



Health and Safety Policy

2021 – 2022

Management Committee	Print Name	Signed	Date Ratified
Head Teacher	A HAUGHEY		15/12/21
	K DYSON		15/12/21
Draft			October 2021
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Craven PRS
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Latest Review Amendments: Annual Review – staffing changes

H & S

HEALTH AND SAFETY POLICY

GUIDANCE ON DEVELOPING YOUR SCHOOL HEALTH AND SAFETY POLICY

INTRODUCTION

What is a health and safety statement?

Your health and safety statement sets out how you implement NYCC Corporate and Children and Young People's (CYPS) health and safety policy, and how you manage health and safety in your school. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

This is an example of a statement that you can use, fill in and keep in your school. However, you do not have to use this document or format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.

Why do I need a health and safety statement?

The health and safety statement is your starting point in managing health and safety in the workplace. By law, Employers (i.e. the LEA in Community and Voluntary Controlled Schools, or the Governing Body of Voluntary Aided and Foundation Schools) must have a written policy on health and safety at work. Each school should also produce their own statement giving details of the arrangements for putting the employers' policy into practice.

Writing a health and safety statement is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

Who should do what?

The main responsibility for health and safety rests with the Local Education Authority, the Head Teacher and the Governing Body, although employees and the self-employed also have duties.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated but remember that there is still ultimate responsibility on the LEA, Governors and Head Teacher.

Governors and Head Teachers should consult their staff (through safety representatives, if any) about the statement. Everyone should be able to see from the statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

When and how should they do it?

Your statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

You may wish to refer to other documents e.g., schools' rules, safety checklists, LEA Circulars, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the statement itself.

How often do I need to revise the statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the statement regularly (e.g. annually).

Do I have to do anything else?

Yes, you have other legal duties under other legislation. In particular, under the **Management of Health and Safety at Work Regulations 1999**, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. There will also be other specific legislation that will apply.

Remember: What you write into the statement must be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

How to use this guidance

This guidance is split into three parts. It contains a **statement of intent** to adhere to the employer's policy, as required by the **Health and Safety at Work Act 1974**. Then you can record your **organisational responsibilities** and your **arrangements** to ensure the health and safety of employees at your school. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Craven Pupil Referral Service

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: A Haughey

Headteacher

Signed: R Bellfield

Chair of Governors

Date: 15th December 2021

Review date: December 2022

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr A Haughey (Head Teacher)

Mr R Bellfield (Chair of Governors)

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Office Manager: R Deakin (in her absence: A Haughey, Head Teacher)
(Health & Safety Officer)

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

Name: Mr K Dyson

Responsibility: Health & Safety Governor

All employees must:

- 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:

Mr A Haughey 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:

Mr A Haughey and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr A Haughey and the staff member undertaking activity

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

Mr A Haughey 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 at staff meetings

Staff briefing

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr A Haughey
Property Services – MASS
Mr D Armstrong – General & Site

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

Mr A Haughey
Property Services

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

Mr A Haughey
Property Services

Problems with plant/equipment should be reported to:

Mr A Haughey
Property Services

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

Mr A Haughey
Property Services

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr A Haughey
Property Services
NYCC Grounds Maintenance
Subject/area specialists

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

Miss R Deakin/ Mr A Haughey
Property Services
NYCC Grounds Maintenance
Mr D Armstrong (Cleaning/Site)

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

Mr A Haughey
Property Services
NYCC Grounds Maintenance
Mr D Armstrong

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

Mr A Haughey working with Miss R Deakin
Property Services
NYCC Grounds Maintenance

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

Mr A Haughey
Property Services
NYCC Grounds Maintenance

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:

Staff Room, Staff kitchen downstairs, Workshop (currently not in use), end Gym.

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

Mike Brown
07814 889521

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

Mr A Haughey

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Mr A Haughey

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

SLT Induction
Mr A Haughey

Job specific training will be provided by:

NYCC training dept.
Mr A Haughey/Ms R Deakin
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

Positive Handling/Restraint

Food Handling/Allergens Training

Workshop Activities (not currently in use)

Educational Visit Training

Training records are kept:

Staff records/staff training file

Training will be identified, arranged, and monitored by:

Mr A Haughey
Office Manager: R Deakin

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:

Office Manager: Miss R Deakin (Andrew Haughey in the absence of Office Manager)
NYCC Occupational health dept.

Health surveillance records will be kept:

In Personnel file

The first aid box(es) are kept at:

Kitchen, Science Lab, Main Office, Art Room, Staff Room

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

**Staff detailed below are emergency aid trained
Miss R Deakin: Emergency First Aid at Work FAIB exp 28/09/2024**

Emergency First Aid 1 day Course

Mrs K A Wright exp 29/09/24

Ms N Arthurs exp 29/09/24

Normally all staff would be First aid trained but due to COVID – 19 we have been unable to

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

In the office in the filing cabinet marked with green cross. Any hospital incidents will be recorded on B-Safe.

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

**Mr A Haughey
Office Manager (Miss R Deakin) (Mr A Haughey in the absence of Office Manager)**

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
Fixed appliance electrical testing
Extraction fans maintenance
Property Services Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mr A Haughey

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

Mr A Haughey
NYCC Health and Wellbeing

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

Mr A Haughey
NYCC Health and Wellbeing

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr A Haughey

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, Miss R Deakin (Andrew Haughey in the absence of Office Manager)
Mr D Armstrong

Asbestos risk assessments will be undertaken by:

Mr A Haughey
NYCC

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

There is no known Asbestos at this site

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr A Haughey

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

In Hertel file kept in the main school office

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

Mr D Armstrong

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

In Hertel file in the main school office

ARRANGEMENTS

WORK AT HEIGHT

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

Mr A Haughey

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

Mr A Haughey and all members of staff

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

Mr D Armstrong
Mr K Dyson

School Management File/Health and Safety File

Training records for persons carrying out work at height are kept:

In Personnel File
Spreadsheet in the Health & Safety Folder on General (V) Drive

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Mr A Haughey and Management Committee (residential and adventurous activities)

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

Mr A Haughey

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:

Main Office

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

We encourage individual staff to enter their own information and Mr A Haughey has an overview of this system.

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr A Haughey

Escape routes are checked by/every:

All staff and Mr Armstrong

Daily

Fire extinguishers are maintained and checked by/every:

MacDonald Martin
Visually Inspected

Annually
Termly

Alarms are tested by/every:

Mr Armstrong
Monks

Weekly
Bi-Annually

Emergency evacuation will be tested:

Termly

APPENDICES

Health and Safety Procedure and Policy Documents

CYPS Policy and Guidance Handbook
Educational Visits Policy
Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Missing Child Procedure
Snow and Ice Procedure
Gritting Plan
Bomb Threat Policy
Display Screen Equipment Policy
Emergency Procedures Policy
First Aid & Medicines Policy
First Aid at Work
Homeworking Policy
Interactive Whiteboards Policy
Laptop Policy
Lettings Policy, (if applicable)
Lone Worker Policy
Missing Child / Student Policy
Disaster Recovery Policy
Lockdown Policy
Snow Policy / Procedure
Use Of Chemicals at Work Policy
Use of Sunscreens Policy, (if applicable)
Working At Heights Policy