

Health and Safety at Work etc Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Cawood C of E Primary

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 and contractors are competent to do their tasks, and to give them adequate training;
- to check the procedures for employees coming on site to make sure that they have the correct insurances and are suitably registered and qualified, to guarantee a good quality of work.
- Contractors to read and sign the authorisation to work form.
- 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 : Nicholas Payling

Signed:

Chair of Governors: Terry Dyer

Date: 1.2.18

Review date: 1.2.19

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

... (Head Teacher) N.B Payling

... (Chair of Governors) Rev.Terry Dyer

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

... (Headteacher) N. B. Payling

School H & S officer: Jo Moore and Frances Fisher – also delegated to the office staff.

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

Name: ... Mark Rounding

Responsibility: Health & Safety Governor

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 of others; and

- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

The staff member undertaking activity – Headteacher, employees, premises/ H and S committee

The findings of the risk assessments will be reported to:

All staff/ Governors

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

The staff member undertaking activity and Premises and H and S Committee and Headteacher.

The person responsible for ensuring the action required is implemented is

The staff member undertaking the activity and Premises and H and S Committee and Headteacher.

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

The staff member undertaking activity and Premises and H and S Committee and the Headteacher.

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:

Jo Moore and Frances Fisher

N.B.Payling - Headteacher

Liz Ramsdale - Assistant Headteacher

Judith Patterson – Site manager.

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers

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

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers

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

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers

Problems with plant/equipment should be reported to:

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers

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

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Headteacher and the Health and safety committee
Property Services
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Headteacher
Property Services
Building Cleaning Services
NYCC County Caterers
NYCC 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:

Staff Room

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

Janet Morris
07788 564532

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

Headteacher or Assistant Head; office staff and the class teacher

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

Headteacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Frances Fisher, Office staff, Head and Assistant Head.

Job specific training will be provided by:

NYCC training dept.
Class teachers
Contracts training agencies
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training

Headteacher
Site manager

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

Training will be identified, arranged and monitored by:

Headteacher, Jo Moore, premises and the H and S committee.

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 operatives.

Health surveillance will be arranged by:

Headteacher
NYCC Occupational health dept.

Health surveillance records will be kept:

In H and S document
Management file

The first aid box(es) are kept at:

Staffroom
Library corridor
YFFS, Nursery class
All classrooms

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

Jo Moore – paediatric first aid training
Ann Marie Taylor - paediatric first aid training
Debra Ferguson - paediatric first aid training

Most staff have emergency first aid training.

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

Staffroom / Admin office

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

Headteacher

ARRANGEMENTS

MONITORING

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

The H & S committee conduct a H & S Inspection every term
All sickness absence is followed by a return to work interview
PE equipment tested annually
Emergency lighting tested annually
Electrical (PAT) testing annually
Fixed electrical testing
Fire alarms tested every week
Emergency lighting monthly
Ensure Authorisation to Work Forms are completed by all contractors
Site rules given to all visitors in school
Monitoring of water temperature for legionella – Primary Club
Monitoring of asbestos in school
Constant vigilance by all staff and pupils
Investigation of any accidents
Logging of near misses and information shared as necessary
Health and Safety agenda item on staff meeting agenda for any issues raised
Scrutiny of accident book
School Hands Service Inspection
PAT testing
Extraction fans maintenance
JACOBS Premises inspection
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control

The person responsible for investigating accidents is:

Headteacher

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

**Headteacher
NYCC Occupational health**

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

**Headteacher
NYCC Occupational health
HR**

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher

The Asbestos Risk Management file is kept in:

The Headteacher's office

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

The Headteacher's 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:

The Headteacher or the school admin officers

Asbestos risk assessments will be undertaken by:

The headteacher/ Health and safety coordinator

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

The headteacher/ Health and safety coordinator and Health and safety committee

Records of the above inspections will be kept in:

The headteacher's office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Headteacher

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

In Hertel file

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

A member of the cleaning services

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

In Hertel file

ARRANGEMENTS

WORK AT HEIGHT

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

Headteacher

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

The headteacher and all the members of staff.

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

School governor document

Headteacher management file

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

In the H and S Document Management file.

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

EVC, Headteacher and Governors

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

The Headteacher

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

Group Leader – member of staff.

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

Headteacher's office

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

The School Admin Officers

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

The Headteacher and premises/ H & S Committee

Escape routes are checked by/every:

| | |
|-----------|-------|
| All staff | Daily |
|-----------|-------|

Fire extinguishers are maintained and checked by/every:

| | |
|----------------------------|----------|
| Walker Fire – DBE services | Annually |
|----------------------------|----------|

Alarms are tested by/every:

| | |
|--------------|-------------|
| Caretaker | Weekly |
| DBE services | Half yearly |

Emergency evacuation will be tested:

Termly

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.*

CYPS Policy and Guidance Handbook
Educational Visits Policy
Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Missing Child Procedure
Snow and Ice Procedure
Gritting Plan
Bomb Threat Policy
Display Screen Equipment Policy
Emergency Procedures Policy
First Aid & Medicines Policy
First Aid At Work
Homeworking Policy
Interactive Whiteboards Policy
Intimate Care Policy
Laptop Policy
Lettings Policy, (if applicable)
Lone Worker Policy
Midday Supervisory Policy
Mini Bus Policy & Guidance, (if applicable)
Missing Child / Student Policy
Nappy Changing Policy, (if applicable)
Disaster Recovery Policy
Events Policy
Lockdown Policy
Snow Policy / Procedure
Use Of Chemicals At Work Policy
Use of Sunscreens Policy, (if applicable)
Working At Heights Policy