

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

### **Hawes Primary School (YCAT)**

#### **Our statement of intent is:**

- Implement the requirements of WYCAT 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 WYCAT & 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:** H Vasey

**Headteacher**

**Signed:** J Linsley

**Chair of Governors**

**Date:** 10<sup>th</sup> October 2018

**Review date:** 10<sup>th</sup> October 2019

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Miss H Vasey (Head Teacher)**

**Mrs J Linsley (Chair of Governors)**

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

**Name: Mrs J Linsley**

**Responsibility: Health & Safety Governor**

**Name: Miss A Caygill**

**Responsibility: Senior Teacher**

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:**

**Miss H Vasey 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:**

**Miss H Vasey and the staff member undertaking activity**

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

**Miss H Vasey and the staff member undertaking activity**

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

**Miss H Vasey 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:

Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance

Problems with plant/equipment should be reported to:

Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

**Miss H Vasey  
Property Services  
NYCC County Caterers  
NYCC Grounds Maintenance**

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

**Miss H Vasey  
Property Services  
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:

Terry Bland, NYCC HandS Service  
07813 007289

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

Miss H Vasey

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

Miss H Vasey

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Miss H Vasey  
YCAT  
NYCC  
External agencies

Job specific training will be provided by:

NYCC training dept.  
Miss H Vasey  
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 / School Administrators PC**

**Training will be identified, arranged and monitored by:**

**Miss H Vasey**



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Each class  
Medical Room  
Nursery  
Kitchen  
Portable kits for educational trips and lunchtimes

### The first aiders are:

#### Paediatric Trained Staff –

Mrs E Fothergill  
Miss D Burton  
Miss A Caygill  
Mrs C Ward  
Mrs Y Bell

#### First Aid Trained Staff –

Miss H Vasey

#### Emergency First Aid Staff –

Mrs T Metcalfe

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:

Miss H Vasey

# 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:

Miss H Vasey

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

Miss H Vasey  
NYCC Occupational health

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

Miss H Vasey  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Miss H Vasey

The Asbestos Risk Management file is kept in:

School Office

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

School 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:

Miss H Vasey and the School Administrator

Asbestos risk assessments will be undertaken by:

Miss H Vasey and (YCAT)

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

The Schools employed Caretaker

Records of the above inspections will be kept in:

School Office, within the Asbestos folder

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Mr P Kerr, Schools Caretaker  
Miss H Vasey

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:

Miss H Vasey / (YCAT)

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:

Miss H Vasey

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

Miss H Vasey and all members of staff

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

Establishment  
Governor

Establishment Management File

## ARRANGEMENTS

### EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Miss H Vasey

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

Miss H Vasey

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

Visit 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:

The School Administrator

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Miss H Vasey

Escape routes are checked by/every:

All staff

Daily

**Fire extinguishers are maintained and checked by/every:**

<b>Walker Fire Visually Inspected</b>	<b>Annually Termly</b>
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**Alarms are tested by/every:**

<b>Mr P Kerr, Schools own Caretaker Monks</b>	<b>Weekly Bi-Annually</b>
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**Emergency evacuation will be tested:**

<b>Termly</b>
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## 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**  
**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**