

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Norton CP 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.

Signed: *Dawn Joy*

Headteacher

Signed: *Billy Townend*

Chair of Governors

Date: 17/09/2026

Review date: September 2027

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Dawn Joy (Headteacher)

Mr Billy Townend (Chair of Governors)

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

Mrs Dawn Joy (Headteacher)

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

Name: Mrs Dawn Joy

Responsibility: Headteacher

Name: Mr Billy Townend

Responsibility: Chair of Governors

Name: Ms Helen Piercy

Responsibility: Business Manager

Name: Mr David Drinkwater

Responsibility: Site Supervisor

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).

The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated competent person is:

Dale Barton NYES Health and Safety Service
07788 564533

ORGANISATIONAL CHART

Strategic Leadership Team	
Role	Member of Staff
Headteacher	Mrs Joy
Deputy Head	Mrs Bates
Senior Teacher at Grove Street	Mrs Gooch
Senior Teacher at Langton Road	Mrs Maxwell
Curriculum Leader	Mrs Ambrose
SENCO	Miss Simms
Wellbeing Lead	Mrs Ellis
Enrichment Leader	Mr Myers
Business Manager	Mrs Piercy
Curriculum Leadership Team	
Role	Member of Staff
Science Lead	Miss Gledhill
English Lead	Mrs Smith
Maths Lead	Mrs Cooper
Computing and ICT Provision Lead	Mr Jeffery

Chair of Governors

Mr Billy Townend

Teaching Staff	
Foundation Stage	
Member of Staff	Role
Mrs Stein	FS1 teacher
Miss Box	FS2 teacher and EYFS Lead
Mrs Atkinson	FS2 teacher
Mrs Slingsby	FS2 teacher
Year 1	
Member of Staff	Role
Mrs Merrall	Year 1 teacher
Ms O'Connor	Year 1 teacher
Miss Riley/Maxine Turner	Year 1 teacher

Year 2

Member of Staff	Role
Mrs Stephenson	Year 2 teacher
Mrs Windress	Year 2 teacher

Year 3

Member of Staff	Role
Mrs Gooch	Year 3 teacher
Miss Grange	Year 3 teacher
Miss Robertshaw	Year 3 teacher

Year 4

Member of Staff	Role
Miss Dobson	Year 4 teacher
Miss Gledhill	Year 4 teacher
Mrs Heatley	Year 4 teacher

Year 5

Member of Staff	Role
Miss Coatsworth	Year 5 teacher
Mr Rudd	Year 5 teacher
Mrs Smith	Year 5 teacher

Year 6

Member of Staff	Role
Mrs Ambrose	Year 6 teacher
Mrs Maxwell	Year 6 teacher
Mr Myers	Year 6 teacher

Cover Teachers

Member of Staff	
Mrs Cooper	
Mr Jeffery	
Miss Nuttall	
Miss Swan	
Mrs Yates	

Classroom Support**Foundation Stage**

Member of Staff	Class
Mrs Bothamley	FS1 am
Miss Egan	FS1am
Miss Stannard	FS1 pm
Mrs Burdett	FS2
Miss Egan	FS2 pm
Mrs Lambert	FS2
Miss Jordan	Work placement

Year 1

Member of Staff	Class
Miss Cluderay	Y1
Miss Finney	Y1
Mrs Flanagan	Y1
Miss Herrera Bach	Y1
Mrs Sleightholm	Y1 (Thurs)

Mrs Steele	Y1 (Tues)
Mrs Windress	Y1

Year 2

Member of Staff	Class
Miss Fincham	Y2
Miss Usher	Y2

Year 3

Member of Staff	Class
Mrs Drew	Y3
Mrs Langthorne	Y3
Miss Mook	Y3
Mrs Sleightholm	Y3 (Friday)
Mrs Steele	Y3 (Monday)

