



Filey Junior School

3.02 HEALTH & SAFETY

Date this version of policy adopted by Governing Body: January 2019

Signed Headteacher:

Signed Chair of Governors:



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Filey Junior School Establishment

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:

Health and Safety co-ordinator

Signed:

Chair of Governors

Date: January 2019

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Harvey McCarthy (Headteacher)
Mrs Claire Fenby (Health and Safety co-ordinator)
Mrs Rachel Jenkinson (Chair of Governors)

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

Name: Mrs Claire Fenby

Responsibility: Health & Safety Co-ordinator - General Health and Safety, Educational Visits and Risk Assessments.

Assisted by Mr Ian Hadden - Site Supervisor - Asbestos, Fire Alarms/extinguishers, Legionella

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 Fenby and the staff member undertaking the activity

The findings of the risk assessments will be reported to:

All staff

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

Mrs Fenby/Mr McCarthy and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Fenby and the staff member undertaking activity

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

Mrs Fenby 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 meetings

Communicated via email

Training Days

Face to face discussion

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

**Mr Ian Hadden
Property Services
NYCC County Caterers**

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

**Mr Ian Hadden
Mr Harvey McCarthey
Property Services
NYCC County Caterers**

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

**Mr Ian Hadden

NYCC County Caterers**

Problems with plant/equipment should be reported to:

**Mr Ian Hadden
Mr Harvey McCarthey
Property Services
NYCC County Caterers**

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

**Mr Ian Hadden
Property Services
NYCC County Caterers**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

**Mr Ian Hadden
Property Services
NYCC County Caterers**

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

**Mr Ian Hadden
Property Services
NYCC County Caterers**

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

**Mr Ian Hadden
Property Services
NYCC County Caterers**

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

**Mr Ian Hadden
Property Services
NYCC County Caterers**

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

**Mr Ian Hadden
Property Services
NYCC County Caterers**

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:

Wayne Thickett, NYCC HandS Service
wayne.thickett@northyorks.gov.uk

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

Mr Ian Grice (Assistant Head)

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

N/A

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mr Harvey McCarthy/Mrs Julie McCarthy/Mr Ian Grice/Mrs Claire Fenby

Job specific training will be provided by:

NYCC training dept.
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 Health & Safety Document Management file

Training will be identified, arranged and monitored by:

Mr Harvey McCarthy/ Mrs Claire Fenby

ARRANGEMENTS

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

Locations of First Aid Boxes:

Corridor
All classrooms have a First Aid Bag
Kitchen

The first aiders are:

Almost all staff are emergency aid trained.

In the case of a serious incident Alita Butcher and Claire Fenby to be radioed to deal with the incident.

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

In the office

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

Mrs Claire Fenby

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:

Mrs Claire Fenby/Mr Harvey McCarthey

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

Mr Harvey McCarthey
NYCC Occupational health

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

Mr Harvey McCarthey
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Ian Hadden

The Asbestos Risk Management file is kept in:

Office

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

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 Ian Hadden and Mrs Deanna Day

Asbestos risk assessments will be undertaken by:

Mr Ian Hadden

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

Mr Ian Hadden

Records of the above inspections will be kept in:

Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

**Mr Ian Hadden
Mr Harvey McCarthey**

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 Ian Hadden

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 Harvey McCarthy

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

Mrs Claire Fenby and all members of staff

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

Ian Hadden

Establishment Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Mrs Fenby and Mr McCarthy

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

Mrs Claire Fenby

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

Group Leader

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

Staffroom

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

Staff member leading the visit

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Claire Fenby
Mr Harvey McCarthy

Escape routes are checked by/every:

Mr Ian Hadden	Daily
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Fire extinguishers are maintained and checked by/every:

Walker Fire	Annually
Visually Inspected - Mr Ian Hadden	Weekly

Alarms are tested by/every:

Mr Ian Hadden/Mrs Deanna Day	Weekly
Monks	Bi-Annually
Mrs Claire Fenby	Termly

Emergency evacuation will be tested:

Termly - Mrs Fenby to co-ordinate

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
Chromebook and Tablet Procedure
Lettings Procedure
Lone Working Procedure
Midday Supervisor Procedure
Missing Child Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Working at Height Procedure