

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 2024

Review date: January 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

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.

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:

- 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

The findings of the risk assessments will be reported to:

The Headteacher/ Health and Safety Lead
Governors
Staff where necessary
NYCC Property Services
Countrywide
Sport Safe UK
NYCC

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

Headteacher and Health and Safety Lead in consultation with managers of appointed companies.

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

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.

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

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Juliet Monaghan (Headteacher)

Michael Taylor (Acting Assistant Headteacher/Health and Safety Lead)

Carol Tindall (Chair of Governors)

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Resource Committee Meetings/Governors meetings

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

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

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

Problems with plant/equipment should be reported to:

School Office
Headteacher/ Health and Safety Lead

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

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Property Services
Building Cleaning Services
NYCC County Caterers
Countrywide

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

Property Services
Building Cleaning Services
NYCC County Caterers
Countrywide

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

Property Services
Building Cleaning Services
NYCC County Caterers
Countrywide

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

Property Services
Building Cleaning Services
NYCC County Caterers
Countrywide

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

The Health and Safety Law poster is displayed at:

Office

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

Wayne Thickett, NYCC HandS Service

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

Headteacher
Teaching staff
Support staff

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

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

The Headteacher/ Health and Safety Lead

Job specific training will be provided by:

The Headteacher/ Health and Safety Lead
NYCC HandS Team
External providers where necessary

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

All other aspects of cleaning and caretaking; Catering, Grounds and Sports
Equipment maintenance.

Training records are kept:

School Office

Training will be identified, arranged and monitored by:

The Headteacher/ Health and Safety Lead

ARRANGEMENTS

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

Locations of First Aid Boxes:

Classrooms – one per classroom. Lunchtime advisors use the first aid box for dinner times.

Office

Kitchen

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

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

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

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

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.

The person responsible for investigating accidents is:

Headteacher/ Health and Safety Lead

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

Headteacher/ Health and Safety Lead, Occupational Health

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

Headteacher/ Health and Safety Lead, Occupational Health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher/ Health and Safety Lead

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:

Office Manager – Helen Clough

Asbestos risk assessments will be undertaken by:

Headteacher/ Health and Safety Lead
External Contractors

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

Headteacher/ Health and Safety Lead

Records of the above inspections will be kept in:

Admin Office – Asbestos Risk Management Folder

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Building Cleaning Services (NYCC)

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

The White Hertel File in Main Office

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

Building Cleaning Services (NYCC)

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:

Headteacher/ Health and Safety Lead

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

Headteacher/ Health and Safety Lead

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

Health and Safety Folder

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Headteacher/ Health and Safety Lead, EVC Lead

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

Mr Mark Vasey

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

Group Leader

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

Office
Shared Folder

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

Mr Mark Vasey

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Headteacher/ Health and Safety Lead

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

APPENDICES

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

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)