

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

**Lakes Primary**

**Our statement of intent is:**

- Implement the requirements of Galileo Multi Academy Trust'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 Galileo Multi Academy Trust 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.
- To review and revise this policy as necessary at regular intervals.

**Signed:** Helen Ede

**Headteacher**

**Signed:** Mark Fletcher

**Chair of Governors**

**Date:**

**1<sup>st</sup> September 2025**

**Review date:**

**1<sup>st</sup> September 2026**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Helen Ede**

**Mr Mark Fletcher**

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

**Mrs Helen Ede**

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

**Name: Mrs Helen Ede**

**Responsibility: Nominated Governor – Mark Fletcher**

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.
- 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:

**Lesley Stonehouse NYES Health and Safety Service  
07779 853928**

# ORGANISATIONAL CHART

Helen Ede  
Headteach

Sarah Jordan  
Assistant Head

Kate Sharrocks  
SLT/Phase Lead

Sarah Ingham  
SLT/Phase Lead

Lisa Handley  
SLT/SENDCo

Robynne Mouissie  
SLT/T&L Lead

Ruth Arnott  
Mental Health Lead

## Teaching Staff

Donna Howard  
Victoria Richards  
Lauren Bowman  
Lisa Handley  
Kate Sharrocks  
Anthony  
Stephenson  
Ruth Arnott  
Sarah Ingham  
Kayleigh Charlton  
Kelly Maughan  
Robynne Mouissie  
Sarah Jordan

## Support Staff

Elizabeth Miller  
Chelsea Wilson  
Michelle Hewitson  
Rachael George  
Imogen Breen  
Jo Snowdon  
Sarah George  
Sarah Peart  
Anita Stokoe  
Jo Brown  
Natalie Boldison  
HLTA  
Nafeesa Hussain

## Admin Staff

Gail Harwood  
Jo Curnock  
Katy Wilson

## Premises Team Site Supervisor

Neil Tullock  
Tracy Stokes  
Becky Graham  
Jackie Bell

# ARRANGEMENTS

## HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by:**

**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:**

**Headteacher and the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Headteacher and the staff member undertaking activity**

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

**Headteacher 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:

Headteacher  
School Maintenance person/Caretaker  
School Cleaning Team  
Creative Catering Team (To inform Trust Administrator)

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

Headteacher  
School Maintenance person/Caretaker  
Trust Administrator

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

Headteacher  
School Maintenance person/Caretaker  
Trust Administrator

Problems with plant/equipment should be reported to:

Headteacher  
School Maintenance person/Caretaker  
Trust Administrator

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

Headteacher  
School Maintenance person/Caretaker  
Trust Administrator  
Creative Catering Team (To inform Trust Administrator)

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Headteacher / H&S Officer  
School Maintenance person/Caretaker  
Trust Administrator  
Creative Management Catering Team

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

Headteacher / H&S Officer  
School Maintenance person/Caretaker  
Trust Administrator  
Creative Management Catering Team

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

Headteacher / H&S Officer  
School Maintenance person/Caretaker  
Trust Administrator  
Creative Management Catering Team

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

Headteacher / H&S Officer  
School Maintenance person/Caretaker  
Trust Administrator

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

School Maintenance person/Caretaker  
Trust Administrator  
Creative Management 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

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

Headteacher or delegated staff member

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

Headteacher

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Headteacher/Line Manager

Job specific training will be provided by:

Headteacher/Line Manager  
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 employees' Personal HR files

Training will be identified, arranged and monitored by:

Headteacher  
Trust Administrator

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

School Office  
Photocopier room  
Lunchtime play staff  
De-Fib in school office

### The first aiders are:

Lead First Aiders	Miss Curnock	First Aid at Work
	Mrs. George	First Aid at Work
Area of School	Name	Qualification
Main Reception	Mrs. Ede	Paediatric
	Miss. Curnock	First Aid at Work
EYFS	Miss. Peart	Paediatric
	Mrs. Wilson	Paediatric
Key Stage 1 & Reception	Miss Breen	Paediatric
	Mrs. George	First Aid at Work
	Mrs. Snowdon	Paediatric
Key Stage 2	Miss Boldison	Paediatric
	Miss Brown	Paediatric
	Miss George	Paediatric
	Miss Peart	Paediatric
	Mrs. Stokoe	Paediatric
HLTA Covering all areas of School	Miss Hussain	Paediatric
Lunchtime Provision	Mrs. Fletcher	Midday Supervisors Basic First Aid
	Mrs George	Paediatric
Breakfast Club	Mrs. George	First Aid at Work
	Mrs. Stokoe	Paediatric
After School Club	Mrs. George	First Aid at Work
	Miss George	Paediatric

**All accidents and cases of work-related ill health are to be recorded on the Trust standardised form. The information is kept:**

**In the office**

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

**Headteacher/Trust Administrator**

# 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 inspections  
Inter-Trust walkarounds  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
Trust-led Property Condition Surveys  
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:

Headteacher

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

Headteacher supported by Occupational health where applicable.

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

Headteacher  
NYC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Trust Administrator supported by Site Maintenance person/Caretaker

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:

Trust Administrator supported by Site Maintenance person/Caretaker

Asbestos risk assessments will be undertaken by:

Site Maintenance person/Caretaker  
RCBC

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

RCBC – As part of Trust SLA  
Will Andrews is Trust contact

Records of the above inspections will be kept in:

School Office – Eventually moving to an online portal

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Headteacher  
School Maintenance Person/Caretaker

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

Via online portal maintained by Trust Provider.  
[portal.watermanenvironmentalgroup.co.uk](http://portal.watermanenvironmentalgroup.co.uk)  
And in Water Management Arrangements Folder held in school office

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

School Maintenance Person/Caretaker

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

Via online portal maintained by Trust Provider.  
[portal.watermanenvironmentalgroup.co.uk](http://portal.watermanenvironmentalgroup.co.uk)  
and in Water Management Arrangements Folder in school office

# ARRANGEMENTS

## WORK AT HEIGHT

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

Headteacher/Dedicated H&S Officer

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

All members of staff undertaking work

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

School  
Maintenance  
Person/Caretaker

School H&S folder in school office

# ARRANGEMENTS

## MANUAL HANDLING

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

Headteacher

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

All members of staff undertaking task

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

School  
Maintenance  
Person/Caretaker

School H&S Folder kept in school office

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

Member of staff undertaking task and authorised by Headteacher

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

**Off-site educational visits must be authorised by:**

**Headteacher and NYCC (Simon Willis) where applicable**

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

**Katy Wilson – Trust Administrator**

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

**Group Leader**

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

**School office and on Galileo staff portal**

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

**EVC – Katy Wilson**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Headteacher

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Safe & Sure Ltd  
Visually Inspected

Annually

Alarms are tested by/every:

Site Maintenance Person/Caretaker

Weekly

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.*

**Galileo MAT H&S Employee Handbook**  
**Galileo MAT H&S Policy**  
**Business Continuity Plan**  
**Trust Safeguarding Policy**  
**Lockdown Procedure**  
**Disaster Recovery Procedure**  
**Educational Visits Policy**  
**Display Screen Equipment Procedure**  
**Fire Safety Procedure**  
**First Aid and Medicines Procedures**  
**First Aid at Work Procedure**  
**Intimate Care Procedure**  
**Online Safety/ICT Policies**  
**Lettings Procedure**  
**Lone Working Procedure**  
**Manual Handling Procedure**  
**Missing Child Procedure**  
**Snow and Ice Procedure**  
**Use of Chemicals at Work Procedure**  
**Use of Sunscreens Procedure**  
**Working at Height Procedure**