



Ingatestone and Fryerning CofE Junior School Health and Safety Policy

Our Commitment: *"We will ensure that health and safety is a priority and forms an integral part of all our activities and decision-making processes. We will provide a safe and healthy working environment for all our employees and others affected by our activities"*

POLICY STATEMENT	Person with responsibility for: Name/ Title	ARRANGEMENTS – How we will deliver
To comply with all relevant legislation including any Approved Codes of Practice or other documents having the force of law.	Leigh Johnson, Head of School	Policies and standards to reflect the nature of the business. Compliance to be reviewed through monitoring, audit and inspections. Access to competent advice via RMCS@essex.gov.uk / 01245 434476.
To prevent accidents and sickness absence due to accidents and work-related ill health.	Leigh Johnson, Head of School	Ensure suitable and sufficient risk assessments are completed with control measures being communicated and implemented. Safe systems of work to be followed. H&S procedures to be displayed and employees trained where appropriate. Asbestos register to be consulted before any works to begin.
To ensure roles and responsibilities are understood and communicated throughout the organisation and to other relevant parties.	Leigh Johnson, Head of School	Job descriptions provided for all employees. H&S included in performance meetings. Employees consulted on health and safety issues and provided with advice and supervision. All new employees to have a health and safety induction. Training to be provided and recorded.
To ensure that working conditions are safe and healthy.	Leigh Johnson, Head of School	Hazard reporting system in place with all staff responsible for dealing with minor issues. Premises inspection schedule followed. PAT testing and utilities maintenance program followed. Chemicals used and stored according to COSHH assessment.
To have effective emergency procedures for foreseeable incidents such as fire and ill health.	Leigh Johnson, Head of School	Visitor signing in book with local rules and emergency procedure to be followed. Daily inspections ensuring fire escapes are signed and clear carried out. Fire and first aid risk assessments completed and reviewed annually or when change necessitates. Evacuation plans tested termly.

Person with overall health and safety responsibility is:	Leigh Johnson, Head of School	Person with day-to-day responsibility for putting this policy into practice is:	Leigh Johnson, Head of School
Health and safety law poster displayed in:	Staffroom	First aid box located at:	Office
Who to raise a health and safety concern to:	Leigh Johnson, Head of School	Fire evacuation point:	Main playground
Who to report hazard or incident to:	Leigh Johnson, Head of School	Location of health and safety information:	Staff room

Signed by: <i>Andrew Barton</i>	Title: Chair of Trustees	Date: 20th January 2026
To be reviewed by:	October 2026	Annually or sooner if circumstances change or dictate