

**THIS IS THE HEALTH AND SAFETY STATEMENT OF****Brompton Community Primary School 2025-2026****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: 10/12/2025****Review date: Autumn 2026**

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Jane Byrne (Head Teacher)

Mr Tim Pennett (Chair of Governors)

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

Mrs Jane Byrne (Head Teacher)

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

Mrs Jane Byrne (Head Teacher)

The Governing Body

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).

The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated competent person is:

**Dale Barton NYES Health and Safety Service
07788 564533**

ORGANISATIONAL CHART

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

Headteacher (Jane Byrne)

Deputy Headteacher (Bianca James) Assistant Headteacher (Sara Jane Harker)

SENCO (Lyndsey Armstrong) Assistant SENCO (Sam Greer)

Class Teacher (Megan Abbs) Class Teacher (Kate Archard) Class Teacher (Shelley Hollingsworth) Class Teacher (Hannah Moss) Class Teachers (Mrs Claire Mitchell) (Mrs Lynne Bell) (Mrs Tamara Wright)

12 Teaching Assistants

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

The head teacher, North Yorkshire Business Manager, school caretaker, Local Authority HANDs officer 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:

Headteacher/Governing Body

The person responsible for ensuring the action required is implemented is

Headteacher/Governing Body

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

Headteacher and Deborah Pennett

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:

All school staff
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Headteacher
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Headteacher
NYES Property Solutions
NYES Cleaning
NYES Catering

Problems with plant/equipment should be reported to:

**Headteacher
NYES Property Solutions
NYES Cleaning
NYES Catering**

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

**Headteacher
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:

**Headteacher
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance**

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

**Headteacher
NYES Business Manager
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance**

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

**Headteacher
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance**

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

**Headteacher
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance**

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

**Headteacher
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:

Headteacher and staff

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

Headteacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Headteacher based upon the schools' H&S policy and arrangements

Job specific training will be provided by:

NYC training dept.
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

Training will be identified, arranged and monitored by:

Headtacher and Mrs Deborah Pennett

ARRANGEMENTS

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

Locations of First Aid Boxes:

School Office
Foundation unit

The first aiders are:

First at Work; February 2025

D Pennett
J Byrne
SJ Harker
S Hollingsworth
C Mitchell
J Johnston
S Greer
A Brockhurst
B Alderson

Emergency First Aid at Work: February 2025

L Bell
T Wright

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

In the school office

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

Mrs Deborah Pennett

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:

Headteacher and local authority

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

Headteacher
NYC Occupational health

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

Headteacher
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher

Mrs Deborah Pennett

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 Administrators

Asbestos risk assessments will be undertaken by:

Headteacher/Governing Body/Caretaker

NYES Property Solutions

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

Caretaker

Records of the above inspections will be kept in:

Caretaker's Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Headteacher

Mrs Deborah Pennett

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:

Caretaker

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

Water Management Folder in Caretaker's room

ARRANGEMENTS

WORK AT HEIGHT

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

Headteacher

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

Headteacher or relevant person

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

Ladder check record sheet attached to ladders and termly visual check kept in HANDs documentation folder in school office

ARRANGEMENTS

MANUAL HANDLING

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

Headteacher

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

Headteacher and relevant members of staff

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

Establishment Governor	None in school
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Risk assessments for manual handling tasks are to be completed by:

Headteacher and relevant members of staff

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**NYC
Headteacher**

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

Jane Byrne (5/12/2024)

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

Group Leader

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

School office and Staffroom

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

School Administrators

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

NYES HANDS Officer

Escape routes are checked by/every:

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

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

Mrs Deborah Pennett/Amy Hodgson 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