

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Establishment

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 NYCC 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: **Mrs M L Thirlaway Headteacher**

Signed: **Mrs Jessica Mudd Chair of Governors**

Date: 9th January 2018

Review date: January 2019

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

Mrs M L Thirlaway Headteacher (Head Teacher)

Mrs Jessica Mudd (Chair of Governors)

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

Day to day responsibility for ensuring this policy is put into practice in the absence of the Headteacher is delegated to:

Name: Mr P Jelf & Mr M Lightowler

Responsibility: Teachers

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Ms Amanda Voakes H&S Co-ordinator and the staff member undertaking activity

The findings of the risk assessments will be reported to:

All staff

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

Mrs M L Thirlaway Headteacher and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs M L Thirlaway Headteacher and the staff member undertaking activity

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

Mrs M L Thirlaway Headteacher and the staff member undertaking activity

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

N/A

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

E-mails

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers

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

Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers

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

Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers

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

Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers
Skelton Grounds Maintenance

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

**Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers
Skelton Grounds Maintenance**

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

**Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers
Skelton Grounds Maintenance**

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

**Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers
Skelton Grounds Maintenance**

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

**Mrs M L Thirlaway Headteacher
NYCC Building Cleaning Services
NYCC County Caterers
Skelton Grounds Maintenance**

Assessments will be reviewed:

In the event of an accident, 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

Health and safety advice is available from your NYCC HandS Service Adviser:

Mrs Wendy Parkin, Safety Risk Adviser, 07817 229887 or if Wendy is not available from Mr Terry Bland, Senior Safety Risk Adviser 07813 007289

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

Mrs M L Thirlaway Headteacher

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

Mrs M L Thirlaway Headteacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mrs M L Thirlaway Headteacher

Job specific training will be provided by:

NYCC training dept.
Mrs M L Thirlaway Headteacher
HandS Service
Contracted training agencies

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual Handling

Educational Visit Training

Training records are kept:

In Health & Safety Document Management file in the office

Training will be identified, arranged and monitored by:

Mrs M L Thirlaway Headteacher

ARRANGEMENTS

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

Locations of First Aid Boxes:

All classrooms
Admin Office
Kitchen
Educational Visits Packs x 4

The first aiders are:

First Aid at Work trained:

Mrs S Walkington
Mrs S Snowdon

Emergency First Aid trained:

All staff

Paediatric trained:

All staff

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

In the office

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

Mrs M L Thirlaway Headteacher

ARRANGEMENTS

MONITORING

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

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
Establishment Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Property Services Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mrs M L Thirlaway Headteacher

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

Mrs M L Thirlaway Headteacher
NYCC Occupational Health

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

Mrs M L Thirlaway Headteacher
NYCC Occupational Health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs M L Thirlaway Headteacher

The Asbestos Risk Management file is kept in:

Admin Office

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

Admin 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 M L Thirlaway Headteacher and Mrs J Stocks School Administrator

Asbestos risk assessments will be undertaken by:

Mrs M L Thirlaway Headteacher

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

Ms Amanda Voakes H&S Co-ordinator

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

Mrs M L Thirlaway Headteacher
Ms A Voakes H&S Co-ordinator

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

Water Management Arrangements Folder

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

Ms A Voakes H&S Co-ordinator

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

Water Management Arrangements Folder

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs M L Thirlaway Headteacher

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

Mrs M L Thirlaway Headteacher and all members of staff

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

School Caretaker

Document Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Mrs M L Thirlaway Headteacher and Governors

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

**Mrs M L Thirlaway Headteacher
Mrs J Stocks School Administrator**

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

Group Leader

NYCC Policy, Procedures & Guidance for Educational Visits are kept in:

Main Office

Details of off-site activities are to be logged onto Evolve by:

**Mrs M L Thirlaway Headteacher
Mrs J Stocks School Administrator**

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs M L Thirlaway Headteacher

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

Protec Visually Inspected	Annually Termly
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Alarms are tested by/every:

Ms Amanda Voakes Protec	Weekly Bi-Annually
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Emergency evacuation will be tested:

Termly

APPENDICES

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

CYPS Policy and Guidance Handbook

Emergency Response Guide

Safeguarding Policy

Safeguarding Audit

Lockdown Procedure

Disaster Recovery Procedure

Educational Visits Policy

Display Screen Equipment Procedure

Emergencies Procedures

Events Procedure

Fire Safety Procedure

First Aid and Medicines Procedures

First Aid at Work Procedure

Intimate Care Procedure

Laptop and Tablet Procedure

Lettings Procedure

Lone Working Procedure

Midday Supervisor Procedure

Missing Child Procedure

Nappy Changing Procedure

Snow and Ice Procedure

Gritting Plan

Use of Chemicals at Work Procedure

Use of Sunscreens Procedure

Working at Height Procedure