



North

Yorkshire County Council

Children and Young People's Service

Health and Safety at Work etc Act 1974

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

**Castleton & Glaisdale Federation of Primary Schools**

**Our statement of intent is:**

- Implement the requirements of NYCC's Corporate Health and Safety Policy;
- Implement the requirements of Children and Young People's Service (CYPS) Health and Safety Policy;
- Subscribe to NYCC Health and Safety traded service;
- 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;
- 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: Jane Douglass

Headteacher

Signed: Louise Margetts

Chair of Governors

Date: November 2017

Review date: November 2018

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

- Mrs J Douglass (Head teacher)
- Mrs L Margetts (Chair of Governors)

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

- Mrs J Douglass (Head teacher)

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

**Name:** Jane Douglass (HT)

**Responsibility:** Overall

**Name:** Rob Hutt Glaisdale) Rachel Grace (Castleton)

**Responsibility:** in the HT's absence,

**Name:** All class teachers

**Responsibility:** Own class and activities

**Name:** Nicola Freeman, Gaby Boyd (Cooks)

**Responsibility:** Kitchen

**Name:** Kath Dowson, Gaby Boyd, Elaine Hirst, Susie Walker

**Responsibility:** Lunchtime & playground

**Name:** Duty teachers

**Responsibility:** Playground

**Name:** All teachers and ATAs

**Responsibility:** Breakfast and After School Clubs

**Name:** Dave Wilson, Susie Walker, Kath Dowson (Caretaker)

**Responsibility:** Cleaning & caretaking duties

**Specific responsibilities for head teachers, managers, heads of departments and staff can be found in Section 1 of the Children and Young People Service Health and Safety Policy and Guidance Handbook 2012 which can be found in:**

**Headteachers Office (Glaisdale)  
Staff Room (Castleton)**

**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**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

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.

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.

# ARRANGEMENTS

## HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

### Risk assessments will be undertaken by:

Mrs J Douglass  
NYCC Safety Risk Adviser

### The findings of the risk assessments will be reported to:

The Governing Body

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

The Governing Body  
Mrs J Douglass - HT

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

Mrs J Douglass - HT  
Mrs L Margetts – Chair of Governors

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

Mrs J Douglass - HT  
Mrs L Margetts – Chair of Governors

### Assessments will be reviewed every:

As indicated on the rolling programme for risk assessments as undertaken by the head teacher and NYCC H&S adviser

or when the work activity changes, whichever is soonest.

You can find more guidance in HSE's free leaflets for example:

- Five steps to risk assessment INDG163
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218

HSE Books Tel: 01787 881165.

[www.hsebooks.co.uk](http://www.hsebooks.co.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

Your **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment.

# ARRANGEMENTS

## CONSULTATION WITH EMPLOYEES

**Employee Representative(s) are:**

Mrs J Douglass

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**Consultation with employees is provided by:**

Direct consultation with individuals.  
Health and Safety issues are agenda items at staff meetings and Governors meetings, and minuted as such.

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# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Mrs J Douglass - HT  
NYCC (Building Maintenance)  
Continental Sports (PE Maintenance Contractors)

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

NYCC  
Mrs J Douglass - HT  
The Governing Body

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

NYCC  
Mrs J Douglass - HT

**Problems with plant/equipment should be reported to:**

NYCC  
Mrs J Douglass - HT

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

NYCC  
Mrs J Douglass - HT

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

NYCC (Cleaning Contractors)

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

NYCC – Mr David Rowley

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

NYCC  
Mrs J Douglass - HT

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

NYCC – Mr David Rowley

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

NYCC – Mr David Rowley

Assessments will be reviewed every  
6 months or as deemed appropriate by NYCC

**or when the work activity changes, whichever is soonest.**

You can find more guidance at [www.hse.gov.uk](http://www.hse.gov.uk) or HSE publications:

- HSE's COSHH: A brief guide to the regulations INDG 136 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 (priced)
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 (priced)

# ARRANGEMENTS

## INFORMATION, INSTRUCTION AND SUPERVISION

**The Health and Safety Law poster is displayed at:**

In the staff room

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

Mr Chris Sutton

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

Mrs J Douglass - HT

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

Mrs J Douglass - HT  
The Governing Body



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

**Induction training will be provided for all employees by:**

Mrs J Douglass - HT

NYCC Education Service has a commitment to provide health and safety training to Headteachers, Governors and Lead Officers etc. For further details of the courses available please contact:

**Job specific training will be provided by:**

The head teacher or appropriate providers commissioned by the head teacher in consultation with staff.

• **CPD Section- CAMAS**  
**Tel: 01609 532864**

**Specific jobs requiring special training are:**

Asbestos management  
Legionella management

• **County Training Tel:**  
**01609 532841**

**Training records are kept at/by:**

Mrs J Douglass - HT, admin staff and individual staff  
Ms S Walker (Glaisdale) Mr. Dave Wilson (Castleton) -  
Asbestos management & Legionella management designated person.

**Training will be identified, arranged and monitored by:**

Mrs J Douglass - HT

## ARRANGEMENTS

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

**Health surveillance is required for employees doing the following jobs:**

N / A

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE website on [www.hse.gov.uk](http://www.hse.gov.uk) or

**Health surveillance will be arranged by:**

N / A  
Occupational Health – 01609 785780

HSE's free leaflets:

- First aid at work – your questions answered INDG214
- Basic advice on first aid at work INDG215

**Health surveillance records will be kept by/at:**

Mrs J Douglass - HT – if appropriate

**The first aid box(es) are kept at:**

Glaisdale – Reception Office  
Castleton – Staff Bathroom and KS1 Cloakroom

*The up-keep of these is the responsibility of Mrs Helen Medcalf*

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

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

Mrs J Douglass - HT  
All staff have been trained in 'emergency first aid for schools'  
EYFS staff hold paediatric first aid certificates

You must report accidents to:

**NYCC Safety Risk  
Adviser Tel: 01609  
532589.** Follow the procedures outlined in your NYCC CYPS Health and Safety Policy and Guidance Manual.

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

In the reception office at both schools.

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

Mrs J Douglass - HT

# ARRANGEMENTS

## MONITORING

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

- Conduct regular H & S Inspections and Risk Assessments
- Subscribe to NYCC H&S Risk Assessment Management Service (Traded Service)
- Employ specialists to inspect electrical equipment, outdoor play and PE apparatus; fire extinguishers and alarms annually
- Ensure the Governing Body is kept informed about all matters concerning H&S
- Encourage all staff to report unsafe conditions or work practices
- Meet perceived training needs
- Ensure contractors are aware of their H&S responsibilities when on site

The person responsible for investigating accidents is:

Mrs J Douglass - HT  
The Governing Body

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

Mrs J Douglass - HT

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

Mrs J Douglass - HT

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs J Douglass

The Asbestos Risk Management file is kept in:

The schools offices

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

The front of the asbestos risk assessment file – stored in the 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:

Mrs J Douglass Head teacher

Asbestos risk assessments will be undertaken by:

Contractors approved by NYCC

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

Contractors approved by NYCC

Records of the above inspections will be kept in:

The asbestos risk assessment file – stored in the school office

### 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 the necessary frequency of visual inspections.

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

• If in doubt always seek immediate advice from your BDM area maintenance office:

Scarborough: 01723 508410

Harrogate: 01423 568444

Northallerton: 01609 785718

BDM Asbestos Manager Tel: 01609 785748

HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

### NOTE

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

Mrs J Douglass

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

The Health & Safety file (stored in the school office)

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

LA contract

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

The Health & Safety file (stored in the school office)

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

**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).

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

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

**Changes** - to water systems which may effect the level of risk, must be notified to the -

- **BDM Legionella Monitoring Officer**  
Tel: 01609 785710

**Advice** – Further advice is available from the above and in the NYCC Environmental Services publication 'Water Services Hygiene'.

HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

# ARRANGEMENTS

## WORK AT HEIGHT

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

Mrs J Douglass – Head teacher

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

Mrs J Douglass

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

**Visual checks undertaken by individual staff members prior to use. Any significant records to be kept in the H & S file**

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

N / A

### 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 where 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'.

You can find more guidance on HSE website [www.hse.gov.uk](http://www.hse.gov.uk) or in the following HSE publications:

- Safe Use Of Ladders And Stepladders (an employers guide) INDG402 ISBN 07176 6105 9
- A Toolbox Talk on Ladder & Stepladder Safety INDG403 ISBN 07176 6106 7
- Tower Scaffolds CIS10(rev4)

**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 J Douglass - HT

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

Mr R Hutt – Teacher at Glaisdale

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

The leading member of staff for the visit

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

The schools file are kept in the offices.

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

Mrs J Blacklock, Mrs Emma Ashton-Wickett

### 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 These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

**NYCC Guidelines** – A copy of the off-site visits code of practice and guidelines must be available at all times 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 individual visit.

- **Further advice can be obtained from the Educational Visits Consultant based at Beverley Park  
Tel: 01423 711287**

[www.visits.n-yorks.net](http://www.visits.n-yorks.net)

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs J Douglass - HT

### NOTE

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

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.

