



King James's School

Health & Safety Policy and Policy Statement

Policy last reviewed (date)	September 2022
Ratified by Governors (date)	September 2022
Next policy review due (date)	September 2023
Due for review by Governors (date)	September 2023
Staff Lead	Director of Business Services

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by adhering to all relevant H&S legislation, supporting promotion of a positive H&S culture and following NYCC HANDS guidance.

Corporate Health and Safety Policy, the corporate Health and Policy Statement and the Health and Safety Policy for King James's School adopted in September 2019.

Significant revisions since the last review:

- Site Manager updated to Premises Services Manager – replacement post commencing October 2022
- General review of HSE publication revisions

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: Mr J Waters	Director of Business Services (on behalf of Headteacher)
Signed:	Name: Mr M Dawson	Chair of Governors

Reviewed (date): September 2022

Ratified by Federation Governors (date): September 2022

Next Review Due (date): September 2023

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

NOTES:

Carl Sugden (Headteacher)
Malcolm Dawson (Chair of Governors)

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

Justin Waters (Director of Business Services)
Premises Services 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 & Brian Horner (Health & Safety Governors)
Helen Handley (Designated Safeguarding Lead)
Justin Waters (Director of Business Services/EVC)
Premises Services Manager
Cleaning Supervisor
Head Chef
Curriculum Leaders
Responsibility: Subject Areas

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.

Note: If a member of staff is absent from their place of duty for a prolonged period of time, they are to nominate a replacement and inform the Headteacher.

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/EVC
Premises Services Manager
Heads of Department
Head Chef
Heads of Department

Risk Assessments are to be written by any member of staff undertaking an activity including; subject leaders, educational visit leaders and outside of school curriculum activity leaders. Department Heads are to ensure that Risk Assessment are in place for their department and linked to Lesson Plans/Schemes of Work

Before the activity, the findings of the risk assessments will be reported to:

All Staff (associated with the activity)

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

Director of Business Services/EVC

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

Director of Business Services
Premises Services Manager
Heads of Department

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

Director of Business Services/EVC
Premises Services Manager
Heads of Department
Head Chef
Leadership Team

Assessments will be reviewed:

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

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.

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.

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.

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 through:

www.hse.gov.uk

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

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Tammy Miles (School Nurse)

Matthew Taylor (Senior Science Technician)

Ross Roberts (Pastoral representative)

NOTE

You must consult your employees.

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.

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

Federation Health and Safety Committee

In addition, it is a standing agenda item on Governors and senior management meetings

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

NYCC / CYPS
Director of Business Services
Premises Services Manager
Cleaning Supervisor
Head Chef
Heads of Department (DT/PE/Science)

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

NYCC / CYPS
Director of Business Services
Premises Services Manager
Cleaning Supervisor
Head Chef
Heads of Department (DT/PE/Science)

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

NYCC / CYPS
Director of Business Services
Premises Services Manager
Cleaning Supervisor
Head Chef
Heads of Department (DT/PE/Science)

Problems with plant/equipment should be reported to:

NYCC / CYPS
Director of Business Services
Premises Services Manager
Cleaning Supervisor
Head Chef
Heads of Department (DT/PE/Science)

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

NYCC / CYPS
Director of Business Services
Premises Services Manager
Cleaning Supervisor
Head Chef
Heads of Department (DT/PE/Science)

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 (Rev3)

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Director of Business Services
Premises Services Manager
Cleaning Supervisor
Heads of Department
Head Chef
Technicians
Grounds Contractors/Premises Team

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

Director of Business Services
Premises Services Manager
Cleaning Supervisor
Heads of Department
Head Chef
Technicians
Grounds Contractors/Premises Team

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

Director of Business Services
Premises Services Manager
Cleaning Supervisor
Heads of Department
Head Chef
Technicians
Grounds Contractors/Premises Team

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

Director of Business Services
Premises Services Manager
Cleaning Supervisor
Heads of Department
Head Chef
Technicians
Grounds Contractors/Premises Team

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

Director of Business Services
Premises Services Manager
Cleaning Supervisor
Heads of Department
Head Chef
Technicians
Grounds Contractors/Premises Team

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

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.

