



HOLYHEAD
PRIMARY ACADEMY

Health & Safety Implementation Plan

November 2018

Mrs J COOK

Holyhead Primary Academy

Health and safety Implementation Plan

This is the statement of general policy and arrangements for:

Holyhead Primary Academy Name of organisation
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Overall and final responsibility for health and safety is that of:

Shireland Collegiate Academy Trust Name of employer
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Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Matthew Wynne

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Matthew Wynne- Headteacher Kelly Bladen Health and Safety Admin	Relevant risk assessments are completed and actions arising out of those assessments are implemented. (Risk assessments reviewed annually or earlier if conditions change.)
To provide adequate training to ensure employees are competent to do their work	Matthew Wynne (Headteacher/Premise Manager)	Staff and are given necessary health and safety information and provided with appropriate training (including step ladder training, COSHH, manual handling, fire extinguisher etc. full training details are filed on staff personnel files).Arrangements are in place for employees who work in remote areas of the school or for off site activities.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Matthew wynne / Kelly Bladen	Staff are routinely consulted on health and safety matters as soon as they arise but are also formally consulted at regular health and safety meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Matthew Wynne (HT/Premise Manager) Kelly Bladen (H&S/Deputy)	Escape routes are well signed and kept clear at all times. Evacuation plans are tested regularly and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Matthew Wynne (HT/Premise Manager) Kelly Bladen (H&S) Site Staff All staff	Toilets, rest facilities and drinking are provided. Systems are in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects. (See IAM Compliant for site staff, annual inspections of play equipment, legionella testing, fire sign testing, fire extinguisher maintenance, fire alarm testing etc.)
Health and safety law poster is displayed:	In staffroom	
First-aid bags and accident book are located:	First Aid books are kept in Medical room for pupils and In the school office for staff. EYFS have their own first aid book kept in their cupboard. First aid kits are kept in class grab bags, and Medical Room.	

Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:	Health and Safety Working Party	Every:	12 months or sooner if work activity changes

Accidents and ill health at work reported under RIDDOR (Reporting of injuries, Diseases, and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Organisation name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>		<i>All staff, supervisor to monitor</i>		

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>
Combined risk assessment and policy template published by the Health and Safety Executive 11/11