

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Hovingham CE & St Hilda', Ampleforth CE VC Primary Schools Federation 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: Johanna Senior

Chair of Governors

Date: 12th December 2020

**Reviewed 23/9/21 – Changes to Chair of Governors Reviewed: 29th November 2021 –
Changes to Health and Safety Governor**

Reviewed: 30th March 2022 – Change of Property Maintenance Provider

Next Review date: November 2022

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr J Pynn (Head Teacher)

Mrs Johanna Senior (Chair of Governors)

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

Name: Mrs Kim Colenso

Responsibility: Health & Safety Governor

Name: Mrs H Leggett

Responsibility: School Business Manager

Property Maintenance is provided through the Diocese.

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 J Pynn 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 J Pynn and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr J Pynn and the staff member undertaking activity

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

Mr J Pynn 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 J Pynn, Diocese Property Maintenance Team, Building Cleaning Services,
NYCC County Caterers**

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

**Mr J Pynn, Diocese Property Maintenance Team, Building Cleaning Services,
NYCC County Caterers**

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

**Mr J Pynn, Diocese Property Maintenance Team, Building Cleaning Services,
NYCC County Caterers**

Problems with plant/equipment should be reported to:

**Mr J Pynn, Diocese Property Maintenance Team, Building Cleaning Services,
NYCC County Caterers**

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

**Mr J Pynn, Diocese Property Maintenance Team, Building Cleaning Services,
NYCC County Caterers**

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SAFE HANDLING AND USE OF SUBSTANCES

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

Mr J Pynn, Diocese Property Maintenance Team, Building Cleaning Services, NYCC County Caterers, Countrywide Grounds Maintenance

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

Mr J Pynn, Diocese Property Maintenance Team, Building Cleaning Services, NYCC County Caterers, Countrywide Grounds Maintenance

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

Mr J Pynn, Diocese Property Maintenance Team, Building Cleaning Services, NYCC County Caterers, Countrywide Grounds Maintenance

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

Mr J Pynn M and X Property Services Building Cleaning Services NYCC County Caterers SCSG (Grounds Contractor)

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

Mr J Pynn M and X Property Services Building Cleaning Services NYCC County Caterers SCSG (Grounds Contractor)

Assessments will be reviewed:

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

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The Health and Safety Law poster is displayed at:

School Office

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

Wayne Thickett, NYCC HandS Service 07973802034

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

Mr J Pynn

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 J Pynn

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Induction training will be provided for all employees by:

Mr J Pynn

Job specific training will be provided by:

**NYCC training dept.
Mr J Pynn 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 cloud

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Training will be identified, arranged and monitored by:

Mr J Pynn

Locations of First Aid Boxes:

St Hilda's – School Office, Nursery Hovingham – Kitchen, Corridor, Classroom 1

The first aiders are:

St Hilda's – Paediatric Trained: Mrs L Lealman, Miss A Kirk, Mrs H. Leggett, Miss D Dunning, Mrs A.Gray
Emergency First Aid: Mrs Dodds Aston, Mrs A Cooper,
Hovingham – Paediatric Trained: Mrs M Carter, Mrs J Caddy, Mrs N Clarke, Mrs H. Leggett, Miss D Dunning,
Emergency First Aid: Mrs M

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

Master copies are in the classrooms in both schools. Completed records are kept in the school offices.

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

Mr J Pynn

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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:

Mr J Pynn

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

Mr J Pynn NYCC Occupational health

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

Mr J Pynn NYCC Occupational health

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The Responsible Officer for asbestos management is:

Mr J Pynn

The Asbestos Risk Management file is kept in:

Admin Office

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

Admin 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 J Pynn and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mr J Pynn

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

Mr J Pynn

Records of the above inspections will be kept in:

Admin Office

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

Mr J Pynn Mrs H Leggett

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 J Pynn

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

Water Management Arrangements Folder

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

Mr Pynn

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

Mr Pynn 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

ARRANGEMENTS

Off-site educational visits must be authorised by:

NYCC, Mr J Pynn and Governors

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

Mr J. Pynn

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

Group Leader

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

Staffroom

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

Mrs Cooper (St H) and Mrs Piercy (Hov)

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

Mr J Pynn

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

Walker Fire Visually Inspected	Annually Termly
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Alarms are tested by/every:

Mr J Pynn (Hov) Caretaker St H Monks	Weekly Bi-Annually
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Emergency evacuation will be tested:

Termly

ARRANGEMENTS

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