Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Stockton on the Forest Primary School

Our statement of intent is:

- Implement the requirements of CYC'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: L Atkinson **Headteacher**

Signed: **Chair of Governors**

Date: **1st March 2022**

Review date: **1st March 2023**

OFFICIAL - SENSITIVE

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Lorraine Atkinson (Head Teacher)

Mr Ollie Nash (Chair of Governors)

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

Mr Craig Smailes
Responsibility: Health & Safety Governor

Mrs Sally Whelan
Responsibility: Office Administrator

Craig Morris
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).**

OFFICIAL - SENSITIVE

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mrs Lorraine Atkinson 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:

Mrs Lorraine Atkinson and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Lorraine Atkinson and the staff member undertaking activity

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

Mrs Lorraine Atkinson 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:

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)

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

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)

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

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)

Problems with plant/equipment should be reported to:

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)

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

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)
Mitie (Grounds)

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

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)
Mitie (Grounds)

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

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)
Mitie (Grounds)

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

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (Cleaning)
Mellors (Catering)
Mitie (Grounds)

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

Lorraine Atkinson
Sally Whelan
Craig Morris (Caretaking)
Synergy (cleaning)
Mellors (Catering)
Mitie (Grounds)

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:

The School Medical Room
The School Office

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

Sarah Charters, NYES H&S (HandS) Service
07890051106

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

Mrs Lorraine Atkinson

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 Lorraine Atkinson

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ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mrs Lorraine Atkinson

Job specific training will be provided by:

NYCC training dept.
Mrs Lorraine Atkinson
NYES H&S (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 Lorraine Atkinson

OFFICIAL - SENSITIVE

ARRANGEMENTS

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

Locations of First Aid Boxes:

Medical Room
Each classroom
Locked Cabinet - outside the HT office (Prescribed medication only)

The first aiders are:

3 X Paediatric
1 X First Aid at Work
5 X Emergency 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 Medical room
CPOMS
Bsafe

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

Mrs Lorraine Atkinson

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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:

Mrs Lorraine Atkinson

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

Mrs Lorraine Atkinson
NYCC Occupational health

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

Mrs Lorraine Atkinson
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Lorraine Atkinson

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 Lorraine Atkinson and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mrs Lorraine Atkinson and the approved contractor

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

Mrs Lorraine Atkinson and Craig Morris Site Manager
Craig Smailes (H&S Governor)

Records of the above inspections will be kept in:

Admin Office

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ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Craig Morris (Site Manager)
Mrs Lorraine Atkinson

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:

Craig Morris and Lorraine Atkinson

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 Lorraine Atkinson

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

Mrs Lorraine Atkinson 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:

CYC, Andrew Mckenna and Governors

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

Andrew Mckenna

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

Group Leader

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

Pines Classroom

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

All staff – overseen by Mr Andrew Mckenna

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Lorraine Atkinson

Escape routes are checked by/every:

All staff	**Daily**

Fire extinguishers are maintained and checked by/every:

Chubb **Visually Inspected Craig Morris**	**Annually** **Termly**

Alarms are tested by/every:

Craig Morris **SS Systems**	**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