

## **THIS IS THE HEALTH AND SAFETY STATEMENT OF**

### **Dunnington Church of England Primary School**

#### **Our statement of intent is:**

- Implement the requirements of South York Multi Academy Trust'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: 31.01.2023**

**Review date: 31.01 2024**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Caroline Hancy (Head Teacher)**

**Mr Kevin Hall (Chair of Governors)**

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

**Name: Mrs Rachel Savage**

**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:**

**Caroline Hancy or Sally Askins and the staff member undertaking activity**

**The findings of the risk assessments will be reported to:**

**All relevant staff**

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

**Caroline Hancy or Sally Askins or the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Caroline Hancy or Sally Askins and the staff member undertaking activity**

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

**Caroline Hancy or Sally Askins 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 when applicable**

**Staff briefings**

**Training Days**

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

**Sally Askins (weekly Every report)**  
**Sewell Facilities Management**  
**NYCC Catering**

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

**Caroline Hancy & Sally Askins**  
**Sewell Facilities Management**  
**NYCC Catering**

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

**Sally Askins**  
**Sewell Facilities Management**  
**NYCC Catering**

Problems with plant/equipment should be reported to:

**Caroline Hancy or Sally Askins**  
**Sewell Facilities Management**  
**NYCC Catering**

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

**Caroline Hancy and Sally Askins**  
**Sewell Facilities Management**  
**NYCC Catering**

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Sally Askins  
Sewell Facilities Management  
NYCC Catering

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

Sally Askins  
Sewell Facilities Management  
NYCC Catering

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

Sally Askins  
Sewell Facilities Management  
NYCC Catering

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

Sally Askins  
Sewell Facilities Management  
NYCC Catering

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

Caroline Hancy or Sally Askins  
Sewell Facilities Management  
NYCC Catering

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:

Sarah Charters Tel 07890051106  
Sarah.charters@northyorks.gov.uk

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

Sally Askins and staff member responsible for supervising

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

Sally Askins

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**MAT  
Sally Askins**

Job specific training will be provided by:

**MAT  
Sewell  
Caroline Hancy or Sally Askins  
HandS Service  
NYCC Training dept.**

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:

**Kept electronically on the SCR**

Training will be identified, arranged and monitored by:

**Sally Askins**



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Dedicated Medical Room  
Pack in each classroom  
Kitchen

### The first aiders are:

23 paediatric first aid  
2 first aid at work

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

In the office  
B-Safe

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

Caroline Hancy or Sally Askins

# 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  
Display screen equipment  
Doors and Shutters  
Testing of emergency lighting, fire extinguishers and fire alarm  
Test the structural lightening protection strip  
Tree surveys every 3 years

The person responsible for investigating accidents is:

Caroline Hancy or Sally Askins

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

Caroline Hancy and Sally Askins  
NYCC Occupational health

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

Caroline Hancy and Sally Askins  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Sally Askins  
Sewell

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:

Caroline Hancy or Sally Askins  
Sewell site manager

Asbestos risk assessments will be undertaken by:

Sally Askins

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

Sewell

Records of the above inspections will be kept in:

Admin Office

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

**Sally Askins – check that tests are being completed**  
**Sewell – carry out the testing**

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

**Water Management Arrangements Folder – caretakers office**

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

**Sewell carry out the testing on a weekly/monthly basis**

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:

Caroline Hancy or Sally Askins – works organised not involving Sewell  
Sewell – If works organised by them

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

All members of staff and checked by Caroline Hancy or Sally Askins  
Sewell

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

|   |                               |
|---|-------------------------------|
| Sally Askins<br>Sewell<br>H&S Governor<br>Zurich Insurance<br>company | Establishment Management File |
|---|-------------------------------|

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

**Off-site educational visits must be authorised by:**

**MAT, Caroline Hancy and Governors**

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

**Caroline Hancy and group leaders**

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

**Group Leader**

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

**Shared area on school system  
Evolve**

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

**Group Leaders**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Caroline Hancy or Sally Askins

Escape routes are checked by/every:

|                                |  |
|--------------------------------|--|
| Sewell Site Staff<br>All staff | Daily<br>Ongoing checks to ensure clear throughout the day |
|--------------------------------|--|

Fire extinguishers are maintained and checked by/every:

|  |                    |
|--|--------------------|
| Sewell<br>Visually Inspected by Sally Askins &<br>H&S Governor | Annually<br>Termly |
|--|--------------------|

Alarms are tested by/every:

|                  |                       |
|------------------|-----------------------|
| Sewell<br>Sewell | Weekly<br>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.*

**CYPS Policy and Guidance Handbook**  
**Emergency Response Plan**  
**Safeguarding Policy**  
**Safeguarding Audit**  
**Disaster Recovery Procedure**  
**Educational Visits Policy**  
**Display Screen Equipment Procedure**  
**First Aid Policy**  
**Medical Conditions & Administration of Medicines Policy**  
**Intimate Care Procedure**  
**Laptop and Tablet Procedure**  
**Lettings Procedure**  
**Lone Working Procedure**  
**Missing Child Procedure**  
**Nappy Changing Procedure**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Use of Chemicals at Work Procedure**  
**Use of Sunscreens Procedure**  
**Working at Height Procedure**  
**Allergens Policy**  
**Fire Safety, Evacuation & Lockdown Procedure**  
**Induction procedure**  
**E safety & Acceptable use**  
**Security Policy**  
**Workplace inspections**