



Heritage Coast Federation

Health and Safety Policy

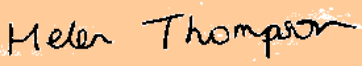
Reviewed by	Approved by	Date of Approveal	Version Approved	Next Review Date
Helen Thompson	Full GB	6/10/21	Version 2	October 2022
Helen Thompson	Full GB	5/10/22	Version 2A	October 2023
Helen Thompson	Full GB	3/10/23	Version 2B	October 2024
Helen Thompson	Full GB	2/10/24	Version 2B	October 2025
Helen Thompson	Full GB	30/9/25	Version 2 Updated roles and reposnibilities, NYC References	October 2026

THIS IS THE HEALTH AND SAFETY STATEMENT OF

**The Heritage Coast Federation incorporating Fylingdales C of E Primary School and
Hawsker-cum-Stainsacre C of E 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:  **Headteacher**

Signed: **Chair of Governors**

Date: 15.9.2025

Review date: October 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Helen Thompson (Head Teacher)

Mrs (Chair of Governors)

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

Mrs Helen Thompson (Head Teacher)

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

Name: Mrs Helen Thompson has responsibility of all aspects of Health and Safety Policy and procedures in the day to day running of the school

Responsibility: Health & Safety Governor

Ensuring consistent implementation of Health and Safety policies and procedures across the Federation

Half termly monitoring of the school sites and reporting to Governors.

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

Wayne Thickett NYES Health and Safety Service
07973 802034

ORGANISATIONAL CHART

Executive Headteacher / DSL / Health and Safety Lead Mrs Helen Thompson			
Assistant Headteacher / Deputy DSL / PP Lead: Miss Alison Dykes Assistant Headteacher / Deputy DSL / SENDCo: Mrs Katrina Dixon			
Hawsker		Fylingdales	
EYFS / KS1	Mrs Lorna Harrison Miss Dayna Murfield Miss Sam Noble	EYFS / KS1	Miss Alison Dykes Mrs Catherine Herbert
Key Stage 2	Mrs Katrina Dixon Mrs Lisa Pyman Mrs Natasha Rose Miss Laura Ord (shared across school)	Yr 3 / 4	Mrs Emilie Dunn Mrs Rachael Barnes Mrs Alison Walsh
		Yr 5 / 6	Miss Molly Groombridge Mrs Lisa Husband
HLTA	Mr Tom Welford	HLTA	Mr Tom Welford
Midday Supervisors	Mrs Natasha Rose Miss Sam Noble Miss Dayna Murfield	Midday Supervisors	Mrs Rachel Faichney Mrs Rachael Barnes Mrs Lisa Husband
Admin Staff	Mrs Rachel Barron	Admin Staff	Mrs Steph Glasby
Before and After School Club Supervisors	Miss Sam Noble Mr Tom Welford Miss Laura Ord	Before and After School Club Supervisors	Mrs Lisa Husband Mrs Steph Glasby

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

**Mrs Helen Thompson and all members of teaching staff complete risk assessments
Admin Staff complete DSE and office risk assessments**

The findings of the risk assessments will be reported to:

All staff

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

Mrs Helen Thompson and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Helen Thompson and the staff member undertaking activity

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

Mrs Helen Thompson, the Health and Safety Governor 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:

Standing agenda item on staff weekly meetings and Support Staff Meetings

Staff briefing and noticeboard items

Training Days, weekly diary sheets and emails as and when needed

Staff shared Googledrive

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mrs Helen Thompson and Mrs Steph Glasby
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Mrs Helen Thompson and Mrs Steph Glasby
NYES Property Solutions
NYES Cleaning
NYES Catering

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

Mrs Helen Thompson and Mrs Steph Glasby
NYES Property Solutions
NYES Cleaning
NYES Catering

Problems with plant/equipment should be reported to:

Mrs Rachel Barron (Hawsker) and Mrs Steph Glasby (Fylingdales)
NYES Property Solutions
NYES Cleaning – Mrs Sarah Gough
NYES Catering – Mrs Sarah Hodges

