



STRIVE - THRIVE - ACHIEVE

HEALTH AND SAFETY POLICY

Approved by:	Management Committee	Date: October 2024
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1: Our statement of intent is:

- to implement the requirements of the CYC 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;
- to review and revise this policy as necessary at regular intervals.

2: Responsibilities

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

- Mr Chris Nichols (Head Teacher)
- Mandy Bowers (Chair of Governors)

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

Name: John Hart

Responsibility: Health & Safety Governor

Name: Chris Nichols

Responsibility: Head Teacher

Name: Sarah McKinley

Responsibility: Deputy Head Teacher/SENCO

Name: Daniel Furniss

Responsibility: Deputy Head Teacher (Sept 24)

Name: Claire Barrett

Responsibility: Finance/Admin Assistant/ H&S

Name: Melanie Shephard

Responsibility: School Business Manager and Headteacher's PA

Name: Kim Mower

Responsibility: Pastoral Care Manager/Safeguarding Officer

Name: Lynn Henderson

Responsibility: Exams Officer

Name: Anna Barrett

Responsibility: Pastoral Care Assistant/Deputy DSL and Anti-Bullying Coordinator

Name: Jackie Blake

Responsibility: Lead of English

Name: Paul Chapman

Responsibility: Lead of Maths

Name: Caroline Taylor

Responsibility: Monitor of Science H&S

Name: Mark Cranfield

Responsibility: Tutor of ICT

Name: Tommy Kindred

Responsibility: Tutor of PE

Name: Matthew Dominey

Responsibility: Tutor of Catering & Hospitality

Name: Jamie Snowball

Responsibility: Tutor of DT

Name: Tudor Jones

Responsibility: Tutor of Art

Name: Julie Atkinson

Responsibility: Tutor of Salon

Name: Better Clean

Responsibility: Site Manager

Name: Premier

Responsibility: Site Cleaning

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;
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

3: Arrangements for Health and Safety risks arising from our work activities

A: Risk assessments will be undertaken by:

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Department staff member when undertaking activity.

The findings of the risk assessments will be reported to all staff and held on the shared drive

1. Action required to remove/control risks will be approved by:
2. The person responsible for ensuring the action required is implemented is:
3. Checks that implemented actions have removed/reduced the risks will be carried out by:
 - Chris Nichols (Head Teacher)
 - Sarah McKinley (Deputy Head Teacher)
 - Daniel Furniss (Deputy Head Teacher) Sept '24
 - Lead of Departments.

Assessments will be reviewed:

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

B: Arrangements - Consultation with employees.

Employee Representative(s) are:

- Staff Governor: Doug Adams.
- Union Rep: Caroline Taylor

Consultation with employees is provided by:

- Agenda item on SLT weekly bulletins.
- Staff team briefings.
- Inset Training Days & twilight sessions.
- Information on staff shared drive.

C: Arrangements - Safe Plant and Equipment

1. Identifying equipment/plant, which will need maintenance, is the responsibility of:
2. Ensuring effective maintenance procedures are drawn up is responsibility of:
3. The person responsible for ensuring that all identified maintenance is implemented is:
4. Problems with plant/equipment should be reported to:
5. Checking plant and equipment health and safety standards before purchase is the responsibility of:
 - Chris Nichols (Head Teacher)
 - Sarah McKinley (Deputy Head Teacher)
 - Daniel Furniss (Deputy Head Teacher) Sept '24
 - Leads/Tutor of Departments
 - Better Clean – Caretaking
 - Premier – Cleaning
 - Matthew Dominey – Catering (In house)

D: Arrangements - Safe Handling and use of Substances

1. Identifying substances which need a COSHH assessment is the responsibility of:
2. The person's responsible for undertaking COSHH assessments is/are:
3. Ensuring that all actions identified in the assessments are implemented is the responsibility of:
4. The person responsible for ensuring that relevant employees are informed about COSHH assessments is:
5. Checking that substances can be used safely before they are purchased is the responsibility of:
 - Chris Nichols (Head Teacher)
 - Sarah McKinley (Deputy Head Teacher)
 - Daniel Furniss (Deputy Head Teacher) Sept '24
 - Leads/Tutor of Departments
 - Better Clean – Caretaking
 - Premier – Cleaning
 - Matthew Dominey – Catering (In house)
 - Contractor – Grounds Maintenance

Assessments will be reviewed:

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

E: Arrangements - Information, Instruction and Supervision

The Health and Safety Law poster is displayed:

- Front entrance - Main reception and in main staff office

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

- Sarah Charters, H & S Advisor. Tel. 01609 532589 or 07890051106

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

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Work placement coordinator Michelle Barker
- Internal qualification verifier Claire Barrett

F: Arrangements - Competency for tasks and training

Induction training will be provided for all employees by:

- SLT

Job specific training will be provided by:

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Lead of relevant department

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 the school administration office or heads office, in relevant file. Site management files on main reception.

