 

Health and Safety at Work etc. Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

 **Cayton 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:** **Headteacher**

**Signed:** **Chair of Governors**

# Date: January 2023

# Review date: January 2024

**HEALTH AND SAFETY POLICY**

**RESPONSIBILITIES**

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| **Overall responsibility for health and safety within the establishment is that of:** |
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| **Mrs Juliet Monaghan (Headteacher)****Mr Michael Taylor (Assistant Headteacher)****Resource Committee Governors** |
| **To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:** |
| **Name: Mr S Shasanya (NYCC Building Cleaning Services)****Responsibility: Caretaker****Name: Mrs J Hall****Responsibility: School Cook (NYCC)****Name: Countrywide****Responsibility: Maintenance of the school grounds****Name: Continental Sports****Responsibility: Large P.E apparatus and outdoor play apparatus.** |
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**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).**
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###### ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

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| **Risk assessments will be undertaken by:** |
| * **The Headteacher**
* **Health and Safety Lead**
* **Teaching and support staff**
* **Any other member of staff requested to undertake a risk assessment by the Headteacher**
* **NYCC Building Cleaning Services**
* **County Caterers**
* **Catering Staff**
* **Countrywide**
* **Continental Sports**
* **NYCC Property Services**
* **Any other individual/ company at the request of the Headteacher**
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| **The findings of the risk assessments will be reported to:** |
| **The Headteacher/ Health and Safety Lead****Governors****Staff were necesssary****NYCC Property Services****Countrywide****Sport Safe UK****NYCC** |
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| **Action required to remove/control risks will be approved by:** |
| **Headteacher and Health and Safety Lead in consultation with managers of appointed companies.** |
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| **The person responsible for ensuring the action required is implemented is** |
| **The Headteacher/ Health and Safety Lead****Governors****Staff** **NYCC Property Services****NYCC Building Cleaning Services****Countrywide****Sport Safe UK****NYCC** |
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| **Checks that the implemented actions have removed/reduced the risks will be carried out by:** |
| * **Headteacher**
* **Health and Safety Lead**
* **The member of staff completing the risk assessment.**
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| **Assessments will be reviewed:** |
| **See individual Risk Assessments. In the event of an accident, annually or when the work activity changes, whichever is soonest.** |
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###### ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

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| Employee Representative(s) are: |
| **Juliet Monaghan (Headteacher)** |
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| **Michael Taylor (Acting Assistant Headteacher/Health and Safety Lead)** |
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| **Carol Tindall (Chair of Governors)** |
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| **Consultation with employees is provided by:** |
| **Agenda item on staff weekly meetings** |
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| **Staff briefing and noticeboard** |
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| **Resource Committee Meetings/Governors meetings** |
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###### ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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| **Identifying equipment/plant, which will need maintenance is the responsibility of:** |
| **The Headteacher/ Health and Safety Lead****NYCC Property Services****NYCC Building Cleaning Services****NYCC County Caterers** |
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| **Ensuring effective maintenance procedures are drawn up is the responsibility of:** |
| **The Headteacher/ Health and Safety Lead****NYCC Property Services****NYCC Building Cleaning Services****NYCC County Caterers****Any County Contractors** |
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| **The person responsible for ensuring that all identified maintenance is implemented is:** |
| **The Headteacher/ Health and Safety Lead****NYCC Property Services****NYCC Building Cleaning Services****NYCC County Caterers****Any County Contractors** |
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| **Problems with plant/equipment should be reported to:**  |
| **School Office****Headteacher/ Health and Safety Lead** |
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| **Checking plant and equipment health and safety standards before purchase is the responsibility of:** |
| **The Headteacher/ Health and Safety Lead****Members of staff where appropriate** |
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###### ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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| **Identifying substances which need a COSHH assessment is the responsibility of:** |
| **Property Services****Building Cleaning Services****NYCC County Caterers****Countrywide** |
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| **The person(s) responsible for undertaking COSHH assessments is/are:** |
| **Property Services****Building Cleaning Services****NYCC County Caterers****Countrywide** |
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| **Ensuring that all actions identified in the assessments are implemented is the responsibility of:** |
| **Property Services****Building Cleaning Services****NYCC County Caterers****Countrywide** |
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| **The person responsible for ensuring that relevant employees are informed about COSHH assessments is:** |
| **Property Services****Building Cleaning Services****NYCC County Caterers****Countrywide** |
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| **Checking that substances can be used safely before they are purchased is the responsibility of:** |
| **Property Services****Building Cleaning Services****NYCC County Caterers****Countrywide** |
|  |
| **Assessments will be reviewed:** |
| **See individual Risk Assessments. In the event of an accident, annually or when the work activity changes, whichever is soonest.** |

