 

Health and Safety at Work etc. Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

 **Summerbridge 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:** **Headteacher**

**Signed:** **Chair of Governors**

# Date: 8th December 2021

# Review date: December 2022

**HEALTH AND SAFETY POLICY**

**RESPONSIBILITIES**

|  |
| --- |
| **Overall responsibility for health and safety within the establishment is that of:** |
|  |
| **Mr Nick Coates (Head Teacher)****Mr Stuart Mallinder (Chair of Governors)** |
| **To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:** |
| **Name: Mrs Kate Milne****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 Nick Coates 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 Nick Coates and the staff member undertaking activity** |
|  |
| **The person responsible for ensuring the action required is implemented is** |
| **Mr Nick Coates and the staff member undertaking activity** |
|  |
| **Checks that the implemented actions have removed/reduced the risks will be carried out by:** |
| **Mr Nick Coates 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 Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)** |
|  |
| **Ensuring effective maintenance procedures are drawn up is the responsibility of:** |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)** |
|  |
| **The person responsible for ensuring that all identified maintenance is implemented is:** |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)** |
|  |
| **Problems with plant/equipment should be reported to:**  |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)** |
|  |
| **Checking plant and equipment health and safety standards before purchase is the responsibility of:** |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)** |
|  |

###### ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

|  |
| --- |
| **Identifying substances which need a COSHH assessment is the responsibility of:** |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)****Nidd Way Services** |
|  |
| **The person(s) responsible for undertaking COSHH assessments is/are:** |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)****Nidd Way Services** |
|  |
| **Ensuring that all actions identified in the assessments are implemented is the responsibility of:** |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)****Nidd Way Services** |
|  |
| **The person responsible for ensuring that relevant employees are informed about COSHH assessments is:** |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)****Nidd Way Services** |
|  |
| **Checking that substances can be used safely before they are purchased is the responsibility of:** |
| **Mr Nick Coates****Property Services****Sheena Wyss (Cleaning)****Lynda Hughes (Catering)****Nidd Way Services** |
|  |
| **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:** |
| **Chloe Rhodes, NYCC HandS Service****07816 119253** |
|  |
| **Supervision of young workers and trainees will be arranged/ undertaken/monitored by:** |
| **Mr Coates** |
|  |
| **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 Coates** |
|  |

###### ARRANGEMENTS

###### COMPETENCY FOR TASKS AND TRAINING

|  |
| --- |
| **Induction training will be provided for all employees by:** |
| **Local SLT Induction****Mr Coates** |
|  |
| **Job specific training will be provided by:** |
| **NYCC training dept.****Mr Nick Coates****NYES Health and Safety** |
|  |
| **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 Nick Coates** |
|  |

###### ARRANGEMENTS

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

|  |
| --- |
| **Locations of First Aid Boxes:** |
| **Staff Room****Admin Office****Class 1, 2, 3****Preschool Corridor** **Kitchen** |
|  |
| **The first aiders are:** |
| **First Aid at Work****Kate Milne****Paediatric First Aid****Nick Coates****Peter Corner****Aileen Cameron****Katherine Barnes****Samantha Sloane****Cecilia Baldwin****Sarah Beard****Lois Murdoch****Chloe Thackary****Lynda Hughes****Sarah Graham****Victoria Pigg****Tracey Hainsworth****Emergency First Aid at Work****Nick Coates****Peter Corner****Aileen Cameron****Katherine Barnes****Sarah Beard****Lois Murdoch****Chloe Thackary****Lynda Hughes****Sarah Verity****Sarah Graham****Tracey Hainsworth** |
|  |
| **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:** |
| **Mr Nick Coates** |

###### ARRANGEMENTS

**MONITORING**

|  |
| --- |
| **To check our working conditions, and ensure our safe working practices are being followed, we will undertake:** |
| **Legionnella 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:** |
| **Mr Nick Coates** |
|  |
| **The person responsible for investigating work-related causes of sickness absences is:** |
| **Mr Nick Coates****NYCC Occupational health** |
|  |
| **The person responsible for acting on investigation findings to prevent a recurrence is:** |
| **Mr Nick Coates****NYCC Occupational health** |
|  |

###### ARRANGEMENTS

**ASBESTOS RISK MANAGEMENT**

|  |
| --- |
| **The Responsible Officer for asbestos management is:** |
| **Mr Nick Coates** |
|  |
| **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:** |
| **Mr Nick Coates and the School Administrator** |
|  |
| **Asbestos risk assessments will be undertaken by:** |
| **Mr Nick Coates** |
|  |
| **Visual inspections of the condition of ACM’s will be undertaken by:** |
| **Mr Nick Coates** |
|  |
| **Records of the above inspections will be kept in:** |
| **Admin Office** |
|  |

###### ARRANGEMENTS

**LEGIONELLOSIS MINIMISATION**

|  |
| --- |
| **The two ‘Nominated Persons’ for Water Management at the premises are:** |
| **Mr Nick Coates****Mrs Sheena Wyss** |
|  |
| **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:** |
| **Mr Nick Coates** |
|  |
| **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:** |
| **Mr Nick Coates** |
|  |
| **Risk assessments for working at height are to be completed by:** |
| **Mr Nick Coates and all members of staff** |
|  |
| **Equipment used for work at height is to be checked by and records kept in:** |
| **School Governor** | **Establishment Management File** |

###### ARRANGEMENTS

**EDUCATIONAL VISITS**

|  |
| --- |
| **Off-site educational visits must be authorised by:** |
| **NYCC, Mr Coates and Governors** |
|  |
| **The Educational Visits Co-ordinator(s) is/are:** |
| **Mr Coates** |
|  |
| **Risk assessments for off-site visits are to be completed by:** |
| **Group Leader** |
|  |
| **NYCC Policy, Procedures & Guidance for Educational Visits are kept in:** |
| **Admin Office** |
|  |
| **Details of off-site activities are to be logged onto Evolve by:** |
| **Mr Nick Coates** |
|  |

###### ARRANGEMENTS

###### EMERGENCY PROCEDURES – FIRE AND EVACUATION

|  |
| --- |
| **The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:** |
| **Mr Nick Coates** |
|  |
| **Escape routes are checked by/every:** |
| **All staff** | **Daily** |
|  |
| **Fire extinguishers are maintained and checked by/every:** |
| **MacDonald Martin****Visually Inspected** | **Annually****Termly** |
|  |
| **Alarms are tested by/every:** |
| **Mrs Sarah Verity****Monks** | **Weekly****Bi-Annually** |
|  |
| **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****Emergency 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** |
|  |