**Cornerstone Schools (Barton. East Cowton and Ravensworth CE Primary Schools)**

# Health & Safety Policy 2025-2026

| | | |
|---|---|---|
| **Document first issued** | September 2025 | |
| **Review frequency** | annual | |
| **Last review date** | October 2025 | |
| **Next review date** | September 2026 | |
| **Ratified by Governors** | LGB 23 October 2025 | |
| **Policy Author** | K. Petch | |
| **Approved by – Headteacher** | | |
| **Amendments to policy & review history** | **Date** | **By whom** |
| Policy issued | September 2025 | KP |
| | | |
| | | |
| **Communication** | Teams, Wedsite & available on request | |

# Cornerstone Schools (Barton. East Cowton and Ravensworth CE Primary Schools)

Health and Safety at Work etc. Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

**Barton, East Cowton & Ravensworth CofE Primary School (Dales Academies Trust)**

**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;
- to provide personal protective equipment;
- to 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:** Kirstie Petch - **Headteacher**

**Signed:** Helen Audritt **Chair of Governors**

**Date: September 2025**

# Cornerstone Schools (Barton. East Cowton and Ravensworth CE Primary Schools)

**Next Review Date:** **September 2026**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

Damian Chubb (CEO DAT)

Kirstie Petch (Head Teacher)

Helen Audritt (Chair of Governors)

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

All staff

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

Name: Corinne Bell
Responsibility: Health & Safety Governor (Ravensworth)

Name: Jackie Brinicombe
Responsibility: Health & Safety Governor (Barton & East Cowton)

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).

# Cornerstone Schools (Barton. East Cowton and Ravensworth CE Primary Schools)

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

**Cornerstone School's organisational chart.**

| Executive Headteacher – Kirstie Petch<br>Deputy Headteacher – Lucy Hodges<br>SENCo – Amy Crisp<br>Admin Manager – Kat Hunter | | | |
|---|---|---|---|
| | **BARTON** | **EAST COWTON** | **RAVENSWORTH** |
| Base Leaders | Amy Whiteley | Holly Coxon | Kellie Harris |
| Other Class Teachers | Jo Bartley<br>Charlotte Noble | Jo Bartley<br>Sadie Whent | Ben Needham<br>Yolanda Richards |
| Teaching Assistants | Charlotte Gibson<br>Nadja Lawrence<br>Charlotte O'Reilly<br>Jen Percival | Lynne Bowman<br>Lucy May | Deborah Cosstick<br>Lauren Orivs |
| Administrators | Alex Rankin | Charlotte Goude | Liz Proudfoot |
| Caretaker | Sue Alston - NYC employee | Mike Lowther – NYC employee | Karen Cousins - NYC employee |

# ARRANGEMENTS

## HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Kirstie Petch – Headteacher
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:

Kirstie Petch – Headteacher
and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Kirstie Petch – Headteacher
and the staff member undertaking activity

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

Kirstie Petch – 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 meetings

Staff briefing and noticeboard

Training Days

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Kirstie Petch – Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers

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

Mrs K Petch – Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers

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

Mrs K Petch – Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers

Problems with plant/equipment should be reported to:

Mrs K Petch – Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers

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

Mrs K Petch – Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers

# ARRANGEMENTS
## SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs K Petch - Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers
Robinsons Grounds Maintenance

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

Mrs K Petch - Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers
Robinsons Grounds Maintenance

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

Mrs K Petch - Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers
Robinsons Grounds Maintenance

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

Mrs K Petch - Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers
Robinsons Grounds Maintenance

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

Mrs K Petch - Headteacher
DBE Property Services
NYES/NYC Cleaning Services
Aspens Caterers
Robinsons Grounds Maintenance

Assessments will be reviewed:

In the event of an incident, 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 each school

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

Kirstie Petch – Headteacher / Lucy Hodges – Deputy Headteacher

Amy Whiteley– Base Leader
Holly Coxon – Base Leader
Kellie Harris – Base Leader

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

Kirstie Petch – Headteacher

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Kirstie Petch – Headteacher & Admin Manager
Amy Whiteley– Base Leader
Holly Coxon – Base Leader
Kellie Harris – Base Leader

