



Health & Safety Policy

Last reviewed: November 2025

Next review due: November 2026

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Colburn Community Primary School

Our statement of intent is:

- Implement the requirements of NYC's 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 NYC 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.

RESPONSIBILITIES

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

Mr Yousef Abdo (Head Teacher)

Mrs Vicki Hughes (Chair of Governors)

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

Mr Yousef Abdo (Head Teacher)

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

Name: **Jo-Anne Scott**

Responsibility: Health & Safety Governor

Name: Mrs Linzi Kirwan

Responsibility: Deputy Headteacher

Name: Mrs Charlotte Hannon

Responsibility: Assistant Headteacher

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:

ORGANISATIONAL CHART

Please place a copy of the school's organisational chart here

Member of staff	Role	School Improvement Responsibilities
Mr Yousef Abdo	Headteacher Safeguarding Lead	School Improvement Safeguarding Staffing Staff Performance Management Pupil Premium
Miss Linzi Kirwan	Deputy Headteacher Deputy Designated Safeguarding Lead	SENDCo. Behaviour & Inclusion Safeguarding
Mrs Charlotte Hannon (Maternity)	Assistant Headteacher Deputy Designated Safeguarding Lead	Quality of Education (Curriculum)
Mrs Rebecca Guy	TLR	EYFS
Mr James Swann	TLR	Assessment and Data

Member of staff	Role
Miss Julie Dewhirst	Senior Office Administrator
Ms Rachael Blackmore	School Administrative Assistant (8:00am – 1:30pm)
Miss Hayley Morgan	School Administrative Assistant (8:30am – 4:30pm)

Year group	Teacher	Teaching Assistant
Nursery (FS1)	Mrs Rebecca Guy	Mrs Karen Akers/Cover TBC Miss Hayley Trott
Reception (FS2)	Mrs Marie Curzon (Maternity cover)	
Class 1 (15)	Miss Katie Brown	Miss Amy Murray
Class 2 (23)	Ms Alisha Ray	
Class 3 (24)	Miss Sophie Tombling (ECT- Feb)	Miss Rebecca Leyburn
Class 4 (27)	Miss Millie Richardson (Maternity cover)	Miss Laura Galloway
Class 5 (35)	Miss Lucy Owens	Mr Matthew Donoghue
Class 6 (30)	Mr James Swann	Mrs Shellie Bell
Maternity	Mrs Laura Reed Mrs Charlotte Hannon	

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mr Yousef Abdo, Mrs Nicky Milton 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 Yousef Abdo, and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr Yousef Abdo, and the staff member undertaking activity

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

Mr Yousef Abdo, 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

Staff briefing and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering

Problems with plant/equipment should be reported to:

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr Yousef Abdo
Mrs Nicky Milton
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mr Yousef Abdo
NYES Property Solutions
NYES Cleaning
NYES Catering
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:

School Office

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

Mr Yousef Abdo & Mrs Linzi Kirwan

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 Yousef Abdo & Mrs Linzi Kirwan

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mr Yousef Abdo & Mrs Linzi Kirwan

Job specific training will be provided by:

NYC training dept.
Mr Yousef Abdo & Mrs Linzi Kirwan

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:

In Health & Safety Document Management file and on an electronic spreadsheet

Training will be identified, arranged and monitored by:

Mr Yousef Abdo & Julie Dewhirst/Rachael Blackmore

ARRANGEMENTS

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

Locations of First Aid Boxes:

Opposite school office on the wall outside toilets
All Classrooms
Portable Kits for MSAs and trips

The first aiders are:

Paediatric First Aid Trained:

Hayley Trott
Rebecca Guy
Karen Akers
Amy Murray
Julie Dewhirst

Emergency First Aid at Work

Matthew Donoghue
Julie Howard
Shirley Townley
Karen Akers
Rebecca Leyburn
Shellie Bell
Laura Galloway
Amy Murray

First Aid at Work (3 day)
Amy Murray

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

In the office

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

Mr Yousef Abdo

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 Yousef Abdo

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

Mr Yousef Abdo
NYC Occupational health

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

Mr Yousef Abdo
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Yousef Abdo (training completed 9/11/2024)

The Asbestos Risk Management file is kept in:

School Office

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

School 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 Yousef Abdo, and School Administrators

Asbestos risk assessments will be undertaken by:

Mr Yousef Abdo

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

Caretaker

Records of the above inspections will be kept in:

School Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

The caretaker
Emergency NYCC Buildings
Bulloughs Caretaking Services

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:

Mr Yousef Abdo (training completed 3/10/24)

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

Water Management Arrangements Folder

ARRANGEMENTS

WORK AT HEIGHT

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

Mr Yousef Abdo, Mrs Linzi Kirwan

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

Mr Yousef Abdo, Mrs Linzi Kirwan and all members of staff

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

Establishment Governor
Caretaker
Persons using the equipment

By each set of ladders

ARRANGEMENTS

MANUAL HANDLING

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

Mr Yousef Abdo, Mrs Linzi Kirwan

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

**Mr Yousef Abdo, Mrs Linzi Kirwan
and all members of staff**

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

Establishment Governor Caretaker	Attached to the sack trolley
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Risk assessments for manual handling tasks are to be completed by:

**Mr Yousef Abdo, Mrs Linzi Kirwan
and all members of staff**

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**NYC
Mr Yousef Abdo or Mrs Linzi Kirwan**

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

Mr Yousef Abdo (Training completed 21/11/24)

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

Visit Leader

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

Staffroom

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

Miss Julie Dewhirst

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Yousef Abdo
Mrs Linzi Kirwan

Escape routes are checked by/every:

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

Walker Fire Visually Inspected	Annually Termly
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Alarms are tested by/every:

Caretaker Monks	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