

School Policy

Health & Safety Policy

Issue 8

May 2016

Document Number: AP-17

Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:

If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:

Date: _____

Name: _____

Position: _____

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is one controlled paper copy of this document which is kept in the Junior Building in the office. An electronic version is also available on our website in the policies area.

All other copies (electronic and paper) are uncontrolled.

Document History

Filename: AP-17 - Health and Safety Policy				
Issue	Description of Change	Author	Checked	Date
1	Initial	JRE		May 07
2	Reviewed by full governing body	SB		May 08
3	Reviewed by full governing body	JRE		May 09
4	Reviewed by full governing body	JB		Nov 11
5	Reviewed by full governing body	JB		Nov 12
6	Reviewed by full governing body	JB		Nov 13
7	Reviewed by full governing body	JB		Nov 14
8	Reviewed by full governing body	JB	FGB	July 15
9	Reviewed by resources to be approved by FGB	JB	Resources	May 2016

North and South Cowton Community Primary School

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Northallerton
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THIS IS THE HEALTH AND SAFETY STATEMENT OF

North and South Cowton Community 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

- **Implementation Date: May 2006**
- **1st Review date: May 2007**
- **2nd Review: May 2008**
- **3rd Review: May 2009**
- **4th review : Nov 2011**
- **5th review : Nov 2012**
- **6th review : Oct 2013**
- **7th review : Oct 2014**
- **8th review : July 2015**
- **9th review : May 2016**

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr J. Briggs (Headteacher)
Mr Derek Smith (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:

Mr J Briggs
Alison Hughes – Office Manager

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: Mr J. Briggs
Responsibility: Headteacher
Name: Mrs Alison Hughes
Responsibility: Office Manager

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 the NYCC Corporate Health and Safety Policy which can be found in:

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

In Headteacher's Office/staffroom

Equally, if employees have any concerns about health and safety issues, they should be able to report them to their line manager, 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).

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
- 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 J. Briggs 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:

You will need to record the significant findings of

Mr J. Briggs and the staff member undertaking activity

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

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.

Resources Committee

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

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

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

Mr J. Briggs and the staff member undertaking activity.

HSE Books Tel: 01787 881165.
www.hsebooks.co.uk

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.

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

Consultation with employees is provided by:

Agenda item on staff meetings

Staff briefings and health and safety noticeboard

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

**Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering**

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

**Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering**

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

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

Mr J. Briggs

Problems with plant/equipment should be reported to:

**Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering**

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

**Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

**Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering**

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

**Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering**

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

**Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering**

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,

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

Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering

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

Mr J. Briggs
MASS Scheme Servicing of Equipment
Building Cleaning Services
NYCC Catering

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

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

School office

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

Richard Horridge

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

Mr J. Briggs

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.

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

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:

Mr J. Briggs

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.
Mr J. Briggs

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.

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

Job specific training will be provided by:

NYCC training dept.
Mr J. Briggs
Contracted training agencies

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.

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

Specific jobs requiring special training are:

Asbestos/Legionella 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.

First Aid Training
Paediatric First Aid Training

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

Fire Awareness 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:

Food Hygiene

- CPD Section- CAMAS 01609 532864

Educational Visit Training MIDAS Training (minibus)

- Andy Dolan – SCHOOL HANDS SERVICE
01609 532545

Training records are kept at/by:

In Health & Safety Management file in office

Training will be identified, arranged and monitored by:

Mr J. Briggs

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.

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.

Health surveillance will be arranged by:

Refer to NYCC Occupational Health - 01609 785780

Mr J. Briggs
NYCC Occupational health dept.

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

Health surveillance records will be kept by/at:

In Health & Safety Management file in office

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.

The first aid box(es) are kept at:

Infants School - cupboard
Junior School – shelf by computers
Kitchen

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

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

All staff
Mr Briggs/Miss Bellis (Paediatric)
Mrs A Hughes(First Aid at Work) -

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.

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 Education Health and Safety section is:

Mr J. Briggs

ARRANGEMENTS

MONITORING

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

Legionella testing
Asbestos inspection
Resource Committee Termly Manual H & S inspection
Fire Alarm testing and inspection
Fire equipment testing/inspection
School Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Premises inspection (Five Yearly)
Prioritised programme of risk assessment
Boiler room annual inspection
Pest control
Sports and Gym equipment maintenance

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.

The person responsible for investigating accidents is:

Mr J. Briggs

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

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

Mr J. Briggs
NYCC Occupational health

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.

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

Mr J. Briggs
NYCC Occupational health

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

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr J. Briggs

NOTE

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

The Asbestos Risk Management file is kept in:

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)

JB Office

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

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

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.

JB 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:

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.

Mr J. Briggs, and the School Office Manager

Risk Assessment and Inspection - A risk assessment must be undertaken for all known

Asbestos risk assessments will be undertaken by:

Mr J. Briggs

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.

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

Mr J. Briggs
Resources Committee

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 your JACOBS area maintenance office:

Records of the above inspections will be kept in:

Admin Office and then Health and Safety File

Scarborough: 01723 508410
Harrogate: 01423 568444
Northallerton: 01609 785718

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr J. Briggs

NOTE

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

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).

School Management File in the Main Office (Headteacher's/staffroom)

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.