Job specific training will be provided by:

Kirstie Petch – Headteacher & Admin Manager
Lucy Hodges – Deputy Headteacher
Local SLT:

- Amy Whiteley– Base Leader
- Holly Coxon – Base Leader

Kellie Harris – Base Leader
NYC training dept.
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
Teams >Staffing>Training

Training will be identified, arranged and monitored by:

Kirstie Petch – Headteacher & Admin Manager

# ARRANGEMENTS

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

Locations of First Aid Boxes:

**Barton**
Each class
Staff room
Kitchen
Portable kits for trips

**Ravensworth**
Each class
The hall
Kitchen
Portable kits for trips

East Cowton
School Office
Cloakroom between class 1 & 2
Kitchen
Portable kits for trips

The first aiders are:

Frist Aid at Work – see appendix
Paediatric First Aid – see appendix
Emergency First Aid – see appendix

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

In the school office

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

Kirstie Petch – Headteacher / Admin Manager via delegation

# 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
Property Services Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Alarm monitoring – N/A at Ravensworth
Legionella checks
Fire alarm/equipment monitored/maintenance.
Emergency lighting maintenance and checks.
School Alarm checks – N/A at Ravensworth
Ladder Checks Defib Checks
First Aid Checks.

The person responsible for investigating accidents is:

Kirstie Petch - Headteacher

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

Kirstie Petch - Headteacher
NYC Occupational Health

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

Kirstie Petch - Headteacher
NYC Occupational Health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Kirstie Petch - Headteacher

The Asbestos Risk Management file is kept in:

Headteacher Office – Barton & Ravensworth
Admin Office – East Cowton

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

Headteacher Office in asbestos file
Admin Office in asbestos file – East Cowton

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:

Kirstie Petch, school administrator and other staff

Asbestos risk assessments will be undertaken by:

Kirstie Petch – Headteacher

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

NYC Caretakers

Records of the above inspections will be kept in:

Caretaker cupboard

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

NYC Caretakers
Kirstie Petch – Headteacher

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:

Kirstie Petch – Headteacher
NYC Caretakers

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:

| |
|---|
| Kirstie Petch - Headteacher |

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

| |
|---|
| Kirstie Petch – Headteacher<br>and all members of staff |

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

| | |
|---|---|
| H&S Governor | Establishment Management File |

# ARRANGEMENTS

## MANUAL HANDLING

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

| |
|---|
| Kirstie Petch - Headteacher |

Risk assessments for manual handling are to be completed by:

| |
|---|
| Kirstie Petch – Headteacher<br>and all members of staff |

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

| | |
|---|---|
| H&S Governor | Establishment Management File |

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

| |
|---|
| Kirstie Petch – Headteacher<br>and all members of staff |

# ARRANGEMENTS

## EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Kirstie Petch – Headteacher and Governors

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

Kirstie Petch - Headteacher

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

Visit Leader

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

Headteacher Office
Admin Office – East Cowton
And also on Teams under Policies

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

Visit leader

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

| |
|---|
| Kirstie Petch - Headteacher |

Escape routes are checked by/every:

| | |
|---|---|
| All staff | Daily |

Fire extinguishers are maintained and checked by/every:

| | |
|---|---|
| Fire Solve<br>Visually Inspected | Annually<br>Termly |

Alarms are tested by/every:

| | |
|---|---|
| NYC Caretaker<br>Monks | Weekly<br>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 Procedures
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

The first aiders are:

Frist Aid at Work
KHarris - R

Paediatric First Aid
KHarris – R
SStanwix- R
BNeedham-R
LOrvis-R
CNoble – B
AWhiteley – B
CO'Reilly - B
JPercival - B
ARankin-B
ACrisp – all schools
KPetch – all schools
HCoxon – EC
SWhent – EC
LMay - EC

Emergency First Aid
HCoxon – EC
ARankin- B