###### ARRANGEMENTS

###### INFORMATION, INSTRUCTION AND SUPERVISION

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| **The Health and Safety Law poster is displayed at:** |
| **Office** |
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| **Health and safety advice is available from your HandS Safety Risk Adviser:** |
| **Wayne Thickett, NYCC HandS Service** |
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| **Supervision of young workers and trainees will be arranged/ undertaken/monitored by:** |
| **Headteacher****Teaching staff****Support staff** |
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| **Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:** |
| **Headteacher/Health and Safety Lead** |
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###### ARRANGEMENTS

###### COMPETENCY FOR TASKS AND TRAINING

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| **Induction training will be provided for all employees by:** |
| **The Headteacher/ Health and Safety Lead**  |
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| **Job specific training will be provided by:** |
| **The Headteacher/ Health and Safety Lead****NYCC HandS Team****External providers where necessary** |
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| **Health and Safety Training Requirements:** |
| **Asbestos/Legionella training** |
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| **First Aid training** |
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| **Fire Awareness / Fire Warden training** |
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| **Working at Height / Safe Ladder use/ Manual handling** |
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| **Educational Visit Training**  |
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| **All other aspects of cleaning and caretaking; Catering, Grounds and Sports Equipment maintenance.**  |
| **Training records are kept:** |
| **School Office** |
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| **Training will be identified, arranged and monitored by:** |
| **The Headteacher/ Health and Safety Lead** |
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###### ARRANGEMENTS

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

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| **Locations of First Aid Boxes:** |
| **Classrooms – one per classroom. Lunchtime advisors use the first aid box for dinner times.** **Office****Kitchen** |
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| **The first aiders are:** |
| **All staff are emergency aid trained on a 3 year cycle (half of the staff are trained every 1.5 years)****Work first aiders – Juliet Monaghan****Paediatric first aiders – Lucy Oliver, Katharine Lester, Kirsty Stacey, Julie Brannan** |
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| **All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:** |
| **In the office****Staff Folder on server** |
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| **The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPS Health and Safety section is:** |
| **The Headteacher/ Health and Safety Lead** |

###### ARRANGEMENTS

**MONITORING**

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| **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****Health and Safety inspections****Report weekly in staff meetings****Report at termly Governor’s meetings****Investigate any accidents, sickness absences or reported incidents that occur.** |
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| **The person responsible for investigating accidents is:** |
| **Headteacher/ Health and Safety Lead** |
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| **The person responsible for investigating work-related causes of sickness absences is:** |
| **Headteacher/ Health and Safety Lead, Occupational Health** |
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| **The person responsible for acting on investigation findings to prevent a recurrence is:** |
| **Headteacher/ Health and Safety Lead, Occupational Health** |
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###### ARRANGEMENTS

**ASBESTOS RISK MANAGEMENT**

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| **The Responsible Officer for asbestos management is:** |
| **Headteacher/ Health and Safety Lead** |
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| **The Asbestos Risk Management file is kept in:** |
| **Admin Office** |
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| **Site plans showing the location of asbestos containing materials (ACM’s) are kept in:** |
| **Admin Office** |
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| **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:** |
| **Office Manager – Helen Clough** |
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| **Asbestos risk assessments will be undertaken by:** |
| **Headteacher/ Health and Safety Lead****External Contractors** |
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| **Visual inspections of the condition of ACM’s will be undertaken by:** |
| **Headteacher/ Health and Safety Lead** |
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| **Records of the above inspections will be kept in:** |
| **Admin Office – Asbestos Risk Management Folder** |
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###### ARRANGEMENTS