Mrs J Douglass - Head teacher and teaching staff, daily

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 – (Walker Fire maintain them annually)

**Alarms are tested by/every:**

Protec, every three months  
Call Points are checked weekly by caretakers

**Emergency evacuation will be tested every:**

Term

**The Security Co-ordinator is:**

Mrs J Douglass - HT



## 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.*

**Administration of Medication Policy**

**First Aid Policy**

**Educational Visits Policy**

**Educational Visits H&S Policy**

## SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects/collapsing structures
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High & low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

## FURTHER GUIDANCE

### **Educational Visits Co-ordinator (EVC)**

The Head teacher is responsible for coordinating all educational visits, both residential and non-residential. All proposed visits, even those of a short duration and taking place just outside the school grounds, should be discussed with her at an early stage of planning.

It is essential to have undertaken a preliminary visit and risk assessment prior to any visit and to have obtained adequate supervision for the group size involved. All supervisors should be adequately briefed about their precise role and about the children for whom they are responsible.

All visits are planned in accordance with LA Guidance and School Policy.

### **Accident Book**

In the event of an accident to a member of staff or child, details of the accident must be entered in the *School Accident Book* that is stored on the shelf near the playground entrance. The adult who was supervising at the time or witnessed the accident should record details of the accident accurately and as soon as possible after the event. If the accident is of a more serious nature and a child requires treatment by a doctor or parents are called to collect a child, then a 'School Minor Injury Record Form' should be filled out and placed in the file. The head teacher will complete a ARF1 if a child or adult requires hospital treatment.

### **Head injury**

If a head injury has been sustained to a child, the parent or carer should be informed by a telephone call and note home; just in case concussion symptoms should subsequently develop.

### **Near Misses**

Should there be a 'near miss' involving a child or adult (e.g. nearly an accident or a problem with a faulty or dangerous piece of equipment), the head teacher should be informed and she will record the event in the school *Risk Assessment* folder.

## **Fire Drill and Evacuation Procedures**

The school has a half-termly fire drill and all staff should be familiar with the procedures. Upon hearing the fire alarm, teachers should instruct their class to line up and leave the school building in an orderly manner. Classes should line up on the playground (Castleton) or on the grassy path (Glaisdale). Before leaving the building, staff should quickly check toilets and cloakroom areas and ensure all doors are closed to prevent the spread of fire.

Once outside, teachers must do a 'head count' and then call a register and account for all children. Children will answer by saying 'yes' and putting their hands up.

If a child is missing the head teacher should be informed immediately.

Alarms will remain sounding until the head teacher or other person supervising gives permission to re-enter school. The time and date of a fire drill, along with the time it has taken, should be recorded in a log stored in the 'Fire' file.

The Head teacher or secretary will also take the 'Visitors' Book' so that all visitors can be accounted for.

Should it be a **genuine fire emergency**, the school secretary will contact the fire service by dialing '999'.

During fire drills, staff and children will be reminded that **on no account** should they re-enter the building in the event of a real fire.

## **Security whilst school is in session**

All external doors in school are kept locked whilst the school is in session.

The gates up to school drive way must also be closed and bolted whilst the school is in session. When visitors leave school they should be encouraged to close all gates.

All visitors to school should be encouraged to sign the 'Visitors' Book' located near the school entrance and prominently display a visitor's badge on their person. When leaving, visitors should sign out and return their badge.

## **Medicine in school**

If a child is on a course of medicine and needs to bring it to school, written instructions or a letter should be handed in at the office, detailing precisely how the medicine should be stored and administered. All medicine should also have the child's name clearly displayed. A register of any medicine administered is kept.

## **Plastic gloves**

When administering first aid that involves the possibility of contamination by body fluids, it is essential that disposable plastic gloves are worn. All first aid waste materials should be disposed of in the appropriate yellow plastic bags stored in first aid boxes.

## **Switching electrical appliances off**

It is the responsibility of the class teacher to ensure that all electrical appliances are switched off and unplugged when a room is vacated at the end of the day e.g., computers etc.

Similarly, kettles etc in the staff room should also be switched off at the end of the day when the building is being vacated.

Should electrical items be left switched on, the caretaker should be vigilant when cleaning rooms and switch appliances off if necessary – even if this may risk losing unsaved work on classroom computers.

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There are many free health and safety leaflets and guidance booklets and priced publications available from:

HSE Books Tel: 01787 881165  
HSE Book Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

Health and Safety Information Services  
Infoline Tel: 08701 545500  
HSE Website: [www.hse.gov.uk](http://www.hse.gov.uk)

## FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from your Safety Risk Adviser or contact:

**Andy Dolan – Service Manager**

*SCHOOL HANDS SERVICE*

North Yorkshire County Council

Safety Risk Management Unit

Room 161a, County Hall

Northallerton, DL7 8AE

Tel: 01609 532545

Fax: 01609 532543

E-mail: [andy.dolan@northyorks.gov.uk](mailto:andy.dolan@northyorks.gov.uk)