

North Stainley CE Primary School

We are our school, we have our roots and foundation in love



Our school is us, we will grow, blossom and flourish.

Health & Safety Policy

Policy agreed: (14/10/20)
Policy reviewed (20/10/22)
Policy reviewed (28/9/2022)

Headteacher: *LE Wallen* **Louise Wallen**

Chair of Governors: *Nat Potts* **Nat Potts**

Policy to be reviewed: (28/9/2023)

THIS IS THE HEALTH AND SAFETY STATEMENT OF

North Stainley Cof E Controlled 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 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.

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs L Wallen (Headteacher)
Mr Nat Potts (Chair of Governors)

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

Mrs R Stelling (H&S Coordinator)

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

Name: **Tony Jowett**
Responsibility: Health and Safety Lead Governor

Specific responsibilities for head teachers, managers, heads of departments and staff can be found in Section 1 of the Children and Young People Service Health and Safety Policy and Guidance Handbook 2012 which can be found in:

The Admin office cupboard – H&S Folder

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).

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mrs Rachel Stelling, School Administrator and the staff members undertaking activity.

The findings of the risk assessments will be reported to:

All staff, and staff attending school trips.

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

Mrs Rachel Stelling, school administrator and the staff members undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs L Wallen (Headteacher and the staff members undertaking activity)

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

Mrs L Wallen (Headteacher and the staff members undertaking activity)

Assessments will be reviewed every:

In the event of an accident and 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 meetings.

In the kitchen, on the sideboard. Emails are also sent to inform staff there is new information in the kitchen to be read.

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mrs L Wallen (Headteacher)
NYCC mass
NYCC Cleaning
NYCC Catering

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

Mrs L Wallen (Headteacher)
NYCC mass
NYCC Cleaning
NYCC Catering

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

Mrs L Wallen (Headteacher)
NYCC mass
NYCC Cleaning
NYCC Catering

Problems with plant/equipment should be reported to:

Mrs L Wallen (Headteacher)
NYCC mass
NYCC Cleaning
NYCC Catering

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

Mrs L Wallen (Headteacher)
NYCC mass
NYCC Cleaning
NYCC Catering

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs L Wallen (Headteacher)
NYCC Cleaning
NYCC Catering

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

Mrs L Wallen (Headteacher)
NYCC Cleaning
NYCC Catering

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

Mrs L Wallen (Headteacher)
NYCC Cleaning
NYCC Catering

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

Mrs L Wallen (Headteacher)
NYCC Cleaning
NYCC Catering

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

Mrs L Wallen (Headteacher)
NYCC Cleaning
NYCC Catering

Assessments will be reviewed

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

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Next to photocopier

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

Chloe Rhodes
07816 119253

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

Mrs L Wallen (Headteacher) & Rachel Stelling

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

N/A

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT training
Mrs L Wallen (Headteacher)

Job specific training will be provided by:

NYCC training dept.
Mrs L Wallen (Headteacher)
Contracted training agencies

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 at/by:

In the staff training file in the office.
Online in Admin SharePoint > Documents > STAFF > staff Training

Training will be identified, arranged and monitored by:

Mrs L Wallen (Headteacher)
Mrs R Stelling (H&S coordinator)

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.
Rachel Stelling
Louise Wallen
Staff who need to work at home.

Health surveillance will be arranged by:

Mrs L Wallen (Headteacher)
NYCC Occupational health dept.

Health surveillance records will be kept by/at:

In Health & Safety Management file in office

The first aid box(es) are kept at:

The old Kitchen,
Village hall Kitchen.
Class room pack (class 1 by fire door, class 2 in cupboard behind door, class 3 hallway cupboard)
Educational visits pack x1

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

First Aid at Work Trained staff are:-

Mrs L Wallen
Mrs J McArthur

Emergency First Aid Trained staff are:-

Maggie Wilson
Louise Wallen

Paediatric Trained staff are:-

Mrs C Gray
Mrs Sarah Platts
Mrs Elisa Wright
Miss L Gregory
Mr J McArthur
Miss Williamson
Alison Holian

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

Forms kept in the kitchen cupboard. Accident book in the office.

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

Mrs R Stelling(H&S Coordinator) and Louise Wallen

ARRANGEMENTS

MONITORING

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

Complete Legionella checks
Monitor Asbestos in school
Ensure termly governors H & S inspection
Inspect Sports/play equipment annually
School Hands Service will inspect and monitor termly
PAT testing will be completed annually
Test electrical fixed appliances
Test extraction fans
Refer to NYCC/Mass information and policies
Complete premises inspection annually or when required.
Ensure a prioritised plan of risk assessment
Ensure boiler room annual maintenance.

The person responsible for investigating accidents is:

Mrs L Wallen (Headteacher)

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

Mrs L Wallen (Headteacher)
NYCC Occupational health

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

Mrs L Wallen (Headteacher)
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs L Wallen (Headteacher) & Rachel Stelling

The Asbestos Risk Management file is kept in:

Office

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

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 L Wallen (Headteacher) and Rachel Stelling (School Administrator)

Asbestos risk assessments will be undertaken by:

NYCC

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

Mrs L Wallen & Rachel Stelling

Records of the above inspections will be kept in:

Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs L Wallen (Headteacher)

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

School Management File in the Office

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

Sarah Platts

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

School Management File in the Office

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs L Wallen (Headteacher)

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

Mrs L Wallen (Headteacher) and all members of staff

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

Mrs L Wallen & Rachel Stelling	School Management File
-----------------------------------	------------------------

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

School Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC and Mrs L Wallen (Headteacher)

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

Mrs L Wallen (Headteacher) Mrs R Stelling

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

All staff

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

Office (H&S folder – cupboard)

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

School Administrator or group leader

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs R Stelling

Escape routes are checked by/every:

All staff

daily

Fire extinguishers are maintained and checked by/every:

JLA Fire &
Security

annually

Alarms are tested by/every:

Mrs L Wallen

Weekly

Emergency evacuation will be tested every:

Termly

The Security Co-ordinator is:

N/A

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.*

Lone Working Policy located in the School Management File kept in the Main Office

Fire Safety Policy located in the School Management File kept in the Main Office

First Aid and Medicines located in the School Management File kept in the Main Office

Snow and Ice Policy located in the School Management File kept in the Main Office

Intimate Care Policy located in the School Management File kept in the Main Office

Midday Supervisors Policy located in the School Management File kept in the Main Office

Use of sunscreens Policy located in the School Management File kept in the Main Office

Laptop Policy located in the School Management File kept in the Main Office

COSH Policy located in the School Management File kept in the Main Office

