



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Willow Primary School

Our statement of intent is:

- Implement the requirements of Exceed Learning Partnership 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 Exceed Learning Partnership and Clear Risk Management 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 information, instruction, 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; and
- to review and revise this policy as necessary at regular intervals.

Signed

Executive Principal

Signed

Chair of Governors

Date: September 2025

Review date: September 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Executive Principal - Davina Sumner
Chair of Governors - Ellie Churchward

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

Name:

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).

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Principal, Business Manager and staff undertaking activity

The findings of the risk assessments will be reported to:

All staff

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

Principal and staff undertaking activity

The person responsible for ensuring the action required is implemented is

Principal, Business Manager and staff undertaking activity

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

Principal, Business Manager and staff 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:

**Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free
Catering Team**

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

**Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free**

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

**Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free
Catering Team**

Problems with plant/equipment should be reported to:

**Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free**

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

**Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free
Catering Team

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

Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free
Catering Team

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

Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free

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

Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free

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

Principal/Head of School - D Sumner/S Martin
Business Manager – D Morley
Facilities Team – J Free
Catering Team

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 Noticeboard

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

Clear Risk Management
01302 346813

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

Business Manager – D Morley

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

Business Manager – D Morley

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Business Manager

Job specific training will be provided by:

Clear Risk Management

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

Training will be identified, arranged and monitored by:

Business Manager – Diane Morley

ARRANGEMENTS

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

Locations of First Aid Boxes:

Reception/Yr 1 Work Area
Yr 2 Work Area
Yr 3/4 Work Area
Yr 5/6 Work Area

The first aiders are:

Listed in each work area next to the first aid boxes.

All accidents and cases of work-related ill health are to be recorded on an accident form and recorded on CPOMs.

**All staff have access to CPOM's
Accident forms kept in all work areas with first aid box.**

The person responsible for reporting accidents, diseases and dangerous occurrences to Clear Risk Management is:

Executive Principal/Head of School D Sumner/S Martin

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
Property Services Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Gulley and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Executive Principal/Head of School D Sumner/S Martin

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

Business Manager – D Morley
Clear Risk Management

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

Executive Principal/Head of School - D Sumner/S Martin
Business Manager- D Morley
Clear Risk Management

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Executive Principal/Head of School - D Sumner/

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:

Premises Manager – J Free
Business Manager - D Morley

Asbestos risk assessments will be undertaken by:

City of Doncaster Council

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

Premises Manager – J Free

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:

Premises Manager – J Free
Business Manager – D Morley

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:

Premises Manager – J Free

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:

Principal/Head of School - D Sumner/S Martin

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

D Morley and all members of staff

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

Health and Safety
Governor

Establishment Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Clear Risk Management, M Parkinson and Governors

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

Assistant Principal – M Parkinson

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

Group Leader

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

School Bus and Exeant website

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

M Parkinson and class teachers

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Business Manager – D Morley

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Firesolve
Visually Inspected - J Free

Annually
Termly

Alarms are tested by/every:

Premises Manager

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.*

Emergency/Lockdown Plan
Safeguarding Policy
Lockdown Procedure
Business and Continuity plan
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
Lettings Policy
Lone Working Procedure
Missing Child Procedure
Snow and Ice Procedure
Use of Chemicals at Work Procedure
Working at Height Procedure