



Health and Safety Policy 2023-2024

Last reviewed: November 2023

Next review due: November 2024

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Colburn Community Primary 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 14 November 2023

Review date: November 2024

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Yousef Abdo (Headteacher)

Mrs Angie Dale (Chair of Governors)

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

Name: Jo-Anne Scott

Responsibility: Health & Safety Governor

Name: Miss Debbie Nicholas

Responsibility: Deputy Headteacher

Name: Mrs Charlotte Hannon

Responsibility: Assistant Headteacher

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:

Mr Yousef Abdo, Miss Debbie Nicholas 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 Yousef Abdo, Miss Debbie Nicholas and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr Yousef Abdo, Miss Debbie Nicholas and the staff member undertaking activity

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

Mr Yousef Abdo, Miss Debbie Nicholas 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

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Mr Yousef Abdo & Miss Debbie Nicholas
PROPERTY SERVICES
Building Cleaning Services
NYCC County Caterers
NYCC 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

The Health and Safety Law poster is displayed at:

School Office

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

TBA

If HANDs officer not available Wayne Thickett, Senior Safety Risk Adviser, NYCC
HandS Service 07973 802034

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

The Headteacher

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

The Headteacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mr Yousef Abdo & Miss Debbie Nicholas

Job specific training will be provided by:

NYCC training dept.
Mr Yousef Abdo
Miss Debbie Nicholas
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:

In the HANDs document folder in the head teacher's office and on a spreadsheet on the computer.

Training will be identified, arranged and monitored by:

**Mr Yousef Abdo
Miss Debbie Nicholas**

ARRANGEMENTS

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

Locations of First Aid Boxes:

Opposite school office on the wall outside toilets
All Classroom
Portable Kits for MSAs and trips

The first aiders are:

Paediatric First Aid Trained

Shellie Bell
Julie Dewhirst
Laura Galloway

Emergency Paediatric First Aid

Karen Akers
Rebecca Leyburn

Emergency First Aid Trained (1 day)

Fay Maughan

First Aid at Work Trained (3 day)

Amy Murray

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

In the School Office

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

The Headteacher

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

The person responsible for investigating accidents is:

The Headteacher

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

The Headteacher
NYCC Occupational health

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

The Headteacher
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Yousef Abdo
Miss Debbie Nicholas

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:

**Mr Yousef Abdo
Miss Debbie Nicholas
All office staff**

Asbestos risk assessments will be undertaken by:

**Mr Yousef Abdo
Miss Debbie Nicholas**

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

Caretaker

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:

**The Caretaker
Emergency NYCC Buildings and Bulloughs Cleaning Services when required**

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:

**Mr Yousef Abdo
Miss Debbie Nicholas**

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:

Mr Yousef Abdo
Miss Debbie Nicholas

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

Mr Yousef Abdo, Miss Debbie Nicholas and all members of staff

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

Establishment Governor	Establishment Management File
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ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Mr Yousef Abdo
Miss Debbie Nicholas

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

Mr Yousef Abdo
Miss Debbie Nicholas

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

Visit Leader

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

School office

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

Miss Julie Dewhirst – School Administrator

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

**Mr Yousef Abdo
Miss Debbie Nicholas**

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

**Mcdonald Martin
Visually Inspected**

**Annually
Termly**

Alarms are tested by/every:

**The Headteacher/Caretaker
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.*

CYPS Policy and Guidance Handbook
Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Disaster Recovery Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Events Procedure
Fire Safety Procedure
First Aid and Medicines Procedures
First Aid at Work Procedure
Intimate Care Procedure
Laptop and Tablet Procedure
Lettings Procedure
Lone Working Procedure
Midday Supervisor 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