



Health and Safety at Work etc. Act 1974

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

### **Dringhouses Primary School**

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

- Implement the requirements of CYC'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: Spring term 2023**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mr Ben Sutton (Head Teacher)**

**Mr Matt Boxall (Chair of Governors)**

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

**Name: Mr Matt Boxall**

**Responsibility: Health & Safety Governor**

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**All employees have to:**

- **cooperate 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 Ben Sutton 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 Ben Sutton and the staff member undertaking activity**

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

**Mr Ben Sutton and the staff member undertaking activity**

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

**Mr Ben Sutton 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 Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Carolina Ficco  
Miss Claire Neal

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

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal

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

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal

Problems with plant/equipment should be reported to:

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal

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

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal  
Ms Carolina Ficco  
Mitie

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

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal  
Ms Carolina Ficco  
Mitie

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

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal  
Ms Carolina Ficco  
Mitie

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

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal  
Ms Carolina Ficco  
Mitie

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

Mr Ben Sutton  
CYC Property Services  
Mr Dean Allan  
Miss Claire Neal  
Ms Carolina Ficco  
Mitie

**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:

Jess Markham NYCC HandS Service  
Tel 07966 305718

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

Mr Ben Sutton

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 Ben Sutton



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mr Ben Sutton  
Miss Claire Neal  
Ms Carolina Ficco

Job specific training will be provided by:

CYC training dept.  
Mr Ben Sutton  
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

Allergen Awareness Training

Training records are kept:

In the SBM Office

Training will be identified, arranged and monitored by:

**Mr Ben Sutton**

# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**Main Office  
Early Years  
Accessible WC  
School Kitchen**

**The first aiders are:**

**Debbie Aitchson, Julia Merrick & Victoria Beverley - Paediatric  
Judith Johnson & Claire Neal - First Aid at Work  
All staff Emergency First Aid**

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

**Accident records are maintained on the electronic log book and on the B Safe portal**

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

**Mr Ben Sutton**

# 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  
Allergen Awareness Training for all food handlers

The person responsible for investigating accidents is:

Mr Ben Sutton

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

Mr Ben Sutton  
NYCC Occupational health

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

Mr Ben Sutton  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Ben Sutton

The Asbestos Risk Management file is kept in:

SBM Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

SBM 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 Ben Sutton(HT) and Claire Neal (SBM)

Asbestos risk assessments will be undertaken by:

CYC/NYCC

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

Mr Dean Allan

Records of the above inspections will be kept in:

SBM Office

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Mr Ben Sutton  
Mr Dean Allan

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 Dean Allan

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 Ben Sutton

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

Mr Ben Sutton and all members of staff

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

Mr Dean Allan

Establishment Management File

# ARRANGEMENTS

## EDUCATIONAL VISITS

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

**NYCC, Mr Ben Sutton and Governors**

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

**Miss Claire Neal, SBM**

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

**Group Leader**

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

**In SBM Office**

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

**Miss Claire Neal**



# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Ben Sutton

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Chubb  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Mr Dean Allan on  
SS Systems

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.*

**Staff Handbook**  
**Emergency Plan**  
**Accessibility Plan**  
**Safeguarding Policy**  
**Safeguarding Audit**  
**Lockdown Procedure**  
**Educational Visits Policy**  
**Display Screen Equipment Assessment**  
**Educational Visits Policy**  
**Fire Safety Procedure**  
**First Aid and Medicines Procedures**  
**First Aid at Work Procedure**  
**Intimate Care Procedure**  
**ICT Policy**  
**Lettings Policy**  
**Lone Working Policy & Risk Assessment**  
**Lunchtime Policy**  
**Missing Child Policy**  
**Snow and Ice Procedure**  
**COSHH Procedures and Risk Assessments**  
**Use of Sunscreens Procedure**  
**Working at Height Policy**