Year 4

Member of Staff	Class
Miss Cooper	Y4
Mrs Plummer	Y4
Mrs Sayers	Y4

Year 5

Member of Staff	Class
Mrs Craggs	Y5
Mrs Spencer	Y5

Year 6

Member of Staff	Class
Mrs Jarman	Y6
Mrs Stannard	Y6
Mrs Whittaker	Y6

SEN Support Team

Mrs Ralph - SEN Specialist Teacher
 Mrs Adamson - ATA
 Mrs Bowskill - ATA
 Mrs Jones - ATA
 Mrs Baker - GTA
 Mrs Pople – GTA

Pastoral Support and Mental Health First Aiders

Mrs Ellis, Mrs Bates, Mr Myers, Mr Mooring, Mrs Gooch and Mrs Jones

Office Team

Member of Staff	Role
Miss Moore	Administrator
Mr Mooring	MIS and Data Officer

Premises Team

Member of Staff	Role
Mr Drinkwater	Site Supervisor
Mr Halliday	Caretaker

Mrs Heselwood	Cleaner
Mrs Lopez	Cleaner
Ms Mulgeci	Cleaner
Mrs Newnes	Cleaner
Miss Shears	Cleaner
Mrs Szoke	Cleaner
Ms Warters	Cleaner
Mrs Wrigglesworth	Cleaner

Catering Team

Member of Staff	Role	Kitchen
Mrs Bowman	Cook	Grove Street
Mrs Postlethwaite	Cook	Grove Street
Lorna Gledhill	Assistant Cook	Grove Street
Ms McNiff	Cook	Langton Road
Mrs Mulgeci	Kitchen Assistant	Langton Road
Ms Warters	Kitchen Assistant	Langton Road

MSA

Miss Bradshaw
Mrs Downing

Breakfast Club Staff

Mrs Piercy
Mrs Windress
Miss Egan

After School Club Staff

Miss Cluderay
Miss Stannard
Mrs Lambert
Miss
Mrs Jordan – ASC Cook

Fincham

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Ms Piercy 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:

Mrs Joy and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Joy and the staff member undertaking activity

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

Mrs Joy 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:

Mrs Joy
NYES Property Solutions

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

Mrs Joy
NYES Property Solutions

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

Mrs Joy
NYES Property Solutions

Problems with plant/equipment should be reported to:

Mrs Joy
NYES Property Solutions

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

Mrs Joy
NYES Property Solutions

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

**Mrs Joy
NYES Property Solutions**

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

Mrs Piercy

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

**Mrs Joy
NYES Property Solutions**

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

**Mrs Joy
NYES Property Solutions**

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

**Mrs Joy
NYES Property Solutions**

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 Rooms
Kitchens
Main Reception

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

Mrs Joy

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

Mrs Joy

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mrs Joy
Mrs Parker

Job specific training will be provided by:

NYC training dept.
Mrs Joy
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 SAMPeople.

Training will be identified, arranged and monitored by:

Mrs Joy

ARRANGEMENTS

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

Locations of First Aid Boxes:

Cloakrooms
Halls
Kitchens
Medical Rooms
Offices

The first aiders are:

All staff are emergency aid trained

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:

Mrs Joy

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:

Mrs Joy

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

Mrs Joy
NYC Occupational health

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

Mrs Joy
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Joy

The Asbestos Risk Management file is kept in:

Admin Office

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

Admin 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:

Mrs Joy and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mrs Joy

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

Site team

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs Joy
Mr Drinkwater

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 Drinkwater

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:

Mrs Joy

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

Mrs Piercy and all members of staff

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

Establishment
Governor

Establishment Management File

ARRANGEMENTS

MANUAL HANDLING

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

Mrs Joy

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

Mrs Piercy and all members of staff

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

Establishment
Governor

Establishment Management File

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

Mrs Piercy and all members of staff

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Mrs Joy and Governors

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

Mrs Bates

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

Group Leader

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

Staffroom

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

Mrs Bates

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Joy

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Chubb Fire
Visually Inspected

Annually
Monthly

Alarms are tested by/every:

Mr Drinkwater
Monks

Weekly
Bi-Annually

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