

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### Hemingbrough 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 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:** Sarah Chappell

**Headteacher**

**Signed:** Ben Bowers (at time of first ratification)  
Laura Ward

**Chair of Governors**

**Date: October 2018 (first ratified)**

**Review date: Feb 2023**

**Next Review Due: Feb 2024**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Sarah Chappell (Head Teacher)**

**Mrs Laura Ward (Chair of Governors from Sept 2020)**

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

**Laura Ward:**

**Overseeing that H&S standards and practices are met by the school**  
**Review/check SCR**  
**Reporting to FGB**  
**Carrying out site checks with Head teacher**

**Sarah Chappell:**

**Meeting and working with NYCC HandS**  
**Ensuring school environment is safe**  
**Ensuring H&S standards are compliant**  
**Organising any required works**  
**Monitoring the school site and addressing any issues**  
**Ensure all site users/stakeholders are aware of H&S policy and procedures**  
**Updating policies/documentation**

**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:**

**Sarah Chappell and the staff member undertaking activity where appropriate**

**The findings of the risk assessments will be reported to:**

**All staff**

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

**Sarah Chappell and the staff member undertaking activity**

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

**Sarah Chappell and the staff member undertaking activity**

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

**Sarah Chappell 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.**

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## **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:

**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services**

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

**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services**

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

**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services**

Problems with plant/equipment should be reported to:

**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services**

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

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**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services**

## **ARRANGEMENTS**

### **SAFE HANDLING AND USE OF SUBSTANCES**

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

**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services  
NYCC Grounds Maintenance**

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

**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services  
NYCC Grounds Maintenance**

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

**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services  
NYCC Grounds Maintenance**

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

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**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services  
NYCC Grounds Maintenance**

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

**Headteacher  
School Business Manager  
Property Services  
Building Cleaning Services  
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:

Janet Morris, HANDs Service  
07788 564532

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

Headteacher  
Assistant 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:

Headteacher



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Headteacher

Job specific training will be provided by:

NYCC training dept.  
Headteacher  
HandS Service

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

Training will be identified, arranged and monitored by:

Headteacher  
School Business Manager

# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**School Office  
Playground First Aid bags  
New Build  
All classrooms**

**The first aiders are:**

**All staff are emergency First Aid trained  
2 staff trained in First Aid at Work  
2 staff have Paediatric Training  
4 staff have Emergency PFA (COVID)**

**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 CYPS Health and Safety section is:**

**Headteacher / School Business Manager**

# 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:

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 / Property Services

The Asbestos Risk Management file is kept in:

School Office

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

Asbestos Risk Management File

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 and the School Business Manager

Asbestos risk assessments will be undertaken by:

Headteacher

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

Property Services

Records of the above inspections will be kept in:

Asbestos File

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Sarah Chappell  
Sarah Read

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:

School CVaretaker

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:

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:

Establishment  
Governor

Establishment Management File

Laura Ward

# ARRANGEMENTS

## EDUCATIONAL VISITS

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

**NYCC, Headteacher and Governors**

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

**Ruth Hayes**

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

**Group Leader**

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

**Assistant Headteacher's Office**

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

**Sarah Chappell  
Ruth Hayes**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Headteacher  
SBM

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

Chubb Visually Inspected	Annually Termly
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Alarms are tested by/every:

Sarah Read Monks	Weekly Bi-Annually
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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**  
**Emergencies 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**  
**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**