

Health and Safety at Work etc Act 1974

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

**Gargrave CE 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: Headteacher

Signed: Chair of Governors

Date: 11<sup>th</sup> November 2015

Review date: November 2016

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Peel (Headteacher)**

**Mrs Jane Ellis (Chair of Governors)**

Insert the name of the Headteacher and the Chair of Governors, (or the Governor with responsibility for health and safety).

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

**Mrs Peel (Head Teacher)**

If the Headteacher is not always there, or does not have time to manage on a day-to-day basis, you can delegate this role to someone else, e.g. Deputy Headteacher, Head of Year, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

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

**Name: Mrs Cadman-Bond**

**Responsibility: Health & Safety Governor**

Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

**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:**

**Staffroom**

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

**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:**

**Mrs Peel and the staff member undertaking activity**

### NOTE

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

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

**All staff**

You will find some examples of key areas that you should consider, at the end of this guidance.

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

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

**Mrs Peel and the staff member undertaking activity**

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

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

**Mrs Peel and the staff member undertaking activity**

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

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

**Mrs Peel and the staff member undertaking activity**

You can find more guidance in HSE's free leaflets for example:

- Five steps to risk assessment INDG163 (rev1) 1998
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996

HSE Books Tel: 01787 881165.

[www.hsebooks.co.uk](http://www.hsebooks.co.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

**Assessments will be reviewed every:**

**In the event of an accident and annually or when the work activity changes, whichever is soonest.**

Your **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment and where applicable, the use of the Schools Health and Safety Risk Management Service risk assessment software package.

# ARRANGEMENTS

## CONSULTATION WITH EMPLOYEES

**Employee Representative(s) are:**

**NOTE**

You must consult your employees.

N/A

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

You may to use your works committee or another meeting as a forum for consultation.

**Consultation with employees is provided by:**

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

Agenda item on staff weekly meetings

Staff noticeboard

Training Days

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering

**Problems with plant/equipment should be reported to:**

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering

### NOTE

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in HSE's publication:

- Buying new machinery INDG271 1998

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering  
Horton Landscaping

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering  
Horton Landscaping

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering  
Horton Landscaping

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering  
Horton Landscaping

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

Mrs Peel  
TPM  
NYCC Cleaning & Caretaking  
NYCC Catering  
Horton Landscaping

**Assessments will be reviewed every  
In the event of an accident and annually or when the work activity changes, whichever is soonest.**

### NOTE

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

You can find more guidance in:

- HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 07176 2421 8
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

# ARRANGEMENTS

## INFORMATION, INSTRUCTION AND SUPERVISION

**The Health and Safety Law poster is displayed at:**

**Staff Room**

### **NOTE**

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

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

**Dale Barton  
07788 564533**

You are required to have access to competent advice, either in house or, if not available, external.

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

**Mrs Peel**

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

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

**Mrs Peel**

If your employees go to work for another employer on your behalf e.g. on secondment you will need to check that they are given relevant health and safety information for that location by that employer/company.



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

**Induction training will be provided for all employees by:**

NYCC personnel dept.  
Mrs Peel

### NOTE

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

**Job specific training will be provided by:**

School HandS Service  
Mrs Peel  
Contracted training agencies

Employees will need job-specific training, which includes the health and safety aspects of the job.

**Specific jobs requiring special training are:**

Asbestos/Legionella training

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

First Aid training

Some jobs will require additional special training (e.g. manual handling, driving etc.)

Fire Awareness training

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

Safe ladder use

You should monitor the training records, so that refresher training is given when necessary

Manual handling  
Educational Visit Training

NYCC Education Service has a commitment to provide health and safety training to Headteachers, Governors and Lead Officers etc. For further details of the courses available please contact:

**Training records are kept at/by:**

• Learning Zone

In Health & Safety Management file in office

• **SCHOOL HANDS SERVICE 01609 532545**

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

Mrs Peel

# 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:

Mrs Peel  
NYCC Occupational health dept.

Health surveillance records will be kept by/at:

In Health & Safety Management file in office

The first aid box(es) are kept at:

Staff room  
Corridor  
Out of School Club

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

3 member of staff is First Aid at Work (FaW) trained  
12 Members of staff are Emergency First Aid (EFaW) trained  
4 members of staff are Paediatric 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 staff office

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC Education Health and Safety section is:

Mrs Peel

### NOTE

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals). This will identify any health problems early on so that action can be taken before an employee's condition worsens.

- Refer to NYCC Occupational Health - 01609 785780

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential.

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets:

- First aid at work – your questions answered INDG214 1997
- Basic advice on first aid at work INDG215 (rev) 1997.

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to:

**NYCC Education Service Safety Risk Adviser 01609 532589.** Follow the procedures outlined in your Education Service Health and Safety Policy and Guidance Manual.

# 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  
Extraction fans maintenance  
TPM Premises inspection  
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:**

Mrs Peel

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

Mrs Peel  
NYCC Occupational health

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

Mrs Peel  
NYCC Occupational health

### NOTE

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

You can do this both actively and reactively, i.e. before and after something goes wrong.

**Actively** - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

**Reactively** - you can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

When you find out what went wrong – put it right.

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Peel

The Asbestos Risk Management file is kept in:

Staff Office

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

Staff 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:

Mrs Peel, and the School Administrator

Asbestos risk assessments will be undertaken by:

Mrs Peel

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

Mrs Peel

Records of the above inspections will be kept in:

Staff Office

### NOTE

**Responsible Officer** - All schools must have a Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher.

**Policy and Procedure** - The yellow 'Asbestos Risk Management' file outlines NYCC policies and procedures for managing of risk arising from asbestos containing materials (ACM's)

**Surveys** - A type two survey of the premises should be available, with the location of ACM's identified on a site plan.

A type three survey must be undertaken before any invasive construction/demolition work commences, unless it is absolutely certain that no ACM's are present in the work area.

**Contractors** - The location of ACM's indicated on the plan must be brought to the attention of all contractors coming on site. The permit to work confirming this fact must be completed by the contractor before work commences.

**Risk Assessment and Inspection** - A risk assessment must be undertaken for all known ACM's. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual inspection programme of ACM's must be set up. The risk assessment will help you to establish the necessary frequency of visual inspections.

**Emergency Action** - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

- If in doubt always seek immediate advice from Gill Elstob - 07973251980

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

### NOTE

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

**Site Manager** - The Directorate will nominate Site Manager. This will normally be the Headteacher.

**Mrs Peel**

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

**Risk Assessment** - will be undertaken by Hertel (UK) Ltd. Documentation will then be provided to schools detailing any requirements for on-site monitoring/control tasks (typically temperature recording and flushing).

**Staff Office**

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

**Site Operator** - The site manager may nominate a member of staff (the site operator), to carry out the on- site tasks set out in the risk assessment.

**Records** - Records of the on-site tasks must be maintained for monitoring purposes.

**Mrs Aldous**

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

**Changes** - to water systems which may effect the level of risk, must be notified to -

**Gill Elstob - 07973251980**

**Staff Office**

**Advice** – Further advice is available from the above and in the NYCC Environmental Services publication 'Water Services Hygiene'.

# ARRANGEMENTS

## WORK AT HEIGHT

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

**Mrs Peel**

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

**Mrs Peel and all members of staff**

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

<b>Head and Governor</b>	<b>School Management File</b>
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**Training records for persons carrying out work at height are kept:**

**School Management File**

### NOTE

**Authorisation** - A designated duty holder should be responsible for authorising work at height in the school.

**Risk Assessments** - must be in place for all tasks involving work at height where there is a significant risk of injury. These assessments may be generic for repetitive tasks

**Equipment** - A competent person must periodically check all equipment used for work at height. Documentary evidence of checks should be maintained.

**Training** - should be undertaken by all persons carrying out work at height. As a minimum, relevant staff should be briefed using the HSE 'A Toolbox Talk on Ladder and Stepladder Safety'.

You can find more guidance in the following HSE publications:

- Safe Use Of Ladders And Stepladders (an employers guide) INDG402 ISBN 07176 6105 9
- A Toolbox Talk on Ladder & Stepladder Safety INDG403 ISBN 07176 6106 7
- Tower Scaffolds CIS10(rev4)

**Further advice on work at height can be obtained from your NYCC Safety Risk Adviser**

# ARRANGEMENTS

## EDUCATIONAL VISITS

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

**NYCC and Mrs Peel and Mr Houlton**

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

**Mrs Peel**

**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:**

**Staffroom**

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

**Group Leader**

### NOTE

**Authorisation** - A system must be in place to ensure no parties leave the school without the appropriate authority.

**EVC** - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYCC Guidelines are followed

**Risk Assessment** - must be in place for all off-site visits These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

**NYCC Guidelines** – A copy of the off-site visits code of practice and guidelines must be available in the school.

**Database** – All off-site visits must be logged onto the NYCC notification database, either as part of a rolling programme, or as an individual visit.

- **Further advice can be obtained from the Educational Visits Consultant Adrian Clarke  
Tel: 01609 535943**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

**Mrs Peel**

### NOTE

You must carry out fire risk assessments, in the same way as you do general health and safety risk assessments.

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

**Escape routes are checked by/every:**

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

**All staff**

**Daily**

An emergency evacuation drill should be carried out each term and records maintained indicating that this has been done

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

**Swift  
Visually  
Inspected**

**Annually**

**Termly**

**Alarms are tested by/every:**

**BCS  
Protec**

**Weekly  
Quarterly**

**Emergency evacuation will be tested:**

**Termly**

**The Security Co-ordinator is:**

**Mrs Peel**



## 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.*

Lone Working Policy located in the School Management File kept in Head's Office  
Medicines Policy in Policy File  
Educational Visits Policy in Policy File

