



# Health & Safety Statement

Date: Autumn 2023  
Review Date: Autumn 2024

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.

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

Date:	November 2023
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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

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	Amanda Snow
General risk assessors	Tom Smith & Amanda Snow
DSE Workstation Assessor	Amanda Snow
Contractor co-ordinator	Amanda Snow
Incident reporting co-ordinator	Amanda Snow
COSHH Assessor	Tom Smith & Amanda Snow
Manual Handling Assessor	Tom Smith & Amanda Snow

Emergency Co-ordinator for fire and evacuation	Tom Smith & Amanda Snow
Fire Wardens	<ul style="list-style-type: none"> <li>• <b>Nursery:</b> Anita Sandhu</li> <li>• <b>RollAlongs:</b> Julia Munns(not Fri pm)/Karen Dibley on Friday afternoon</li> <li>• <b>Main block KS1:</b> Rachel Smith(Wed/Thurs)/Natasha Smith(Mon Tues Fri)</li> <li>• <b>Main block KS2:</b> Sonia Norman all times except: <ul style="list-style-type: none"> <li>○ Ruchita Srivastava Thursday afternoon</li> <li>○ Monday &amp; Tuesday afternoon: Barbara Carrick</li> </ul> </li> <li>• <b>Y3/4 block:</b> Lynne Mackenzie</li> <li>• <b>Admin:</b> Bridget Saunders, Matt Boulton</li> </ul> <p>All support staff undertook online training in February 2021:</p> <ul style="list-style-type: none"> <li>• Fire Warden in Educational Settings</li> <li>• Fire Safety Awareness in Educational Settings</li> <li>• Julia Munns (WBC course 10/6/21 &amp; SSSCPD Feb 2021)</li> <li>• Sonia Norman (WBC course 10/6/21 &amp; SSSCPD Feb 2021)</li> <li>• Matt Bolton (SSSCPD May 2023)</li> </ul>
Fire risk assessor	Tom Smith & Amanda Snow

Qualified Paediatric First Aiders (two-day course)	Miss Hanton (exp 28/4/24) Mrs Butt (exp 28/4/24) Mrs Holloway (exp 28/4/24)
Qualified Paediatric First Aid (12 hour)	Mrs MacDonald (exp 13/9/24) Mrs R Smith (exp 1/10/24) Miss Sandhu (exp 13/10/24)
Qualified Paediatric First Aid (6hr) & Emergency First Aid at Work (Bolt on) with asthma & anaphylactic shock sessions	Mr Bisset, Mr Smith, Mrs Butt EYFS team: Mrs Austin KS1 team: Mrs Carrick, Mrs Munns, Mrs Rogers, Mrs Atif KS2 team: 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)
Qualified Emergency Paediatric First Aid (6 hour Paediatric First Aid)	Jane Mac'Neil (exp 07/6/24) Michelle Hyman (exp 07/6/24)
Type 1 Diabetic Trained	Julia Munns, Fiona Dunthorne, Laura Hanton, Jackie Holloway
Educational Visits Coordinator (EVC)	Chloe Williams
Safety Representative	Tom Smith & Amanda Snow

#### 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