



North

Yorkshire County Council

GUIDANCE ON DEVELOPING YOUR SCHOOL HEALTH AND SAFETY POLICY

INTRODUCTION

What is a health and safety statement?

Your health and safety statement sets out how you implement NYCC health and safety policy, and how you manage health and safety in your school. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

This is an example of a statement that you can use, fill in and keep in your school. However, you do not have to use this document or format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.

Why do I need a health and safety statement?

The health and safety statement is your starting point in managing health and safety in the workplace. By law, Employers (i.e. the LEA in Community and Voluntary Controlled Schools, or the Governing Body of Voluntary Aided and Foundation Schools) must have a written policy on health and safety at work. Each school should also produce their own statement giving details of the arrangements for putting the employers' policy into practice.

Writing a health and safety statement is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

Who should do what?

The main responsibility for health and safety rests with the Local Education Authority, the Head Teacher and the Governing Body, although employees and the self-employed also have duties.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember that there is still ultimate responsibility on the LEA, Governors and Head Teacher.

Governors and Head Teachers should consult their staff (through safety representatives, if any) about the statement. Everyone should be able to see from the statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

When and how should they do it?

Your statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

You may wish to refer to other documents e.g., schools' rules, safety checklists, LEA Circulars, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the statement itself.

How often do I need to revise the statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the statement regularly (e.g. annually).

Do I have to do anything else?

Yes, you have other legal duties under other legislation. In particular, under the **Management of Health and Safety at Work Regulations 1999**, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. There will also be other specific legislation that will apply.

Remember: What you write into the statement has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

How to use this guidance

This guidance is split into three parts. It contains a **statement of intent** to adhere to the employer's policy, as required by the **Health and Safety at Work Act 1974**. Then you can record your **organisational responsibilities** and your **arrangements** to ensure the health and safety of employees at your school. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.

Health and Safety at Work etc Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Marton-cum-Grafton Church of England Primary School

Our statement of intent is:

- Implement the requirements of NYCC's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with the LEA in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed: Headteacher

Signed: Chair of Governors

Date:

Review date:

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of: **NOTE**

Mrs M.L. Thirlaway (Headteacher)
Mr A Robinson (Chair of Governors)

Insert the name of the Headteacher and the Chair of Governors, (or the Governor with responsibility for health and safety).

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Miss A Kennedy (Teacher)

If the Headteacher is not always there, or does not have time to manage on a day-to-day basis, you can delegate this role to someone else, e.g. Deputy Headteacher, Head of Year, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name: Mr R Cunningham
Responsibility: Health & Safety Governor

Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

All employees have to:

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mrs Thirlaway and the staff member undertaking activity

NOTE

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

The findings of the risk assessments will be reported to:

All staff

You will find some examples of key areas that you should consider, at the end of this guidance.

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

Action required to remove/control risks will be approved by:

Mrs Thirlaway and the staff member undertaking activity

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

The person responsible for ensuring the action required is implemented is

Mrs Thirlaway and the staff member undertaking activity

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Mrs Thirlaway and the staff member undertaking activity

You can find more guidance in HSE's free leaflets for example:

- Five steps to risk assessment INDG163 (rev1) 1998
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996

HSE Books Tel: 01787 881165.

www.hsebooks.co.uk

www.hse.gov.uk

Assessments will be reviewed every:

In the event of an accident and annually

Your **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment and where applicable, the use of the Schools Health and Safety Risk Management Service risk assessment software package.

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

NOTE

You must consult your employees.

N/A

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

You may to use your works committee or another meeting as a forum for consultation.

Consultation with employees is provided by:

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

Agenda item on staff weekly meetings

Staff weekly briefing and noticeboard

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering

NOTE

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering

It may be worthwhile using a logbook to record the maintenance checks.

The person responsible for ensuring that all identified maintenance is implemented is:

Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in HSE's publication:

- Buying new machinery INDG271 1998

Problems with plant/equipment should be reported to:

Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering

Checking plant and equipment health and safety standards before purchase is the responsibility of:

Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering

ARRANGEMENTS

NOTE

Identifying substances which need a COSHH assessment is the responsibility of:

**Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering
Skelton Grounds Maintenance**

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

The person(s) responsible for undertaking COSHH assessments is/are:

**Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering
Skelton Grounds Maintenance**

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

**Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering
Skelton Grounds Maintenance**

You can find more guidance in:

- HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 07176 2421 8
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

**Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering
Skelton Grounds Maintenance**

Checking that substances can be used safely before they are purchased is the responsibility of:

**Mrs Thirlaway
NYCC Cleaning & Caretaking
NYCC Catering
Skelton Grounds Maintenance**

**Assessments will be reviewed every
In the event of an accident and annually**

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

In the kitchen
Reception area

NOTE

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

Health and safety advice is available from your NYCC Safety Risk Adviser:

Kevin Annakin

You are required to have access to competent advice, either in house or, if not available, external.

