Nottinghamshire County Council

Misterton Primary and Nursery School

Health and Safety Policy

2026-27

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Misterton Primary and Nursery School
Primary School
Health and Safety Policy

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Statement of Intent

The Governing Body of Misterton Primary School will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

Signed:

(Chair of Governors)

Date:

Signed:

(Head Teacher)

Date:

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

Responsibilities of the Governing Body

The Governing Body are responsible for:

- Complying with the Nottinghamshire County Council and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the schools health and safety committee (where appropriate).
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Local Authority health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters were appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Head Teacher these responsibilities fall to their immediate deputy.

Responsibilities of the Health and Safety Coordinator (must be a Senior Member of Staff)

Responsible to the Head Teacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the schools health and safety committee (where appropriate).

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher.

Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority, Governors and Head Teacher on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher any serious or immediate danger.
- Reporting to their Head Teacher any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Jane Cappleman-Jackson

Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	NA

Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Mark Brown	Site Manager
Jane Cappleman-Jackson	Headteacher
To be elected	
To be elected	

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Jane Cappleman-Jackson
A copy of the emergency plan is available at:	Paper copies with each SLT member and site manager. Electronic copy on staffroom under policies.

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	**Person Responsible**	**Deputy**
Summoning of the emergency services.	Jane Cappleman-Jackson	Sara Savory
That a roll call is taken at the assembly point	Jane Cappleman-Jackson	Sara Savory
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Jane Cappleman-Jackson	Sara Savory

Note: The priorities are as follows:

- **To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.**
- **To call the emergency services when appropriate.**
- **To safeguard the premises and equipment, if this is possible without putting persons at risk.**

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Man-hole next to front fence, school side
Gas	Meter house, left of main entrance gates
Electricity	Cupboard off the main entrance, by the trophy cabinet,

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Jane Cappleman-Jackson

Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

Location of Accident Book	Person in Charge of Accident Book
First Aid room	Jane Cappleman-Jackson
Accident reports must be drawn to the attention of the Head Teacher	Head Teacher / Principal: Jane Cappleman-Jackson
	Deputy: Sara Savory
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Jane Cappleman-Jackson

The following types of incident must be recorded:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable (with a copy of the RIDDOR report sent to hands@nottscc.gov.uk).

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Maria Bowers	Y4/5	November 2028
Cheryl Baillie	Y1/2/3	November 2028
Jane Soulsby	EYFS	November 2028
All staff have basic first aid training	Misterton Primary	September 2026
Person responsible for ensuring first aid qualifications are maintained:		Jane Cappleman-Jackson
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Jane Cappleman-Jackson

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
First Aid Room	First Aid Room
Hall	
Main Entrance	

A termly check on the location and contents of all first aid boxes is carried out by:	Mark Brown
Use of first aid materials and deficiencies should be reported to:	Dawn Malone
Address and telephone number of the nearest medical centre / NHS GP:	Riverside Misterton DN10 4DL 01777 713 330
Address and telephone number of the nearest hospital with accident and emergency facilities:	John Copeland Gainsborough DN21 2TJ 0114 250 5510 Bassetlaw Hospital Worksop S81 OBD 01909 500990

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	Jane Cappleman-Jackson
A copy of the medicines policy is available at:	Main office and school website
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: Jane Cappleman-Jackson Deputy: Sara Savory
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: Jane Cappleman-Jackson Deputy: Sara Savory
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	Jane Cappleman-Jackson

Hazard Identification and Control

Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Jane Cappleman-Jackson

Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Mark Brown
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Jane Cappleman-Jackson

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Mark Brown
Defective furniture must be taken out of use immediately and reported to:	Mark Brown
Person responsible for ordering repairs and maintenance:	Jane Cappleman-Jackson

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority	Jane Cappleman-Jackson
Records of employees signatures indicating that they have received and understood health and safety information is kept:	In the main office
The health and safety notice board is sited:	Main entrance
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Mark Brown
The HSE Health and Safety Law Poster is displayed:	In the main entrance
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	In the main entrance

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Jane Cappleman-Jackson

- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Jane Cappleman-Jackson
Person responsible for compiling and implementing the school's annual health and safety training plan:	Mark Brown
Person responsible for reviewing the effectiveness of health and safety training:	Jane Cappleman-Jackson
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Jane Cappleman-Jackson

