

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Northstead 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 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: S. Hopper **Headteacher**

Signed: J. Laybourn **Chair of Governors**

Date: Agreed at Governors resources meeting on 11th December 2023

Review date: December 2024

Headteacher: Shaun Hopper
Site Manager: Andy Houston
Chair of Governors: Jackie Laybourn
Teacher Governor: Jody Marson
Deputy Headteacher: Samantha Wilson
NYCC – Wayne Thickett
Students and Volunteers Co-ordinator – Jaime Pickup

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Head Teacher and Mrs J Laybourn

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

Name Chair of Govenors

Responsibility: Health & Safety Governor

Name: Site Manager

Responsibility: Site Manager

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:

Head Teacher and the staff member undertaking activity

The findings of the risk assessments will be reported to:

All relevant staff

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

Head Teacher and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Head Teacher and the staff member undertaking activity

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

Head Teacher 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:

Teacher Governor

Deputy Head Teacher

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:

Site Manager
Property Services
NYCC County Caterers

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

Site Manager
Property Services
NYCC County Caterers

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

Site Manager
Property Services
NYCC County Caterers

Problems with plant/equipment should be reported to:

Site Manager
Property Services
NYCC County Caterers

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

Site Manager
Property Services
NYCC County Caterers

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Site Manager
Property Services
NYCC County Caterers
Countrywide Grounds Maintenance

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

Site Manager
Property Services
NYCC County Caterers
Countrywide Grounds Maintenance

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

Head Teacher
Site Manager
Property Services
NYCC County Caterers
Countrywide Grounds Maintenance

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

Site Manager
Property Services
NYCC County Caterers
Countrywide Grounds Maintenance

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

Site Manager
Property Services
NYCC County Caterers
Countrywide 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:

Outside Site Managers Office

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

NYCC HandS Service
07973802034

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

Head Teacher
Student and Volunteer Co-ordinator

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

Head Teacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Headteacher and Deputy Headteacher

Job specific training will be provided by:

NYCC training dept.
Head Teacher
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training
Site Manager / Headteacher

First Aid training
Named Staff

Fire Awareness / Fire Warden training
All Staff

Working at Height / Safe Ladder use
Relevant Staff

Manual handling
Relevant Staff

Educational Visit Training
Relevant Staff

Training records are kept:

Asbestos training records in yellow Asbestos Risk Management folder.
Fire Awareness & Fire Warden - in clear pouch with red Fire Safety Folder.
Safe Ladder Use - in box file on shelf.
All in Site Managers office
First Aid training – List of first aiders on first aid room door and in HT office
Manual Handling – Online via National College
Educational Visit training – Headteacher

Training will be identified, arranged and monitored by:

Head Teacher

ARRANGEMENTS

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

Locations of First Aid Boxes:

**ATA office, Foundation Office, Site Manager's Office, Each classroom
Kitchen**

The first aiders are:

First aid at Work Trained:

Paediatric First Aid & Emergency First Aid Trained:

List of trained First Aiders is kept by Miss Jess Ferne

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:

Head Teacher

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
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:

Site Manager
Head Teacher

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

Head Teacher
NYCC Occupational health

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

Site Manager
Head Teacher
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Site Manager / Headteacher

The Asbestos Risk Management file is kept in:

Site Manager's Office – Yellow folder

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

Site Manager's Office in the yellow Asbestos folder

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:

Site Manager
Receptionists

Asbestos risk assessments will be undertaken by:

NYCC approved contractor

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

Site Manager

Records of the above inspections will be kept in:

Site Manager's Office in yellow asbestos folder

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Site Manager & Headteacher

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:

Site Manager

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

Black folder labelled "Current water monitoring sheets" in Site Manager's Office

ARRANGEMENTS

WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Head Teacher

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

Head Teacher and all members of staff

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

Site Manager

School Computer System

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Head Teacher

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

Head Teacher

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

Visit Leader

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

Head Teacher's Office

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

Head Teacher and person responsible for the trip

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Head Teacher

Escape routes are checked by/every:

Site Manager	Daily
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Fire extinguishers are maintained and checked by/every:

Macdonald Martin Ltd. Visually Inspected – Site Manager	Annually Termly
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Alarms are tested by/every:

Site Manager Monks	Weekly Bi-Annually
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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