



North

Yorkshire County Council

Health and Safety at Work etc Act 1974


THIS IS THE HEALTH AND SAFETY STATEMENT OF

HOLY FAMILY CATHOLIC HIGH 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 the LEA 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: 18 September 2017

Review date: September 2018

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of: **NOTE**

Mrs L Wilson - Headteacher

**Mr P A O'Neill – Chair of Governors
Health & Safety Governor**

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Mrs S Rees– Associate Senior leader

Mrs J Lemm – School H & S Coordinator

In the absence of the Headteacher, the ASL is responsible, in the absence of both the H & S Coordinator

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

Name: Mr P A O'Neill

Responsibility: Health & Safety Governor

The Governors will:

- under section 4 of the Health and Safety at Work Act 1974, take those steps which are within their delegated powers to ensure that the school premises, and any plant and substances provided for work use, are safe and without risk to health.
- in conjunction with the Headteacher, establish, implement and monitor the school's arrangements for Health and Safety.
- promote high standards of health and safety within the school.
- assign responsibilities, including designating a Governor for health and safety.
- ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities.
- monitor and act on Health & Safety visual checklists of the premises.
- provide appropriate resources from the school's delegated budget to ensure that

risks and hazards are minimised or eliminated.

- ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities.
- evaluate the measures taken to minimise or eliminate risks and hazards.
- ensure that there is a designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day.
- ensure that hirers are aware of their duty to arrange insurance cover for their activities.
- take all reasonable steps to ensure that the principal person in charge of hirers and contractors makes sure that they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for activity, then for purposes of this policy the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy).
- review this policy and update it at least annually.

Name: Mrs S Rees
Responsibility: Health & Safety Officer

Mrs Rees will:

- in conjunction with the Governors, establish, implement and monitor the school's arrangements for Health and Safety.
- promote liaison with the LEA, DfE and appropriate organisations in the interests of Health and Safety.
- ensure that LEA and DfE guidance is followed for all school trips and visits.
- aim to eliminate unsafe operations or processes by any appropriate means within her executive authority.
- ensure that all hazards and/or defects are made safe in the timescale commensurate with the risk they pose.
- ensure the effective communication of health and safety information throughout the school.
- monitor and act on Health & Safety visual checklists of the premises.
- make health and safety an item to report to the Governing Body.

- ensure that all staff understand and fulfil their responsibilities with regard to Health & Safety.
- ensure that staff receive appropriate supervision, instruction and training.
- encourage staff, pupils and others to promote Health & Safety.
- ensure that risk assessments are carried out for all appropriate activities on and off the school site.
- seek specialist advice as and when necessary
- ensure that a log relating to all health and safety issues is maintained, including dealing with accidents and incidents.
- be responsible for emergency procedures, fire and evacuation.

Name: Mrs A Walker
Responsibility: Medicines/Medical Care
(See- Supporting Pupils with Medical Conditions Policy)

Mrs Walker will initiate Individual Care Plans where this is recommended by a Health Professional and arrange for staff training as necessary. She will oversee liaison with health professionals and any arrangements for pupils with medical needs participating in off site activities.

Name: Mrs L Mulley
Responsibility: Supervision/
Administration of Medicines

Mrs Mulley, based in the admin offices, will supervise the day to day administration of medicines.

Name: Mrs J Lemm
Responsibility: Educational Visits
Coordinator

Mrs Lemm will identify, conduct and implement risk assessments for all Educational Visits with members of staff as required. She will inform NYCC of all trips/activities via Evolve.

Name: Mr M Walker
Responsibility: Premises Security

Mr Walker is responsible for the security of the premises, control of litter, waste management and monitoring and control of hazardous cleaning substances.

Name(s): Mr D Wilde, Mrs J Neal,
Responsibility: Departmental COSHH
Assessments

Heads of Department are responsible for COSHH arrangements

Name(s): Mrs J Evans, Mrs L Mulley
Responsibility: First Aid

Mrs Evans and Mrs Mulley as appointed first-aiders will:

- notify parents/carers of all injuries to pupils as appropriate.
- complete an accident form and inform NYCC as appropriate
- The appointed first-aider on school trips is the team leader. He/she will notify

parents/carers of all injuries to pupils as appropriate.