**LEGIONELLOSIS MINIMISATION**

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| **The two ‘Nominated Persons’ for Water Management at the premises are:** |
| **Building Cleaning Services (NYCC)** |
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| **Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:** |
| **The White Hertel File in Main Office** |
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| **The person responsible for carrying out the on-site tasks set out in the above assessments is:** |
| **Building Cleaning Services (NYCC)** |
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| **Record showing that the above on-site tasks have been undertaken are kept in:** |
| **Water Management Arrangements Folder** |
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###### ARRANGEMENTS

**WORK AT HEIGHT**

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| **All work at height in the establishment must be authorised by:** |
| **Headteacher/ Health and Safety Lead** |
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| **Risk assessments for working at height are to be completed by:** |
| **Headteacher/ Health and Safety Lead** |
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| **Equipment used for work at height is to be checked by and records kept in:** |
| **Health and Safety Folder** |

###### ARRANGEMENTS

**EDUCATIONAL VISITS**

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| **Off-site educational visits must be authorised by:** |
| **Headteacher/ Health and Safety Lead, EVC Lead** |
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| **The Educational Visits Co-ordinator(s) is/are:** |
| **Mr Mark Vasey** |
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| **Risk assessments for off-site visits are to be completed by:** |
| **Group Leader** |
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| **NYCC Policy, Procedures & Guidance for Educational Visits are kept in:** |
| **Office** **Shared Folder** |
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| **Details of off-site activities are to be logged onto Evolve by:** |
| **Mr Mark Vasey** |
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###### ARRANGEMENTS

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

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| **The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:** |
| **Headteacher/ Health and Safety Lead** |
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| **Escape routes are checked by/every:** |
| **Health and Safety Lead****All staff** | **Daily** |
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| **Fire extinguishers are maintained and checked by/every:** |
| **Chubb** | **Annually** |
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| **Alarms are tested by/every:** |
| **Health and Safety Lead****Caretaker** | **Weekly** |
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| **Emergency evacuation will be tested:** |
| **Termly** |
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###### APPENDICES

List here any other policies relevant to health and safety e*.g. Medicines Policy, Educational Visits Policy etc.*

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| **CYPS Policy and Guidance Handbook (See HandS Folder)****Emergency Response Guide (See School HandS folder – shared Drive)****Safeguarding Policy - Website****Lockdown Procedure(See School HandS folder – shared Drive)****Educational Visits Policy** **Display Screen Equipment Procedure(See School HandS folder – shared Drive)****Emergency Procedures (See School HandS folder – shared Drive)****Events Procedure(See School HandS folder – shared Drive)****Fire Safety Procedure (Fire Safety folder)****First Aid and Medicines Procedures(See School HandS folder – shared Drive)****First Aid at Work Procedure(See School HandS folder – shared Drive)****Intimate Care Procedure(See School HandS folder – shared Drive)****Laptop and Tablet Procedure(See School HandS folder – shared Drive)****Lettings Procedure(See School HandS folder – shared Drive)****Lone Working Procedure(See School HandS folder – shared Drive)****Midday Supervisor Procedure (See School HandS folder – shared Drive)****Missing Child Procedure(See School HandS folder – shared Drive)****Nappy Changing Procedure(See School HandS folder – shared Drive)****Snow and Ice Procedure(See School HandS folder – shared Drive)****Use of Chemicals at Work Procedure(See School HandS folder – shared Drive)****Use of Sunscreens Procedure(See School HandS folder – shared Drive)****Working at Height Procedure(See School HandS folder – shared Drive)** |
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