



# Health and Safety Policy

## DETAILS OF POLICY

Original policy created by:	NYCC HandS
Date of most recent review:	October 2017
Reason for review:	Annual review
Adopted by:	Resources Committee

Parties communicated to: (e.g. Parents, Staff etc.)	Staff
Methods of Communication:	Staff intranet, school website

Next planned review date:	October 2018
Persons responsible for audit review of policy:	HandS Adviser

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### Forest Moor 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 LA 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: 03 October 2017

Review date: October 2018

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mr Marc Peart (Head Teacher)**

**Mr Turnpenny (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:

**School Business Manager (School Business 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:

**Name: Mr Brosnan**

**Responsibility: Health & Safety Governor**

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 Section 1 of the Children and Young People Service Health and Safety Policy and Guidance Handbook 2012 which can be found in:**

**School Office**

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;**
- **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:**

**School Business Manager and the staff member undertaking activity**

### 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 staff**

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:**

**School Business Manager and the staff member undertaking activity**

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.

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

**School Business Manager and the staff member undertaking activity**

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.

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

**School Business Manager and the staff member undertaking activity**

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](http://www.hsebooks.co.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

**Assessments will be reviewed every:**

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

Your **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment and where applicable, the use of the Schools Health and Safety Risk Management Service risk assessment software package.

# ARRANGEMENTS

## CONSULTATION WITH EMPLOYEES

<b>Employee Representative(s) are:</b>	<b>NOTE</b> You must consult your employees.
N/A	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.
<b>Consultation with employees is provided by:</b>	If you have a health and safety committee, you could list what it does, who is on it and how often it meets
Agenda item on staff twice daily briefings – notes emailed to all staff	
Agenda item on SLT weekly meetings	
Agenda item on Governors meetings	
Training days	

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

**School Business Manager and Site Manager  
Building Cleaning Services**

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

**School Business Manager and Site Manager  
Building Cleaning Services**

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

**School Business Manager and Site Manager  
Building Cleaning Services**

**Problems with plant/equipment should be reported to:**

**School Business Manager and Site Manager  
Building Cleaning Services**

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

**School Business Manager and Site Manager  
Building Cleaning Services**

### 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:

School Business Manager and Site Manager  
Building Cleaning Services  
Mrs Harrison (Kitchen)  
Mrs Parker-Walton (Science)  
Miss Brown (DT)

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

School Business Manager and Site Manager  
Building Cleaning Services  
Mrs Harrison (Kitchen)  
Mrs Parker-Walton (Science)  
Miss Brown (DT)

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

School Business Manager and Site Manager  
Building Cleaning Services  
Mrs Harrison (Kitchen)  
Mrs Parker-Walton (Science)  
Miss Brown (DT)

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

School Business Manager and Site Manager  
Building Cleaning Services  
Mrs Harrison (Kitchen)  
Mrs Parker-Walton (Science)  
Miss Brown (DT)

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

School Business Manager and Site Manager  
Building Cleaning Services  
Mrs Harrison (Kitchen)  
Mrs Parker-Walton (Science)  
Miss Brown (DT)

### 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.

You can find more guidance in:

- HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 07176 2421 8
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.



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**Assessments will be reviewed every**

**In the event of an accident and 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**

#### **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 NYCC Safety Risk Adviser:**

**Janet Morris  
01609 532545**

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:**

**N/A**

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.

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

**Head Teacher**

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:**

**Designated Mentor**

#### **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:**

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

**NYCC training dept.  
Designated Mentor  
School HandS Service**

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:**

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

**Asbestos/Legionella training**

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.

**First Aid training**

**Fire Awareness training**

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

**Safe ladder use**

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:

**Manual handling  
Educational Visit Training**

**Training records are kept:**

- **NYCC LEARNING ZONE**

**In Personnel files**

- **SCHOOL HANDS SERVICE 01609 532545**

Training will be identified, arranged and monitored by:

School Business Manager and associated line managers

## ARRANGEMENTS

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

Health surveillance is required for employees doing the following jobs:

Display screen assessments for computer operative.

Health surveillance will be arranged by:

School Business Manager  
NYCC Occupational health dept.

Health surveillance records will be kept:

In Personnel files

The first aid box(es) are kept at:

Main School Office  
Kitchen  
Staff Room  
Minibuses

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

4 members of staff are First Aid at Work (FAW) trained

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

#### 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:

**Robin Smith 01609 532589.** Follow the procedures outlined in the Health and Safety

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

School Business Manager

Policy and Guidance Manual.

## 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  
School Hands Service Inspection  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
NYCC Premises inspection  
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:

Head Teacher

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

Head Teacher  
NYCC Occupational health

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

Head Teacher  
NYCC Occupational health

#### 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:

School Business 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:

School Business Manager, Site Manager and the School Administrator

Asbestos risk assessments will be undertaken by:

School Business Manager and Site Manager  
(None present in school)

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

School Business Manager and Site Manager  
(None present in school)

### 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:

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Records of the above inspections will be kept in:

Office: 01609 535748  
Mobile: 07973 251980

Site Manager's Office

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

#### NOTE

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

**Site Manager** - The Directorate will nominate Site Manager. This will normally be the Headteacher.

School Business Manager

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

**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).

In Hertel file in Site Manager's Office

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

**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.

Site Manager

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

**Changes** - to water systems which may effect the level of risk, must be notified to -

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

In Hertel file in Site Manager's Officer

**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:**

**Head Teacher**

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

**School Business Manager and Site Manager and all members of staff**

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

**Site Manager**

**School Management File**

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

**In Personnel 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'.

You can find more guidance 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:**

**NYCC, Headteacher or Headteacher**

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

**Deputy Head and Outdoor Instructor**

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

**Group Leader**

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

**School Office**

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

**Deputy Head or Outdoor Instructor**

### 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:**

**Headteacher**

### 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:**

**Walker Fire  
Visually  
Inspected**

**Annually**

**Termly**

**Alarms are tested by/every:**

**Site Manager  
Monks**

**Weekly  
Quarterly**

**Emergency evacuation will be tested:**

**Termly**

**The Security Co-ordinator is:**

**Site Manager**

