NUNTHORPE PRIMARY ACADEMY

HEALTH AND SAFETY

Approved by: Full Governing Body 10.11.2026

Reviewed November 2026

Date of next review November 2027

Signed by

Mr N Salter	**Head Teacher**
Chair of Governors	**J Conner**

Statement of Intent

Nunthorpe Primary Academy recognises and accepts its responsibilities, accountabilities and duties under current health and safety legislation. It is the Academy's policy to ensure that there is adequate control of all health and safety risks arising from its activities and that all reasonable and practicable steps are taken to provide effective health and safety to employees, partners, visitors, service users and members of the public.

The Academy will ensure, as far as reasonably practicable that

- Plant and equipment, places of work and the working environment are maintained safe with adequate control of health and safety risks.
- Safe systems of work (SSOW) are developed, implemented and appropriately monitored through effective supervision.
- There is consultation with employees on matters affecting their health and safety.
- There is provision of health and safety information, instruction and training to ensure that all employees feel safe and competent when carrying out their duties.
- There is provision and maintenance of safe access to and egress from any place of work.
- There is effective control of hazards which may exist within the workplace through the implementation of suitable and sufficient risk assessments, ensuring that any identified control measures are brought to the attention of relevant employees.
- All accidents, cases of occupational disease, ill health, dangerous occurrences and notifications of assault are reported appropriately recorded and thoroughly investigated.
- The contents of this policy are brought to the attention of all employees and where necessary, other persons who could be affected by Nunthorpe Primary Academy activities.

The health and Safety at Work Act 1974 and all associated and applicable regulations are to be always complied with. Employees shall assist in allowing the council to meet its legal obligations by recognising their responsibilities under health and safety legislation.

As Headteacher, I accept the duties and obligations imposed upon me by legislation. I realise the importance of integrating health and safety into decision making and risk management processes within Nunthorpe Primary Academy. Whilst accepting the minimum legal standards set by legislation, Nunthorpe Primary Academy is committed to promoting and maintaining a culture, which aims to consistently produce high standards of health and safety. The process will continue to raise health and safety standards within the Academy beyond the minimum legal requirements. Achieving these high standards will positively contribute to the overall quality of the services provided by the Academy and I will make available adequate resources, proportionate to the risks facing the Academy, to ensure that those standards are met.

Whilst ultimately the final level of responsibility for implementing the Academy's policy rests with me, every employee must take an active role in implementing the Policy effectively. I urge every employee to cooperate fully in the measures the Academy will be taking as part of this policy to ensure, so far as is reasonably practicable, the health and safety of themselves and others

1 AIMS AND OBJECTIVES

1.1 To work towards the prevention of occupational injury or ill health to all involved in or affected by the academy's activities

1.2 To ensure that those using premises are not subjected to unacceptable risk as a result of activities of those working for the academy

1.3 To actively manage Health and Safety and to encourage constant awareness amongst all employees regarding Health and Safety

1.4 To ensure that contractors and agents of the academy are aware of and work towards the standards set out in the academy's Policies

1.5 To maintain an annual formal review of achievement of those objectives and to implement improvements where necessary to enable them to be met

1.6 To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions

1.7 To develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety. The Academy will achieve this by:-

- maintaining effective systems of communication on Health and Safety matters with the support of the Health and Safety Officer
- ensuring that there is sufficient competency within the organisation in terms of Health and Safety support and advice
- establishing and maintaining control by setting clear Health and Safety objectives and providing strong leadership
- securing co-operation between individuals, safety representatives and working groups

2 GOVERNORS AND HEAD TEACHER (HEALTH & SAFETY POLICY MAKERS)

2.1 To oversee the implementation of the Academy's Health and Safety Policies

2.2 To actively support all staff in their allocated responsibilities

2.3 To support always the objectives of the Academy's Health and Safety Policies

2.4 To demonstrate commitment by taking a proactive approach in Health and Safety matters

2.5 To ensure that all managers and other employees in the Academy are aware of and undertake their duties and responsibilities regarding Health and Safety

2.6 To allocate resources to enable the requirements of this policy to be fulfilled

2.7 To ensure that procedures are in place for all employees to receive necessary Health and Safety training to ensure that detailed Health and Safety information, instruction and training is given to all new employees

2.8 To monitor and review the effectiveness of this policy

2.9 To be aware of statutory Health and Safety requirements sufficient to discharge these duties

2.10 To discuss any actions required regarding Health and Safety concerns raised by any member of staff of the Academy.

3 ALL STAFF

3.1 To be familiar with the content of the Academy's Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work

3.2 To demonstrate commitment by taking a proactive approach in Health and Safety matters

3.3 To ensure that all hazards within their area of responsibility are identified

3.4 To ensure that risk assessments are carried out and appropriate control measures implemented in their area of responsibility

3.5 To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified

3.6 To ensure that all works undertaking within their area of responsibility consider the health and safety of any person likely to be affected by such works

3.7 To ensure the effective use of resources available to achieve Health and Safety objectives. To bring to the attention of the Headteacher any inadequacy in the allocated resources

3.8 To ensure that Health and Safety training needs are identified for all employees within their area of responsibility

3.9 To ensure that employees attend Safety training identified as being necessary, including induction training

3.10 To ensure that adequate monitoring of Health and Safety standards is undertaken

3.11 To ensure that incidents eg. accidents, near misses, violence and aggression are properly reported, investigated and actions taken to avoid recurrence

3.12 To receive briefings at Staff Meetings or emails in respect of identified risks and control measures

3.13 To stop any work where they consider there is imminent risk

3.14 To seek appropriate advice on Health and Safety matters

3.15 To demonstrate commitment by taking a proactive approach in Health and Safety matters

3.16 To ensure that equipment is properly used and that a system of reporting defects is maintained

4 HEALTH AND SAFETY OFFICER (MR N SALTER)

4.1 To conduct internal audit exercises to monitor policy implementation

4.2 To advise on planning for Health and Safety including the setting of realistic short- and long-term targets

4.3 To be notified of risks from the Site Manager of inspections , premises, places of work, systems of work and report their findings

4.4 To assist in the identification of Health and Safety training needs and the delivery of training

4.5 To receive and report incidents to the Health and Safety Executive in accordance with "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)"

4.6 To report immediately to the Trust CEO any of the following: -

- Accidents, diseases or dangerous occurrences reportable under "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013"
- Cases of industrial disease
- Fires
- Instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority
- Any serious incident, including "near misses" which could have resulted in serious injury

4.7 To take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities

4.8 To advise on formulating and developing Health and Safety Policies, not just for existing activities but also with respect to new acquisitions or processes

4.9 To advise the Academy on promoting a positive Health and Safety culture and securing the effective implementation of the Health and Safety Policy

5 PREMISES MANAGER MRS J DENT

5.1 Some officers may have additional responsibilities as the Premises Manager for offices and other workplaces. In this context, Premise Managers have overall responsibility for the health and safety of all persons and will be expected to work in conjunction with the Head Teacher to ensure the health, safety and welfare within the workplace.

6 POLICY REVIEW

6.1 This Health and Safety Policy will be reviewed annually.

7 COMPETENT PERSONS

7.1 Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of Health and Safety legislation. Appropriate training will be given to enable them to fulfil this role, ie Crossing Patrol Officer.

7.2 Other persons who are competent to assist are:

- Health and Safety Officer from the Academy
- Any other employee who has received appropriate training in a specific or relevant area

8 RISK ASSESSMENT

8.1 Assessments will be carried out by nominated competent persons and will include:

- The risks to the health and safety of employees to which they are exposed whilst at work, and
- The risks to the health and safety of other persons arising out of or in connection with work activities

8.2 The significant findings of the assessment will identify:

- Hazards
- Risks
- Group(s) of people especially at risk
- The existing control measures already in place
- The effectiveness of those measures
- A measure of the remaining risk
- The control measures needed to comply with the requirements or
- Prohibitions of Health and Safety legislation

8.3 Appropriate forms are available and should be used to record risk assessments

8.4 For new operations, substances, plant and equipment, it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.

8.5 Assessments must be reviewed at least every 12 months. In additional assessments must be reviewed whenever there is a reason to suspect that they are no longer valid or there have been significant changes to related matters

8.6 Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, Managers may use them as a template for a more detailed assessment

9 TRAINING

9.1 The Academy will support arrangements that all employees are provided with adequate Health and Safety training

9.2 Employees are required to attend Health and Safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

9.3 The identification of training needs will be as a result of:

- Risk assessment
- Monitoring activities
- The occurrence of accidents and incidents of violence and aggression
- New legislation
- Updated information and technology and
- New procedures or changes to existing procedures

9.4 Where appropriate, the use of new technologies to support training will be used.

10 SAFETY AUDITS

10.1 The Health and Safety Unit will carry out an annual inspection.

10.2 All employees are required to co-operate with the safety audit process

11 ACCIDENTS

11.1 Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fire and near misses.

11.2 All employees are required to report all accidents

11.3 The Academy Management will maintain a supply of accident report forms for the Staff within their work area

11.4 In the event of an accident to a member of the public, an incident report form must be completed by an employee, not by the member of the public

11.5 In all cases the accident should be investigated and the completed form must be signed off by the appropriate manager

11.6 In the following cases, a report must be completed: -

- Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on the Academy premises
- Any person being taken from the scene of an accident to a hospital for treatment
- Any of the dangerous occurrences listed in the Academy's incident procedure
- Any fire

12 FIRST AID ARRANGEMENTS

12.1 The Academy will appoint designated First Aiders

12.2 Where there is no designated First Aider, the first aid kit must be the responsibility of a nominated person. Advice regarding the contents of first aid boxes can be obtained from the Health and Safety Team

12.3 A First Aider must ensure that a record of all treatment given is kept with the first aid kit and ensure that an incident report is completed.

12.4 A list of First Aiders will be posted around the Academy.

13 PROTECTIVE CLOTHING

13.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law

13.2 Where protective clothing or equipment is provided, employees must always make full and proper use of it, and as instructed

13.3 Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

14 FIRE AND EVACUATION PLAN

14.1 The overall aim is to save life. Therefore, evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. It is the responsibility of each teacher to brief their children once a term on the procedures, once the fire alarm goes off. New pupils should also be briefed where appropriate.

15 PURPOSE OF A FIRE DRILL

15.1 Fire drills are intended to ensure, by means of training and rehearsal, that in the event of fire:

- Adults and children, who may be in danger, act in a calm and orderly manner

- Those with a designated responsibility, carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a quick and orderly manner.

16 EVACUATION PROCEDURES

16.1 Academy users will practice evacuation procedures by means of unannounced fire drills, which will take place every term.

17 PROCEDURES

17.1 Should fire break out in the Academy, it will be the responsibility of staff members to:

- Raise the alarm
- Ensure that pupils and students evacuate the building immediately

17.2 On hearing the alarm:

- Direct all pupils and students to walk quietly to the nearest exit and then walk quietly in single file to the assembly point which is on the playground
- Once outside pupils and students line up in class groups
- Ensure that the classroom is empty before leaving and close the doors
- Headteacher and Office staff will check the toilets and smaller teaching rooms on the way out
- Everyone must leave the building by the nearest exit
- The School Business Manager will call the fire brigade and the Headteacher will check with staff that the Academy is empty, and everyone is safe before directing the fire brigade to the fire
- The office staff will check the sign-in app (adults and children) for the roll call. Each class teacher will account for all children on their register at the assembly point
- Class Teachers and Office Staff will carry grab bags and walkie talkies to the assembly point
- The Head Teacher or, in their absence the Deputy Head, will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building

17.3 As the attendance register reflects the true number of pupils and students in Academy at the start of the morning or afternoon, it is important that it is completed quickly and accurately on Arbor and daily laminated registers. Please ensure that pupils or students arriving after registration have reported to the main office

17.4 Teachers should also be mindful of any child that is later taken off site for illness or an appointment

17.5 If any visitors are present, the adult they are working with should ensure that they know what to do. All visitors sign the register when entering and leaving the Academy. Short time visitors are never left unattended in the Academy and the adult responsible for the area they are in will direct them safety out of the building.

18 FIRE AND EVACUATION PROCEDURES

18.1 Nunthorpe Primary Academy will provide a safe and healthy working environment with respect to fire safety. Fire Safety Awareness will be discussed by all staff at the beginning of the new school term and at staff meetings and throughout the year.

19 DUTIES OF THE FIRE SAFETY CO-ORDINATOR

19.1 The Site Manager, Mr Dent is the named person and his responsibilities are as follows:

- Check that all fire doors are free from obstructions and slip/trip hazards
- Check that all escape routes are clear, e.g. classroom exits into the playgrounds and outside areas.
- Check that all fire doors can be opened quickly and easily
- Check that all fire resisting doors close properly
- Check that no fire resisting doors are wedged or propped open
- General housekeeping standards are adequate, and the building is tidy
- Rubbish and waste materials are not allowed to accumulate
- There is no storage, especially combustible materials, in unsuitable locations, eg. corridors
- Waste containers are stored externally in a secure compound

20 RESPONSIBILITIES OF FIRE SAFETY WARDENS

20.1

Checking all areas:	Site Manager
Classrooms:	Class Teachers
Kitchen:	School Cook
Office:	School Business Manager
Weekly Fire Alarm and Equipment Tests:	Site Manager

20.2 All staff have access to the Fire and Evacuation Plan/Procedures and Information. Copies are also kept in the Fire Safety File, both of which can be found in the main office.

20.3 The fire alarm is tested weekly by the Site Manager (Paul Dent) and recorded in the Fire Safety File and on the Every system.

20.4 A fire drill is completed every term, at different times of the day. A record is recorded in the Fire Safety File and on the Every system.

20.5 Fire extinguishers are checked annually. This is carried out by annual maintenance. Records are kept on the extinguisher and recorded in the Fire Safety file, which is kept

in the Academy office. There is also a visual check of the Fire Extinguishers carried out by the Site Manager on a weekly basis.

This policy is reviewed annually by the governing body.

Signed on behalf of the Governing body:

Julie Connor

Neil Salter