Supervision of young workers and trainees will be arranged/undertaken/monitored by:

Mrs Thirlaway

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

N/A

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

If your employees go to work for another employer on your behalf e.g. on secondment you will need to check that they are given relevant health and safety information for that location by that employer/company.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**NYCC personnel dept.
Mrs Thirlaway**

NOTE

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Job specific training will be provided by:

Employees will need job-specific training, which includes the health and safety aspects of the job.

**NYCC training dept.
Mrs Thirlaway
Contracted training agencies**

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Specific jobs requiring special training are:

Some jobs will require additional special training (e.g. manual handling, driving etc.)

Asbestos/ legionella training

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

First Aid training

Fire Awareness training

You should monitor the training records, so that refresher training is given when necessary

**Safe ladder use
Display screen assessment training**

NYCC Education Service has a commitment to provide health and safety training to Headteachers, Governors and Lead Officers etc. For further details of the courses available please contact:

**manual handling
Educational Visit Training**

Training records are kept at/by:

- CPD Section- 01609 532864

In Health & Safety Management file in office

- Dominic Passman – **SCHOOL HANDS SERVICE** 01609 532545

Training will be identified, arranged and monitored by:

Mrs Thirlaway

ARRANGEMENTS

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs:

Display screen assessments for computer operative.

Health surveillance will be arranged by:

Mrs Thirlaway
NYCC Occupational health dept.

Health surveillance records will be kept by/at:

In Health & Safety Management file in office

The first aid box(es) are kept at:

Medical Area in main office.
Educational Visits Packs x4

The appointed person(s)/first aider(s) is/are

(First Aid at Work)
Mrs S Walkington

(Emergency First Aid)
All staff

(Paediatric)
Ms A Voakes
Mrs F Blunt
Mrs S Walkington
Mrs Lees
Mrs Thorley

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the office

NOTE

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals). This will identify any health problems early on so that action can be taken before an employee's condition worsens.

- Refer to **NYCC Occupational Health - 01609 785780**

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential.

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets:

- First aid at work – your questions answered INDG214 1997
- Basic advice on first aid at work INDG215 (rev) 1997.

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to:

NYCC Education Service Safety Risk Adviser 01609 532589. Follow the procedures outlined in your Education Service Health and Safety Policy and Guidance Manual.

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC Education Health and Safety section is:

Mrs Thirlaway

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

Legionella monitoring
Asbestos monitoring
Termly governors H & S inspection
Sports/play equipment inspection
School Hands Service inspection
PAT testing
Fixed appliance electrical testing
Extraction fans inspection
Prioritised programme of risk assessment
Boiler room annual inspection
Fire Fighting Equipment. Chubb
Fire Alarms and Emergency Lighting.
Protec annual
Internal weekly

NOTE

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

You can do this both actively and reactively, i.e. before and after something goes wrong.

Actively - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively - you can investigate any accidents or sickness absences that occur.

The person responsible for investigating accidents is:

Mrs Thirlaway

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

The person responsible for investigating work-related causes of sickness absences is:

Mrs Thirlaway
NYCC Occupational health

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

The person responsible for acting on investigation findings to prevent a recurrence is:

Mrs Thirlaway
NYCC Occupational health

When you find out what went wrong – put it right.

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Thirlaway

The Asbestos Risk Management file is kept in:

Main Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Main Office

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Mrs Thirlaway, Mrs J Stocks, School Administrator

Asbestos risk assessments will be undertaken by:

Mrs Thirlaway

Visual inspections of the condition of ACM's will be undertaken by:

Ms A Voakes

Records of the above inspections will be kept in:

Main Office

NOTE

Responsible Officer - All schools must have a Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher.

Policy and Procedure - The yellow 'Asbestos Risk Management' file outlines NYCC policies and procedures for managing of risk arising from asbestos containing materials (ACM's)

Surveys - A type two survey of the premises should be available, with the location of ACM's identified on a site plan.

A type three survey must be undertaken before any invasive construction/demolition work commences, unless it is absolutely certain that no ACM's are present in the work area.

Contractors - The location of ACM's indicated on the plan must be brought to the attention of all contractors coming on site. The permit to work confirming this fact must be completed by the contractor before work commences.

Risk Assessment and Inspection - A risk assessment must be undertaken for all known ACM's. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual inspection programme of ACM's must be set up. The risk assessment will help you to establish the necessary frequency of visual inspections.

Emergency Action - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

- If in doubt always seek immediate advice from your JACOBS area maintenance office:

Scarborough: 01723 508410
Harrogate: 01423 568444
Northallerton: 01609 785718

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

NOTE

The nominated Site Manager under the NYCC Legionnaires Disease Risk Management Policy is:

Site Manager - The Directorate will nominate Site Manager. This will normally be the Headteacher.

