

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Cononley Primary School

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 NYC 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: Catherine Pickles

Headteacher

Signed: Katie Mason

Chair of Governors

Date: 20 September 2023

Review date: September 2024

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Pickles (Head Teacher)

Mrs Mason (Chair of Governors)

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

Name: Mrs Price-Waite

Responsibility: Health & Safety Governor

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:

Mrs Pickles 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:

Mrs Pickles and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Pickles and the staff member undertaking activity

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

Mrs Pickles 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 on staff weekly meetings

Staff briefing and noticeboard

Training Days and Twilights

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services**

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers**

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers**

Problems with plant/equipment should be reported to:

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers**

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers
Simon Benson**

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers
Simon Benson**

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers
Simon Benson**

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers
Simon Benson**

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

**Mrs Pickles
NYES Property Services
NYES Building Cleaning Services
NYES County Caterers
Simon Benson**

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

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

Dale Barton
07788 564533

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

Mrs Pickles

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

Mrs Pickles

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mrs Pickles

Job specific training will be provided by:

NYES training dept.
Mrs Pickles
Nyes 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

Educational Visit Training

Training records are kept:

On Sharepoint / School Information / Health and Safety / Training Schedules

Training will be identified, arranged and monitored by:

Mrs Pickles

ARRANGEMENTS

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

Locations of First Aid Boxes:

Hall, on hooks between exit and kitchen hatch
Staff Toilet
Cherry Class cloakroom
Kitchen

The first aiders are:

1 members of staff are First Aid at Work trained –Diane Daniel
5 members of staff are Paediatric First Aid trained- Kelly Walton, Dawn Radtke, Steph Hudson, Lucy Holmes and Catherine Jeff
8 members of staff are Emergency First Aid trained.
Kirsty Mason, Amanda Lewis, Ross Milner, Clare Ellens, Jennie Preston, Jaki Fraser, Balqes Malik,

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

Minor Injuries - recorded in injury book and transferred to Scholarpack
Headbumps – recorded in file in office and on Scholarpack
Near misses / assaults on staff/ highly challenging behaviour recorded on BSafe
RPI – recorded via SAM.

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

Mrs Pickles - reported on BSafe

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
NYCC Condition Survey
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:

Mrs Pickles

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

Mrs Pickles
NYC Occupational health

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

Mrs Pickles
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Pickles

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:

Mrs Pickles and the Administrator

Asbestos risk assessments will be undertaken by:

Mrs Pickles

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

NYES Cleaning services

Records of the above inspections will be kept in:

School Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs Pickles

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

Water Management Arrangements Folder

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

NYES Cleaning services

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

Legionella testing folder in the School Office

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs Pickles

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

Mrs Pickles and all members of staff (completed October 2023)

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

School Governor	Establishment Management File
------------------------	--------------------------------------

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Mrs Pickles and Governors

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

Mr Milner

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

Group Leader

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

**Staff Common Drive
Sharepoint**

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

**Mr Milner
Mrs Pickles**

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Pickles

Escape routes are checked by/every:

All staff	Daily
------------------	--------------

Fire extinguishers are maintained and checked by/every:

County Contractor – MacDonald Martin Visually Inspected	Annually Termly
--	----------------------------

Alarms are tested by/every:

NYES Cleaning Services Monks	Weekly Bi-Annually
---	-------------------------------

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.* **All kept on Sharepoint Team Site**

Emergency Response Guide - in file next to phone in school office

Child Protection Policy and Manual- in file on staff notice board, sharepoint and school website

Safeguarding Audit - Sharepoint – School Information (SLT)

Lockdown Procedure - in file on staff notice board, sharepoint

Disaster Recovery Procedure- in file on staff notice board, sharepoint

Educational Visits Policy - Sharepoint

Display Screen Equipment Procedure - individual staff concerned have procedure

Emergency Procedures – Sharepoint and Staff Noticeboard file

Fire Safety Procedure – notice in each classroom

First Aid and Medicines Procedures – First Aid is recorded in note book in first aid bag then on scholar pack; administration of medicines in red file in staffroom;

First Aid at Work Procedure - Sharepoint

Intimate Care Procedure – see policy on Sharepoint

Laptop and Tablet Procedure – Staff Code of Conduct

Lettings Procedure - school information (SLT)

Lone Working Procedure - in file on staff notice board, sharepoint

Missing Child Procedure - in file on staff notice board, sharepoint

Snow and Ice Procedure - in file on staff notice board, sharepoint and website

Gritting Plan - see Snow and Ice Procedure

Use of Sunscreens Procedure- in file on staff notice board, sharepoint and website

Working at Height Procedure - in file on staff notice board, sharepoint