

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

### **The Federation of Middleham CE (VA) Primary School & Spennithorne CE (VC) 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 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:** 24<sup>th</sup> September 2021

**Review date:** 24<sup>th</sup> September 2022

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs M Mann (Executive Headteacher)**

**Mrs L Sweeting (Chair of Governors)**

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

**Name: Mr S Wilmington**

**Responsibility: Health & Safety Governor**

**Name: Mrs R Ibbotson – Based at Spennithorne**

**Name: Mrs S Bradbury – Based at Middleham**

**Responsibility: (Senior Teachers)**

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 M Mann (Executive Headteacher)  
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 M Mann (Executive Headteacher)  
and the staff member undertaking activity**

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

**Mrs M Mann (Executive Headteacher)  
and the staff member undertaking activity**

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

**Mrs M Mann (Executive Headteacher)  
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

Staff memos

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance**

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance**

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance**

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance**

## **ARRANGEMENTS**

### **SAFE HANDLING AND USE OF SUBSTANCES**

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance**

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance**

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance**

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
NYCC Grounds Maintenance**

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

**Mrs M Mann (Executive Headteacher)  
NYCC County Caterers at Spennithorne / Middleham  
NYCC Property Services at Spennithorne / Middleham  
NYCC Building cleaning at Spennithorne  
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 at both schools, Kitchens at both school

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

Terry Bland, NYES H&S Service – Both schools  
07813 007289

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

Mrs M Mann (Executive Headteacher)

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 M Mann (Executive Headteacher)

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mrs M Mann (Executive Headteacher)

Job specific training will be provided by:

NYCC Training Dept.  
Mrs M Mann (Executive Headteacher)  
NYES H&S 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 Health & Safety Document Management file  
School Office secure cabinet**

**Training will be identified, arranged and monitored by:**

**Mrs M Mann (Executive Headteacher)  
Mrs H Martin  
Mrs S Ramsay in the first instance**



# ARRANGEMENTS

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

Locations of First Aid Boxes:

Both schools –  
Staffroom,  
Each class and  
Portable kits for trips.

The first aiders are:

### Middleham

#### Paediatric Trained Staff –

Helen Martin  
Sue Bradbury  
Sue Pearson  
Mrs M Mann  
Miss L O'Neil

#### First Aid At Work Trained –

To be arranged

#### Emergency First Aid Trained –

Sue Bradbury

### Spennithorne

#### Paediatric Trained Staff –

Ann Remmer  
Mrs M Mann  
Mrs R Brown  
Mrs A Barber  
Mrs L Hall  
Mrs E Harman

#### First Aid At Work Trained –

Mrs M mann

#### Emergency First Aid Trained –

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

In the school office at both schools

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

Mrs M Mann (Executive Headteacher)

# 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

The person responsible for investigating accidents is:

Mrs M Mann (Executive Headteacher)

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

Mrs M Mann (Executive Headteacher)  
NYCC Occupational Health

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

Mrs M Mann (Executive Headteacher)  
NYCC Occupational Health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

**Mrs M Mann (Executive Headteacher)**

The Asbestos Risk Management file is kept in:

**School Office at both schools**

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

**School Office at both schools**

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 M Mann (Executive Headteacher)  
and the Establishment Administrator**

Asbestos risk assessments will be undertaken by:

**Mrs M Mann (Executive Headteacher)**

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

**Middleham - Caretaker  
Spennithorne – Caretaker**

Records of the above inspections will be kept in:

**School Office**

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Mrs M Mann (Executive Headteacher)  
Middleham - Caretaker  
Spennithorne - Caretaker

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

Water Management Arrangements Folder

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

NYCC  
Mrs M Mann (Executive Headteacher)

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

Water Management Arrangements Folder

## ARRANGEMENTS

### WORK AT HEIGHT

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

Mrs M Mann (Executive Headteacher)

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

Mrs M Mann (Executive Headteacher)  
and all members of staff

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

Establishment Governor	Establishment Management File
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## ARRANGEMENTS

### EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC  
Mrs M Mann (Executive Headteacher) at both schools

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

Mrs M Mann (Executive Headteacher) at both schools

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

Visit Leader

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

School Office at both schools

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

Mrs H Martin at Middleham  
Mrs M Mann (Executive Headteacher) at Spennithorne

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs M Mann (Executive Headteacher) to both schools

Escape routes are checked by/every:

All staff

Daily

**Fire extinguishers are maintained and checked by/every:**

<b>McDonald Martin Ltd Visually Inspected</b>	<b>Annually Termly</b>
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**Alarms are tested by/every:**

<b>Middleham - Caretaker Spennithorne - Caretaker Monks Security</b>	<b>Weekly Bi-Annually</b>
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**Emergency evacuation will be tested:**

<b>Termly</b>
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## 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**  
**Midday Supervisor 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**