

# **NORTHWICK PARK PRIMARY AND NURSERY ACADEMY**

## **STATEMENT OF HEALTH AND SAFETY**

A copy of the School's Health and Safety Statement is displayed in the Staff Room.

A copy of the statutory notice 'Health and Safety Law' is displayed in the Staff Room.

- 1. Name of Senior Member of Staff with responsibility for co-ordinating Health and Safety:** Mrs. Lane  
Headteacher
  
- 2. Location of central file of Codes of Practice:** Office
  
- 3. Location of Fire Register:** Office
  
- 4. Location of central file of Health and Safety Information Bulletin:** Office
  
- 5. Procedure for accident reporting:**
  - a) Name(s) of member of staff to report accident to:** Mrs. Lane - Headteacher  
Mrs. Bertram – Admin Manager
  
  - b) Who should complete accident form:** Mrs. Lane
  
  - c) Who should telephone H.S.E./ Insurance Co. in case of notifiable incidents:** Mrs. Bertram
  
- 6. Name(s) of Teacher Representative on School's joint Health and Safety Committee:** Mrs. Mylroie.
  
- 7. Governor with responsibility for Health and Safety:** Mr. Corbyn

**8. First Aid Arrangements:**

**Designated First Aider(s) -  
Normal School Hours:**

Mrs. Jeffryes – LSA  
Miss Morgans – Daycare  
Mrs. White – Admin Asst.  
Miss Cooper - Teacher  
Mrs. Lamy – Nursery  
Mrs Dickinson – LSA

**Location of First Aid Boxes:**

Office  
New Toilet Block – Medical Area  
Kitchen  
Nursery

**Appointed Person(s) available  
at other times:**

All LSAs and Middays have had  
First Aid Training  
Paediatric First Aid training is held  
annually for Foundation Stage staff.

**9. Is a ‘travelling’ first aid kit available?**

Yes

**Location:**

Office

**10. Procedures to be followed in the event of Fire/Alarm ringing are displayed around the school and in every classroom.**

**11. Nearest Hospital with Casualty Unit:**

Southend Hospital  
Prittlewell Chase,  
Westcliff-on-Sea,  
Tel. 01702 435555

An annual Health and Safety Monitoring exercise is to be carried out by the Headteacher, Admin Manager and Site Manager.

The Governor with responsibility for Health and Safety carries out a termly Audit and Risk Assessment.