Training will be identified, arranged and monitored by:

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Lead of Departments

G: Arrangements - Accidents, Incidents, First Aid, Work-Related and Ill Health

Locations of First Aid Boxes:

- Reception.
- Throughout school in identified practical departments.
- General one per building.
- In addition, portable kit for events trips and transport.

Each box has named person and information displayed around site within each building.

The first aiders are:

- Managed by the First Aid Officer: Claire Barrett
- List of trained staff held centrally on the schools shared system if required.

All accidents and cases of work-related ill health are to be recorded on the online accident book. All incidents are recorded on the B Safe system.

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

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Leads of Departments and attending first aider.

H: 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 H & S Service Inspection.
- PAT testing.
- Fixed appliance electrical testing.
- Extraction fans maintenance.

- Prioritised programme of risk assessment.
- Boiler room annual inspection.
- Gulley's and Gutters checked and cleaned.
- Pest control.
- Sports and Gym equipment maintenance.
- Outside Play equipment checks.
- Fire equipment inspection.
- First Aid kit checks.
- Stage equipment / lighting inspection.
- Lightning conductor inspection.
- Rainwater harvesting inspection.
- Lift inspection / service.
- Gas inspection / servicing.
- Alarms & Security arrangements inspection.
- CCTV equipment maintained.
- Mechanical door & roller shutters opening devices LOLAR equipment.

The persons responsible for investigating accidents are:

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Health and Safety plus Department Leads where relevant

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

- Daniel Furniss (Deputy Head Teacher)

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

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Leads of Departments
- NYCC Occupational Health

I: Arrangements - Asbestos Risk Management:

The Responsible Officer for asbestos management is:

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Claire Barrett (Finance/Admin Assistant)

The Asbestos Risk Management file is kept in:

- Reception
- Admin Office

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

- Main Staff office, held in the 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:

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Melanie Shepard (Business Manager/PA to the Head Teacher)

Asbestos risk assessments will be undertaken by:

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Nominated approved contractor

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

- Better Clean (Caretakers)
- Claire Barrett (Finance/Admin Assistant)

Records of the above inspections will be kept in:

Main Staff office, held with the H&S files

J: Arrangements - Legionellosis Minimisation

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

- Chris Nichols (Head Teacher)
- Better Clean (Caretakers)

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

- Water Management Arrangements Folder held in Admin Office

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

- Better Clean (Caretakers)/ approved contractors

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

- Water Management Arrangements Folder held in Admin office

K: Arrangements - Working at Height

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

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Lead of Departments
- Better Clean

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

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Lead of Departments and all members of staff carrying out the work
- Better Clean

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

- Better Clean Site Management files
- Admin office, held with the H&S files

L: Arrangements - Educational Visits

Off-site educational visits must be authorised by:

- CYC Evolve system
- Chris Nichols (Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24
- Claire Barrett (Finance/Admin Assistant)

The Educational Visits Co-ordinator(s) are:

- Chris Nichols (Head Teacher)
- Claire Barrett (Finance/Admin Assistant)

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

- Group Leader

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

- Danesgate shared drive and on Evolve on-line for all staff to access

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

- Group Leader

M: Arrangements - Emergency Procedures – Fire and Evacuation

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

- Chris Nichols (Head Teacher)
- Sarah McKinley (Deputy Head Teacher)
- Daniel Furniss (Deputy Head Teacher) Sept '24

Escape routes are checked by:

- All staff generally, fire wardens and Claire Barrett
- Visually daily, weekly and as part as inspection procedures

Fire extinguishers are maintained and checked by/every:

- Chubb Annually
- Visually Inspected - Termly as part as inspection procedures

Alarms are tested by/every:

- Better Clean (Caretakers) - Weekly
- SS System's - Bi-Annually

Emergency evacuation will be tested:

- By silent procedures carried out with all staff and pupils.