

**ST. HILD'S
CHURCH OF ENGLAND SCHOOL**

Health & Safety

At St. Hild's Church of England School we aim to provide all of our pupils with a world class education in a Christian context. We expect to find God at work in our school.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

"I have come that they may have life in all its fullness (John 10:10)"

St Hild's C of E School adopts the Health & Safety Policy as provided by North Yorkshire County Council Human Resources Department (H & S P01- V1)



Health and Safety at Work etc. Act 1974



THIS IS THE HEALTH AND SAFETY STATEMENT OF

St Hild's Church of England School

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 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:

Review date:

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Headteacher

Chair of Governors

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

Headteacher

Chair of Governors

Health and Safety Governors

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:

Business Manager/Senior Site Supervisor/Site Supervisor/Senior Technician

The findings of the risk assessments will be reported to:

All staff

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

Headteacher

The person responsible for ensuring the action required is implemented is

Business Manager/Finance & Facilities Officer/Senior Site Supervisor/Senior Technician

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor/Senior Technician

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 SET Meeting

Staff briefing

PD Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor

Problems with plant/equipment should be reported to:

Business Manager/Finance & Facilities Officer/Senior Site Supervisor

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor/Senior Technician

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

Senior Site Supervisor/Site Supervisors/Senior Technician/Technicians

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor/Senior Technician

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor/Senior Technician

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor/Senior Technician

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/ Main Office

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

Cheryl Slater, North Yorkshire County Council

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

Departmental Staff

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

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Induction process by SLT/Departmental Staff

Job specific training will be provided by:

Arranged via CPD lead dependant on requirements

Health and Safety Training Requirements:

COSHH

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

Training records are kept:

On Personnel files

Training will be identified, arranged and monitored by:

Business Manager/Finance & Facilities Officer/Senior Site Supervisor

ARRANGEMENTS

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

Locations of First Aid Boxes:

**Main Office
Student Services
Kitchen
PE
Food Technology
Science**

The first aiders are:

Designated First Aiders:

**Nerys Roberts
Neil Shires
Elaine Owens**

There are other members of staff who have Emergency First Aid training

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

Electronically on Every

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

Business Manager

ARRANGEMENTS

MONITORING

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

Legionella testing
Termly Visual H & S inspection
Annual H & S Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Technology Equipment maintenance
Maintenance of All Weather Pitch

The person responsible for investigating accidents is:

Headteacher/SLT/Business Manager

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

Headteacher/SLT/Business Manager

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

Headteacher/SLT/Business Manager

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

The responsibility for Water Management at the premises are:

Clearwater

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

Clearwater On-line Portal

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

Clearwater Engineers/Senior Site Supervisor/Site Supervisors

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

Daily/Weekly log sheets in Site Office

ARRANGEMENTS

WORK AT HEIGHT

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

Business Manager/Finance & Facilities Officer/Senior Site Supervisor

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

Senior Site Supervisor/Site Supervisor

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Headteacher

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

Leader of Alternative Provision

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

Trip Leader

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

Evolve

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

Trip Leader

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Headteacher/Business Manager

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Safe & Sure Fire Safety
Visually Inspected

Annually
Weekly by Site Team

Alarms are tested by/every:

Site Team
Chubb

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.*

Safeguarding Policy
Major Incident Plan
Educational Visits Policy
Fire Safety Procedure
Administration of Medicines Procedure
Lettings and Scale of Charges Policy

Signed.....Headteacher	Next Review Date: Nov 19
Signed.....Chair of Governors	

Revision Date	Version	Status (Annual)	Material Reference/Bibliography
November 18	67.0	Approved at FG 26.11.18	New policy adopted from NYCC (H & S Pol –V1)