All employees have to:

- **be familiar with the Health & Safety Policy and all safety regulations laid down by the Governing Body.**
- **be familiar with the school's emergency procedures including fire and evacuation.**
- **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 that of others who may be affected by their actions;**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**
- **familiarise themselves with staff guidelines on Lone working and Security in School**
- **make regular safety inspections of their areas of work using the school's visual checklists and report to their line manager and the office any danger to health and safety.**
- **carry out risk assessments as required in conjunction with Mrs J Lemm, Health & Safety Coordinator.**
- **ensure that Health and Safety is on the agenda of every departmental meeting.**
- **ensure that Health and Safety forms part of lesson plans as necessary.**
- **report and record accidents and work related ill-health in the accident book**
- **only use equipment that they are competent to use.**
- **regularly check the contents of First Aid boxes (as appropriate)**
- **follow instructions when using any**

Specific responsibilities for head teachers, managers, heads of departments and staff can be found in the NYCC Corporate Health and Safety Policy which can be found:

In the school office and on the School Website

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

- **promote health and safety at all times and, where appropriate, carry out risk assessments.**

machinery, equipment, dangerous substance or safety device

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

All staff in conjunction with Mrs Lemm

NOTE

Risks to the health and safety of anyone who may be affected by work activities are assessed, so that you can weigh up whether you have done enough or need to do more to comply with the law.

The findings of the risk assessments will be reported to:

Mrs Rees

Janet Morris, NYCC Safety Risk Adviser will provide help and guidance on risk assessment.

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

Mrs Rees

The person responsible for ensuring the action required is implemented is

Staff members undertaking activity

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

Mrs J Lemm

Assessments will be reviewed every:

In the event of an accident and annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

NOTE

You must consult your employees.

Mr M Pearson - NUT

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and notice board

Training Days

Unison/NUT/NAS

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr M Walker
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering

NOTE

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

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

Mrs L Oldfield
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering

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

Mrs L Oldfield
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering

Problems with plant/equipment should be reported to:

Mrs L Oldfield
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering

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

Mr P A O'Neill
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

NOTE

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

Mr D Wilde, Mrs J Neal
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering
NYCC Grounds Maintenance

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

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

Mr D Wilde, Mrs J Neal
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering
NYCC Grounds Maintenance

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

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

Mrs S Rees
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering
NYCC Grounds Maintenance

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

Mr D Wilde, Mrs J Neal
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering
NYCC Grounds Maintenance

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

**Mr D Wilde, Mrs J Neal
JACOBS
NYCC Cleaning & Caretaking
NYCC Catering
NYCC Grounds Maintenance**

**Assessments will be reviewed every
Year or in the event of an accident
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

NOTE
The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

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

**Janet Morris
07788 564532**

You are required to have access to competent advice, either in house or, if not available, external.

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

Head of Department as appropriate

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

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

Each member of staff

If your employees go to work for another employer on your behalf e.g. on secondment you will need to check that they are given relevant health and safety information for that location by that employer/company.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**Mr G Smith– PGCE Students & NQTs
Department Heads for all other staff**

NOTE

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Job specific training will be provided by:

Employees will need job-specific training, which includes the health and safety aspects of the job.

**School through NYCC (as required)
Contracted training agencies
Heads of Departments (if applicable)**

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Specific jobs requiring special training are:

Some jobs will require additional special training

Asbestos/Legionella training

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

First Aid training

Fire Awareness training

You should monitor the training records, so that refresher training is given when necessary

Safe ladder use

Minibus Training

Manual handling

Educational Visit Coordinator

**Training records are kept by
Mrs J Lemm in:**

Health & Safety Document
Management file

Training will be identified, arranged
and monitored by:

Mrs S Rees
Line Managers/Heads of Department

ARRANGEMENTS

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

Health surveillance is required for
employees doing the following jobs:

Display screen assessments for
computer operative.

Health surveillance will be arranged
by:

Mrs S Rees
Mrs J Lemm

Health surveillance records will be
kept in:

Health & Safety Document
Management file

The first aid box(es) are kept at:

School Office
Science Laboratories
DT Rooms
Art Room

The appointed person(s)/first aider(s)
is/are

Mrs J Evans
Mrs L Mulley

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

NOTE

Employees must receive health surveillance for
certain work (e.g. work in noisy places or work
with some chemicals). This will identify any
health problems early on so that action can be
taken before an employee's condition worsens.

- Refer to NYCC Occupational Health -
01609 785780

Providing immediate first aid can prevent minor
injuries becoming major ones.

- As a minimum you must have a first aid box
and an appointed person to take charge of
first aid requirements.

Recording accidents (even minor ones) means
you can see whether you have a problem in a
particular area

You must report accidents to:

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

Mrs J Lemm

NYCC CYPS Office 01609 532589. Follow the procedures outlined in your Education Service Health and Safety Policy and Guidance Manual.

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
School Hands Service Inspection
PAT testing
Extraction fans maintenance
JACOBS Premises inspection
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
To ensure the effective communication of health & safety information throughout the school
To monitor and act on Health & Safety visual checklists of the premises
To make health & safety an item at all departmental meetings and report to the Governing body.

