

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Bradleys Both Community Primary School And Brads Before & After School Club

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: *B. Blythe*

Headteacher

Signed: *Becky Skapleton*

Chair of Governors

Date: 7th September 2025

Review date: September 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr B Rogers (Head Teacher)

Mrs B Stapleton (Chair of Governors)

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

Mr B Rogers (Head Teacher)

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

Name: Mr P Naisbitt

Responsibility: Health & Safety Governor

All employees have to:

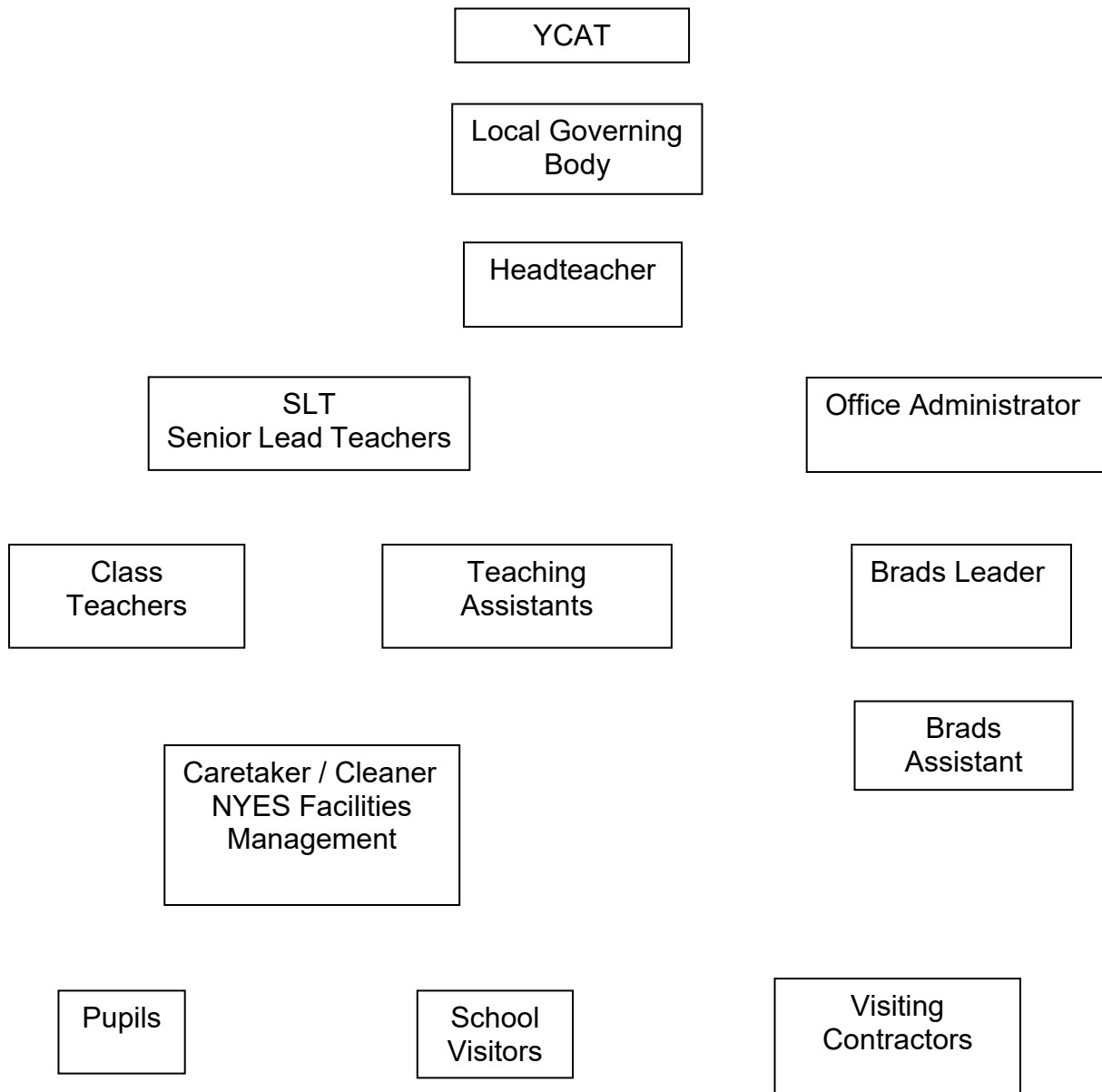
- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed 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



ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mr Rogers 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:

Mr Rogers and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr Rogers and the staff member undertaking activity

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

Mr Rogers 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 day noticeboard

Inset Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr Rogers
YCAT Estates
NYES Property Solutions
NYES Cleaning
YCATering - inhouse

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

Mrs Rogers
YCAT Estates
NYES Property Solutions
NYES Cleaning
YCATering - inhouse

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

Mr Rogers
YCAT Estates
NYES Cleaning
YCATering – inhouse

Problems with plant/equipment should be reported to:

Mr Rogers
YCAT Estates
NYES Property Solutions
NYES Cleaning
YCATering – inhouse

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

Mr Rogers
YCAT Estates
NYES Property Solutions
NYES Cleaning
YCATering – inhouse

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Rogers
NYES Cleaning
YCATering (inhouse Kitchen staff & WLP Consultancy)
Grounds Maintenance – Dowse Grounds Services
NYES Property Solutions Contractors

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

Mr Rogers
NYES Cleaning
YCATering inhouse Kitchen staff & WLP Consultancy
Grounds Maintenance – Dowse Grounds Services
NYES Property Solutions Contractors

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

Mr Rogers
NYES Cleaning
YCATering – inhouse Kitchen staff & WLP Consultancy
Grounds Maintenance – Dowse Grounds Services
NYES Property Solutions Contractors

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

Mr Rogers
NYES Cleaning
YCATering – inhouse Kitchen staff & WLP Consultancy
Grounds Maintenance – Dowse Grounds Services
NYES Property Solutions Contractors

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

Mr Rogers
NYES Cleaning
YCATering – inhouse Kitchen staff & WLP Consultancy
Grounds Maintenance – Dowse Grounds Services
NYES Property Solutions Contractors

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:

Mr Rogers

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

Mr Rogers

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mr Rogers
YCATering – inhouse – WLP Consultancy
NYES Building and Cleaning Services (Cleaning & Caretaking staff) SLY (D
Sargeant / E Fawcett)

Job specific training will be provided by:

NYC training dept.
Mr Rogers
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 electronic training log
Copies of certificates in staff personnel files

Training will be identified, arranged and monitored by:

Mrs Scarr (Office Administrator) & Mr Rogers

ARRANGEMENTS

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

Locations of First Aid Boxes:

Girls toilet (main building)
Class 1 Cloakroom / teacher cupboard
Class 5 Teacher cupboard
Main Kitchen
Reflection Room (Brads Before & After School Club base)
Trip & Visit first aid kits stored in Girls toilet in main building

The first aiders are:

Whole staff have completed Asthma Awareness training Level 2 and achieved the Asthma Friendly School accreditation
Whole staff have Epipen and inhaler awareness training
2 x members of staff are Emergency First aid at work trained (6 hours) LMc&AW
8 x members of staff are Paediatric First Aid trained (12 hours) and Emergency First Aid trained (6 hours)

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:

Mr Rogers

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Building & Site Check
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 / YCAT Estates
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:

Mr Rogers

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

Mr Rogers
NYC Occupational health

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

Mr Rogers
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Rogers

The Asbestos Risk Management file is kept in:

Caretaker & Cleaner's Cupboard in Girl's Toilet

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

Caretaker & Cleaner's Cupboard in Girl's Toilet

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:

Mr Rogers and Mrs Scarr – Office Administrator

Asbestos risk assessments will be undertaken by:

Mr Rogers & YCAT Estates

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

**Cleaner / Caretaker
(currently being carried out by NYES Cleaning Services Mobile Team)**

Records of the above inspections will be kept in:

Caretaker & Cleaner's Cupboard in Girl's Toilet

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr Rogers
Mrs Scarr

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 / Cleaner – currently being covered by Mobile Team NYES Cleaning Services

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:

Mr Rogers

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

Mr Rogerse 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:

Mr Rogers

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

Mr Rogers 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:

Mr Rogers and all members of staff

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Mr Rogers and Governors

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

Mrs Sargeant

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

Group Leader

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

Staffroom Policy File

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

Mrs Scarr – Office Administrator and Group Leader

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Rogers

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:

Caretaker / Cleaner – currently covered
by Mobile Team NYES Cleaning Services

Weekly

Monks

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