

Health and Safety at Work etc Act 1974

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

**Spofforth Church of England (VC) 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: *P Griffiths* Headteacher - Mr P Griffiths

Signed: *D Harrington* Chair of Governors - Mr D Harrington

Date: 8<sup>th</sup> November 2017

Review date: November 2018

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mr P Griffiths (Head Teacher)**

**Mr D Harrington (Chair of Governors)**

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

**Mr P Griffiths**

**In the absence of Mr Griffiths, Mrs Bearman**

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

**Name: Mr Winspear**

**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:**

**Mr Griffiths 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 Griffiths and the staff member undertaking activity**

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

**Mr Griffiths and the staff member undertaking activity**

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

**Mr Griffiths 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:

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers  
Skeltons Grounds Maintenance

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

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers  
Skeltons Grounds Maintenance

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

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers  
Skeltons Grounds Maintenance

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

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers  
Skeltons Grounds Maintenance

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

Mr Griffiths  
NYCC Property Services  
Building Cleaning Services  
NYCC County Caterers  
Skeltons 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:

Mike Brown  
07814 889521

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

Mr Griffiths

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

Mr Griffiths

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mr Griffiths  
SLT Induction

Job specific training will be provided by:

NYCC training dept.  
Mr Griffiths  
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:

Mr Griffiths



# 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 Griffiths  
NYCC Occupational health dept.

Health surveillance records will be kept:

In Personnel file

The first aid box(es) are kept at:

First aid cupboard in indoor room  
Additional first aid kits kept around school for using when required

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

2 First Aid at Work (FAW) trained  
3 Paediatric First Aid trained  
All staff are Emergency first aid trained

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:

Mr Griffiths

# 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  
School 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:

Mr Griffiths

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

Mr Griffiths  
NYCC Occupational health

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

Mr Griffiths  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Griffiths

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:

Mr Griffiths and the School Administrator

Asbestos risk assessments will be undertaken by:

Mr Griffiths

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

Mr Griffiths

Records of the above inspections will be kept in:

School Office

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Mr Griffiths

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

In Hertel file

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

Caretaker

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

In Hertel file

# ARRANGEMENTS

## WORK AT HEIGHT

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

Mr Griffiths

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

Mr Griffiths and all members of staff

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

Harrogate Grammar School	School Management File
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Training records for persons carrying out work at height are kept:

In Personnel / Document Management file

# ARRANGEMENTS

## EDUCATIONAL VISITS

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

**NYCC, Mr Griffiths and Governors**

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

**Mrs Bearman, Mrs Simpson**

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

**Group Leader**

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

**Head Teachers Office**

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

**Visit Leaders**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Griffiths

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Caretaker  
Monks

Weekly  
Bi-Annually

Emergency evacuation will be tested:

Termly

## 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.*

**CYPS Policy and Guidance Handbook**  
**Educational Visits Policy**  
**Emergency Response Guide**  
**Safeguarding Policy**  
**Safeguarding Audit**  
**Missing Child Procedure**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Bomb Threat Policy**  
**Display Screen Equipment Policy**  
**Emergency Procedures Policy**  
**First Aid & Medicines Policy**  
**First Aid At Work**  
**Homeworking Policy**  
**Interactive Whiteboards Policy**  
**Intimate Care Policy**  
**Laptop Policy**  
**Lettings Policy, (if applicable)**  
**Lone Worker Policy**  
**Midday Supervisory Policy**  
**Mini Bus Policy & Guidance, (if applicable)**  
**Missing Child / Student Policy**  
**Nappy Changing Policy, (if applicable)**  
**Disaster Recovery Policy**  
**Events Policy**  
**Lockdown Policy**  
**Snow Policy / Procedure**  
**Use Of Chemicals At Work Policy**  
**Use of Sunscreens Policy, (if applicable)**  
**Working At Heights Policy**