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

NYES H&S Risk Adviser

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.

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

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.

Careers Manager with support from the Director of Business Services and/or Premises Services Manager / Premises Team

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
Director of Business Services
Premises Services Manager
Cleaning Supervisor
Head Chef
Heads of Department

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

HR Advisor
Managers/Leaders
Heads of Department
Director of Business Services/EVC
Headteacher
NYCC training department

Job specific training will be provided by:

NYCC training department
Managers/Leaders
Heads of Department
Headteacher
Contracted training agencies
Health and Safety Service

Specific jobs requiring special training are:

Asbestos/Legionella training
Fire Awareness training
Safe ladder use
Manual handling
Educational Visit training
MiDAS training
PAT testing
First Aid training (plus Epipen, Diabetes and Epilepsy Awareness along with Defibrillator training)

Training records are kept at/by:

The training record is kept in the Director of Business Services' Office. Personal files (within the HR Office) also hold copies of training qualifications and training attended.

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 department
HR Team
Director of Business Services
Premises Services Manager

Health surveillance records will be kept:

Health & Safety Document Management file I
Director of Business Services' Office

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, Mobile Catering Van

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

Qualified Nurse

List of First Aiders and Appointed Persons in the Director of Business Services' Office, Nurse's office and at Reception

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

Nurse's Office

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 service**

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
- Basic advice on first aid at work INDG215

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.

A near misses form is to be completed by the member of staff who witnessed the 'near miss'. Once the form is completed they are to speak to the Director of Business Services who may take further action as required. Blank and completed near miss forms are to be kept on file in the schools First Aid room/Nurses office.

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

Director of Business Services

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
Premises Services Manager

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
Premises Services Manager

The Asbestos Risk Management file is kept in:

Premises Services Manager's Office

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

Premises Services 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
Premises Services Manager

Asbestos risk assessments will be undertaken by:

Director of Business Services
Premises Services Manager

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

Headteacher
Director of Business Services
Premises Services Manager

Records of the above inspections will be kept in:

Premises Services 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 the schools NYES H&S Risk Advisor.

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Director of Business Services

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

In the Hertel file
(Premises Services Manager's Office)

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

Premises Services Manager

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

In the Hertel file
(Premises Services Manager's Office)

NOTE

Premises Services Manager - The Directorate will nominate Premises Services 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 Premises Services 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 the school's NYES H&S Risk Adviser.

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:

Premises Services Manager

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

Director of Business Services
Premises Services Manager

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

Premises Services
Manager / Premises
Team

School Management File

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

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 NYES 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:

Visit/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 / 07855 212888

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
Premises Services 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:

Premises Team All Staff	Daily
----------------------------	-------

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
Monks Security	Quarterly

Emergency evacuation will be tested:

Termly

The Security Co-ordinator is:

Director of Business Services
Premises Services 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
- Science policy

APPENDICES

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects /collapsing structures
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Science in general
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High and low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

There are many free Health and Safety leaflets and guidance booklets and priced publications available from:

HSE Books Tel: 01787 881165

HSE Book Website: www.hsebooks.co.uk

Health and Safety Information

Services Infoline Tel: 08701

545500

HSE Website: www.hse.gov.uk

FURTHER INFORMATION

Further advice on completing this Health and Safety Policy document is available from your Safety Risk Adviser or contact:

Dale Barton – Head of Service
SCHOOL HANDS SERVICE
North Yorkshire County Council
Safety Risk Management Unit
Northallerton, DL7 8AE

Tel: 01609 532545
Fax: 01609 532543
E-mail: dale.barton@northyorks.gov.uk

