

Health and Safety at Work etc Act 1974

**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

**Austwick Primary 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: Headteacher

Signed: Chair of Governors

Date: January 2025

Review date: January 2026

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs McHardy (Interim Headteacher)**

**Mrs Smith (Chair of Governors)**

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

**Mrs McHardy (Interim Headteacher)**

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

**Name:**

**Responsibility: 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:**

**Mrs McHardy and the staff member undertaking activity**

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

**All staff**

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

**Mrs McHardy and the staff member undertaking activity**

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

**Mrs McHardy and the staff member undertaking activity**

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

**Mrs McHardy 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:**

N/A

**Consultation with employees is provided by:**

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
Ray Skelton's

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

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
Ray Skelton's

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

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
Ray Skelton's

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

Mrs McHardy  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
Ray Skelton's

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

Mrs Lister  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
Ray Skelton's

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

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

Selena Jaconelli  
07779 853864

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

Mrs McHardy

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

Mrs McHardy

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mrs McHardy

Job specific training will be provided by:

NYCC training dept.  
Mrs McHardy  
HandS Service

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 School Office

Training will be identified, arranged and monitored by:

Mrs McHardy



## **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:**

**Mrs McHardy  
NYCC Occupational health dept.**

**Health surveillance records will be kept:**

**In Personnel file**

**The first aid box(es) are kept at:**

**Outside Staff Room  
Nursery**

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

**Miss Allan, Mrs McHardy, Mrs Bentley, Mr Shaw, Mrs Rouse, Mrs Wilson, Mrs Wright, Miss Marshall**

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

**Outside the Staff Room**

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

**Mrs McHardy**

## 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  
Property Services Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection and service  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mrs McHardy

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

Mrs McHardy  
NYCC Occupational health

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

Mrs McHardy  
NYCC Occupational health

# **ARRANGEMENTS**

## **ASBESTOS RISK MANAGEMENT**

**The Responsible Officer for asbestos management is:**

**Mrs McHardy**

**The Asbestos Risk Management file is kept in:**

**School Office**

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

**School 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:**

**Mrs McHardy and the Mrs Wright**

**Asbestos risk assessments will be undertaken by:**

**Mrs McHardy**

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

**Mrs McHardy**

**Records of the above inspections will be kept in:**

**School Office**

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

**Mrs McHardy**

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

**In HSL file**

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

**Building Cleaning Services**

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

**In HSL file**

## **ARRANGEMENTS**

### **WORK AT HEIGHT**

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

**Mrs McHardy**

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

**Mrs McHardy and all members of staff**

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

**School Governor**

**School Management File**

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

**In Personnel / Document Management file**

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

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

**NYCC and Mrs McHardy**

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

**Miss Thistlethwaite**

**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:**

**Staffroom**

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

**All staff**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs McHardy

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Mrs McHardy  
Monks

Weekly  
Bi-Annually

Emergency evacuation will be tested:

Termly

## 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.*

CYPS Policy and Guidance Handbook  
Educational Visits Policy  
Medicines Policy  
Emergency Response Guide  
Safeguarding Policy  
Safeguarding Audit  
Missing Child Procedure  
Snow and Ice Procedure  
Gritting Plan



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