Mrs Thirlaway

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Risk Assessment - will be undertaken by Hertel (UK) Ltd. Documentation will then be provided to schools detailing any requirements for on-site monitoring/control tasks (typically temperature recording and flushing).

School Management File in the Main Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Site Operator - The site manager may nominate a member of staff (the site operator), to carry out the on- site tasks set out in the risk assessment.

Records - Records of the on-site tasks must be maintained for monitoring purposes.

Ms A Voakes

Record showing that the above on-site tasks have been undertaken are kept in:

Changes - to water systems which may effect the level of risk, must be notified to the -

- **NYCC/ JACOBS Legionella Monitoring Officer**
01609 785710

School Management File in the Main Office

Advice – Further advice is available from the above and in the NYCC Environmental Services publication 'Water Services Hygiene'.

ARRANGEMENTS

WORK AT HEIGHT

NOTE

All work at height in the school must be authorised by:

Authorisation - A designated duty holder should be responsible for authorising work at height in the school.

Mrs Thirlaway

Risk assessments for working at height are to be completed by:

Risk Assessments - must be in place for all tasks involving work at height were there is a significant risk of injury. These assessments may be generic for repetitive tasks

Mrs Thirlaway and all members of staff

Equipment used for work at height is to be checked by and records kept in:

Equipment - A competent person must periodically check all equipment used for work at height. Documentary evidence of

School Caretaker	School Management File
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checks should be maintained.

Training records for persons carrying out work at height are kept:

School Management File

Training - should be undertaken by all persons carrying out work at height. As a minimum, relevant staff should be briefed using the HSE 'A Toolbox Talk on Ladder and Stepladder Safety'.

You can find more guidance in the following HSE publications:

- Safe Use Of Ladders And Stepladders (an employers guide) INDG402 ISBN 07176 6105 9
- A Toolbox Talk on Ladder & Stepladder Safety INDG403 ISBN 07176 6106 7
- Tower Scaffolds CIS10(rev4)

Further advice on work at height can be obtained from your NYCC Safety Risk Adviser

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC and Mrs Thirlaway

NOTE

Authorisation - A system must be in place to ensure no parties leave the school without the appropriate authority.

The Educational Visits Co-ordinator(s) is/are:

Mrs Thirlaway

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYCC Guidelines are followed

Risk assessments for off-site visits are to be completed by:

All staff

Risk Assessment - must be in place for all off-site visits These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

The Guidelines for Educational off-site Visits for Schools are kept in:

NYCC Guidelines – A copy of the off-site visits code of practice and guidelines must

Main Office

be available in the school.

Details of off-site activities are to be logged onto the NYCC database by:

Mrs J Stocks, school administrator

Database – All off-site visits must be logged onto the NYCC notification database, either as part of a rolling programme, or as an individual visit.

- **Further advice can be obtained from the Educational Visits Consultant based at County Hall
Tel: 01423 711287**

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Mrs Thirlaway

NOTE

You must carry out fire risk assessments, in the same way as you do general health and safety risk assessments.

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

Escape routes are checked by/every:

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

All staff

daily

An emergency evacuation drill should be carried out each term and records maintained indicating that this has been done

Fire extinguishers are maintained and checked by/every:

Protec

annually

Alarms are tested by/every:

Ms A Voakes

Weekly

Emergency evacuation will be tested every:

Termly

The Security Co-ordinator is:

N/A

APPENDICES

List here any other policies relevant to health and safety and state where they are located. *E.g. Medicines Policy, Educational Visits Policy etc.*

Lone Working Policy Sept. 2006 Located in the schools office.

First Aid & Medicines Policy May 2007 Located in the schools office.

Fire Safety Policy May 2007 Located in the schools office.

Snow and ice Policy 2009 Located in the school office

Missing Child Policy Located in the school office

Use of Chemicals Policy Located in the school office

Intimate Care Policy Located in the school office

Midday Supervisors Policy Located in the school office

Use of Sunscreens Policy Located in the school office

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects/collapsing structures
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High & low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

There are many free health and safety leaflets and guidance booklets and priced publications available from:

HSE Books Tel: 01787 881165
HSE Book Website: www.hsebooks.co.uk

Health and Safety Information Services
Infoline Tel: 08701 545500
HSE Website: www.hse.gov.uk

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from your Safety Risk Adviser or contact:

Dominic Passman – Service Manager
SCHOOL HANDS SERVICE
North Yorkshire County Council
Safety Risk Management Unit,
County Hall
Northallerton, DL7 8AE

Tel: 01609 532545
Fax: 01609 532543
E-mail: Dominic.Passman@northyorks.gov.uk