

KING JAMES'S SCHOOL, KNARESBOROUGH
HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr C Sugden (Head)

Mr D James (Chair of Governors)

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

Mr M Laycock (Business Manager)

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

All Heads of Departments (Departments)

Business Manager (Whole School)

Mrs S Midgley (Educational Visits Co-ordinator)

All employees must:

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

Reference

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Departments – Heads of Departments

Whole School – Business Manager

Visits – Party Leaders

The findings of the risk assessments will be either retained by departments or reported to:

Business Manager

Who will take appropriate action required to remove/control risks. He will also be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed as circumstances dictate.

Reference

- 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

CONSULTATION WITH EMPLOYEES

Employee Representatives are:

Mr R Cloughton (NASUWT)

Mr R Snow (NUT)

Mrs C Willoughby (UNISON)

Mrs G Boyle (ATL)

Note

Consultation with employees is provided by termly meetings

SAFE PLANT AND EQUIPMENT

Heads of Departments and Business Manager

Will be responsible for identifying all equipment/plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up and will be responsible for ensuring that all identified maintenance is implemented. Any problems with plant/ equipment that cannot be resolved should be reported. It will be confirmed that new plant and equipment meets health and safety standards before it is purchased.

Reference

Buying new machinery
INDG271 1998

Radioactivity

Radioactivity Protection Safety Manager

Mr Matthew Taylor
(Qual Feb 09)

Reference

CLEAPSS L93

Institute of Occupational Safety and Health (IOSH)

IOSH Qualified

Mrs Jane Dumbleton
(Qual Feb 09)

Reference

SAFE HANDLING AND USE OF SUBSTANCES

Heads of Departments and Business Manager

Will check that new substances can be used safely before they are purchased.

Assessments will be reviewed when the work activity changes.

Reference

- HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed in the Staff Kitchen, School kitchens, Community Education, Caretakers' Office and Design and Technology.

Health and safety advice is available from NYCC Safety Risk Adviser.

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

Mrs H Weatherill

Who is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for teaching employees by:

Mr G Ibbotson

Induction training will be provided for administrative employees by:

Mrs S White

Job specific training will be provided by:

Heads of Department

Training records are kept by:

Personnel

Training will be identified, arranged and monitored by:

Personnel

Contacts

- CPD Section - CAMAS
01609 532864
- Andy Dolan – Schools Health and Safety Risk Management Service 01609 532545

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Following COSHH assessments, employees will be notified if they require surveillance for certain work.

Health surveillance will be arranged and kept by:

Heads of Departments

Departments are responsible for the maintenance of their First Aid boxes. Additional materials may be ordered through the School Nurses.

Reference

- Occupational Health - Anne Richardson 01609 785780
- First aid at work – your questions answered INDG214 1997.
- Basic advice on first aid at work INDG215 (rev) 1997.

The first aid box(es) are kept at:

- **School Matron's office**
- **Caretaker Office**
- **Design and Technology office**
- **Main Kitchen**
- **PE Office**
- **Reception**
- **Science Technicians Station**
- **Sixth Form Café**
- **Staff Room**

The staff first aid qualified (4 day course) are:

- **Mrs Heather Roberts**
- **Mrs Michele Pace**
- **Mr Jon Blane**

The staff first aid appointed (1 day course)

- | | |
|--|--|
| • Rowan Feltham (Eng)* | • Mike Bindon (Drama) ¹ |
| • Gill Boyle (Sci)* | |
| • Josephine Parker (SEN)* | • Rob Cloughton (Geography) ¹ |
| • Sue Recchia (SEN) ¹ | • Julian Hooper (Languages) |
| • Hazel Taylor (Admin) ¹ | • Gavin Smith (ICT) ¹ |
| • Bev Treloar (Year 9) ¹ | • Kieron Hall (PE) ¹ |
| • Ros Roberts (Year 7) ¹ | • Keir Wilson (PE) ¹ |
| • David Lloyd (Exams) ¹ | • Sam Jefferson (PE) ¹ |
| • Jane Dumbleton (SEN) ¹ | • Ryan Bradshaw (PE) ¹ |
| • Stuart Giles (Sixth Form) ¹ | * D of E Course |
| | ¹ Internal Course Sep 07 |

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

School Matron

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

Business Manager

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

- **Self-monitor**
- **Use NYCC advisory service**
- **Be subjected to NYCC H and S audit**

Business Manager/ Personnel

- is responsible for investigating accidents
 - is responsible for investigating work-related causes of sickness absences
 - is responsible for acting on investigation findings to prevent a recurrence
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EMERGENCY PROCEDURES – FIRE AND EVACUATION

Business Manager

Is responsible for ensuring the fire risk assessment is undertaken and implemented and escape routes are checked and fire extinguishers are maintained and checked and alarms tested.

Emergency evacuation will be tested every term.

The Security Co-ordinator is:

Business Manager

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Business Manager

Is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked every term by:

Mr A Kaye

Fire extinguishers are maintained and checked every year by:

Chubb Plc

Alarms are maintained by:

Protec Fire Detection Plc

Emergency evacuation will be tested every:

Term

The Security Co-ordinator is:

Business Manager

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

FURTHER GUIDANCE

The following guidance booklets are available from HSE Books Tel: 01787 881165

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from your Safety Risk Adviser or contact:

Andy Dolan
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Schools Health and Safety Risk Management Service
North Yorkshire County Council, Room 161a, Education Service
County Hall, Northallerton DL7 8AE
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