

THIS IS THE HEALTH AND SAFETY STATEMENT OF**St Paul's Nursery 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: Claire Rigden**Headteacher****Signed:** Siobhan McGrellis**Chair of Governors****Date of review:** 07.08.25**Next review due:** 07.08.26

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Claire Rigden (Headteacher)

Mrs Siobhan McGrellis (Chair of Governors)

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

Mrs Claire Rigden (Head Teacher)

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

Name: Mrs Siobhan McGrellis

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).

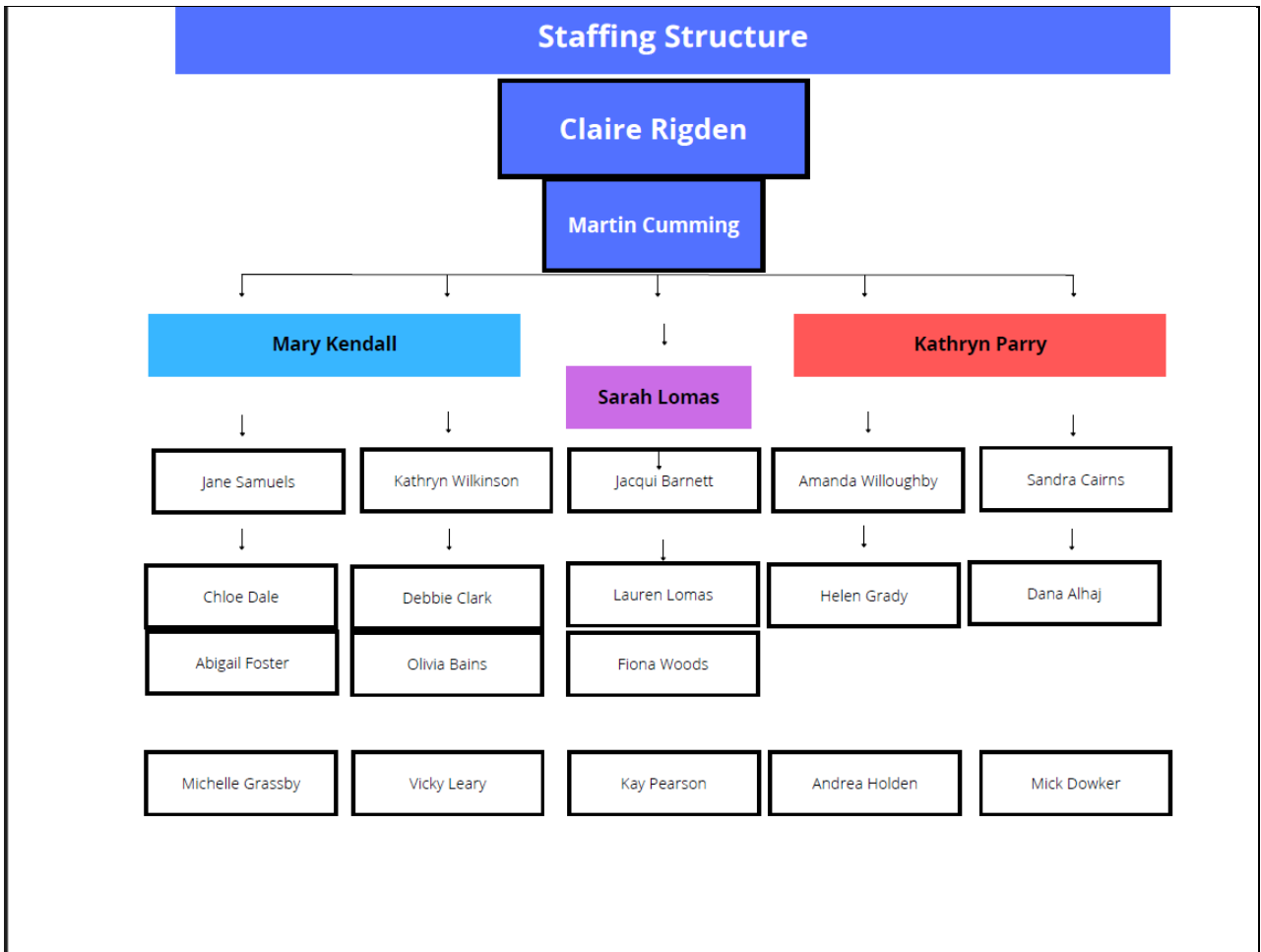
Health and safety advice is available from your NYES Health and Safety Service Safety Risk Adviser:

Sarah Charters NYES Health and Safety Service

07890 051106

ORGANISATIONAL CHART

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



ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Claire Rigden, Nicola Jolly 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:

Claire Rigden and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Claire Rigden and the staff member undertaking activity

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

Claire Rigden 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.

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

SAFE PLANT AND EQUIPMENT

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

Mrs Claire Rigden

CYC Property Services

Michael Dowker – Caretaking

Synergy FM - Cleaning

Andrea Holden - Catering

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

Mrs Claire Rigden / Nicola Jolly
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
Andrea Holden - Catering

The person responsible for ensuring that all identified maintenance is implemented

Mrs Claire Rigden / Nicola Jolly
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
Andrea Holden - Catering

Problems with plant/equipment should be reported to:

Mrs Claire Rigden / Nicola Jolly
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
NYES - Catering

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

Mrs Claire Rigden
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
Andrea Holden - Catering

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Claire Rigden / Nicola Jolly
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
Andrea Holden - Catering

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

Mrs Claire Rigden / Nicola Jolly
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
NYES - Catering

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

**Mrs Claire Rigden
Nicola Jolly – SBM
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
NYES - Catering**

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

**Mrs Claire Rigden
Nicola Jolly – SBM
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
NYES - Catering**

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

**Mrs Claire Rigden
Nicola Jolly – SBM
CYC Property Services
Michael Dowker – Caretaking
Synergy FM - Cleaning
NYES - Catering**

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

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 Claire Rigden

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 Claire Rigden

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction

Mrs Claire Rigden

Job specific training will be provided by:

Professional training providers

Mrs Claire Rigden

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:

Electronically on a training matrix

Training will be identified, arranged and monitored by:

Mrs Claire Rigden

Mrs Karen Gegg Brega – Finance and Admin Assistant

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

Locations of First Aid Boxes:

Each classroom

Medical room

Main office

The first aiders are:

3 x Paediatric first aid

2 x first aid at work

All emergency first aid at work

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

Famly app – hard copy print out in office and Bsafe

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

Mrs Claire Rigden

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:

Mrs Claire Rigden

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

Mrs Claire Rigden
NYC Occupational health

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

Mrs Claire Rigden
NYC Occupational health

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Claire Rigden

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:

Mrs Claire Rigden and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

NYES HandS Service, NYC

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

Mrs Claire Rigden and Mr Michael Dowker

Records of the above inspections will be kept in:

Admin Office

LEGIONELLOSIS MINIMISATION

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

Mrs Claire Rigden

Mr Michael Dowker

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:

HSL

Mr Michael Dowker

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

Water Management Arrangements Folder

WORK AT HEIGHT

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

Mrs Claire Rigden

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

Mrs Claire Rigden 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

MANUAL HANDLING

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

Mrs Claire Rigden

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

Mrs Claire Rigden and all members of staff

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:

Mrs Claire Rigden and all members of staff

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

CYC, Mrs Claire Rigden, and Governors

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

Mrs Mary Kendall

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 and electronically

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

Mrs Mary Kendall

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Claire Rigden

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Chubb Fire

Annually

Visually Inspected

Termly

Alarms are tested by/every:

Mr Michael Dowker

Weekly

SS Systems

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

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