OF SUBSTANCES**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers  
Nurture Grounds Maintenance**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers  
Nurture Grounds Maintenance**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers  
Nurture Grounds Maintenance**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers  
Nurture Grounds Maintenance**

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

**The Head Teacher and Business Manager  
Property Services  
Building Cleaning Services  
NYC County Caterers  
Nurture 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:

Mrs Cox, 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:

Mrs Cox, Head Teacher

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

The Head Teacher  
Business Manager  
SLT (Senior Leadership Team)

Job specific training will be provided by:

NYC training dept.  
HandS Service  
The Head Teacher

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 the Training Management File

Training will be identified, arranged and monitored by:

The Head Teacher and the School Business Manager

# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**Staffroom  
Classrooms  
Kitchen**

**The first aiders are:**

**Detailed on posters located around the school and in the First Aid Training Details**

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

**In the Staff Room**

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

**The Head Teacher and 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  
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:

The Head Teacher and Business Manager

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

The Head Teacher  
NYC Occupational health

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

The Head Teacher and Business Manager  
NYC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

The Head Teacher and Business Manager

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:

The Head Teacher and Business Manager

Asbestos risk assessments will be undertaken by:

The Head Teacher and Business Manager

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

The Business Manager

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:

The Head Teacher  
The Business Manager

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:

The Caretaker

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:

The Head Teacher

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

The Head Teacher and all members of staff

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

Establishment  
Governor

Establishment Management File

# ARRANGEMENTS

## MANUAL HANDLING

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

The Head Teacher

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

The Head Teacher and School Business Manager

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

Establishment  
Governor

Establishment Management File

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

The Head Teacher and School Business Manager

# ARRANGEMENTS

## EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC  
The Head Teacher  
Educational Visits Leader  
Governors

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

The Head Teacher  
KS2 Leader

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

Group Leader

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

Staffroom  
Shared Drive

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

Class Teacher organising the off-site activity

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

The Head Teacher

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

Marlowe (via DBE Services) Visually Inspected	Annually Termly
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Alarms are tested by/every:

The Caretaker (via DBE Services) Protec or Keith France	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**