

Health and Safety at Work etc Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Camblesforth CP 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: 16th November 2015

Review date: October 2016

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

**Maria Butler
(Headteacher)**

or

**Caroline Telford
(Acting Headteacher)**

**Ian Fenton
Chair of Governors**

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

Headteacher or Acting Headteacher

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

Name: Chris Fielding

Responsibility: Health & Safety Governor

Specific responsibilities for head teachers, managers, heads of departments and staff can be found in the NYCC Corporate Health and Safety Policy which can be found in:

**Administration Office
Health and Safety Files
Health and Safety notice board**

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:

**Either the Headteacher or the person responsible for organising a specific task/event
e.g subject leaders or classteachers**

The findings of the risk assessments will be reported to:

All staff

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

Headteacher or Acting Headteacher

The person responsible for ensuring the action required is implemented is

All staff

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

Headteacher or Acting 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:

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
JACOBS
Building Cleaning Services
NYCC County Caterers

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

Headteacher
JACOBS
Building Cleaning Services
NYCC County Caterers

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

**Headteacher
JACOBS
Building Cleaning Services
NYCC County Caterers**

Problems with plant/equipment should be reported to:

**Headteacher
JACOBS
Building Cleaning Services
NYCC County Caterers**

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

**Headteacher
JACOBS
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
JACOBS
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance**

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

**Headteacher
JACOBS
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance**

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

**Headteacher
JACOBS
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance**

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

Headteacher
JACOBS
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
JACOBS
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:

Health and Safety Notice outside the School Administration Office

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

Janet Morris

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:

**NYCC personnel dept.
Headteacher**

Job specific training will be provided by:

**NYCC training dept.
Headteacher
HandS Service**

Specific jobs requiring special training are:

Asbestos/Legionella training

First Aid training

Fire Awareness training

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

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:

Headteacher
NYCC Occupational health dept.

Health surveillance records will be kept:

In Health & Safety Document Management file

The first aid box(es) are kept at:

Outside the Administration Office

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

Adele Barnes and Kate Rowbotham
(Higher Level First Aiders)

Kirsty Barker
(Paediatric First Aider)

Amy Hunter
Rachel Scott
Caroline Telford
Suzanne Perkins
Sarah Craggs
Sarah Drayton
Virginia Allinson
Leah Ashcroft
Emily Calvert

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

Administration Office

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

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
School Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
JACOBS Premises inspection
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:

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

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher

The Asbestos Risk Management file is kept in:

Administration Office

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

Asbestos File
Administration 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

Asbestos risk assessments will be undertaken by:

Headteacher

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

Caretaker

Records of the above inspections will be kept in:

Asbestos Folder

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:

Caretaker

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:

Headteacher

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

Caretaker

School Management File

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

In Health & Safety Document Management file

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**NYCC, Headteacher
and Governors**

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

Headteacher

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

Group Leader

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

Staff Room Shelf

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

Administration Staff

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:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Chubb

Annually

Visually
Inspected

Termly

Alarms are tested by/every:

Caretaker

Weekly

Protec

Quarterly

Emergency evacuation will be tested:

Termly

The Security Co-ordinator is:

Headteacher

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.*

Medicines Policy (staff room)
Educational Visits Policy (staff room)
Fire Policy and Procedures (Administration Office)
Child protection Policy (staff room)
Risk assessments (staff room)
Child not collected policy (staff room)
E-safety (staff room)

All policies are saved on Blue Wave Swift Electronic Resource folder

Original signed copies of policies are kept in Headteacher's Office