Craven Pupil Referral Service

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Health and Safety Policy

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| **Approved by:** | | **Date: October 2024**  **Print: A. Haughey** |
| **Last reviewed on:** | **October 2023** | |
| **Next review due by:** | **October 2025** | |
| **Ratified by Governors:** | **Date: October 2024**  **Print: P. Pipe** | |

**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.

Health and Safety at Work etc Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

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| **Craven Pupil Referral Service** |

**Our statement of intent is:**

* Implement the requirements of NYC'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.

# HEALTH AND SAFETY POLICY

**RESPONSIBILITIES**

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| **Overall responsibility for health and safety within the school is that of:** |
| **Mr A Haughey (Head Teacher)**  **Mr P Pipe (Chair of Governors)** |
| **Day to day responsibility for ensuring this policy is put into practice is delegated to:** |
| **Office Manager: Mrs M.Airey (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:**  **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**

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| **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**

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| **Employee Representative(s) are:** |
| **N/A** |
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| **Consultation with employees is provided by:** |
| **Agenda item at staff meetings** |
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| **Staff briefing** |
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| **Training Days** |

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# ARRANGEMENTS

**SAFE PLANT AND EQUIPMENT**

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| **Identifying equipment/plant, which will need maintenance is the responsibility of:** |
| **Mr A Haughey**  **Property Services NYC**  **Mr D Armstrong – General & Site** |
| **Ensuring effective maintenance procedures are drawn up is the responsibility of:** |
| **Mr A Haughey Property Services - NYC** |
| **The person responsible for ensuring that all identified maintenance is implemented is:** |
| **Mr A Haughey Property Services - NYC** |
| **Problems with plant/equipment should be reported to:** |
| **Mr A Haughey Property Services - NYC** |
| **Checking plant and equipment health and safety standards before purchase is the responsibility of:** |
| **Mr A Haughey Property Services - NYC** |

# ARRANGEMENTS

**SAFE HANDLING AND USE OF SUBSTANCES**

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| **Identifying substances which need a COSHH assessment is the responsibility of:** |
| **Mr A Haughey Property Services**  **NYC Grounds Maintenance Subject/area specialists** |
| **The person(s) responsible for undertaking COSHH assessments is/are:** |
| **Mr A Haughey Property Services**  **NYC 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**  **NYC Grounds Maintenance Mr D Armstrong** |
| **The person responsible for ensuring that relevant employees are informed about COSHH assessments is:** |
| **Mr A Haughey**  **Property Services**  **NYC Grounds Maintenance** |
| **Checking that substances can be used safely before they are purchased is the responsibility of:** |
| **Mr A Haughey Property Services**  **NYC 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**

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| **The Health and Safety Law poster is displayed at:** |
| **Staff Room, Staff kitchen downstairs, Workshop (currently not in use) and 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**

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| **Induction training will be provided for all employees by:** |
| **SLT Induction Mr A Haughey** |
| **Job specific training will be provided by:** |
| **NYC training dept.**  **Mr A Haughey/Mrs M Airey HandS Service** |
| **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** |
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| **Manual handling** |
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| **Positive Handling/Restraint** |
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| **Food Handling/Allergens Training**  **Workshop Activities (not currently in use)** |
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| **Educational Visit Training** |
| **Training records are kept:** |
| **Staff records/staff training file** |

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| **Training will be identified, arranged, and monitored by:** |
| **Mr A Haughey**  **Office Manager: Mrs M.Airey** |

# ARRANGEMENTS

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

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| **Health surveillance is required for employees doing the following jobs:** |
| **Display screen assessments for computer operative.** |
| **Health surveillance will be arranged by:** |
| **Office Manager: Mrs M Airey (Andrew Haughey in the absence of Office Manager) NYC 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** |

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| **The appointed person(s)/first aider(s) is/are** |
| **Staff detailed below are emergency aid trained**  **Mrs M Airey: Emergency First Aid at Work FAIB**  **Mr N Mackensie-Jones: Emergency First Aid at Work FAIB**  **Emergency First Aid 1 day Course**  **Ms N Arthurs exp 29/09/24** |
| **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 NYC CYPS Health and Safety section is:** |
| **Mr A Haughey**  **Office Manager (Mrs M Airey) (Mr A Haughey in the absence of Office Manager)** |

# ARRANGEMENTS

**MONITORING**

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| **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**

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| **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, Mrs M Airey (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**

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| **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**

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| **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:** | |
| **Staff Training file**  **Spreadsheet in the Health & Safety Folder on General (V) Drive** | |

# ARRANGEMENTS

**EDUCATIONAL VISITS**

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| **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**

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| **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**

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