

Health and Safety at Work etc Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Riccall 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: J Llewellyn

Headteacher

Signed: M Sheedy

Chair of Governors

Date: January 2023

Review date: January 2024

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Jamie Llewellyn

**Mike Sheedy
Natalie Howson**

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:

Jamie Llewellyn

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: Natalie Howson

Responsibility: Health & Safety Governor

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.

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).**

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

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

**Jamie Llewellyn
(Headteacher) 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

Your **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment.

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

**Jamie Llewellyn
(Headteacher) and the staff member
undertaking activity**

The person responsible for ensuring the action required is implemented is

**Jamie Llewellyn
(Headteacher) and the staff member
undertaking activity**

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

**Jamie Llewellyn
(Headteacher) and the staff member
undertaking activity**

Assessments will be reviewed every:

In the event of an accident and annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Nicola Wilson

NOTE

You must consult your employees.

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 weekly meetings

Staff briefing and notice board

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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.

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

**Jamie Llewellyn
(Headteacher)
JACOBS
NYCC Property Services**

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

**Jamie Llewellyn
(Headteacher)
JACOBS
NYCC Property Services**

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

**Jamie Llewellyn
(Headteacher)
JACOBS
NYCC Property Services**

Problems with plant/equipment should be reported to:

**Jamie Llewellyn
(Headteacher)
JACOBS
NYCC Property Services**

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

**Jamie Llewellyn (Headteacher)
JACOBS
NYCC Property Services**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

NOTE

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

**Jamie Llewellyn (Headteacher)
JACOBS
Nurture Grounds Maintenance**

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

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

**Jamie Llewellyn (Headteacher)
JACOBS
Nurture Grounds Maintenance**

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.

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

**Jamie Llewellyn (Headteacher)
JACOBS
Nurture Grounds Maintenance**

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

**Jamie Llewellyn (Headteacher)
JACOBS
Nurture Grounds Maintenance**

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

**Jamie Llewellyn (Headteacher)
JACOBS
Nurture Grounds Maintenance**

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 entrance

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.

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

**Janet Morris
07788 564532**

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

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

Jamie Llewellyn (Headteacher)

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:

Jamie Llewellyn (Headteacher)

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

NOTE

Induction training will be provided for all employees by:

Jamie Llewellyn (Headteacher)

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.

Job specific training will be provided by:

**Jamie Llewellyn (Headteacher)
Contracted training agencies**

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

Specific jobs requiring special training are:

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

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

Fire Awareness training

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

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:

Jamie Llewellyn (Headteacher)

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.

Health surveillance will be arranged by:

Jamie Llewellyn (Headteacher)

NOTE

Employees must receive health surveillance for certain work (e.g. work in noisy places or work with some chemicals). This will identify any health problems early on so that action can be taken before an employee's condition worsens.

- Refer to NYCC Occupational Health - 01609 785780

Health surveillance records will be kept:

In Health & Safety Document Management file

The first aid box(es) are kept at:

The office
The first aid room
In each classroom

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.

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

Marie Duffy – First Aid at work
All teaching staff – basic first aid

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept
In the first aid room/adult toilet

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to:

NYCC CYPS Office 01609 532589. Follow the procedures outlined in your Education Service Health and Safety Policy and Guidance Manual.

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC Education Health and Safety section is:

Jamie Llewellyn (Headteacher)

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
School Hands Service Inspection
PAT testing
Extraction fans maintenance
JACOBS Premises inspection
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:

Jamie Llewellyn (Headteacher)

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

**Jamie Llewellyn (Headteacher)
NYCC Occupational health**

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

**Jamie Llewellyn (Headteacher)
NYCC Occupational health**

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.

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 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.

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

NOTE

The Responsible Officer for asbestos management is:

Jamie Llewellyn (Headteacher)

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:

Office

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)

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

Office

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

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.

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:

Jamie Llewellyn (Headteacher) , and the School Administrator

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.

Asbestos risk assessments will be undertaken by:

Jamie Llewellyn (Headteacher)

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

Jamie Llewellyn (Headteacher)/ Mark Darlison (Caretaker)

Emergency Action - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

Records of the above inspections will be kept in:

Asbestos File

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

NOTE

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

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

Jamie Llewellyn (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).

Legionella Management file

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

Site Operator - The site manager may nominate a member of staff to carry out the on- site tasks set out in the risk assessment.

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

Jamie Llewellyn (Headteacher) / Mark Darlison (Caretaker)

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

Legionella Management file

ARRANGEMENTS

WORK AT HEIGHT

NOTE

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

Jamie Llewellyn (Headteacher)

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

Jamie Llewellyn (Headteacher) and all members of staff

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

School Governor	Document Management File
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Training records for persons carrying out work at height are kept:

In Document Management file

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 were 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'.

Further advice on work at height can be obtained from your NYCC Safety Risk Adviser

ARRANGEMENTS

EDUCATIONAL VISITS

NOTE

Off-site educational visits must be authorised by:

Jamie Llewellyn (Headteacher)

Authorisation - A system must be in place to ensure no parties leave the school without the appropriate authority.

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

Kate Morris

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYCC Guidelines are followed

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

Group Leader

Risk Assessment - must be in place for all off-site visits.

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

Staffroom

NYCC Guidelines – A copy of the off-site visits code of practice and guidelines must be available in the school.

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

Kate Morris (Educational Visits Co-ordinator)

Database – All off-site visits must be logged onto the NYCC notification database, either as part of a rolling programme, or as an individual visit.

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Jamie Llewellyn (Headteacher)

NOTE

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

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

Escape routes are checked by/every:

All staff

Daily

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

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:

JLA

Annually

Alarms are tested by/every:

Monks

Termly

Emergency evacuation will be tested:

Termly

The Security Co-ordinator is:

Jamie Llewellyn (Headteacher)

APPENDICES

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

Lone Working Policy in the Document Management File
First Aid Policy in the Document Management File
Display Screen Policy in the Document Management File
Security Policy in the Document Management File
Fire Safety Policy in Fire File