



The  
**Coombes**  
CE Primary School

# Health and Safety Statement



**Date: March 2021**  
**Review Date: March 2022**

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## HEALTH AND SAFETY STATEMENT

The Coombes CE Primary School is committed to providing and maintaining a safe and healthy working environment for our staff and for ensuring that the schools' premises and activities do not adversely affect the health and safety of our pupils or any other people. The school's aim is to integrate health and safety into everything we plan and do so that it becomes an intrinsic part of our culture.

The Head Teacher and the Governing Body recognise and accept their responsibilities for putting the Keys Academy Trust's Health and Safety Policy into effect by:

- providing adequate control of the health and safety risks arising from the school's work activities
- consulting with our employees on matters affecting their health and safety
- providing and maintaining safe plant and equipment
- ensuring the safe handling and use of substances
- providing information, instruction and supervision for employees
- ensuring all employees are competent to do their tasks, and to give them adequate training
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- Implementing emergency procedures for evacuation in case of fire or other significant incident.
- Implementing an annual review and revision as necessary of this policy including the organisation for its implementation and the health and safety procedures.

<i>Aly Atkins</i>	
Signature	
Mrs Aly Atkins	
Headteacher	

<i>C Peck</i>	
Signature	
Mr Christopher Peck	
Governor for Health and Safety	

Date:	March 2021
Review Date:	January 2022

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## ROLES AND RESPONSIBILITIES

### Head Teacher

- Has overall day-to-day responsibility for health and safety and ensuring this policy is put into place.

### Employee H&S responsibilities:

- Take reasonable care of your own and other people's health and safety
- Follow the training you have received when using any work items given to you by your employer to use at work
- Co-operate with your employer on health and safety
- Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk

Title	Name
Headteacher	Aly Atkins
Child Protection Lead	Kat Barnes
Governor for Health and Safety	Christopher Pech
School Safety Coordinator	Operations Manager
General risk assessors	Headteacher Operations Manager
DSE Workstation Assessor	Operations Manager
Contractor co-ordinator	Operations Manager
Incident reporting co-ordinator	Operations Manager
COSHH Assessor	Headteacher & Operations Manager
Manual Handling Assessor	Headteacher & Operations Manager
Emergency Co-ordinator for fire and evacuation	Headteacher & Operations Manager

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Fire Wardens	Sharondeep Sandhu, Ben Winship, Loretta Hill, Artur Kosmowski
Fire risk assessor	Headteacher & Operations Manager
Qualified Paediatric First Aiders	Emily Bowers, Gemma Gibby, Loretta Hill, Ben Winship, Justine Jensen, Christine Borland
First Aiders at Work	Ilanit Shimoni, Jessica Darroch, Julie Wright, Sharmina Parvin, Louise Etwell, Jane Pound, Anna Hobart, Wendy McLaren,
Diabetic Trained	Anna Hobart, Justine Jensen, Jane Pound, Louise Etwell, Ben Winship, Claire Symes, Jude Hawkins
Epi-pen and Asthma trained	Louise Etwell, Jude Hawkins, Anna Hobart, Jane Pound, Katherine Clint, Laura Thurston, Alice Sharman, Emmanuel Nambo,
Educational Visits Coordinator (EVC)	Office Manager
Safety Representative	Headteacher & Operations Manager

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## ARRANGEMENTS

**There is an A-Z Health and Safety handbook located in reception which covers the following in more detail:**

- ACCIDENTS AND INCIDENT REPORTING
- AFTER SCHOOL/BREAKFAST CLUB & LETTINGS
- ASBESTOS MANAGEMENT
- CONTRACTORS ON SITE
- CURRICULUM
- DISPLAY SCREEN EQUIPMENT
- ELECTRICAL SAFETY
- EVENTS
- EXTREME WEATHER
- FIRE SAFETY
- FIRST AID
- FOOD SAFETY
- HAZARDOUS SUBSTANCES/COSHH
- LEGIONELLA MANAGEMENT
- MANUAL HANDLING/ NEW & EXP. MOTHERS
- MEDICATION
- PERSONAL PROTECTIVE EQUIPMENT
- PLAY EQUIPMENT
- PREMISES MANAGEMENT
- RISK ASSESSMENTS/SLIPS AND TRIPS
- SCHOOL TRIPS
- SITE INSPECTIONS & MONITORING
- SITE SECURITY
- SWIMMING POOL MANAGEMENT
- TRAINING/CONSULTATION WITH STAFF
- VIOLENCE AT WORK
- VISITORS TO SITE
- WORK EQUIPMENT
- WORKING ALONE
- WORKING AT HEIGHT
- WORK RELATED STRESS/WELFARE M'MENT

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