



Health & Safety Statement

Date: Summer 2022
Review Date: Spring 2023

EARLEY ST PETER'S CE PRIMARY SCHOOL HEALTH AND SAFETY STATEMENT

Earley St Peter's CE Primary School is committed to providing and maintaining a safe and healthy working environment for our staff and for ensuring that the schools' premises and activities do not adversely affect the health and safety of our pupils or any other people. The school's aim is to integrate health and safety into everything we plan and do so that it becomes an intrinsic part of our culture.

The Head Teacher and the Governing Body recognise and accept their responsibilities by:

- providing adequate control of the health and safety risks arising from the school's work activities
- consulting with our employees on matters affecting their health and safety
- providing and maintaining safe plant and equipment
- ensuring the safe handling and use of substances
- providing information, instruction and supervision for employees
- ensuring all employees are competent to do their tasks, and to give them adequate training
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- implementing emergency procedures for evacuation in case of fire or other significant incident
- implementing an annual review and revision as necessary of this statement including the organisation for its implementation and the health and safety procedures.

Mrs Hester Wooller
Headteacher

Tim Briffitt
Governor for Health and Safety

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ROLES AND RESPONSIBILITIES

Headteacher

- Has overall day-to-day responsibility for health and safety and ensuring this statement, procedures and practices are implemented.

Employee H&S responsibilities:

- Take reasonable care of your own and other people's health and safety
- Follow the training you have received when using any work items given to you by your employer to use at work
- Co-operate with your employer on health and safety
- Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk

Title	Name
Headteacher	Mrs Wooller
Child Protection Lead	Mr Bisset, Deputy Headteacher
Governor for Health and Safety	Mr Briffitt
School Safety Coordinator	Mrs Jones, Operations Manager
General risk assessors	Headteacher & Operations Manager
DSE Workstation Assessor	Operations Manager
Contractor co-ordinator	Operations Manager
Incident reporting co-ordinator	Operations Manager
COSHH Assessor	Headteacher & Operations Manager
Manual Handling Assessor	Headteacher & Operations Manager
Emergency Co-ordinator for fire and evacuation	Headteacher & Operations Manager

Fire Wardens	<ul style="list-style-type: none"> • Mrs Jones (WBC course October 2018) • Mrs Saunders (WBC course Nov 2019) • Mrs Holloway (WBC course Nov 2019) • Mrs Noronha (WBC course 10/6/21 & SSSCPD Feb 2021) • Mrs Munns (WBC course 10/6/21 & SSSCPD Feb 2021) • Mrs Norman (WBC course 10/6/21 & SSSCPD Feb 2021) <p>All support staff undertook online training in February 2021:</p> <ul style="list-style-type: none"> • Fire Warden in Educational Settings • Fire Safety Awareness in Educational Settings
Fire risk assessor	Headteacher & Operations Manager
Qualified First Aid at Work with AED (3-day course)	Miss Hanton (exp 24/11/24)
Qualified Paediatric First Aiders (two-day/12-hour course)	<p>Mrs Butt (exp 28/4/24)</p> <p>EYFS team: Mrs MacDonald (exp 13/9/24), Mrs Smith (exp 1/10/24), Miss Sandhu (exp 12/10/24)</p> <p>KS1 team: Mrs Holloway (exp 28/4/24)</p>
Qualified Paediatric First Aid (6hr) & Emergency First Aid at Work (Bolt on) with asthma & anaphylactic shock sessions	<p>Mr Bisset, Mr Smith, Mrs Jones, Mrs Butt</p> <p>EYFS team: Mrs Rogers</p> <p>KS1 team: Mrs Carrick, Mrs Munns</p> <p>KS2 team: Mrs Atif, Mrs Austin, Mr Coupe, Mr Florides, Mrs Hussain, Miss Nash, Mrs New, Mrs O'Shea, Mrs Rowe, Mrs Sinha, Mrs Smith, Mrs Verran, Mr Williams (exp 22/10/24)</p>
Qualified Emergency Paediatric First Aid (6 hour Paediatric First Aid)	<p>Mrs Mac'Neil (exp 07/6/24)</p> <p>Mrs Noronha (exp 07/6/24)</p> <p>Mrs Hyman (exp 07/6/24)</p>
Type 1 Diabetic Trained	Mrs Munns, Mrs Charge, Mrs Noronha, Mrs Dunthorne, Miss Hanton, Mrs Laphorn, Mrs Holloway
Educational Visits Coordinator (EVC)	Operations Manager
Safety Representative	Headteacher & Operations Manager

ARRANGEMENTS

There is an A-Z Health and Safety handbook located in the office which covers the following in more detail:

- ACCIDENTS AND INCIDENT REPORTING
- AFTER SCHOOL/BREAKFAST CLUB & LETTINGS
- ASBESTOS MANAGEMENT
- CONTRACTORS ON SITE
- CURRICULUM
- DISPLAY SCREEN EQUIPMENT
- ELECTRICAL SAFETY
- EVENTS
- EXTREME WEATHER
- FIRE SAFETY
- FIRST AID
- FOOD SAFETY
- HAZARDOUS SUBSTANCES/COSHH
- LEGIONELLA MANAGEMENT
- MANUAL HANDLING/ NEW & EXP. MOTHERS
- MEDICATION
- PERSONAL PROTECTIVE EQUIPMENT
- PLAY EQUIPMENT
- PREMISES MANAGEMENT
- RISK ASSESSMENTS/SLIPS AND TRIPS
- SCHOOL TRIPS
- SITE INSPECTIONS & MONITORING
- SITE SECURITY
- SWIMMING POOL MANAGEMENT
- TRAINING/CONSULTATION WITH STAFF
- VIOLENCE AT WORK
- VISITORS TO SITE
- WORK EQUIPMENT
- WORKING ALONE
- WORKING AT HEIGHT
- WORK RELATED STRESS/WELFARE M'MENT