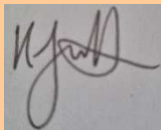
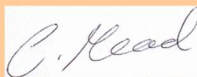


**THIS IS THE HEALTH AND SAFETY STATEMENT OF****Childhaven Nursery School****Our statement of intent is:**

- 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: September 2025****Review date: September 2026**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Kathryn Firth**

**Mrs Claire Head**

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

**Mrs Kathryn Firth**

**Mrs Donna Rose**

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

**Name: Mrs Leigh Woodhead-Thorpe**

**Responsibility: Health & Safety Governor**

All employees have to:

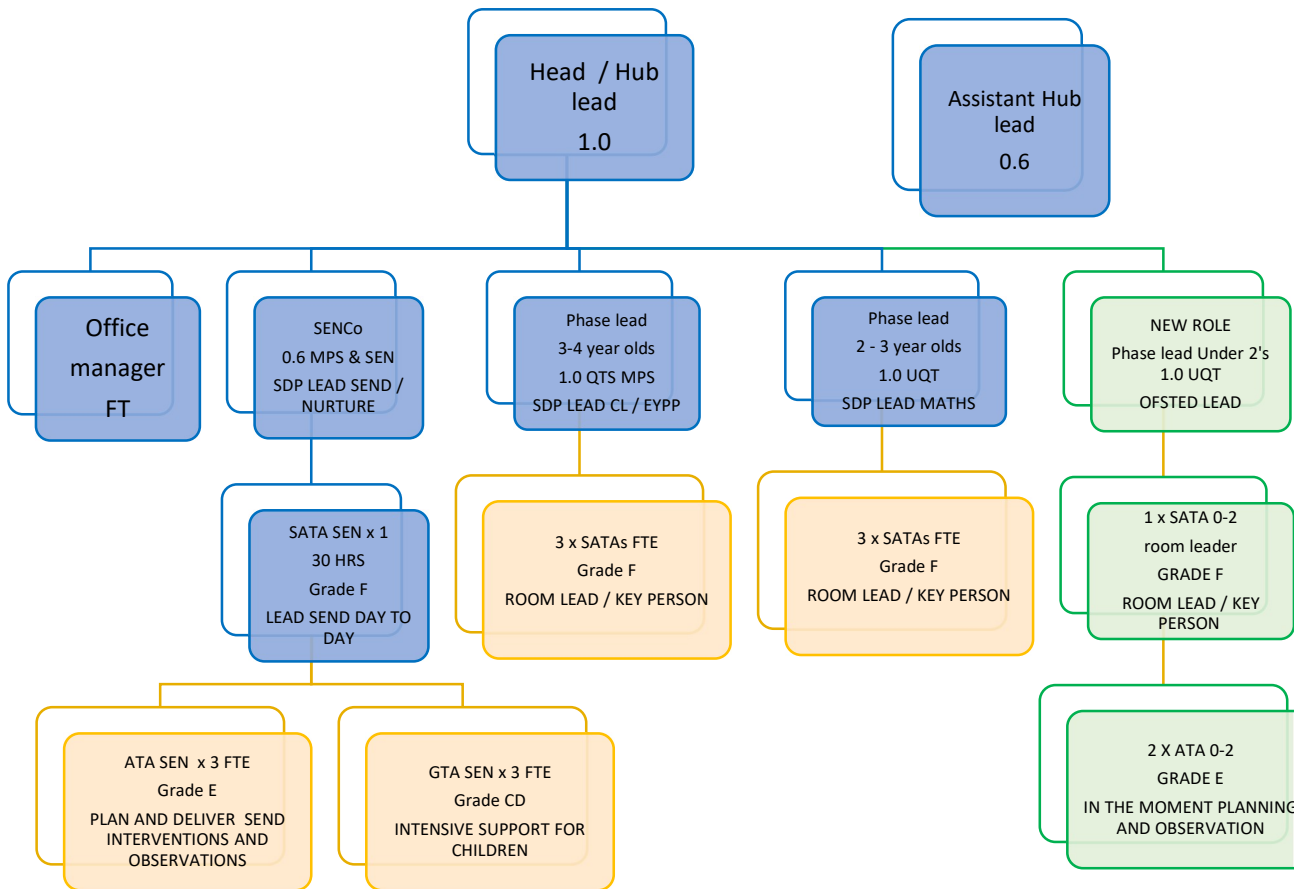
- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

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

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



## ARRANGEMENTS

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

Risk assessments will be undertaken by:

**Mrs Kathryn Firth, Mrs Donna Rose 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 Kathryn Firth, Mrs Donna Rose and the staff member undertaking activity**

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

**Mrs Kathryn Firth, Mrs Donna Rose and the staff member undertaking activity**

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

**Mrs Kathryn Firth, Mrs Donna Rose 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:

Mr Simon Rowe

Consultation with employees is provided by:

Agenda item on staff meetings

Staff briefing via email / daily message board

Training Days

Communication folders (weekly risk assessments and near misses)

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

Mrs Donna Rose  
NYES Property Solutions  
NYES Cleaning  
NYES Catering

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

Mrs Donna Rose  
NYES Property Solutions  
NYES Cleaning  
NYES Catering

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

Mrs Donna Rose  
NYES Property Solutions  
NYES Cleaning  
NYES Catering

Problems with plant/equipment should be reported to:

Mrs Donna Rose  
NYES Property Solutions  
NYES Cleaning  
NYES Catering

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

Mrs Donna Rose  
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:

**\*\*\*\*CARETAKER\*\*\*\***

**NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance**

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

**\*\*\*\*CARETAKER\*\*\*\***

**NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance**

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

**Mrs Donna Rose, Mrs Kathryn Firth  
NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance**

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

**Mrs Donna Rose, Mrs Kathryn Firth  
NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance**

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

**Mrs Donna Rose, Mrs Kathryn Firth  
NYES Property Solutions  
NYES Cleaning  
NYES 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:

Second floor notice board

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

Mrs Kathryn Firth

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 Donna Rose, Mrs Kathryn Firth

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mrs Kathryn Firth

Job specific training will be provided by:

NYC training dept.  
Mrs Donna Rose, Mrs Kathryn Firth  
NYES Health and Safety Service

Health and Safety Training Requirements:

Asbestos/Legionella training  
Mrs Donna Rose, Mrs Kathryn Firth

First Aid training  
All staff

Fire Awareness  
All staff

Fire Warden training  
Mr Simon Rowe  
Mrs Donna Rose  
Miss Nicole Heritage

Working at Height / Safe Ladder use  
All staff

Manual handling  
All staff

Educational Visit Training  
Mrs Kathryn Firth  
Miss Jessica Ingle

Training records are kept:

Electronically (via spreadsheet)

Training will be identified, arranged and monitored by:



# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**Front reception  
Hall  
Creative room  
Kitchens x 3  
First floor baby room  
Basement  
Second floor staff workspace  
Top floor**

**The first aiders are:**

**All staff are paediatric first aid trained  
At least 1 member of staff holds First Aid at Work**

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

**Accident forms are available on all floors and then stored in the top office**

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

**Mrs Kathryn Firth**

## 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  
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 Donna Rose, Mrs Kathryn Firth

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

Mrs Kathryn Firth  
NYC Occupational health

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

Mrs Kathryn Firth  
NYC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Donna Rose, Mrs Kathryn Firth

The Asbestos Risk Management file is kept in:

Admin Office copy also at reception draws

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

Admin Office / reception draws

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 Donna Rose and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mrs Donna Rose

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

Mrs Donna Rose

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 Kathryn Firth  
\*\*\*CARETAKER\*\*\*

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:

\*\*\*CARETAKER\*\*\*

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 Kathryn Firth / Mrs Donna Rose

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

Mrs Kathryn Firth / Mrs Donna Rose and member of staff undertaking work

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

Ladders

Termly visual inspection paperwork

# ARRANGEMENTS

## MANUAL HANDLING

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

**Mrs Kathryn Firth / Mrs Donna Rose**

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

**Mrs Kathryn Firth / Mrs Donna Rose / Mrs Kindness and all members of staff**

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

NA

NA

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

**Mrs Kathryn Firth / Mrs Donna Rose / Mrs Kindness and all members of staff**

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

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

**Mrs Firth (local learning area)  
NYC (beyond)**

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

**Mrs Kathryn Firth**

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

**Miss Jessica Ingle / group Leaders**

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

**Electronic access – email / secure access via CPOMS library**

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

**Mrs Kathryn Firth (outside local learning area)**

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Kathryn Firth / Mrs Donna Rose  
NY HAnDS

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

Logic Fire & Security Ltd Visually Inspected	Annually Termly
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Alarms are tested by/every:

***CARETAKER*** 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**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Use of Chemicals at Work Procedure**  
**Use of Sunscreens Procedure**  
**Working at Height Procedure**