

# Welburn Hall School



## Health & Safety Policy

Date Reviewed: June 2024

Next review Due: June 2025

Approved by Governors:

A handwritten signature in black ink, appearing to be 'R. [unclear]', written over a faint horizontal line.

Date: June 2024



**Health  
and Safety**

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 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:**

**Chair of Governors**

**Date: 14/06/24**

**Review date: 14/06/25**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Best (Head Teacher)**

**Mr Alan Payne (Chair of Governors)**

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

**Name: Mr Kendell**

**Responsibility: (TBC at Governors) 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:**

**Mr Kendell for the site and all operational equipment and individual staff members undertaking any student activities**

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

**All staff**

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

**Mr Kendell and the staff member undertaking activity**

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

**Mr Kendell and the staff member undertaking activity**

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

**Mr Kendell 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:

Mr Kendell

Consultation with employees is provided by:

Agenda item on staff weekly meetings or daily team briefings carried by SLT

Staff briefing and noticeboards

Training Days

Emails and verbally

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
Outside Contractors

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
Outside Contractors

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
Outside Contractors

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr Kendell  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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:

Staff Room  
Site Manager Office

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

Mr Kendell, Mrs Cayton, Ms Best

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 Kendell



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mr Kendell

Job specific training will be provided by:

NYCC training dept.  
SLT  
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella

Mr Kendell and Mr Smith have all training requirements in place

First Aid training – Ms Best ensures that staff are suitable trained and there are enough trained staff to ensure student and staff safety.

Fire Awareness / Fire Warden training The majority of staff have been trained in both areas

Working at Height / Safe Ladder use – all staff received training provided by HandS team.

Manual handling – All staff complete manual handling with the WHS trainer Mrs Warner. This was overseen by Mrs McGill the moving and handling co-ordinator. Future training requirements will be provided by HandS team as both on site trainers have now left

Educational Visit Training – Ms Best is the WHS EVC and is responsible for all off site visits

Training records are kept:

In the central office

Training will be identified, arranged and monitored by:

Mr Kendell, Ms Best, Mrs Cayton

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Hall Entrance Room 2  
Wash-up Area Room 15  
Night Station Room 82  
Kitchen Hall  
Surgery Room 86 + 2 x Travel kits for use on trips  
House upper kitchen room 114  
Bungalow room 195  
PE (Hall room 208)  
School Office Room 241  
Food Technology Room 297  
Physiotherapy Room 340 3 x travel kits for use on trips, and one on each Minibus.  
There is an eye wash station within the pool plant room 295.  
Farm hand was station  
Mini buses

### The first aiders are:

**All staff are emergency aid trained and we have 11 designated first aid trained.**

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

**Electronically on TEAMS and Besafe**

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

**Ms Best and Mr Kendell**

## 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  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance  
Fire alarm testing  
Water temperature monitoring  
Grounds safety  
Security  
Routine maintains  
Damage response

The person responsible for investigating accidents is:

Mrs Best and Mr Kendell

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

Ms Best  
Mrs Cayton  
Mr Kendell

NYCC Occupational health

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

Ms Best and Mr Kendell  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Kendell

The Asbestos Risk Management file is kept in:

Site Managers Office

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

Site Manager 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 Kendell and Mr Smith

Asbestos risk assessments will be undertaken by:

Mr Kendell and NYCC property services

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

Mr Kendell and NYCC property services

Records of the above inspections will be kept in:

Site Manager Office and Concerto

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Mr Kendell  
Mr Smith

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

Mr Kendell and Concerto

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

Mr Kendell

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

Site Manager Office

## ARRANGEMENTS

### WORK AT HEIGHT

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

Mr Kendell

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

Mr Kendell

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

Establishment Governor	Site Managers Office
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## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

**Off-site educational visits must be authorised by:**

**NYCC, , Ms Best**

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

**Ms Best**

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

**Group Leader**

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

**On Evolve and in the TEAMS policies files**

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

**Group leader and Ms Best**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Kendell

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire  
Visually Inspected by Mr Kendell

Annually  
Termly

Alarms are tested by/every:

Mr Kendell  
Monks

Weekly  
Bi-Annually

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.*

**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**  
**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**  
**Residential Policy**