

Conisbrough Ivanhoe Primary Academy



Health and Safety Policy

2025 - 2026

Creator:	Anthony Webb and NYES	Approved by:	Governing Body
Date approved:	August 2025	Review date:	August 2026

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Conisbrough Ivanhoe Academy

Our statement of intent is:

- 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 NYES Health and Safety 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: JP Brian
JP Brian (Aug 29, 2025 10:47:05 GMT+1)

Headteacher

Signed: Matt Lawson
Matt Lawson (Aug 29, 2025 19:19:31 GMT+1)

Chair of Governors Matt Lawson

Date: 31st August 2025

Review date: 31st August 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Brian (Head Teacher)

Mr Lawson (Chair of Governors)

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

Mr Webb (School Business Manager)

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

Name: Mr Price

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).

Health and safety advice is available from your NYES Health and Safety Service Safety Risk Adviser:

**Dale Barton NYES Health and Safety Service
07788 564533**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mr Webb 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:

Mr Brian and Mr Webb and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr Brian and Mr Webb and the staff member undertaking activity

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

Mr Brian and Mr Webb 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

Training Days

Staff Noticeboard

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering

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

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering

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

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering

Problems with plant/equipment should be reported to:

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering

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

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering
MetroClean
Willow Grounds Maintenance

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

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering
MetroClean
Willow Grounds Maintenance

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

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering
MetroClean
Willow Grounds Maintenance

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

Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering
MetroClean
Willow Grounds Maintenance

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

**Mr Webb
Mr Tyrer
Mr Reeder
DMBC
DMBC Catering
MetroClean
Willow Grounds Maintenance**

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:

Individual Class Teacher
Office Manager

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

Mr Brian

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mr Webb

Job specific training will be provided by:

National College
NYES Health and Safety Service

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:

Personnel File
National College

Training will be identified, arranged and monitored by:

Mr Brian and Mr Webb

ARRANGEMENTS

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

Locations of First Aid Boxes:

**KS1 Corridor
KS2
Nursery
Hub
Reception
Main Office**

The first aiders are:

**61 members of staff are First Aid at Work Trained
11 members of staff are Paediatric First Aid trained**

All accidents and cases of work-related ill health are to be recorded in the Accident Book

**School Office
KS1
KS2
Nursery
Reception**

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

Mr Webb

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:

Mr Webb

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

Mr Webb
DMBC Occupational health

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

Mr Webb
DMBC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Brian

The Asbestos Risk Management file is kept in:

Main Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Main 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:

Mr Webb
Office Staff

Asbestos risk assessments will be undertaken by:

DMBC

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

Mr Tyrer
Mr Reeder

Records of the above inspections will be kept in:

Main Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs Mills
Mr Webb
Mr Tyrer

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder in Main Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Mr Tyrer
Mr Reeder

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

Water Management Arrangements Folder in Main Office

ARRANGEMENTS

WORK AT HEIGHT

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

Mr Brian

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

Mr Webb, Mr Tyrer, Mr Reeder, Mr Brian and all members of staff

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

Mr Tyrer
Mr Reeder

Caretaker's Room

ARRANGEMENTS

MANUAL HANDLING

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

Mr Brian

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

Mr Webb, Mr Tyrer, Mr Reeder, Mr Brian and all members of staff

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

Mr Tyrer
Mr Reeder

Main Office

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**Mr Brian
Governors (residential stays)**

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

Mrs Kidd

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

Group Leader and Mrs Kidd

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

Main Office

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

**Mrs Kidd
Group Leader**

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Brian and Mr Webb

Escape routes are checked by/every:

Mr Tyrer, Mr Reeder and Staff in their own areas	Daily
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Fire extinguishers are maintained and checked by/every:

Firesolve Visually Inspected by Mr Tyrer and Mr Reeder	Annually Monthly
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Alarms are tested by/every:

Mr Tyrer Mr Reeder DMBC	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







Health and Safety Policy 2025 - 2026

Final Audit Report

2025-08-29

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