

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

### **Leyburn Primary School (YCAT)**

#### **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: 13<sup>th</sup> December 2017**

**Review date: 13<sup>th</sup> December 2018**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs S Beveridge (HeadTeacher)**

**CEO - YCAT and Trustees**

**Mr P Roberts (Chair of Governors)**

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

**Name: Mrs M Briggs**

**Responsibility: Health & Safety Governor**

**Name: Mrs L Hall**

**Responsibility: Deputy Headteacher in the absence of the Headteacher**

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 S Beveridge, Mrs L Hall 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:**

**Mrs S Beveridge, Mrs L Hall and the staff member undertaking activity**

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

**Mrs S Beveridge, Mrs L Hall and the staff member undertaking activity**

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

**Mrs S Beveridge, Mrs L Hall 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:

Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

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

Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

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

Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

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

Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

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**Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance**

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

**Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance**

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

**Mrs S Beveridge  
NYCC Property Services  
NYCC Building Cleaning 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:

Mrs S Beveridge, Mrs L Hall

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 S Beveridge

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mrs S Beveridge, Mrs L Hall

Job specific training will be provided by:

NYCC training dept.  
Mrs S Beveridge, Mrs L Hall  
NYCC HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training

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**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 Office PC**

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

**Mrs S Beveridge**



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

The school office  
EYFS  
Year 3-4 cloakroom  
EYFS  
Kitchen  
Portable kits for trips

### The first aiders are:

#### Paediatric Trained –

L Hall  
K Belle  
S Bostock  
C Dales  
L Dixon  
C Edwards  
B Fawcett  
S Gehram  
V George  
L Grantham  
M Iveson  
H Kingston  
K Padgett  
L Peacock

#### First Aid At Work Trained –

L Hall  
X1 to be trained

#### Emergency First Aid Trained –

L Allis  
S Beveridge  
B Curtis  
C Dales  
E Dinsdale  
S Salonga

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:

**Mrs S Beveridge**

## **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  
NYCC 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:

**Mrs S Beveridge**

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

**Mrs S Beveridge**  
**NYCC Occupational health**

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

**Mrs S Beveridge**  
**NYCC Occupational health**

## **ARRANGEMENTS**

### **ASBESTOS RISK MANAGEMENT**

The Responsible Officer for asbestos management is:

**Mrs S Beveridge**

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:

Mrs S Beveridge and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mrs S Beveridge / YCAT

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

School Caretaker

Records of the above inspections will be kept in:

School Office

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Mrs S Beveridge, NYCC Caretaker

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:

**Mrs S Beveridge / 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:

**Mrs S Beveridge**

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

**Mrs S Beveridge, Mrs L Hall 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:

**Mrs S Beveridge / NYCC / YCAT**

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

**Mrs S Beveridge**

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

**Visit Leader**

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

**Headteachers Office**

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

**School Administrator**

## **ARRANGEMENTS**

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

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

**Mrs S Beveridge**

**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:**

**School Caretaker  
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**