

**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

**Langton 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.

**Signed:** Sarah Moore

**Executive Headteacher**

**Signed:**

**Chair of Governors**

**Date: February 2025**

**Review date: February 2026**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Sarah Moore (Executive Head Teacher)**

**Mr Howard Widdall (Chair of Governors)**

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

**Miss Katie Stringer (Head of School)**

**Mrs S Conroy, Business Manager**

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

**Name: Ms Samatha Conroy**

**Responsibility: Health and Safety Administrator**

**Name: Howard Widdall**

**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:

### **Lesley Stonehouse NYES Health and Safety Service**

M: 07779 853928

T: 01609 532545

E: [Lesley.stonehouse@northyorks.gov.uk](mailto:Lesley.stonehouse@northyorks.gov.uk)

## ORGANISATIONAL CHART

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

Langton Governing Board	FST Federation Governing Board		
<b>Executive Headteacher</b> Deputy Designated Safeguarding Lead <b>Sarah Moore</b>			
<b>Pastoral &amp; Attendance Lead &amp; Deputy Safeguarding Lead</b> Vicki Allon	<b>SENCO</b> Katie Stringer		<b>Business Manager</b> Samantha Conroy
Foston CE Primary School	Langton Primary School	Terrington CE Primary School	Stillington Primary School
<b>Head of School</b> Designated Safeguarding Lead (DSL) Katie Stringer		<b>Head of School</b> Designated Safeguarding Lead (DSL) India Tordoff	
	<b>Lead Teacher</b> School based DSL Dan Walker		
	<b>Class Teachers</b> EYFS: Abi Burbridge Y1/2: Jo Huntriss Y3/4: Dan Walker Y5/6: Roisin Dale		



## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Senior leadership team: Sarah Moore, Katie Stringer, Samantha Conroy  
Senior teacher: Dan Walker  
Staff member undertaking specific activities

The findings of the risk assessments will be reported to:

All staff  
Governing Board

Action required to remove/control risks will be approved by:

Head of School: Katie Stringer in discussion with the Health and Safety administrator – Samantha Conroy

The person responsible for ensuring the action required is implemented is

Head of School: Katie Stringer in discussion with the Health and Safety administrator Samantha Conroy.  
H&S Governor: Howard Widdall

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

Head of School: Katie Stringer in discussion with the Health and Safety administrator – Samantha Conroy

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.  
As indicated on the rolling programme for risk assessments as undertaken by the head teacher and NYCC H&S adviser

# ARRANGEMENTS

## CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Executive Headteacher - Mrs Sarah Moore

Head of School- Miss Katie Stringer

Health and Safety administrator – Ms Samantha Conroy

Health and Safety Governor – Mr Howard Widdall

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

Staff emails

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

**Foston**  
**Head of school – Miss Katie Stringer**  
**Executive Headteacher – Mrs Sarah Moore**  
**Business Manager – Ms Samantha Conroy**  
**NYES Property Solutions**  
**NYCC Cleaning Contractors**

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

**Executive Headteacher – Mrs Sarah Moore**  
**Business Manager – Ms Samantha Conroy**  
**NYES Property Solutions**  
**NYES Cleaning**  
**NYES Catering**

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

**Executive Headteacher – Mrs Sarah Moore**  
**Business Manager – Ms Samantha Conroy**  
**NYES Property Solutions**  
**NYES Cleaning**  
**NYES Catering**

Problems with plant/equipment should be reported to:

**Business Manager – Ms Samantha Conroy**  
**NYES Property Solutions**  
**NYES Cleaning**  
**NYES Catering**

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

**Executive Headteacher – Mrs Sarah Moore**  
**Business Manager – Ms Samantha Conroy**  
**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:

**Foston**  
**Executive Headteacher – Mrs Sarah Moore**  
**Business Manager – Ms Samantha Conroy**  
**NYES Property Solutions**  
**NYC cleaning services and caretaker**  
**NYES County Catering**  
**Grounds Maintenance**

