

Health and Safety at Work etc Act 1974

**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

**Sheriff Hutton 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: B Stell Headteacher

Signed: C Butt Chair of Governors

Date: April 2023

Review date: April 2024

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Beverley Stell**  
**Catherine Butt**

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:

**Beverley Stell**

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: Catherine Butt, Crispin Thorn, Sally Bellwood**

**Responsibility: Health & Safety Governors**

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.

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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**
- **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:**

**Beverley Stell (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:**

**Beverley Stell (Headteacher) and the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Beverley Stell (Headteacher) and the staff member undertaking activity**

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

**Beverley Stell (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:**

**Jon Fewlass**

**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

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering

### 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.

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering

Problems with plant/equipment should be reported to:

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering  
NYCC Grounds Maintenance

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering  
NYCC Grounds Maintenance

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering  
NYCC Grounds Maintenance

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering  
NYCC Grounds Maintenance

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

Beverley Stell (Headteacher)  
Align Property Partners  
Betterclean Services  
NYES Catering  
NYCC Grounds Maintenance

### NOTE

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

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.

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:

Staff Room / School office

#### 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:

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

Jenny Scholes

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

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.

Beverley Stell (Headteacher)

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:

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.

Beverley Stell (Headteacher)



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

**Induction training will be provided for all employees by:**

**Beverley Stell (Headteacher)**

### NOTE

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:**

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

**Beverley Stell (Headteacher)  
Contracted training agencies**

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.

**Specific jobs requiring special training are:**

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:**

**Beverley Stell (Headteacher)**

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## 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:

Beverley Stell (Headteacher)

Health surveillance records will be kept:

In Health & Safety Document Management file

The first aid box(es) are kept at:

In the school office

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

Jon Fewlass

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept

In the School Office

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

#### 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

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.

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.

**Beverley Stell (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  
Align Property Partners 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:**

**Beverley Stell (Headteacher)**

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

**Beverley Stell (Headteacher)  
NYCC Occupational health**

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

**Beverley Stell (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

**The Responsible Officer for asbestos management is:**

**Beverley Stell (Headteacher)**

**The Asbestos Risk Management file is kept in:**

**School Office**

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

**School 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:**

**Beverley Stell (Headteacher) , and the School Administrator**

**Asbestos risk assessments will be undertaken by:**

**Beverley Stell (Headteacher)**

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

**Beverley Stell (Headteacher) / James Reynolds (Caretaker)**

**Records of the above inspections will be kept in:**

### NOTE

**Responsible Officer** - All schools must have a Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher.

**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)

**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.

**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.

**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.

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

Asbestos File

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

#### NOTE

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

**Beverley Stell (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.

**Beverley Stell (Headteacher) / James Reynolds (Caretaker)**

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

**Legionella Management file**

# ARRANGEMENTS

## WORK AT HEIGHT

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

**Beverley Stell (Headteacher)**

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

**Beverley Stell (Headteacher) and all members of staff**

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

<b>School Governor</b>	<b>Document Management File</b>
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**Training records for persons carrying out work at height are kept:**

**In Document Management file**

### NOTE

**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 where 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

**Off-site educational visits must be authorised by:**

**Beverley Stell (Headteacher)**

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

**Jon Fewlass**

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

**Group Leader**

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

**School office**

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

**Beverley Stell  
Jon Fewlass  
Sally Bellwood (admin)**

### NOTE

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

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

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

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

**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:

**Beverley Stell (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:

<b>All staff</b>	<b>Daily</b>
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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:

<b>Monks</b>	<b>Annually</b>
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Alarms are tested by/every:

<b>Monks</b>	<b>Termly</b>
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Emergency evacuation will be tested:

**Termly**

The Security Co-ordinator is:

**Beverley Stell (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 H&S File  
First Aid Policy in the H&S File  
Display Screen Policy in the H&S File  
Security Policy in the H&S File  
EVC Policy and H&S File  
Medicines Policy in H&S File  
Fire Safety Policy in Fire and H&S File