

Health & Safety

Policy

2021-2022

  

Health and Safety at Work etc. Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

**Establishment**

**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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Status** | | | |
| **Date of Next Review** | Dec 2022 | **Responsibility** | *Mr A Russell* |
| **Success Criteria for review completion** |  | **Responsibility** | *Mr G Dixon (H & S Governor)* |
| **Date of Policy Creation** | **Adapted school written model** | **Responsibility** | *A Russell* |
| **Date of Policy Adoption by Governing Body** | | **Signed:………………………………………**  **Headteacher**  **Signed:………………………………………**  **Chair of Governors**  **Date…………………………………** | |
| **Method of Communication**  **Website Staff Room** | |

**Statement of Intent**

At North Duffield Primary School we work with relentless consistency to enable **all** our children to achieve our school vision, **"Growing Learners for Life," Every child will make good or better progress through the high quality teaching they will receive, and their engagement with our diverse, absorbing and exciting curriculum which provides appropriate and relevant enrichment experiences.**

We model and promote an inclusive ethos so our learners are flexible, imaginative, responsible and confident life-long learners, who value “Rights, Respect, Responsibility and Independence.” The fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs, are promoted throughout our school curriculum, and our whole school ethos. This ensures that all children including those with SEND or medical conditions have the same opportunities and expectations placed upon them as all other young people.

Everyone at North Duffield Primary School has the right to feel welcome, secure and happy. It is the responsibility of the Governing Body and Headteacher to ensure that all members of the school community work within a safe and enabling environment. Our policies have been developed in line with the school’s vision, aims and values.

**HEALTH AND SAFETY POLICY**

**RESPONSIBILITIES**

|  |
| --- |
| **Overall responsibility for health and safety within the establishment is that of:** |
|  |
| **Mr Russell (Head Teacher)**  **Mr Hemingway (Chair of Governors)** |
| **To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:** |
| **Name: Mr Dixon**  **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 Russell 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 Russell and the staff member undertaking activity** |
|  |
| **The person responsible for ensuring the action required is implemented is** |
| **Mr Russell and the staff member undertaking activity** |
|  |
| **Checks that the implemented actions have removed/reduced the risks will be carried out by:** |
| **Mr Russell 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** |
|  |
| **Emails** |

###### ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

|  |
| --- |
| **Identifying equipment/plant, which will need maintenance is the responsibility of:** |
| **Mr Sawyer**  **Property Services**  **Building Cleaning Services**  **NYCC County Caterers** |
|  |
| **Ensuring effective maintenance procedures are drawn up is the responsibility of:** |
| **Mrs Dennison**  **Property Services**  **Building Cleaning Services**  **NYCC County Caterers** |
|  |
| **The person responsible for ensuring that all identified maintenance is implemented is:** |
| **Mrs Dennison**  **Property Services**  **Building Cleaning Services**  **NYCC County Caterers** |
|  |
| **Problems with plant/equipment should be reported to:** |
| **Mrs Dennison**  **Property Services**  **Building Cleaning Services**  **NYCC County Caterers** |
|  |
| **Checking plant and equipment health and safety standards before purchase is the responsibility of:** |
| **Mr Sawyer/ Mr Russell**  **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:** |
| **Mr Russell/ Mrs Dennison**  **Property Services**  **Building Cleaning Services**  **NYCC County Caterers**  **NYCC Grounds Maintenance** |
|  |
| **The person(s) responsible for undertaking COSHH assessments is/are:** |
| **Mr Russell/ Mrs Dennison**  **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 Dennison/ Mr Russell**  **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 Dennison**  **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 Dennison**  **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**  **Office** |
|  |
| **Health and safety advice is available from your HandS Safety Risk Adviser:** |
| **Janet Morris, NYCC HandS Service**  **07788 564532** |
|  |
| **Supervision of young workers and trainees will be arranged/ undertaken/monitored by:** |
| **Mr Russell** |
|  |
| **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 Russell** |
|  |

###### ARRANGEMENTS

###### COMPETENCY FOR TASKS AND TRAINING

|  |
| --- |
| **Induction training will be provided for all employees by:** |
| **Local SLT Induction**  **Mrs Dennison** |
|  |
| **Job specific training will be provided by:** |
| **NYCC training dept.**  **Mr Russell**  **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 Dennison** |
|  |

###### ARRANGEMENTS

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

|  |
| --- |
| **Locations of First Aid Boxes:** |
| **Classrooms**  **Kitchen**  **Staffroom** |
|  |
| **The first aiders are:** |
| **Mr Russell and Mrs Horne**  **Majority of staff are emergency 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 office** |
|  |
| **The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPS Health and Safety section is:** |
| **Mr Russell** |

###### 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 Russell** |
|  |
| **The person responsible for investigating work-related causes of sickness absences is:** |
| **Mr Russell**  **NYCC Occupational health** |
|  |
| **The person responsible for acting on investigation findings to prevent a recurrence is:** |
| **Mr Russell**  **NYCC Occupational health** |
|  |

###### ARRANGEMENTS

**ASBESTOS RISK MANAGEMENT**

|  |
| --- |
| **The Responsible Officer for asbestos management is:** |
| **Mrs Dennison/ Mr Russell** |
|  |
| **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 Dennison and Mrs Oswald** |
|  |
| **Asbestos risk assessments will be undertaken by:** |
| **Mrs** |
|  |
| **Visual inspections of the condition of ACM’s will be undertaken by:** |
| **Mrs Dennsion/ Mr Sawyer (caretaker)** |
|  |
| **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 Sawyer** |
|  |
| **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 Sawyer** |
|  |
| **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 Russell** | |
|  | |
| **Risk assessments for working at height are to be completed by:** | |
| **Mr Russell 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, Mr Russell and Governors** |
|  |
| **The Educational Visits Co-ordinator(s) is/are:** |
| **Mr Russell** |
|  |
| **Risk assessments for off-site visits are to be completed by:** |
| **Group Leader** |
|  |
| **NYCC Policy, Procedures & Guidance for Educational Visits are kept in:** |
| **Staff Share** |
|  |
| **Details of off-site activities are to be logged onto Evolve by:** |
| **Mr Russell and Group Leader** |
|  |

###### ARRANGEMENTS

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

|  |  |
| --- | --- |
| **The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:** | |
| **Mr Russell** | |
|  | |
| **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:** | |
| **Mr Sawyer**  **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** |
|  |