NOTE

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

You can do this both actively and reactively, i.e. before and after something goes wrong.

Actively - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively - you can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

The person responsible for investigating accidents is:

Mrs L Wilson

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

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

Mrs Wilson
NYCC Occupational health

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

Mrs Wilson
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr B Everett

The Asbestos Risk Management file is kept in:

Reception

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

Reception

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:

Reception Staff

Asbestos risk assessments will be undertaken by:

Mr B Everett
Mr P A O'Neill

NOTE

Responsible Officer - All schools must have a Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher.

Policy and Procedure - The yellow 'Asbestos Risk Management' file outlines NYCC policies and procedures for managing of risk arising from asbestos containing materials (ACM's)

Surveys - A type two survey of the premises should be available, with the location of ACM's identified on a site plan.

A type three survey must be undertaken before any invasive construction/demolition work commences, unless it is absolutely certain that no ACM's are present in the work area.

Contractors - The location of ACM's indicated on the plan must be brought to the attention of all contractors coming on site. The permit to work confirming this fact must be completed by the contractor before work commences.

Risk Assessment and Inspection - A risk assessment must be undertaken for all known ACM's. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual inspection programme of ACM's must be set up. The risk assessment will help you to establish

Visual inspections of the condition of ACM's will be undertaken by: the necessary frequency of visual inspections.

Mr M Walker/
Mr P A O'Neill

Emergency Action - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

Records of the above inspections will be kept in:

Asbestos File in reception

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

NOTE

The nominated Site Manager under the NYCC Legionnaires Disease Risk Management Policy is:

Site Manager - The Directorate will nominate Site Manager. This will normally be the Headteacher.

Mr M Walker

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

Risk Assessment - will be undertaken by Hertel (UK) Ltd. Documentation will then be provided to schools detailing any requirements for on-site monitoring/control tasks (typically temperature recording and flushing).

Legionella Management file

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

Site Operator - The site manager may nominate a member of staff to carry out the on-site tasks set out in the risk assessment.

Mr M Walker

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

Records - Records of the on-site tasks must be maintained for monitoring purposes.

Legionella Management file

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs L Wilson

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

Mrs J Lemm in conjunction with all members of staff

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

Mr M Walker

Document Management File

Training records for persons carrying out work at height are kept in:

Document Management File in School Office

NOTE

Authorisation - A designated duty holder should be responsible for authorising work at height in the school.

Risk Assessments - must be in place for all tasks involving work at height were there is a significant risk of injury. These assessments may be generic for repetitive tasks

Equipment - A competent person must periodically check all equipment used for work at height. Documentary evidence of checks should be maintained.

Training - should be undertaken by all persons carrying out work at height. As a minimum, relevant staff should be briefed using the HSE 'A Toolbox Talk on Ladder and Stepladder Safety'.

Further advice on work at height can be obtained from your NYCC Safety Risk Adviser

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Mrs L Wilson

The Educational Visits Co-ordinator is:

Mrs J Lemm

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

Mrs J Lemm in conjunction with the Group Leader

The Guidelines for Educational off-site Visits for Schools are kept in:

School Office

NOTE

Authorisation - A system must be in place to ensure no parties leave the school without the appropriate authority.

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYCC Guidelines are followed

Risk Assessment - must be in place for all off-site visits.

NYCC Guidelines – A copy of the off-site visits code of practice and guidelines must be available in the school.

Database – All off-site visits must be logged onto the NYCC notification database, either as part of a rolling programme, or as an

Details of off-site activities are to be individual visit.
logged onto the NYCC database by:

Mrs J Lemm

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

NOTE

You must carry out fire risk assessments, in the same way as you do general health and safety risk assessments.

Mrs S Rees

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

Escape routes are checked by/every:

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

All staff	Daily
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An emergency evacuation drill should be carried out each term and records maintained indicating that this has been done

Fire extinguishers are maintained and checked by/every:

Chubb	Annually
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Alarms are tested by/every:

Protec Mayfair Security	Quarterly Every 6 months
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Emergency evacuation will be tested:

Termly

The Security Co-ordinator is:

Mrs S Rees

APPENDICES

List here any other policies relevant to health and safety and state where they are located. *E.g. Medicines Policy, Educational Visits Policy etc.*

All policies are located in the Policy File in the school office and are available to staff on the school website:

Lone Working Policy

First Aid Policy

Display Screen Policy

Security Policy

Supporting Children & Young People with Medical conditions in Schools

Educational Visits

Child Protection

Drugs/substance Misuse

Fire Safety Policy (Fire Management File - Reception)