North Yorkshire County Council
Children and Young People's Service

Health and Safety at Work etc Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Cliffe VC Primary School

Our statement of intent is:

- Implement the requirements of NYCC's Corporate Health and Safety Policy;
- Implement the requirements of Children and Young People's Service (CYPS) 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:	*A Blackwood*	**Headteacher**
Signed:	*M Lumley*	**Chair of Governors**

Date: 23rd September 2020

Review date: September 2021

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Adam Blackwood (Head teacher)

Mrs M Lumley (Chair of Governors)

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

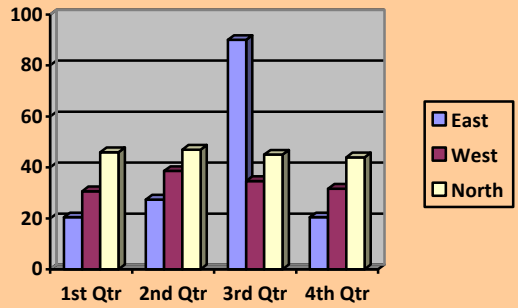
Head teacher

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

Name **Cassandra Capewell**
Responsibility - **Lead Teacher – to fulfil the immediate requirements of the Headteacher in his absence.**

Name **Mr M Miles (Caretaker)**
Responsibility - **Legionella/Asbestos/Fire alarm testing**

Name: **Amy Wilson**
Responsibility **To oversee the day to day H&S in the North Wing indoor and outdoor areas and ensure Risk Assessment measures are in place.**



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:

Head teacher and the staff member

The findings of the risk assessments will be reported to:

All staff

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

Head teacher and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Head teacher and the staff member undertaking activity

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

Head teacher and the staff member undertaking activity

Assessments will be reviewed every:

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

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

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:

Head teacher
Property Services
Building Cleaning Services
NYCC County Caterers

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

Head teacher
Property Services
Building Cleaning Services
NYCC County Caterers

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

Head teacher
Property Services
Building Cleaning Services
NYCC County Caterers

Problems with plant/equipment should be reported to:

Head teacher
Property Services
Building Cleaning Services
NYCC County Caterers

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

Head teacher
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:

Head teacher
Property Services
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Head teacher
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:

Head teacher
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:

Head teacher
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:

Head 1234teacher
Property Services
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

Assessments will be reviewed every
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 NYCC Safety Risk Adviser:

Terry Bland, NYCC Hands Services
07813 007289

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

Head 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:

Head teacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Head teacher

Job specific training will be provided by:

NYCC Training department
Head teacher
Hands Service

Specific jobs requiring special training are:

Asbestos / Legionella Training

First Aid Training

Fire Awareness / Fire Warden Training

Working at Height/Safe Ladder use

Manual Handling

Training records are kept at/by:

In Health & Safety Document Management file

Training will be identified, arranged and monitored by:

Head teacher

ARRANGEMENTS

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

The first aid box(es) are kept in:

School Office
All classrooms
Kitchen

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

All staff are emergency 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 School Office

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

Head teacher

ARRANGEMENTS

MONITORING

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

Legionnella 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:

Head teacher

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

Head teacher
Occupational Health

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

Head teacher
Occupational Health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Head teacher

The Asbestos Risk Management file is kept in:

Head teacher's Office

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

Head teacher'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:

Head teacher & Office Manager

Asbestos risk assessments will be undertaken by:

Head teacher

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

Head teacher

Records of the above inspections will be kept in:

Head teacher's Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Head teacher

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

Head teacher's Office

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

Mr Michael Miles (Caretaker)

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 school must be authorised by:

Head teacher

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

Head teacher and all members of staff

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

Establishment	**Establishment Management file**

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

Health & Safety file, Head teachers Office

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Head teacher and Governors

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

Head teacher

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:

Head teacher's Office

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

Relevant staff leading the trip

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Head teacher

Escape routes are checked by/every:

All staff	**Daily**

Fire extinguishers are maintained and checked by/every:

Walker Fire **Visually inspected**	**Annually** **Termly**

Alarms are tested by/every:

Mr Miles **Monks Security**	**Weekly** **Bi-Annually**

Emergency evacuation will be tested every:

Termly

The Security Co-ordinator is:

Head teacher

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
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
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure

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
- Legionnella
- 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:

Andy Dolan – Service Manager
SCHOOL HANDS SERVICE
North Yorkshire County Council
Safety Risk Management Unit
Room 161a, County Hall
Northallerton, DL7 8AE

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