



NYES

**Health
and Safety**

Health and Safety at Work etc. Act 1974



THIS IS THE HEALTH AND SAFETY STATEMENT OF

SANDRINGHAM PRIMARY SCHOOL

Our statement of intent is:

- Implement the requirements of Exceed Learning Partnership'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 ELP/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:

Principal

Signed:

Chair of Local Governing Body

Date: November 2022

Review date: November 2023 – to be reviewed annually with ELP's H&S Policy

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Principal: Mr C Metcalfe

Chair of Local Governing Body: Maggie Blount

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

Senior Business Manager:

- Be accountable for all premises issues relating to the site including resources and Health and Safety, ensuring that inventories are maintained
- Be accountable for the maintenance of the academy grounds ensuring the safety of the pupils and optimising the costs
- Ensure the academy meets all compliance requirements e.g. COSHH/Manual Handling/Fire Safety and Health and Safety

Building Supervisor:

- To uphold the Trust and schools Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working
- To carry out daily/weekly checks to ensure that the school buildings are meeting the required standards and review any risk to safety
- To liaise with the Business Manager on Fire safety procedures
- To liaise with the Principal and Business Manager in order to ensure fire risk assessments on the buildings are carried out
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified

Name: Anita Fell

Responsibility: Health & Safety Governor

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:

**Senior Business Manager
Teachers/Phase Leaders**

The findings of the risk assessments will be reported to:

All staff

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

**Senior Business Manager
Principal**

The person responsible for ensuring the action required is implemented is

**Senior Business Manager
Phase Leaders/Vice Principal**

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

**Senior Business Manager
Phase Leaders/Vice Principal**

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:

Staff briefing and noticeboard

Training Days

Email

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering

Problems with plant/equipment should be reported to:

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering
Willow Land Management

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering
Willow Land Management

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering
Willow Land Management

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering
Willow Land Management

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

Senior Business Manager
Building Supervisor
Technical Services
Metroclean
Doncaster Schools Catering
Willow Land Management

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:

KS2 admin office, photocopier area,
KS1 photocopier area, Early Years kitchen area
The Hut
Main kitchen

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

NYCC HandS Service Dale Barton

M: 07788 564533

T: 01609 532545

E: dale.barton@northyorks.gov.uk

Exceed Learning Partnership Business Support Officer

M: 07384 118960

T: 01709 805175

E: bfso@exceedlearningpartnership.com

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

Line Manager
Senior Business Manager
Designated Safeguarding Lead

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

Line Manager
Senior Business Manager
Designated Safeguarding Lead

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Line Manager
Senior Business Manager
Designated Safeguarding Lead

Job specific training will be provided by:

Line Manager
Senior Business Manager
Designated Safeguarding Lead
Trust
LA Technical Services

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 Training log on Sharepoint

Training will be identified, arranged and monitored by:

Senior Business Manager, Line Manager, Designated Safeguarding Lead, ELP
Trust

ARRANGEMENTS

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

Locations of First Aid Boxes:

**EYFS, KS2 office, KS1 office, Staff room, KS1 Library
All Midday Supervisors carry a small kit**

The first aiders are:

List of trained first aiders, including paediatric first aid

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

**KS1 office/ KS2 office
ARF1 Accident report forms in the Senior Business Manager's office**

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

**Senior Business Manager
Admin team (infectious diseases)**

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
Risk assessments
Boiler room termly inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Senior Leadership Team

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

Occupational health
Senior Business Manager, Principal

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

Occupational Health
Senior Business Manager, Principal

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Principal

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:

Building Supervisor
Office staff
Senior Business Managers

Asbestos risk assessments will be undertaken by:

Technical Services
ELP contractor

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

Building Supervisor

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

**Principal
Building Supervisor
(Senior Business Manager)**

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

Water Management Arrangements Folder (HSL)

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

Buildings Supervisor

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

Water Management Arrangements Folder (HSL)

ARRANGEMENTS

WORK AT HEIGHT

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

**Principal
Senior Business Manager**

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

Senior Business Manager/Buildings Supervisor

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

Buildings Supervisor Dale Barton - NYCC	Parago
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ARRANGEMENT

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Principal/Vice Principal

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

Vice Principal (ES)

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

Group Leader

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

One Drive/All staff/Policies

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

Group Leader for non-local area visits

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Principal/Senior Business Manager
Trust

Escape routes are checked by/every:

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

Churches Fire Visually Inspected by Buildings Supervisor	Annually Termly Recorded on Parago
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Alarms are tested by/every:

Buildings Supervisor Contractor	Weekly Bi-Annually
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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.*

Emergency Plan
Business Continuity Plan
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
Home Visits Policy
Intimate Care Policy & Procedures
Laptop and Tablet Procedure
Lettings Policy
Lone Working Procedure
Midday Supervisor Procedure
Missing Child Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Sun Safety Policy
Working at Height Procedure