

CRAVEN PRS



H & S HEALTH AND SAFETY POLICY 2013

Drafted	Ratified by Management Committee	Amendment Made	Review Date
July 2013	Sept 2009	New Policy	Sept 2011
	Sept 2011	Staff responsibilities	Sept 2013
	July 2013	Staff responsibilities and location of logbooks	July 2015

	Print name	Signature	Date
Head Teacher			
On behalf of Management Committee			

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 has to 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.

Health and Safety at Work etc Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

CRAVEN PUPIL REFERRAL SERVICE

Our statement of intent is:

- Implement the requirements of NYCC's Corporate Health and Safety Policy;
- Implement the requirements of Children and Young People's Service (CYPS) 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.

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr D Hannah

Headteacher

Mr J Savage

Chair of Management Committee

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

Mrs C Robertson
LEAD OFFICER

Assistant Headteacher

Mr M Spurgeon
SCHOOL HEALTH & SAFETY
CO-ORDINATOR

Site Supervisor

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

Name:
Responsibility

Mr D Hannah
Kitchen & Kitchen Equipment

Name
Responsibility

Mr J Anderson
Hall & Play Areas
School Gym
Sports Equipment

Name
Responsibility

Mrs C Robertson
Educational Visits

Name
Responsibility

Workshop & Garage
Mr JB Hughes

Name
Responsibility

Science Lab
Mrs C George

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).**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

NOTE

Risk assessments will be undertaken by:

All staff with responsibility for subjects, activities and areas of school

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:

You will find some examples of key areas that you should consider, at the end of this guidance.

Mrs C Robertson

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

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

Mrs C Robertson

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

The person responsible for ensuring the action required is implemented is

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

The member of staff who has written the risk assessment

You can find more guidance in HSE's free leaflets for example:

- Five steps to risk assessment INDG163
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218

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

HSE Books Tel: 01787 881165.

The member of staff who has written the risk assessment

www.hsebooks.co.uk

www.hse.gov.uk

Assessments will be reviewed every:

Your **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment.

12 months

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

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.

Consultation with employees is provided by:

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

NOTE

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

**Mr M Spurgeon- General & site
Mr JB Hughes- Workshop**

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:

**Mr M Spurgeon- General & site
Mr JB Hughes- Workshop**

It may be worthwhile using a logbook to record the maintenance checks.

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

**Mr M Spurgeon- General & site
Mr JB Hughes- Workshop**

You can find more guidance in HSE's website www.hse.gov.uk or HSE publication:

- Buying new machinery INDG271 (free)

Problems with plant/equipment should be reported to:

Mr D Hannah

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

**Mr M Spurgeon- General & site
Mr JB Hughes- Workshop**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

NOTE

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

Mrs C Robertson in liaison with subject/area specialists

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

**Mr M Spurgeon (Cleaning/Site)
Mr JB Hughes (Workshop)
Mrs E Macha (Science)
Mr D Hannah (ILS)**

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

Staff as identified above

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

Mrs C Robertson

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

The person ordering, in consultation with Mrs C Robertson

Assessments will be reviewed every 12 months

or when the work activity changes, whichever is soonest.

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.

You can find more guidance at www.hse.gov.uk or HSE publications:

- HSE's COSHH: A brief guide to the regulations INDG 136 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 (priced)
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 (priced)

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

The Staff Room

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:

Mr D Barton

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

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

Mr D Hannah

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.

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:

Mr D Hannah

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.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

NOTE

Induction training will be provided for all employees by:

Arranged by Mrs C Robertson (in house and/or NYCC)

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:

Staff with specific responsibility for that area or outside providers as appropriate

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

Specific jobs requiring special training are:

Food handling

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.

Some jobs will require additional special training (e.g. manual handling, driving etc.)

Fire Warden

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.

Minibus driving

You should monitor the training records, so that refresher training is given when necessary

Positive handling/Restraint

First aid

NYCC Education Service has a commitment to provide health and safety training to Headteachers, Governors and Lead Officers etc. For further details of the courses available please contact:

Workshop activities

- **CPD Section- CAMAS Tel: 01609 532864**

Training records are kept at/by:

- **County Training Tel: 01609 532841**

On computer in the Health & Safety folder on the I drive, maintained by Mrs C Robertson

Training will be identified, arranged and monitored by:

Mrs C Robertson

ARRANGEMENTS

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

Health surveillance is required for employees doing the following jobs:

Health surveillance will be arranged by:

Health surveillance records will be kept by/at:

The first aid box(es) are kept at:

Workshop, Science Lab, Main Office, ILS room, Art Room

The qualified first aiders are:

**Mrs C Robertson
Mr G Crompton**

The following staff have first aid awareness training:

**Mrs A Armstrong
Mr K Avery
Mrs M Exley
Mr D Hannah
Mrs C Lunn
Mrs A Morley
Mrs A Robinson**

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

in the filing cabinet in the main office

NOTE

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and 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
Tel: 01609 785780**

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential.

