



KING JAMES'S SCHOOL, KNARESBOROUGH

POLICY STATEMENT



Health & Safety Policy and Policy Statement

Policy statement updated September 2016 (last updated 2015)

Proposal to adopt Corporate Health and Safety Policy, the corporate Health and Policy Statement and the Health and Safety Policy for King James's School.

Adopted October 2016

THIS IS THE HEALTH AND SAFETY STATEMENT OF

King James's School

Our statement of intent is to:

- implement the requirements of NYCC's Health and Safety Policy;
- make adequate arrangements for the health, safety and welfare of staff and pupils;
- provide adequate control of health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- co-operate with the LEA in matters related to health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction, and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

Signed: Headteacher

Signed: Chair of Governors

Date:

Review date: October 2016

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

NOTE

**Carl Sugden
Head Teacher**

Insert the name of the Headteacher and the Chair of Governors, (or the Governor with responsibility for health and safety).

**Dennis James
Chair of Governors**

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

**Justin Waters
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:

**Pat Dunnill
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).

**Dawn Morgan
Safeguarding**

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

**David Williams
Site Manager**

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 the NYCC Corporate Health and Safety Policy which can be found in:

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.

Business Managers Office

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:

Business Manager, Site Manager, Heads of Department

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:

Business Manager

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

Business Manager, Site Manager, Heads of Department

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:

Business Manager and Leadership Team

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

www.hse.gov.uk

Assessments will be reviewed:

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

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

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

NOTE

You must consult your employees.

School Nurse (representative)

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.

Matthew Taylor

Rob Claugton

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

Rob Snow

You may to use your works committee or another meeting as a forum for consultation.

Consultation with employees is provided by:

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 weekly meetings

Staff briefing and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

**Mouchelle
Business and Site Manager
Head Chef**

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

**Mouchelle
Business and Site Manager
Head Chef**

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

**Mouchelle
Business and Site Manager
Head Chef**

Problems with plant/equipment should be reported to:

**Mouchelle
Business and Site Manager
Head Chef**

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

**Mouchelle
Business and Site Manager
Head Chef**

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:

**Business and Site Manager
Heads of Department
Head Chef
Grounds Contractors**

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:

**Business and Site Manager
Heads of Department
Head Chef
Grounds Contractors**

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.

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

**Business and Site Manager
Heads of Department
Head Chef
Grounds Contractors**

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

**Business and Site Manager
Heads of Department
Head Chef
Grounds Contractors**

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

**Business and Site Manager
Heads of Department
Head Chef
Grounds Contractors**

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 notice boards across the site

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 Hands Safety Risk Adviser:

Mike Brown

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:

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.

Career Manager (outsourced to NYBEP)

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.

**Headteacher
Business Manager**

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

HR Advisor
Department Head
Headteacher

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.
Department Head
Headteacher
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 CYPS 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

• **NYCC LEARNING ZONE**

Training records are kept:

• **HandS SERVICE 01609 532545**

In Health & Safety Document
Management file

Training will be identified, arranged and monitored by:

Leadership team

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.
Site operatives

Health surveillance will be arranged by:

NYCC Occupational health dept.
Business and site manager

Health surveillance records will be kept:

In Health & Safety Document Management file

The first aid box(es) are kept at:

School Nurse office, Caretaker office, Design and Technology office, Main Kitchen, PE office, Reception, Science Technicians station. Sixth Form Café, Staff Room

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

Qualified Nurses
List of first aiders and appointed persons in Business Manager Office

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

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

Business Manager

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:

CYPS Health and Safety 01609 532589.

Follow the procedures outlined in the 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 undertake:

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
School HandS Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Mouchelle and LA: 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:

Business Manager

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

NYCC Occupational health

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

**Business Manager
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:

Business and Site Manager

The Asbestos Risk Management file is kept in:

Site Manager Office

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

Site Manager 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:

Business and Site Manager

Asbestos risk assessments will be undertaken by:

Business and Site Manager

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

Headteacher
Business and Site Manager

Records of the above inspections will be kept in:

Site Manager 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 Gill Elstob:

Office: 01609 535748
Mobile: 07973 251980

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Justin Waters

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

In Hertel file

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

Site Manager

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

In Hertel file

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 -

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

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:

Site Manager

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

Business and Site Manager

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 Health & Safety Document
Management 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'.

Further advice on work at height can be obtained from your HandS Safety Risk Adviser

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Headteacher and Governors

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

Business Manager

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:

Business Managers Office

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

Hazel Taylor

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:

Business Manager

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.

Site team	Daily
All staff	

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	Annually
Visually Inspected	Termly

Alarms are tested by/every:

Caretaker	Weekly
Protec	Quarterly

Emergency evacuation will be tested:

Termly

The Security Co-ordinator is:

Business Manager

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.*

All policies can be found on the intranet. Primary policies with health and safety guidance are:

HR related policies
Education visits
Safeguarding
Medicine
Lone working
Radioactivity