



**Health  
and Safety**

Health and Safety at Work etc. Act 1974



## **THIS IS THE HEALTH AND SAFETY STATEMENT OF**

### **Aiskew, Leeming Bar CE Primary 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 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:**

**Headteacher**

**Signed:**

**Chair of Governors**

**Date: 14<sup>th</sup> September 2022**

**Review date: September 2023**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs B Stanley (Head Teacher)**

**Mrs S Richardson (Chair of Governors)**

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

**Name: Mr M Shenton**

**Responsibility: Health & Safety Governor**

**Name: Miss M Dearlove**

**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:**

**Mrs B Stanley 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 B Stanley and the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Mrs B Stanley and the staff member undertaking activity**

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

**Mrs B Stanley 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

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers

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

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers

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

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers

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

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mrs B Stanley  
Property Services  
Facilities Management  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mrs B Stanley  
Property Services  
Facilities Management  
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:

Wayne Thickett, Deputy H & S Risk Manager, NYES Health and Safety (HandS),  
07973 802034

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

Mrs B Stanley

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 B Stanley

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mrs B Stanley

Job specific training will be provided by:

NYCC training dept.  
Mrs B Stanley  
HandS Service  
Competent Contractors

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/ School Office PC

Training will be identified, arranged and monitored by:

Mrs B Stanley



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Each Classroom,  
Staff Room,  
Kitchen,  
Portable Kits for Trips kept in the staff room.

### The first aiders are:

**First Aid at Work Trained:**  
Mrs A Watson,  
Mrs J Degnan

**Paediatric First Aid Trained:**  
Mrs A Watson,  
Mrs J Degnan,  
Mrs J McAlle

**Emergency First Aid at Work Trained:**  
Mrs B Stanley  
Mr J Hodgson

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

In the staff room.  
Completed records kept in the Headteacher's Office.

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

Mrs B Stanley

## 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 B Stanley

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

Mrs B Stanley  
NYCC Occupational health

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

Mrs B Stanley  
NYCC Occupational health

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

**Mrs B Stanley**

The Asbestos Risk Management file is kept in:

**Headteacher's Office**

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

**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:

**Mrs B Stanley and the Establishment Administrator**

Asbestos risk assessments will be undertaken by:

**Mrs B Stanley  
NYCC Property Services**

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

**NYCC Caretaker  
Mrs B Stanley**

Records of the above inspections will be kept in:

**Staff Room/Headteacher's Office**

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

**Mrs B Stanley**  
**NYCC Caretaker**

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:

**Mrs B Stanley**

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 B Stanley**

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

**Mrs B Stanley and all members of staff**

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

**Headteacher/  
Establishment  
Governor**

**Headteacher H & S Folder**

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

**Off-site educational visits must be authorised by:**

**NYCC, Mrs B Stanley and Governors**

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

**Mrs B Stanley**

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

**Group Leader**

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

**Headteacher's Office**

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

**Logged by staff member leading the trip.**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs B Stanley

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

MacDonald Martin  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

NYCC Caretaker  
Monks

Weekly  
Bi-Annually

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