



Cædmon School

Health & Safety

Policy

HISTORY OF DOCUMENT

Issue Number	Author	Date Written	Approved by Governors	Comments
1.	SMT	1997	Governors	Reviewed Annually
2.	CS	2003	Governors	Reviewed Annually
3.	CS	2006	Governors	Reviewed Annually
4.	CS	Feb 2008	Governors	Reviewed Annually
5.	CS	October 2009	19 October 2009	Review October 2012
6.	CSe	September 2012	24 September 2012	Review September 2013

Signature of Headteacher:

Signature of Chair of Governors:

THIS IS THE HEALTH AND SAFETY STATEMENT OF

CAEDMON SCHOOL

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;
- 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: Headteacher

Signed: Chair of Governors

Date: **September 2012**

Review date: **September 2013**

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

NOTE

Mr R A Hewitt

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:

LEAD OFFICER?

Mr Craig Sewell

SCHOOL H & S CO-ORDINATOR?

Mr Craig Sewell

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, and 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:

Name Mr Craig Sewell
Responsibility H&S Co-ordinator

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).

Name Mr David Orton
Responsibility Site Management

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

Name Mr Richard Togwell
Responsibility Science Labs

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.

Name Mr Justin Draper
Responsibility Technology Room

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

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 and overseen by:

Mr Craig Sewell

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.

The findings of the risk assessments will be reported to:

All appropriate staff/pupils/visitors

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.

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

The Headteacher

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.

The person responsible for ensuring the action required is implemented is

Mr Craig Sewell/Mr David Orton

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

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

www.hse.gov.uk

Mr Craig Sewell/Mr David Orton

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

Assessments will be reviewed every:

Year

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Mr Justin Draper (NASUWT)

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:

Minutes of meetings

Reports from HandS service circulated

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr David Orton

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

Mr David Orton

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

Mr David Orton

Problems with plant/equipment should be reported to:

Mr David Orton

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

Mr David Orton

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 website www.hse.gov.uk or HSE publication:

- Buying new machinery INDG271 (free)

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Richard Togwell/ Mr David Orton

NOTE

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

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

Mr Richard Togwell/ Mr David Orton

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.

You can find more guidance at www.hse.gov.uk or HSE publications:

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

Mr Richard Togwell/ Mr David Orton

- 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)

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

Mr Richard Togwell/ Mr David Orton

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

Mr Richard Togwell/ Mr David Orton

Assessments will be reviewed every

Year

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

NOTE

Reception and staffroom

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 NYCC Safety Risk Adviser:

You are required to have access to competent advice, either in house or, if not available, external.

Mr Joe Ball

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

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.

Mr Craig Sewell

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:

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.

Mr Craig Sewell

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mr Craig Sewell

Job specific training will be provided by:

Appropriate competent person

Specific jobs requiring special training are:

Design Technology/ Science/ PE

Grounds Maintenance

Manual Handling

Working at heights

Training records are kept at/by:

Mr Craig Sewell / Mr David Orton

Training will be identified, arranged and monitored by:

Mr Craig Sewell / Mr David Orton

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.

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.

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 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:

- CPD Section- CAMAS Tel: 01609 532864
- County Training Tel: 01609 532841

ARRANGEMENTS

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

Health surveillance is required for employees doing the following jobs:

N / A

Health surveillance will be arranged by:

N / A

Health surveillance records will be kept by/at:

The first aid box(es) are kept at:

Reception
Science Labs
PE Dept
Minibus

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

Mrs Di Wood
Mr Martin Colclough
Mr Roger Hartley

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

Pupils – Reception
Staff/visitors – Admin Office

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

Mr Craig Sewell

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
Tel: 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 website on www.hse.gov.uk or

HSE's free leaflets:

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

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

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.

ARRANGEMENTS

MONITORING

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

- Termly inspection with representatives
- HandS Service inspections
- Accident book monitoring
- Reporting near misses
- Maintaining a defects book

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 these 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.

The person responsible for investigating accidents is:

Mr Craig Sewell

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.

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

Mr Craig Sewell

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

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

Mr Craig Sewell

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr David Orton

The Asbestos Risk Management file is kept in:

Caretaker Office

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

Caretaker 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 David Orton

Asbestos risk assessments will be undertaken by:

Mr David Orton

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

Mr David Orton

Records of the above inspections will be kept in:

Caretaker 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

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

The Headteacher

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

Mr David Orton

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

Mr David Orton

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

Caretaker 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 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

ARRANGEMENTS

WORK AT HEIGHT

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

Mr David Orton

Authorisation - A designated duty holder should be responsible for authorising work at height in the school.

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

Mr David Orton

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

Caretaker Office

Equipment - A competent person must periodically check all equipment used for work at height. Documentary evidence of checks should be maintained.

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

Caretaker Office

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 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:

See Trips Procedure

NOTE

Authorisation - A system must be in place to ensure no parties leave the school without the appropriate authority.

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

Mr Craig Sewell

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYCC Guidelines are followed.

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

Group Leader

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.

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

Staffroom
Admin & Finance Office

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

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

Mrs Sally Nedley

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

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Craig Sewell Mr David Orton

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:

Staff	Day
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You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

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	Year
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Alarms are tested by/every:

Mr Dave Orton	Week
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Emergency evacuation will be tested every:

Term

The Security Co-ordinator is:

Mr David Orton

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.*

Bomb Threat
COSHH
DSE
Fire Safety
First Aid
Homeworking
Laptop
Lone Working
Working at Height
Snow Policy
Educational Visits
Noise at Work
Provision and Use of Work Equipment
Control of Vibration
CDM Regulations
Evacuation Procedure

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

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

Health and Safety Information Services
Infoline Tel: 08701 545500
HSE Website: 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