



KING JAMES'S SCHOOL, KNARESBOROUGH  
POLICY STATEMENT



# Health and Safety Policy and Policy Statement

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Policy statement updated September 2019 (last major update 2019).

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 September 2019

Health and Safety at Work etc Act 1974

**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 at regular intervals and following significant change.

Signed:

Name:

Headteacher

Signed:

Name:

Chair of Governors

Date:

Reviewed date: September 2019

## HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

**Overall responsibility for Health and Safety within the school is that of:**      **NOTES:**

**Carl Sugden  
Head Teacher**

**Andrew Knight  
Chair of Governors**

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

**Justin Waters  
Director of Business Services**

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**

**Helen Handley  
Safeguarding**

**David Williams  
Site Manager**

**Tim Wood  
Senior Cleaning Supervisor**

**Richard Lever  
Head Chef**

**Curriculum Leaders  
Responsibility: Subject Areas**

**Justin Waters  
Director of Business Services (EVC)**

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 headteachers, managers, heads of departments and staff can be found in the NYCC Corporate Health and Safety Policy which can be found in:

Director of Business Services' Office

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).

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.

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by:**

**Director of Business Services  
Site Manager  
Heads of Department**

**NOTES:**

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:**

**Director of Business Services**

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:**

**Director of Business Services  
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.

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

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

**Director of Business Services  
Leadership Team**

HSE Books Tel: 01787 881165.

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

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

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

**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:**

**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 (Senior Science Technician)**

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

**Rob Cloughton (Union Representative)**

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

If you have a Health and Safety committee, you could list what it does, who is on it and how often it meets

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**Staff briefing and noticeboard**

**Training Days**

**Health and Safety Committee**

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

**NYCC / CYPS**  
**Director of Business Services**  
**Site Manager**  
**Senior Cleaning Supervisor**  
**Head Chef**

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

**NYCC / CYPS**  
**Director of Business Services**  
**Site Manager**  
**Senior Cleaning Supervisor**  
**Head Chef**

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

**NYCC / CYPS**  
**Director of Business Services**  
**Site Manager**  
**Senior Cleaning Supervisor**  
**Head Chef**

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

**NYCC / CYPS**  
**Director of Business Services**  
**Site Manager**  
**Senior Cleaning Supervisor**  
**Head Chef**

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

**NYCC / CYPS**  
**Director of Business Services**  
**Site Manager**

#### **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:**

**Director of Business Services  
 Site Manager  
 Senior Cleaning Supervisor  
 Heads of Department  
 Head Chef  
 Senior Science Technician  
 Grounds Contractors**

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

**Director of Business Services  
 Site Manager  
 Heads of Department  
 Head Chef  
 Senior Science Technician  
 Grounds Contractors**

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

**Director of Business Services  
 Site Manager  
 Heads of Department  
 Head Chef  
 Senior Science Technician  
 Grounds Contractors**

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

**Director of Business Services  
 Site Manager  
 Heads of Department  
 Head Chef  
 Senior Science Technician  
 Grounds Contractors**

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

**Director of Business Services  
 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.

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.



**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**

**Health and Safety advice is available from your Health and Safety Risk Adviser:**

**Mike Brown  
NYCC Risk Adviser**

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

**Career Manager with support from the Director of Business Services**

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

**Headteacher  
Director of Business Services**

#### 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.

You are required to have access to competent advice, either in house or, if not available, external.

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.

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.

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:**

HR Advisor  
Heads of Department  
Headteacher

**Job specific training will be provided by:**

NYCC training dept.  
Heads of Department  
Headteacher  
Health and Safety Service

**Specific jobs requiring special training are:**

Asbestos/Legionella training  
First Aid training  
Fire Awareness training  
Safe ladder use  
Manual handling  
Educational Visit training  
MiDAS training  
PAT testing

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

Leadership Team

#### **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.

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

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.

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

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.

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

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:

- **NYCC LEARNING ZONE**
- **HANDS SERVICE 01609 532545**

## ARRANGEMENTS

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

**Health surveillance is required for employees doing the following jobs:**

**Display Screen Equipment assessments for computer operatives  
Site operatives**

**Health surveillance will be arranged by:**

**NYCC Occupational Health dept.  
Director of Business Services 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, Main Staff Room**

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

**Qualified Nurses  
List of First Aiders and Appointed Persons in Director of Business Services Office**

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

**Nurse's Office**

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

**Director of Business Services**

#### **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 H & S Service Inspection**  
**Fixed appliance electrical testing**  
**Extraction fans maintenance**  
**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**  
**Lift inspection**  
**DT inspection**  
**Department risk assessment and review**  
**Fire alarm inspection**  
**Drama lighting**  
**Lift Maintenance**  
**Sports Equipment**  
**Portable Appliance Testing (PAT)**  
**Inspection of Gas Appliances in Main Kitchens and Food teaching rooms**  
**Inspection of Gas Taps in Science laboratories/rooms**

### 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.

The person responsible for investigating accidents is:

**Director of Business Services**

When you find out what went wrong – put it right.

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

**Director of Business Services**  
**NYCC Occupational health**

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

**Director of Business Services**  
**NYCC Occupational Health**

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Director of Business Services  
Site Manager

The Asbestos Risk Management file is kept in:

Site Manager's Office

Site plans showing the location of asbestos containing materials (ACMs) are kept in:

Site Manager's Office

Ensuring that contractors are made aware of the location of ACMs and that they sign the relevant permit to work is the responsibility of:

Director of Business Services  
Site Manager

Asbestos risk assessments will be undertaken by:

Director of Business Services  
Site Manager

Visual inspections of the condition of ACMs will be undertaken by:

Headteacher  
Director of Business Services  
Site Manager

Records of the above inspections will be kept in:

Site Manager's 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 (ACMs)

**Surveys** - A type two survey of the premises should be available, with the location of ACMs 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 ACMs are present in the work area.

**Contractors** - The location of ACMs 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 ACMs. 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 ACMs 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

#### NOTE

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**

**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:**

**Director of Business Services  
Site Manager**

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

<b>Site Manager</b>	<b>School Management File</b>
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**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 Health and Safety Risk Adviser**

## ARRANGEMENTS

### EDUCATIONAL VISITS

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

NYCC  
Headteacher  
Governors

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

Director of Business Services

**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:**

Director of Business Services' Office

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

Trip Leader

#### **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:**

**Director of Business Services  
Site 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.

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

**Escape routes are checked by/every:**

<b>Site team All staff</b>	<b>Daily</b>
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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:**

<b>Chubb</b>	<b>Annually</b>
<b>Visually Inspected</b>	<b>Termly</b>

**Alarms are tested by/every:**

<b>Caretaker</b>	<b>Weekly</b>
<b>Monks Security</b>	<b>Quarterly</b>

**Emergency evacuation will be tested:**

**Termly**

**The Security Co-ordinator is:**

**Director of Business Services**

**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 polices can be found on the intranet. Primary policies with Health and Safety guidance are:

HR related policies  
Education visits  
Safeguarding  
Medicine  
Lone working  
Radioactivity  
Science policy