

THIS IS THE HEALTH AND SAFETY STATEMENT OF

The Fellowship of All Saints Kirkby Overblow and North Rigton CE Primary Schools

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: Amber Andrews

Headteacher

Signed: Joanne McCudden

Chair of Governors

Date: 12 November 2025

Review date: 12 November 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Andrews (Head Teacher)

Mrs Joanne McCudden (Chair of Governors)

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

Mrs Andrews (Head Teacher)

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

Name: Mark Wilkinson

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).

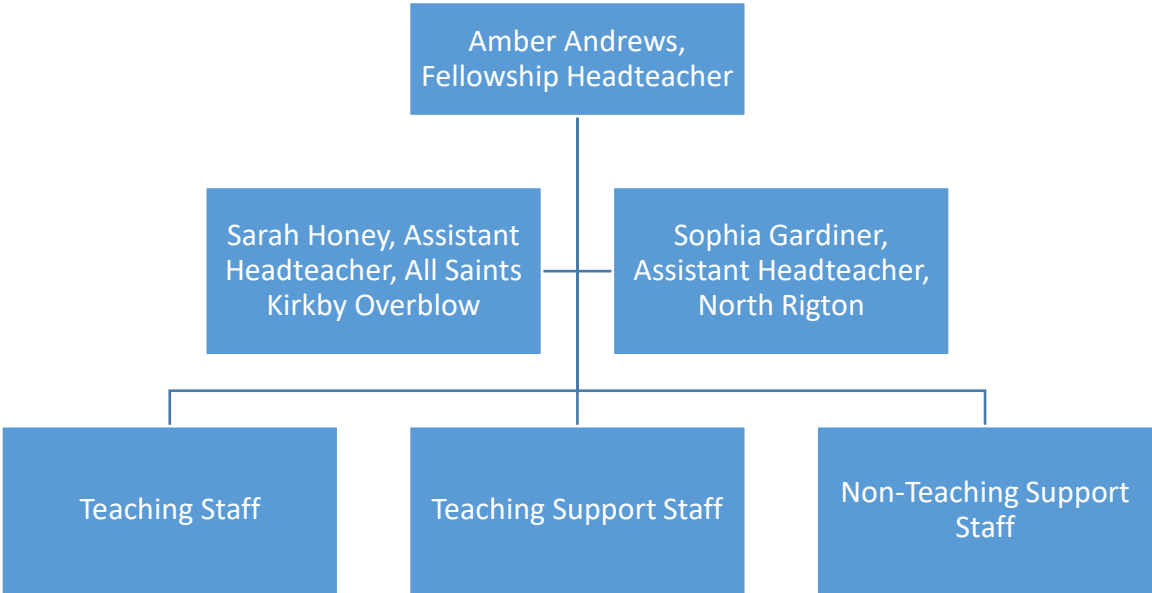
The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated competent person is:

Dale Barton NYES Health and Safety Service
07788 564533

NYC Hands, Selena Jaconelli
M: 07779 853864
T: 01609 532545
E: selena.jaconelli1@northyorks.gov.uk

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:

Mrs Andrews, Mrs Honey (All Saints), Mrs Gardiner (North Rigton) 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 Andrews, Mrs Honey (All Saints), Mrs Gardiner (North Rigton) and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Andrews, Mrs Honey (All Saints), Mrs Gardiner (North Rigton) and the staff member undertaking activity

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

Mrs Andrews, Mrs Honey (All Saints), Mrs Gardiner (North Rigton) 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

Emails

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)

Problems with plant/equipment should be reported to:

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)

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

- Mrs Andrews (Headteacher)
- Ms Foster (School Business Manager)
- Mrs Honey (Assistant Headteacher -All Saints)
- Mrs Gardiner (Assistant Headteacher – North Rigton)
- Mr Adrian Fletcher (Caretaker)
- Property Services (NYCC & DBE)
- Building Cleaning Services
- Grounds Maintenance (James Johnson)

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)

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

**Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
Mr Adrian Fletcher (Caretaker)
Property Services (NYCC & DBE)
Building Cleaning Services
Grounds Maintenance (James Johnson)**

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:

Sarah Honey (Assistant Headteacher – All Saints)
Sophia Gardiner (Assistant Headteacher – North Rigton)

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 Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

Job specific training will be provided by:

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

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:

Digital Training Folder held by Ms Amanda Foster
National College
Personal files

Training will be identified, arranged and monitored by:

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

ARRANGEMENTS

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

Locations of First Aid Boxes:

First Aid Room
Kitchen
Main office
Classrooms – mobile kits

The first aiders are:

Mental Health First Aid

Sarah Honey

All Saints

Emergency First Aid at Work

Giles Anderson
Georgina Brown
Jenny Dibb
Elaine Grainger

First Aid at Work

Liz Clegg

Paediatric & Auto-Injector

Georgina Brown
Liz Clegg
Holly Anderson
Jenny Dibb
Elaine Grainger
Rachael Pilgrim
Lauren Richards-Smith

North Rigton

Emergency First Aid at Work

Kate Burrow
Jenny Dibb
Karen Ellis
Kate London

First Aid at Work

Millie Ellis

Paediatric & Auto-Injector

Kate Burrow
Jo Butler
Kate Burrow
Millie Ellis
Sophia Gardiner
Carla Vickers

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

On Individual records within Arbor

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

- Mrs Andrews (Headteacher)
- Ms Foster (School Business Manager)
- Mrs Honey (Assistant Headteacher -All Saints)
- Mrs Gardiner (Assistant Headteacher – North Rigton)

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:

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
NYCC Occupational health

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Andrews (Headteacher)
Ms Foster (School 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:

Mrs Andrews (Headteacher)
Mrs Rachel Hamill (North Rigton)
Mrs Liz Clegg (All Saints)
Mrs Jenny Dibb

Asbestos risk assessments will be undertaken by:

NYC Property Services

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

Mr Adrian Fletcher (Caretaker)

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:

Mrs Andrews (Headteacher)
Ms Foster (School 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:

Mr Adrian Fletcher (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:

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

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

Mr Adrian Fletcher (Caretaker)	Establishment Management File
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ARRANGEMENTS

MANUAL HANDLING

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

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

Mr Adrian Fletcher (Caretaker)	Establishment Management File
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Risk assessments for manual handling tasks are to be completed by:

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Mrs Andrews (Headteacher)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Ripton)
NYC,
Governors

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

Mrs Gardiner

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

Group Leader

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

Staffroom

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

Mrs Gardiner
Mrs Dibb

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Andrews (Headteacher)
Ms Foster (School Business Manager)
Mrs Honey (Assistant Headteacher -All Saints)
Mrs Gardiner (Assistant Headteacher – North Rigton)

Escape routes are checked by/every:

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

NYC Property Services Visually Inspected	Annually Termly
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Alarms are tested by/every:

Mr Adrian Fletcher (Caretaker) NYC Property Services	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