

Welburn Hall School



Health and Safety Policy

February 2017

Author: Kevin Goddard
Review Period: Annually
Next review Due: February 2018
Adopted by Governors: 01/02/2017



North

Yorkshire County Council

Health and Safety at Work etc Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Welburn Hall 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: M Best

Headteacher

Signed: M Garrod

Chair of Governors

Date: 01/02/2017

Review date: 31/01/2018

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

NOTE

Marianne Best – Headteacher
– Chair of Governors

Insert the name of the Headteacher and the Chair of Governors, (or the Governor with responsibility for health and safety).

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

Kevin Goddard – School Business Manager
Darren Kendell – Site Manager

If the Headteacher is not always there, or does not have time to manage on a day-to-day basis, you can delegate this role to someone else, e.g. Deputy Headteacher, Head of Year, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

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

Mike Garrod – Governing Body duties
Kevin Goddard – policy implementation
Darren Kendell – site management
Niall Hayton – residential care
Catherine Barr – teaching & learning
Nyree Major – moving and handling

Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

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

Main Office – CYPS health and safety policy and guidance handbook

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.

All employees have to:

- **co-operate with supervisors and managers on health and safety matters;**
- **follow procedures;**
- **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:

The relevant competent member of staff 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:

**Headteacher
School Business Manager
Competent member of staff undertaking the activity**

The person responsible for ensuring the action required is implemented is

**School Business Manager
Competent member of staff undertaking the activity**

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

**School Business Manager
Competent member of staff undertaking the activity**

Assessments will be reviewed:

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

NOTE

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

You will find some examples of key areas that you should consider, at the end of this guidance.

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

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

- Five steps to risk assessment INDG163 (rev1) 1998
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996

HSE Books Tel: 01787 881165.

www.hsebooks.co.uk

www.hse.gov.uk

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

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

NOTE

You must consult your employees.

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.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

You may to use your works committee or another meeting as a forum for consultation.

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

Consultation with employees is provided by:

Agenda item on staff meetings

Staff briefing and noticeboard

Training days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Site Manager
Moving and Handling Coordinator
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
NYCC Schools ICT

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

Site Manager
Moving and Handling Coordinator
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
NYCC Schools ICT

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

Site Manager
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
NYCC Schools ICT

Problems with plant/equipment should be reported to:

Site Manager
School Business Manager
Headteacher
Deputy Headteacher

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

Site Manager
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
NYCC Schools ICT

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.

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in HSE's publication:

- Buying new machinery INDG271 1998

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

**Site Manager
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
Grounds Maintenance Contractor**

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

**Site Manager
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
Grounds Maintenance Contractor**

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

**Site Manager
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
Grounds Maintenance Contractor**

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

**Site Manager
School Business Manager
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
Grounds Maintenance Contractor**

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

**Site Manager
NYCC Building Maintenance
NYCC Building Cleaning Services
NYCC County Caterers
Grounds Maintenance Contractor**

Assessments will be reviewed:

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

NOTE

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

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.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

**Staff Rooms – school and house
Duty Room
Main Kitchen**

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 Hands Safety Risk Adviser:

**Wendy Parkin Safety Risk Adviser
01609 532545
07817 229887**

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:

The Placement Co-ordinator

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.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

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

Headteacher

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:

School Business Manager

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:

**Line Manager
Moving and Handling Coordinator
NYCC Health & Safety**

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

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:

**Moving and Handling
Minibus Driving
Fire Awareness
Fire Warden
Evac Chair and Ski Pads
First Aid
Medication procedures
Asbestos
Legionella
Hydrotherapy pool
Working at Heights
Risk Assessments
Educational Trips
Physical Intervention**

Some jobs will require additional special training (e.g. manual handling, driving etc.)

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.

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

NYCC CYPS 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:

- **NYCC LEARNING ZONE**

Training records are kept:

**On SIMS
In personal files**

- **HandS SERVICE 01609 532545**

Training will be identified, arranged and monitored by:

**Senior Leadership Team
School Business Manager
Line Managers
Moving and Handling Coordinator**

ARRANGEMENTS

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

Health surveillance is required for employees doing the following jobs:

Night workers
Display screen assessments for staff using computers/laptops

Health surveillance will be arranged by:

Line Manager

Health surveillance records will be kept:

Personal files

The first aid box(es) are kept at:

2nd Floor Bathroom, Night Station, Main Kitchen, Reception, Junior Lounge, Students Kitchen, Surgery, Hall, Craft Room Food Tech, Physiotherapy, Life Skills and Minibuses

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

Theresa Hunt – Appointed Person
Rachel Marr
Jane Rimmer-Boyes
Barry Foots
Elaine Harness
Nyree Major
Clare Thwaites
Pauline Straw

All accidents and cases of work-related ill health are to be recorded on relevant forms:

Blank forms are in cupboard in Games Room
Completed forms are in folders in Main Office

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

School Business Manager

NOTE

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and 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

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential.

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. You can find more information in HSE's free leaflets:

- First aid at work – your questions answered INDG214 1997
- Basic advice on first aid at work INDG215 (rev) 1997.

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

You must report accidents to:

CYPS Health and Safety 01609 532589.

Follow the procedures outlined in the CYPS 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:

Monthly visual H&S inspections by School Business Manager & Site Manager
Termly visual H&S inspections by Governor with H&S responsibility
Ongoing monitoring by Moving and Handling Coordinator
Legionella testing
Asbestos inspection
Monthly Visual H&S inspection by Site Manager and School Business Manager
School Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
NYCC premises inspection
NYCC condition survey
Prioritised programme of risk assessment
Boiler room annual inspection
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

School Business Manager

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

Headteacher liaising with NYCC Occupational Health

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

Headteacher

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.

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.

When you find out what went wrong – put it right.

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher
Site Manager

The Asbestos Risk Management file is kept in:

Site Manager's Office

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

Site Manager's 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:

Site Manager

Asbestos risk assessments will be undertaken by:

NYCC Building Maintenance

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

Site Manager

Records of the above inspections will be kept in:

Site Managers 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 Gill Elstob:

Office: 01609 535748
Mobile: 07973 251980

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Headteacher

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

Site Manager's Office

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

Site Manager

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

Site Manager's Office

NOTE

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 -

- **Gill Elstob Legionella Monitoring Officer
01609 535748**

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

ARRANGEMENTS

WORK AT HEIGHT

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

Site Manager

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

Site Manager

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

Site Manager

In Health & Safety Document Management file

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

In Health & Safety Document Management file

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'.

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

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Headteacher
NYCC (when applicable)
Governing Body (when applicable)

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

Anne Lealman

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

Visit Leader

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

Admin Office
School website

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

Visit Leader
Admin Team

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 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 Adrian Clarke
Tel: 01609 535943**

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

School Business Manager

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.

All 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:

Walkers

Annually

Site Manager

Visually Inspected Termly

Alarms are tested by/every:

**Site Manager
Monks**

**Weekly
Annually**

Emergency evacuation will be tested:

Half-termly

The Security Co-ordinator is:

Site Manager

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.*

Educational Visits
First Aid
Use of School Vehicles
Action in the Event of Fire
Risk Assessments
Accident Reporting
School Medical
Moving and Handling
Lone Working
Pool Safety
Use of Chemicals
Working at Heights
Behaviour (includes RPI)

All policies can be found on the school website or in the policy library in the main office.