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

Mrs Steph Glasby and Mrs Helen Thompson
NYES Property Solutions
NYES Cleaning – Mrs Sarah Gough
NYES Catering – Mrs Carole Walker

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Helen Thompson
NYES Property Solutions
NYES Cleaning – Mr Mark McBurney (Hawsker) Mr Dave Shackleton (Fylingdales)
NYES Catering – Miss Lacey Morley (Hawsker) Mrs Nicola Beeforth (Fylingdales)
Grounds Maintenance

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

Mrs Helen Thompson
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mrs Helen Thompson and Mrs Steph Glasby
NYES Property Solutions
NYES Cleaning
NYES Catering
Grounds Maintenance

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

Mrs Helen Thompson
NYES Property Solutions
NYES Cleaning – Mrs Sarah Gough
NYES Catering – Mrs Sarah Hodges
Grounds Maintenance

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

Mrs Helen Thompson and Mrs Steph Glasby
NYES Property Solutions
NYES Cleaning – Mrs Sarah Gough
NYES Catering – Mrs Sarah Hodges
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 at both sites

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

Mrs Helen Thompson
Miss Alison Dykes (Fylingdales)
Mrs Katrina Dixon (Hawsker)

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 Helen Thompson
Mrs Steph Glasby (Fylingdales)
Mrs Rachel Barron (Hawsker)

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mrs Helen Thompson
Miss Alison Dykes (Fylingdales)
Mrs Katrina Dixon (Hawsker)

Job specific training will be provided by:

NYC training dept.
Mrs Helen Thompson
Miss Alison Dykes (Fylingdales)
Mrs Katrina Dixon (Hawsker)
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 the staff GoogleDrive on the training spreadsheet.
Statutory Training is logged on CPOMS Staffsafe

Training will be identified, arranged and monitored by:

Mrs Helen Thompson

ARRANGEMENTS

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

Locations of First Aid Boxes:

Staffroom
Kitchen
All classrooms in the class first aid rucksack

The first aiders are:

All staff are emergency aid or paediatric first aid trained
Mrs Steph Glasby (Fylingdales) and Mrs Lisa Pyman (Hawsker) are the named First Aid at Work trained staff.

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

On Arbor in the office

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

Mrs Helen Thompson

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 Helen Thompson

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

Mrs Helen Thompson
NYC Occupational health

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

Mrs Helen Thompson
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Helen Thompson

The Asbestos Risk Management file is kept in:

Headteacher Office (Hawsker)
Hall Cupboards (Fylingdales)

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

Headteacher Office (Hawsker)
Hall Cupboards (Fylingdales)

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 Helen Thompson and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mrs Helen Thompson in conjunction with the Local Authority Officers

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

Mrs Helen Thompson

Records of the above inspections will be kept in:

Headteacher Office (Hawsker)
School Hall Cupboard (Fylingdales)

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs Helen Thompson
Mr Dave Shackleton (Fylingdales)
Mr Mark McBurney (Hawsker)

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 Dave Shackleton (Fylingdales)
Mr Mark McBurney (Hawsker)

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 Helen Thompson

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

Mrs Helen Thompson 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 and on the Staff Googledrive

ARRANGEMENTS

MANUAL HANDLING

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

Mrs Helen Thompson

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

Mrs Helen Thompson 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 Helen Thompson and all members of staff

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Miss Alison Dykes, Mrs Helen Thompson and Governors

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

Miss Alison Dykes

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

Group Leader on Evolve and approved by the EVC

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

The Staff Shared drive and the Headteachers Office (Hawsker) Hall Cupboards (Fylingdales)

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

All Teaching Staff
Loca Area Visits are logged by Mrs Steph Glasby (Fylingdales) and Mrs Rachel Barron (Hawsker)

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Helen Thompson in conjunction with the HandS Officer

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:

Mrs Steph Glasby / Mrs Dave Shackleton (Fylingdales) and Mrs Rachel Barron / Mr Mark McBurney (Hawsker) 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 (If applicable for an individual pupil)
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure