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| <b>Adopted:</b>                          | June 2025             |
| <b>Next review:</b>                      | June 2026             |
| <b>Approved by:</b>                      | Governing Body        |
| <b>Responsibility of:</b>                | <b>Jonelle Yeoman</b> |
| <b>Local Authority or School Policy:</b> | LA                    |

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



**Brougham Street Community Nursery School  
Health and Safety Policy**

### **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:** Jonelle Yeoman

**Headteacher**

**Signed:** Anne-Marie Merrifield

**Chair of Governors**

**Date: June 2025**

**Review date: June 2026**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

Mrs Jonelle Yeoman (Head Teacher)

Mrs Anne-Marie Merrifield (Chair of Governors)

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

Mrs Jonelle Yeoman (Head Teacher)

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

**Name:** Mrs Kathryn Sandercock

**Responsibility:** Health & Safety Governor

**Mrs Jonelle Yeoman**

**Responsibility: Headteacher/ Person in Charge**

**Mrs Ayesha bridge**

**Responsibility: Person in Charge in absence of Headteacher**

**Mrs Beccy Robinson**

**Responsibility: Nursery Classroom**

**Mrs Nicki Ingham**

**Responsibility: Toddlers Room**

**Miss Katie Spencer**

**Responsibility: Baby Room**

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).

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

**Dale Barton NYES Health and Safety Service  
07788 564533**

## **ORGANISATIONAL CHART**

**Skipton Children's Centre-**

**Garry Atkins- Property Services**

**Jonelle Yeoman- Headteacher/DSL**

**Ayesha Bridge- Staff and Resources Manager/DDSL**

**Beccy Robinson- Teacher**

**Nicki Ingham- Toddler Room Leader**

**Katie Spencer- Baby Room Leader**

## ARRANGEMENTS

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

**Risk assessments will be undertaken by:**

**Mrs Jonelle Yeoman 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 Jonelle Yeoman and the staff member undertaking activity**

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

**Mrs Jonelle Yeoman and the staff member undertaking activity**

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

**Mrs Jonelle Yeoman 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:

Beccy Robinson- Class Teacher

Nicki Ingham- Toddlers Room Leader

Katie Spencer- Baby Room Leader

Consultation with employees is provided by:

Agenda item on staff meetings

Staff briefing and noticeboard

Training Days

## **ARRANGEMENTS**

### **SAFE PLANT AND EQUIPMENT**

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

**NYES Property Solutions/ Property Services- Garry Atkins  
NYES Cleaning**

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

**NYES Property Solutions/ Property Services- Garry Atkins  
NYES Cleaning  
Mrs Jonelle Yeoman**

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

**NYES Property Solutions/ Property Services- Garry Atkins  
NYES Cleaning**

Problems with plant/equipment should be reported to:

**NYES Property Solutions/ Property Services- Garry Atkins  
NYES Cleaning**

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

**NYES Property Solutions/ Property Services- Garry Atkins  
NYES Cleaning**

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

**NYES Property Solutions/Property Services- Garry Atkins**  
**NYES Cleaning**  
**Dolce Catering**  
**Mrs Jonelle Yeoman**  
**Mrs Bev Wain**  
**Grounds Maintenance**

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

**NYES Property Solutions/Property Services- Garry Atkins**  
**NYES Cleaning**  
**Dolce Catering**  
**Mrs Jonelle Yeoman**  
**Mrs Bev Wain**  
**Grounds Maintenance**

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

**NYES Property Solutions/Property Services- Garry Atkins**  
**NYES Cleaning**  
**Dolce Catering**  
**Mrs Jonelle Yeoman**  
**Mrs Bev Wain**  
**Grounds Maintenance**

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

**NYES Property Solutions/Property Services- Garry Atkins**  
**NYES Cleaning**  
**Mrs Jonelle Yeoman**

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

**NYES Property Solutions/Property Services- Garry Atkins**  
**NYES Cleaning**  
**Mrs Jonelle Yeoman**

**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:

The Staff Room, on the right as you enter the room.

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

Mrs Jonelle Yeoman  
Mrs Ayesha Bridge

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 Jonelle Yeoman  
Mrs Ayesha Bridge

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

A member of SLT

Job specific training will be provided by:

NYC training dept.  
Mrs Jonelle Yeoman  
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 on Share Point under 'Whole School Policies'

Training will be identified, arranged and monitored by:

Mrs Jonelle Yeoman



# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**Nursery Classroom  
Toddler Room  
Baby Room  
Staff Room  
Main Office**

**The first aiders are:**

**All staff are emergency First aid trained or Paediatric First Aid Trained**

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

**In the office.**

**Pre-setting accidents are logged on CPOMS**

**Accidents in Nursery are logged in paper format and then uploaded onto a central log. Jonelle Yeoman- Headteacher and Kathryn Sandercock- Health and Safety Governor check through this log during each visit.**

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

**Mrs Jonelle Yeoman**

## ARRANGEMENTS

### MONITORING

To check our working conditions, and ensure our safe working practices are being followed, the Children's Centre will undertake:

Legionella testing  
Asbestos inspection  
Termly Visual H & S inspection  
Establishment Hands Service Inspection  
PAT testing UK Safety Management  
Fixed appliance electrical testing JCS  
NYES Property Solutions Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection HSC  
Pest control

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Termly Visual H & S inspection  
Establishment Hands Service Inspection  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
Prioritised programme of risk assessment  
Pest control

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

Mrs Jonelle Yeoman  
Mrs Ayesha Bridge  
NYC Occupational health

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

Mrs Jonelle Yeoman  
NYC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

The Children's Centre

The Asbestos Risk Management file is kept in:

Admin Office

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

N/A here as there is no asbestos.

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:

The Children's Centre- Property Services- Garry Atkins and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

N/A

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

N/A

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:

Mr Garry Atkins- Property Services  
Mr Christopher Fletcher

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

Water Management Arrangements Folder in the office

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

Mr Christopher Fletcher

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

Water Management Arrangements Folder in the office

# ARRANGEMENTS

## WORK AT HEIGHT

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

Mrs Jonelle Yeoman

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

Mrs Jonelle Yeoman and all members of staff

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

Establishment  
Governor- Kathryn  
Sandercock

Establishment Management File in the Admin Office

# ARRANGEMENTS

## MANUAL HANDLING

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

Mrs Jonelle Yeoman

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

Mrs Jonelle Yeoman and all members of staff

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

|  |  |
|--|--|
| Establishment<br>Governor- Kathryn<br>Sandercock | Establishment Management File- In the Admin Office |
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Risk assessments for manual handling tasks are to be completed by:

Mrs Jonelle Yeoman and all members of staff

## ARRANGEMENTS

### EDUCATIONAL VISITS

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

**NYC, Mrs Jonelle Yeoman (EVC)**

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

**Mrs Jonelle Yeoman**

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

**Group Leader**

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

**Sharepoint under Whole School Policies**

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

**Any staff member who has received Evolve training. This will then be signed off by Jonelle Yeoman- EVC**

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Mr Christopher Fawcett  
Monks

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.*

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  
Use of Chemicals at Work Procedure  
Use of Sunscreens Procedure  
Working at Height Procedure