Premises

Asbestos

Person with overall responsibility for managing asbestos:	Jane Cappleman-Jackson
The asbestos register is kept at:	The main office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Jane Cappleman-Jackson
The disturbance procedure is displayed in a (staff only) area, at:	The main office
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Mark Brown
The LAMP is kept in:	The main office

Legionella

Person with overall responsibility for managing Legionella:	Jane Cappleman-Jackson
The Legionella risk assessment is kept at:	Main office

Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Mark Brown
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Mark Brown
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Mark Brown
The log book is kept in:	Main office

Fire

Person with overall responsibility for managing fire safety:	Jane Cappleman-Jackson
The fire risk assessment is kept at:	Main office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Mark Brown
Person responsible for routine maintenance and servicing of fire safety equipment:	Mark Brown
The log book is kept in:	Main office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: Mark Brown
	Deputy: Jane Cappleman-Jackson

Visitors

On arrival all visitors must report to:	Main office
Where they will be issued with; • An identification badge • Relevant health and safety information • Sign the visitors book	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Jane Cappleman-Jackson

Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	Mark Brown

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Mark Brown
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Mark Brown
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Jane Cappleman-Jackson
Responsibility for liaison and monitoring of contractors:	Mark Brown

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Jane Cappleman-Jackson
Person(s) authorised and competent to operate and use:	Jane Cappleman-Jackson

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Mark Brown
Person(s) authorised and competent to operate and use:	Mark Brown

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Mark Brown
Person(s) authorised and competent to operate and use:	Mark Brown

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	Mark Brown

Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	Mark Brown
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	Mark Brown
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	Mark Brown
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	Mark Brown

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	Mark Brown

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	Mark Brown

Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Mark Brown
Person(s) authorised and competent to operate and use:	Mark Brown

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Mark Brown
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Mark Brown
Contractor responsible for annual full inspection and report:	Mark Brown

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Mark Brown
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Mark Brown
Contractor responsible for annual full inspection and report:	Mark Brown

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Mark Brown
Person(s) authorised and competent to operate and use:	Mark Brown

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Mark Brown
Person(s) authorised and competent to operate and use:	Mark Brown

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Mark Brown
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Mark Brown
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Mark Brown
Person(s) responsible for carrying out formal visual inspection and testing:	Mark Brown
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Mark Brown

Swimming Pools

Person responsible for ensuring the swimming pool is: • Correctly and safely maintained • Regular inspections are carried out • Remedial action is taken or if necessary the pool is taken out of use where necessary • Appropriate records are kept	Mark Brown
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	Mark Brown

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Mark Brown
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Dawn Malone
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	NA
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	NA

Substances and Personal Protective Equipment

Hazardous Substances
Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Science	Mark Brown	Science cupboard
Art	Mark Brown	Art studio
Caretaking	Mark Brown	Site managers office
Cleaning	Mark Brown	Locked cupboards located x 2 top corridor and 2 lower corridor
Catering	Mark Brown	School kitchen
Grounds Maintenance	Mark Brown	Site managers office
Other (please state): swimming pool	Mark Brown	Site managers office and Pool office
Copies of all the hazardous substances inventories are held centrally in:		Site managers office
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:		Mark Brown
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Mark Brown

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	Mark Brown
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	Mark Brown

Housekeeping and Waste

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Site Manager to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Mark Brown
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Mark Brown

Waste Management and Disposal

Waste will be collected daily by:	Cleaners
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Mark Brown
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Mark Brown

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Mark Brown
Person responsible for the safe disposal of any **hazardous substances** or **special waste**:	Mark Brown
Person responsible for ensuring the safe and appropriate disposal of any **clinical waste**:	Mark Brown

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Jane Cappleman-Jackson
Person responsible for monitoring the safety of manual handling activities:	Jane Cappleman-Jackson

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	Jane Cappleman-Jackson
Person responsible for monitoring the safety of manual handling activities:	Jane Cappleman-Jackson

Educational Visits

The Educational Visits Co-ordinator at the school is:	Emma White
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Jane Cappleman-Jackson
The Educational Visits Policy is located at:	Staff secure area website

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Nicola Hitchen

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body / Trust	Emma White

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Mark Brown
Person responsible for ensuring follow up action on the report is completed:	Jane Cappleman-Jackson

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Jane Cappleman-Jackson
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Mark Brown