

Health and Safety at Work etc Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Colburn Community 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.

Signed: Headteacher

Signed: Chair of Governors

Date: 8th September 2016

Review date: 8th September 2017

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr M Watt (Headteacher)
Mrs A Dale (Chair of Governors)
Ms H Grant Health and Safety Governor (Governor)

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

Mr M Watt (Headteacher) or in his absence Miss D Nicholas (Deputy Headteacher)

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

Name: Ms H Grant
Responsibility: Health & Safety 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 general office

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:

Mr M Watt/Mrs J Pearson 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:

**Mr M Watt/ Mrs J Pearson
and the staff member undertaking activity**

The person responsible for ensuring the action required is implemented is

**Mr M Watt/ Mrs J Pearson
and the staff member undertaking activity**

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

**Ms H Grant
Mr M Watt
Mrs J Pearson
and the staff member 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

Staff briefings and noticeboard

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr M Watt
Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe

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

Mr M Watt
Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe

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

Mr M Watt
Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe

Problems with plant/equipment should be reported to:

Mr M Watt
Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe

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

Mr M Watt/ Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr M Watt/ Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe

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

Mr M Watt/ Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe

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

**Mr M Watt/ Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe**

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

**Mr M Watt/ Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe**

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

**Mr M Watt/ Mrs J Pearson
Mouchel
NYCC Cleaning & Caretaking
NYCC Catering
Sport Safe**

Assessments will be reviewed every

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:

School office

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

Terry Bland (NYCC HandS 07813007289)

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

**Mr M Watt
Miss D Nicholas
Miss C Brown
Mrs J Pearson**

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

NA

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**Mr M Watt
Miss D Nicholas
Mrs J Pearson
NYCC**

Job specific training will be provided by:

**NYCC training dept.
Mr M Watt
Contracted training agencies
On Site Provider**

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 Health & Safety Management file in office

Training will be identified, arranged and monitored by:

**Mr M Watt
NYCC HandS Advisory Service**

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:

**Mr M Watt
Mrs J Pearson
NYCC Occupational Health department.**

Health surveillance records will be kept by/at:

In Health & Safety Management file in office, unless specific to individuals in which event they will be kept secure in individual staff personal files.

The first aid box(es) are kept at:

Reception Area
Kitchen
Foundation Stage unit
KS2 Cloakroom outside Year 3
Hall
Year 1 classroom
Year 6 classroom
Outside ICT suite

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

Miss A Murray (First Aid at Work)
Mrs V Wilford (Emergency First Aid at Work)
Mr M Watt
Miss J Scott
Mrs W Coverley
Miss D Wardle (First Aid at Work)
Mrs E Howell
Mrs K Goddard
Mrs F Maughan
Mrs K Akers
Mrs S Bell
Miss G Brown
Mrs J Costello
Miss L Galloway
Miss L Harvey
Mrs J Manning
Other staff are qualified first aiders (Refer to register of First Aid training)

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 Education Health and Safety section is:

Mr M Watt
Miss D Nicholas

ARRANGEMENTS

MONITORING

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

Legionella testing
Asbestos inspection
Termly governors H & S inspection
School Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Mouchel Premises inspection (Five Yearly)
Prioritised programme of risk assessment
Mouchel boiler room annual inspection
Pest control
Sports and Gym equipment maintenance
Mouchel Fire Inspection Audit

The person responsible for investigating accidents is:

Mr M Watt
Miss D Nicholas
Miss C Brown
Mrs J Pearson

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

Mr M Watt
Mrs J Pearson
NYCC Occupational Health Department
In the event of the Head Teacher the Chair of Governors

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

Mr M Watt
Mrs J Pearson
NYCC Occupational Health Department
In the event of the Head Teacher the Chair of Governors

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr M Watt

The Asbestos Risk Management file is kept in:

Admin Office

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

Admin 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:

School Administrators

Asbestos risk assessments will be undertaken by:

**Mr M Watt
Mrs M Doherty**

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

Mrs M Doherty (Caretaker) / Mrs S Arnold (Cleaner/Supply Caretaker)

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr M Watt

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

School Management File in the Main Office

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

Mrs M Doherty (Caretaker)

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

School Management File in the Main Office

ARRANGEMENTS

WORK AT HEIGHT

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

**Mr M Watt
Miss D Nicholas**

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

**Mr M Watt
Mrs J Pearson
and all members of staff**

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

School Caretaker Mrs M Doherty	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 Mr M Watt

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

**Mr M Watt
Miss A Hanlon**

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

Designated Visit Leader

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

School Office

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

Miss A Hanlon

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr M Watt
Mrs J Pearson

Escape routes are checked by/every:

Daily	All staff
-------	-----------

Fire extinguishers are maintained and checked by/every:

Walker	Annually
--------	----------

Alarms are tested by/every:

Caretaker	Weekly
-----------	--------

Emergency evacuation will be tested:

Termly

The Security Co-ordinator is:

M Watt

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.*

Educational Visits Policy
Medicines in School Policy
Fire Safety Policy
Bomb Threat Policy
COSHH Policy
DSE Policy
Security Policy
Laptop Policy
Anti-Drugs Policy
No Smoking Policy
Lone Working Policy
All Policy documents located in School Office

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
- Legionella
- 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

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

Tel: 01609 532545
Fax: 01609 532543
E-mail: andy.dolan@northyorks.gov.uk

This policy has been checked and approved by governors.
Last reviewed: September 2016
Next review due: September 2017