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

**Executive Headteacher – Mrs Sarah Moore**  
**Business Manager – Ms Samantha Conroy**  
**NYES Property Solutions**  
**Building cleaning services and caretaker – Mr Andy Moore**  
**NYES County Catering**  
**Grounds Maintenance**

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

**Head of Schools – Miss Katie Stringer**  
**NYES Property Solutions**  
**NYC cleaning services and caretaker**  
**NYES Catering**  
**Grounds Maintenance**

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

**Executive Headteacher – Mrs Sarah Moore**  
**Business Manager – Ms Samantha Conroy**  
**NYES Property Solutions**  
**NYC cleaning services and caretaker**  
**NYES County Catering**  
**Grounds Maintenance**

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

**Executive Headteacher – Mrs Sarah Moore**  
**Business Manager – Ms Samantha Conroy**  
**NYES Property Solutions**  
**NYC cleaning services and caretaker**  
**NYES County 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:

**Staff Room/Offices**

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

**Head of School- Miss Katie Stinger**

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

**Executive Headteacher - Mrs Sarah Moore  
Business Manager – Ms Samantha Conroy**

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Head of School- Miss Katie Stinger  
Senior Teachers- Dan Walker  
Business Manager – Ms Samantha Conroy

Job specific training will be provided by:

Test Learning  
National College  
NYC training dept  
NYES Health and Safety Service  
Staff mentors

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:

Online internally shared Teams file  
Safeguarding Suite  
National College

Training will be identified, arranged and monitored by:

Executive Headteacher - Mrs Sarah Moore  
Business Manager – Ms Samantha Conroy

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

In each classroom near sinks.  
On the shelf near the playground door.  
In a pouch for off-site visits.

### The first aiders are:

Are displayed in school and can be found on the first aid policy

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

In the accident folder in the office.

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

Head of Schools- Miss Katie Stinger

# ARRANGEMENTS

## MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

All the below, unless specified, are checked by external providers:

- Legionella testing
- Asbestos inspection
- Defibrillator checks – internally checked
- Termly Visual H & S inspection
- Establishment Hands Service Inspection
- PAT testing
- Fixed appliance electrical testing
- Extraction fans maintenance
- Fire alarm check
- Portable fire equipment
- 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:

Head of Schools- Miss Katie Stinger

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

Head of Schools- Miss Katie Stinger

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

Head of Schools- Miss Katie Stinger  
NYC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Executive Headteacher – Mrs Sarah Moore

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:

School admin or staff member who admits contractor on to site

Asbestos risk assessments will be undertaken by:

NYC Property Management Services

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

School Admin  
NYC Property Management Services

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:

Executive Headteacher – Mrs Sarah Moore  
Business Manager- Samantha Conroy

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

Concerto  
Water Management Arrangements Folder in schools office

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

Mr Kevin Cook - Caretaker

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

The Health & Safety file (stored in the school office)

# ARRANGEMENTS

## WORK AT HEIGHT

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

Head of Schools- Miss Katie Stinger

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

Head of Schools- Miss Katie Stinger

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

School Admin	Health and Safety folder
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# ARRANGEMENTS

## MANUAL HANDLING

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

Head of School- Miss Katie Stinger

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

Business Manager- Ms Samatha Conroy

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

Business Manager- Ms Samatha Conroy  
On the school network

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

Executive Headteacher - Mrs Sarah Moore  
Business Manager- Ms Samatha Conroy

# ARRANGEMENTS

## EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Executive Headteacher - Mrs Sarah Moore

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

Miss Louisa Cooke

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

Group Leader

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

Internally shared folder on Teams – Educational Visits

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

Group Leader

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

North Yorkshire Property Services

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

North Yorkshire Property Services  
Visually Inspected by School Admin

Annually  
Termly

Alarms are tested by/every:

School Admin  
North Yorkshire Property Solutions

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**  
**Medical Policy**  
**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**