

HEALTH AND SAFETY STATEMENT

Author/Owner	Executive Business Manager
Date Approved/Reviewed	September 2023 / September 2024/December 2025
Date of Next Review	September 2026
Approved By	Local Governing Body



THIS IS THE HEALTH AND SAFETY STATEMENT OF

SANDRINGHAM PRIMARY SCHOOL

Our statement of intent is:

- Implement the requirements of Exceed Learning Partnership 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 Exceed Learning Partnership and NYCC 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 information, instruction, 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; and
- to review and revise this policy as necessary at regular intervals.

Signed: C M Metcalfe

Principal

Signed: M Blount

Chair of Governors

Date: September 2025

Review date: September 2026 - to be reviewed annually with ELP's H&S Policy

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Principal: Mr C Metcalfe

Chair of Local Governing Body: Maggie Blount

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

Executive Business Manager:

- Be accountable for all premises issues relating to the site including resources and Health and Safety, ensuring that inventories are maintained
- Be accountable for the maintenance of the academy grounds ensuring the safety of the pupils and optimising the costs
- Ensure the academy meets all compliance requirements e.g. COSHH/Manual Handling/Fire Safety and Health and Safety

Premises Manager:

- To uphold the Trust and schools Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working
- To carry out daily/weekly checks to ensure that the school buildings are meeting the required standards and review any risk to safety
- To liaise with the Business Manager on Fire safety procedures
- To liaise with the Principal and Business Manager in order to ensure fire risk assessments on the buildings are carried out
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified

Name: Amy Langham

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).**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

**Executive Business Manager
Premises Manager
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:

**Executive Business Manager
Principal
Staff member undertaking activity**

The person responsible for ensuring the action required is implemented is

**Executive Business Manager
Staff member undertaking activity**

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

**Executive Business Manager
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:

Staff briefing and noticeboard

Training Days

Email

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

Problems with plant/equipment should be reported to:

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

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

Premises Manager
Executive Business Manager
Technical Services
Exceed Learning Partnership
Mellors Catering
Willow Land Management

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:

KS2 admin office, photocopier area,
KS1 photocopier area, Early Years kitchen area
Main kitchen

Health and safety advice is available from Trust's H&S consultant:

Clear Risk Management Ltd

ProAktive House,
Sidings Court,
White Rose Way,
Doncaster
DN4 5NU
T: 01302 346813

Exceed Learning Partnership Head of Estates – Clair Long

M: 07512 308326
T: 01709 805175
E: c.long@elp.org.uk

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

Line Manager
Vice Principal
Executive Business Manager
Designated Safeguarding Lead

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

Line Manager
Executive Business Manager
Designated Safeguarding Lead

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Line Manager
Office Manager
Executive Business Manager
Designated Safeguarding Lead
Local SLT induction

Job specific training will be provided by:

Line Manager
Office Manager
Executive Business Manager
Designated Safeguarding Lead
Trust
Mellors Catering
LA Technical Services

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 Training log on Google Drive
National College

Training will be identified, arranged and monitored by:

Line Manager, Executive Business Manager, Designated Safeguarding Lead, ELP
Trust

ARRANGEMENTS

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

Locations of First Aid Boxes:

EYFS, KS2 office, KS1 office, Staff room, KS1 Library
Midday Supervisors have 3 medical boxes - KS1 playground, KS1 dining hall and KS2 playground

The first aiders are:

List of trained first aiders, including paediatric first aid in Google Drive and circulated to all staff

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

KS1 office/ KS2 office/Midday Supervisors
Accident report forms in the Executive Business Manager's office

The person responsible for reporting accidents, diseases and dangerous occurrences to the Trust's H&S consultant:

Executive Business Manager
Premises Manager
Admin team (infectious diseases)

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 NYCC HandS Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Property Services Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Gulley and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Senior Leadership Team

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

Occupational Health
Clear Risk Management
Executive Business Manager, Principal

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

Occupational Health
Clear Risk Management
Executive Business Manager, Principal

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Principal

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:

Premises Manager
Office staff
Executive Business Manager

Asbestos risk assessments will be undertaken by:

ELP Contractor
Technical Services

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

Premises Manager

Records of the above inspections will be kept in:

Admin Office, Executive Business Manager's Office, CRM portal

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Principal
Premises Manager
Executive 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:

Premises Manager

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

Water Management Arrangements Folder/ Clear Risk Management portal

ARRANGEMENTS

WORK AT HEIGHT

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

**Principal
Executive Business Manager**

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

Executive Business Manager and Premises Manager

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

Premises Manager	Clear Risk Management Portal
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ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Principal/Vice Principal

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

Vice Principal (ES)

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

Group Leader

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

Google Drive and SAM People

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

Group Leader for non-local area visits

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Principal/Executive Business Manager
Trust

Escape routes are checked by/every:

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

Firesolve Visually Inspected by Premises Manager	Annually Termly – recorded on CRM portal
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Alarms are tested by/every:

Premises Manager Contractor	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 Procedures
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