

THIS IS THE HEALTH AND SAFETY STATEMENT OF

NUN MONKTON FOUNDATION PRIMARY SCHOOL
"Be curious, be brave, believe"

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:

28th November 2024

Review date:

28th November 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs A Mitchell (Head Teacher)

Mrs M Shackleton (Chair of Governors)

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

Mrs A Mitchell (Head Teacher)

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

Name: Mrs M Stout

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).

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

Please place a copy of the school's organisational chart here

Whole school Staffing Structure at Nun Monkton Foundation Primary School November 2024

1 FTE Headteacher with 0.4 teaching commitment
2.6 qualified teachers
1 School Administrator (20 hours a week)
1 HLTA (13 hours)
1 x GTA (13 hours)
1 x GTA (EYFS) 19.5
1 ATA 22.5

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mrs Mitchell, Mrs Ritchie (EVC) 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:

Mrs Mitchell and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Mitchell and the staff member undertaking activity

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

Mrs Mitchell 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

Face to Face (or if this is not possible and only as a last resort, by email)

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES County Caterers

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

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES Catering

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

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES Catering

Problems with plant/equipment should be reported to:

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES Catering

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

The Headteacher
The School Administrator
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:

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES Catering

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

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES Catering

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

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES Catering

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

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES Catering

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

The Headteacher
The School Administrator
NYES Property Solutions
NYES Cleaning
NYES Catering

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 will be displayed at:

In the main entrance hall

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

**The Headteacher and/or School Administrator
Teaching staff in the case of student teachers**

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 Mitchell

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
The Headteacher
School Administrator
Teaching staff in the case of student teachers

Job specific training will be provided by:

NYC training dept.
Mrs Mitchell or delegated staff member
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:

In Health & Safety Document Management file or online in 'Office' file of School administrator's computer or on 'Sharepoint'

Training will be identified, arranged and monitored by:

Headteacher
School Administrator

ARRANGEMENTS

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

Locations of First Aid Boxes:

'Staff Kitchen'
Kitchen
Snug
Rucksack (for visits out of school incl. PE sessions)
Fire warden bag

The first aiders are:

Mrs Ritchie
Mrs Gill (Mon – Wed)
Miss Parker
Mrs Ridlington (Mon – Wed)
Ms Hirons

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:

Headteacher or School Administrator

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
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
NYES Property Solutions Condition Survey
Prioritised programme of risk assessment
Gulleys and Gutters checked and cleaned
Pest control
Establishment Hands Service Inspection

The person responsible for investigating accidents is:

Headteacher

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

Mrs Mitchell
NYC Occupational health

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

Mrs Mitchell
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Mitchell

The Asbestos Risk Management file is kept in:

Admin Office – cupboard 14

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

Admin Office – cupboard 14

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:

Mrs Mitchell,
Ms Hirons

Any other member of staff who lets a visiting contractor in (is listed on the tick list of things covered when signing in a contractor)

Asbestos risk assessments will be undertaken by:

Mrs Mitchell
EVC or other class teachers for off-site visits

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

Mrs Mitchell
School's surveyor

Records of the above inspections will be kept in:

Admin Office – cupboard 14

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs Clark (Caretaker)
Mrs Mitchell

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

Water Management Arrangements Folder – school office cupboard 14

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

Mrs Clark

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

Water Management Arrangements Folder – cupboard 14

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs Mitchell

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

Headteacher 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:

Mrs Mitchell

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

Headteacher
School Administrator
and all members of staff

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

Establishment Governor	Establishment Management File
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Risk assessments for manual handling tasks are to be completed by:

Headteacher and all members of staff

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, The EVC and Headteacher and Governors

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

Mrs Ritchie

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

Group Leader

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

Sharepoint

Also uploaded onto 'Evolve' system for NYorks

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

The group leader and approved by Headteacher / EVC

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Headteacher

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire
Visually Inspected

Annually
Termly

Alarms are tested by/every:

School Administrator
Monks

Weekly
Bi-Annually

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 [Sept 24](#)
Safeguarding Audit –[revised Spring term 2025](#)
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 – review at FSP Nov 24
Lone Working Procedure
Missing Child Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure