

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### Sharow CE 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 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:**

**Review date:**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Jacqui Palmer (Head Teacher)**

**Mr James Bradley (Chair of Governors)**

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

**Name: Mrs Jacqui Palmer**

**Responsibility: Review policy, procedure and practice**

**Name: Mrs Caroline Walker**

**Responsibility:**

- Review policy, procedure and practice
- To prepare a termly report for the resources committee
- To meet with school HANDS advisor as appropriate
- To maintain training records for all staff

**Name: Mr Justin Wheatley**

**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:**

**Mrs Jacqui Palmer and the staff member undertaking activity  
Checked and distributed by Caroline Walker**

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

**All staff**

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

**Mrs Jacqui Palmer and the staff member undertaking activity**

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

**Mrs Jacqui Palmer and the staff member undertaking activity**

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

**Mrs Jacqui Palmer 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 Jacqui Palmer (Headteacher)  
Mrs Laura Laurie (Administrator)  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs Jacqui Palmer (Headteacher)  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs Jacqui Palmer (Headteacher)  
Property Services  
Building Cleaning Services  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mrs Jacqui Palmer (Headteacher)  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs Jacqui Palmer (Headteacher)  
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:

Mrs Jacqui Palmer (Headteacher)  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mrs Jacqui Palmer (Headteacher)  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mrs Jacqui Palmer (Headteacher)  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mrs Jacqui Palmer (Headteacher)  
Property Services  
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 Jacqui Palmer (Headteacher)  
Property Services  
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:

Janet Morris, NYCC HandS Service  
07788564532

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

Mrs Jacqui Palmer (Headteacher)

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 Jacqui Palmer (Headteacher)

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mrs Jacqui Palmer (Headteacher) and Caroline Walker (Administrator)

Job specific training will be provided by:

NYCC training dept.  
Mrs Jacqui Palmer (Headteacher)  
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:

Mrs Caroline Walker (Identified and arranged) Mrs Jacqui Palmer (monitored)



# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**Office  
Kitchen  
classrooms**

**The first aiders are:**

**All staff are emergency aid trained  
All staff working with under 8s have paediatric first aid training**

**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:**

**All staff to report to Mrs Caroline Walker. Mrs Jacqui Palmer (Headteacher) to sign off and ensure reporting to county is complete.**

# ARRANGEMENTS

## MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing - NYCC  
Asbestos inspection - NYCC  
Termly Visual H & S inspection – Mrs Caroline Walker  
Establishment Hands Service Inspection – Mrs Janet Morris  
PAT testing - school  
Fixed appliance electrical testing - NYCC  
Extraction fans maintenance - NA  
Property Services Condition Survey - NYCC  
Prioritised programme of risk assessment - school  
Boiler room annual inspection - NYCC  
Gulleys and Gutters checked and cleaned - school  
Pest control - school  
Sports and Gym equipment maintenance – County SLA

The person responsible for investigating accidents is:

Mrs Jacqui Palmer (Headteacher)

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

Mrs Jacqui Palmer (Headteacher)  
NYCC Occupational health

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

Mrs Jacqui Palmer (Headteacher)  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Jacqui Palmer (Headteacher)

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:

Mrs Jacqui Palmer (Headteacher) and Mrs Caroline Walker (Establishment Administrator)

Asbestos risk assessments will be undertaken by:

Mrs Jacqui Palmer (Headteacher)

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

Mrs Jacqui Palmer (Headteacher)

Records of the above inspections will be kept in:

Office

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Mrs Jacqui Palmer (Headteacher)  
Mrs Caroline Walker (administrator)

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:

County Cleaning Service Staff

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 Jacqui Palmer (Headteacher)

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

Mrs Jacqui Palmer (Headteacher) 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, Mrs Jacqui Palmer (Headteacher) and Governors**

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

**Mrs Alex Houghton**

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

**Group Leader**

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

**On Evolve to ensure most up to date**

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

**Group leaders**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Jacqui Palmer (Headteacher)

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

Walker Fire Visually Inspected	Annually Termly
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Alarms are tested by/every:

Mrs Caroline Walker Monks	Weekly Bi-Annually
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Emergency evacuation will be tested:

Termly by Mrs Caroline Walker

## 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**