

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Brompton & Sawdon CP School: September 2023

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: G. Robinson

Headteacher

Signed: WJW FORD

Chair of Governors

Date: September 2023

Review date: September 2024

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Gareth Robinson (Head Teacher)

Mr Bill Ford (Chair of Governors)

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

Name: Mrs Maddy New

Responsibility: School Administrator (School Office)

Name: Cath Richardson

Responsibility: Site Manager

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:

Headteacher and/or school administrator, in consultation with staff

The findings of the risk assessments will be reported to:

All staff

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

Headteacher

The person responsible for ensuring the action required is implemented is

Headteacher

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

NYCC Safety Risk Adviser

Assessments will be reviewed:

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

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

N/A – Small staff team

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff memo and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Headteacher

Administrator (if designated)

Building Cleaning Services – Cath Richardson (site manager)

NYCC County Caterers –(cook)

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

Headteacher

Administrator (if designated)

Building Cleaning Services – Cath Richardson (site manager)

NYCC County Caterers – (cook)

Person responsible for ensuring that all identified maintenance is implemented is:

Headteacher

Administrator (if designated)

Building Cleaning Services – Cath Richardson (site manager)

NYCC County Caterers – (cook)

Problems with plant/equipment should be reported to:

Headteacher

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

Headteacher

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Headteacher / Administrator (if designated)

Building Cleaning Services – Cath Richardson (site manager)

NYCC County Caterers – (cook)

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

Headteacher / Administrator (if designated)

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

Headteacher / Administrator (if designated)

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

Headteacher / Administrator (if designated)

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

Headteacher

Building Cleaning Services – Cath Richardson (site manager)

NYCC County Caterers – (cook)

Assessments will be reviewed:

In the event of an accident, annually (September) 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/School Office

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

Wayne Thickett

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

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:

Headteacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Headteacher / School Administrator

Job specific training will be provided by:

NYCC training dept.
County Caterers
Building and Cleaning Services
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training: Headteacher / Site Manager

First Aid training: All staff

Fire Awareness / Fire Warden training

All staff – fire awareness / GR and MN (Summer 2024): Fire Warden training

Working at Height / Safe Ladder use: All staff

Manual handling: All staff

Educational Visit Training: Teachers and headteacher

Training records are kept:

Scholarpack / training file (admin office)

Training will be identified, arranged and monitored by:

Headteacher / School Administrator

ARRANGEMENTS

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

Locations of First Aid Boxes:

School Office

Class 1 (next to whiteboard)

Class 2 (next to door)

Class 3 (rucksack on hook)

All classes have a separate mobile rucksack for out-of-class activities and trips.

The first aiders are:

All staff are emergency aid trained (LT in Nov 2023)

Megan Watts / Beccy Sanders / Michelle Sadler / Mike Agar (Paediatric First Aid Trained)

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:

Headteacher

ARRANGEMENTS

MONITORING

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

- Include Health and Safety as a standing agenda item in staff meetings on a weekly basis to ensure early response to potential hazards and to ensure all staff remain vigilant in reporting issues.
- Monitor the frequency of accidents on a termly basis and report to the Governing Body on our findings.
- Review our risk assessments and policies annually, or earlier in response to incidents.
- Ensure relevant staff attend appropriate training, e.g. asbestos training, first aid, legionella, etc.
- Review procedures and systems thoroughly in response to accidents.
- Seek the advice of NYCC Health and Safety Team where necessary.
- Termly Health & Safety inspection
- PAT testing

The person responsible for investigating accidents is:

Headteacher

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

Headteacher

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

Headteacher

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher

The Asbestos Risk Management file is kept in:

School Office

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

The (Yellow) Asbestos Management File in the School 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:

Headteacher / School Administrator

Asbestos risk assessments will be undertaken by:

NYCC – designated surveyor

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

Headteacher / Site Manager

Records of the above inspections will be kept in:

The School Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Headteacher / Site Manager

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

Water Management Arrangements Folder – School Office

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

Site Manager

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

White Hertel File

ARRANGEMENTS

WORK AT HEIGHT

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

Headteacher

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

Headteacher / School Administrator if designated

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

Headteacher

H&S File in School Office

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Headteacher

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

Headteacher

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

Visit Leader

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

School Office / online on Evolve

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

Class teachers / Head teacher

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Headteacher

Escape routes are checked by/every:

Headteacher

Weekly

Fire extinguishers are maintained and checked by/every:

NYCC designated extinguisher checks
Visually Inspected: Headteacher

Annually
Half-termly

Alarms are tested by/every:

NYCC designated checks
Headteacher

Annually
Weekly

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
Emergency 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

Record of Staff Signatures – see training file in School Office