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. You can find more information in HSE website on www.hse.gov.uk or

HSE's free leaflets:

- First aid at work – your questions answered INDG214
- Basic advice on first aid at work INDG215

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to:

NYCC Safety Risk Adviser Tel: 01609 532589.
Follow the procedures outlined in your NYCC CYPS Health and Safety Policy and Guidance Manual.

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

Mrs C Robertson

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out regular internal health and safety inspections and report and act upon findings as appropriate
- Act upon findings of NYCC health and safety reports
- Check health and safety monitoring records
- Ensure that all staff use the Voice Connect system when Lone Working
- Monitor educational visits
- Report and investigate all near misses and accidents
- Monitor all sickness absences

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 these 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.

The person responsible for investigating accidents is:

Mrs C Robertson

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.

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

Mr D Hannah

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.

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

Mr D Hannah

When you find out what went wrong – put it right.

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

NOTE

The Responsible Officer for asbestos management is:

Mrs C Robertson

The Asbestos Risk Management file is kept in:

The main office

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

The main 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 A Armstrong (office manager)

Asbestos risk assessments will be undertaken by:

Not available as yet

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

Not available as yet

Records of the above inspections will be kept in:

Not available as yet

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.

• If in doubt always seek immediate advice from your BDM area maintenance office:

Scarborough: 01723 508410

Harrogate: 01423 568444

Northallerton: 01609 785718

BDM Asbestos Manager Tel: 01609 785748

HSE website: www.hse.gov.uk

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

NOTE

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

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

Mr D Hannah

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).

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

Site Operator - The site manager may nominate a member of staff (the site operator), to carry out the on- site tasks set out in the risk assessment.

KS4 Office & Cleaning Store

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

Records - Records of the on-site tasks must be maintained for monitoring purposes.

Mr J Jennings

Changes - to water systems which may effect the level of risk, must be notified to the -

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

- **BDM Legionella Monitoring Officer**
Tel: 01609 785710

Cleaning Store

Advice – Further advice is available from the above and in the NYCC Environmental Services publication 'Water Services Hygiene'.

HSE website: www.hse.gov.uk

ARRANGEMENTS

WORK AT HEIGHT

NOTE

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

Mrs C Robertson

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

Mrs C Robertson

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

Mr JB Hughes

Main Office

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

In the Health and Safety folder on the computer I drive

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 were 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'.

You can find more guidance on HSE website www.hse.gov.uk or in the following HSE publications:

- Safe Use Of Ladders And Stepladders (an employers guide) INDG402 ISBN 07176 6105 9
- A Toolbox Talk on Ladder & Stepladder Safety INDG403 ISBN 07176 6106 7
- Tower Scaffolds CIS10(rev4)

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:

Mrs C Robertson (local/low risk)
Mr D Hannah and Management Committee (residential and adventurous activities)

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

Mrs C Robertson

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

The visit leader

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

Staffroom and KS4 office

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

Mrs C Robertson (or by admin staff as delegated by Mrs C Robertson)

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. These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

NYCC Guidelines – A copy of the off-site visits code of practice and guidelines must be available at all times 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.

- Further advice can be obtained from the Educational Visits Consultant based at Bewerley Park
Tel: 01423 711287

www.visits.n-yorks.net

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Carol Robertson

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:

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

Mr M Spurgeon

Daily

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:

**Mr M Spurgeon
Chubb**

**Termly
Annually**

Fire Alarms are tested by/every:

**Mr M Spurgeon
PROTEC**

**Weekly
Annually**

Emergency evacuation will be tested every:

Half term

The Security Co-ordinator is:

Mr M Spurgeon

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.*

All policies relevant to health and safety can be found in the PRS Health and Safety folder or the general PRS Policy folder. Both of these folders can be found in the staff room.

Additionally, all PRS policies and risk assessments can be accessed via the staff drive on the staff computer system.

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects/collapsing structures
- Fire and Explosion
- Legionnella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High & low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

There are many free health and safety leaflets and guidance booklets and priced publications available from:

HSE Books Tel: 01787 881165

HSE Book Website: www.hsebooks.co.uk

Health and Safety Information Services

Infoline Tel: 08701 545500

HSE Website: www.hse.gov.uk

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from your Safety Risk Adviser or contact:

Andy Dolan – Service Manager

SCHOOL HANDS SERVICE

North Yorkshire County Council

Safety Risk Management Unit

Room 161a, County Hall

Northallerton, DL7 8AE

Tel: 01609 532545

Fax: 01609 532543

E-mail: andy.dolan@northyorks.gov.uk

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