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

Caretaker

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

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

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

JACOBS Legionella Monitoring Officer
01609 785710

School Management File in the Main 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:

Mr J. Briggs

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

Mr J. Briggs
and all members of staff

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

NA

Training records for persons carrying out work at height are kept:

NA

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
Mr J Briggs
Mr D Smith

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

Mr J Briggs
Mrs A Hughes

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

Mr J. Briggs
All staff

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

School Office(Headteacher's/staffroom)

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

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

part of a rolling programme, or as an individual visit.

Mrs A Hughes

- Further advice can be obtained from the Educational Visits Consultant based at Bewerley Park
- Tel: 01423 711287

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

NOTE

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

Mr J Briggs

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.

Daily
Termly

All staff
Resources
Committee

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:

Walker Fire

Annually

Alarms are tested by/every:

Miss Weighell

Monthly

Emergency evacuation will be tested:

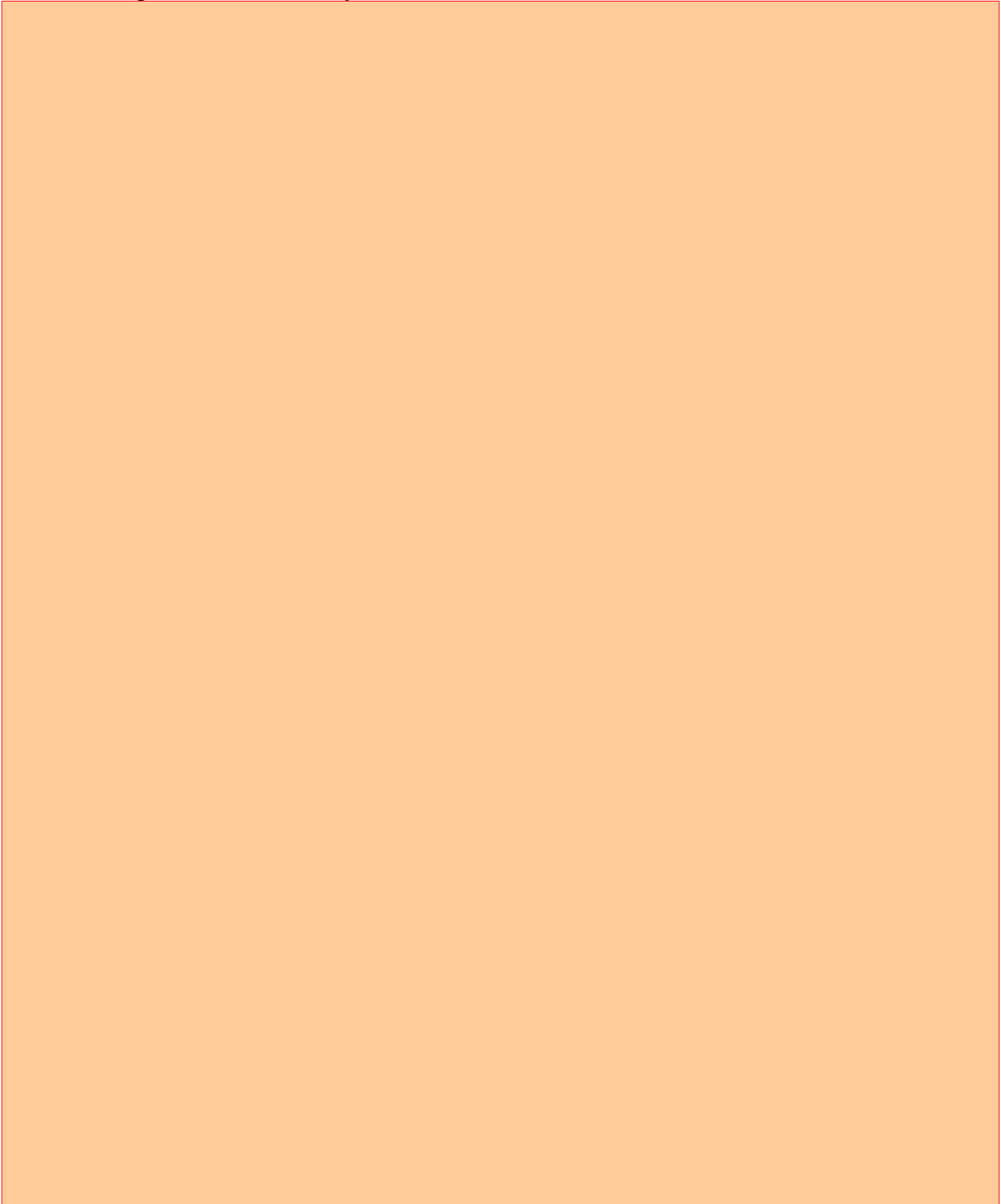
Termly

The Security Co-ordinator is:

N/A

APPENDICES

List here any other policies relevant to health and safety and state where they are located. *E.g. Medicines Policy, etc.*



SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects/collapsing structures
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High & low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

There are many free health and safety leaflets and guidance booklets and priced publications available from:

HSE Books Tel: 01787 881165

HSE Book Website: www.hsebooks.co.uk

Health and Safety Information Services

Infoline Tel: 08701 545500

HSE Website: www.hse.gov.uk

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from your Safety Risk Adviser or contact:

Andy Dolan – Service Manager

SCHOOL HANDS SERVICE

North Yorkshire County Council

Safety Risk Management Unit

Room 161a, County Hall

Northallerton, DL7 8AE

Tel: 01609 532545

Fax: 01609 532543

E-mail: andy.dolan@northyorks.gov.uk