

Health & Safety

Statement

Date: Autumn 2022

Review Date: Autumn 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 Executive Headteacher/Head of School 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.

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| Hester Wooller | Mrs Hester Wooller | Executive Headteacher |
| Tom Smith | Mr Tom Smith | Head of School |
| Tim Briffitt | Mr Tim Briffitt | Governor for Health and Safety  |

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ROLES AND RESPONSIBILITIES

Executive Headteacher/Head of School

* 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

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| Title  | Name  |
| Executive Headteacher   | Hester Wooller  |
| Head of School | Tom Smith |
| Child Protection Lead  | Martyn Bisset, Deputy Headteacher   |
| Governor for Health and Safety  | Tim Briffitt  |
| School Safety Coordinator  | Operations Manager  |
| General risk assessors  | Tom Smith & Operations Manager  |
| DSE Workstation Assessor   | Operations Manager  |
| Contractor co-ordinator   | Operations Manager  |
| Incident reporting co-ordinator   | Operations Manager  |
| COSHH Assessor   | Tom Smith & Operations Manager  |
| Manual Handling Assessor   | Tom Smith & Operations Manager  |

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| Emergency Co-ordinator for fire and evacuation  | Tom Smith & Operations Manager  |
| Fire Wardens   | * Bridget Saunders (WBC course Nov 2019)
* Jackie Holloway (WBC course Nov 2019)
* Ashita Noronha (WBC course 10/6/21 &

SSSCPD Feb 2021) * Julia Munns (WBC course 10/6/21 & SSSCPD Feb 2021)
* Sonia Norman (WBC course 10/6/21 & SSSCPD Feb 2021)

All support staff undertook online training in February 2021: * Fire Warden in Educational Settings
* Fire Safety Awareness in Educational Settings
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| Fire risk assessor  | Tom Smith & Operations Manager  |
| Qualified Paediatric First Aiders (two-day course)   Qualified Paediatric First Aid (12 hour)  Qualified Paediatric First Aid (6hr) & Emergency First Aid at Work (Bolt on) with asthma & anaphylactic shock sessions     Qualified Emergency Paediatric First Aid (6 hour Paediatric First Aid)  Type 1 Diabetic Trained   | Miss Hanton (exp 28/4/24) Mrs Butt (exp 28/4/24) Mrs Holloway (exp 28/4/24)  Mrs MacDonald (exp 13/9/24) Mrs R Smith (exp 1/10/24) Miss Sandhu (exp 13/10/24) Mr Bisset, Mr Smith, Mrs Butt EYFS team: Mrs AustinKS1 team: Mrs Carrick, Mrs Munns, Mrs Rogers, Mrs AtifKS2 team: Miss Cartwright, Mr Coupe, Mr Florides, Mrs Hussain, Mrs New, Mrs O’Shea, Mrs Rowe, Mrs Sinha, Mrs N Smith, Mrs Verran, Mr Williams (exp 22/10/24)  Jane Mac’Neil (exp 07/6/24) Ashita Noronha (exp 07/6/24) Michelle Hyman (exp 07/6/24)  Julia Munns, Ashita Noronha, Fiona Dunthorne, Laura Hanton,Lyndsey Lapthorn, Jackie Holloway  |
| Educational Visits Coordinator (EVC)  | Operations Manager  |
| Safety Representative  | Tom Smith & 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 SECRUTY
* 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