

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### Overdale Community 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: Robert Bowman**

**Headteacher**

**Signed: Pete Bowdidge-Harding**

**Chair of Governors**



**Date: September 2023**

**Review date: September 2024**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mr ROBERT BOWMAN (Headteacher)**  
**Mr Pete Bowdidge-Harding (Chair of Governors)**

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

**ROBERT BOWMAN – Communicating to governors, staff and children**  
**LMT and Caretaker – Day to day responsibility**

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:**

**William Fox (caretaker) and Robert Bowman (Headteacher)**

**The findings of the risk assessments will be reported to:**

**DESIGNATED STAFF, GOVERNORS, CHILDREN AND THE WIDER COMMUNITY IF APPLICABLE**

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

**Mr Bowman and the staff member undertaking activity**

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

**ROBERT BOWMAN AND WILLIAM FOX**

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

**ROBERT BOWMAN AND CARETAKER /GOVERNORS**

**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**

## **ARRANGEMENTS**

### **SAFE PLANT AND EQUIPMENT**

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

**Mr William Fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers**

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

**Mr William fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers**

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

**Mr Wiliam Fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers**

Problems with plant/equipment should be reported to:

**Mr Wiliam Fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers**

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

**Mr Wiliam Fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers**

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mr William Fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr William Fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr William Fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr William Fox/ Robert Bowman  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr William Fox/ Robert  
BowmanProperty Services  
Building Cleaning Services  
NYCC County Caterers  
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**

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

**Wayne Thickett, NYCC HandS Service**

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

**Robert Bowman**

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

**Robert Bowman**

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**ROBERT BOWMAN**

Job specific training will be provided by:

**NYCC training dept.  
ROBERT BOWMAN  
HandS 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**

Training will be identified, arranged and monitored by:

**Mr Robert Bowman**



# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

HALL  
FOUNDATION STAGE medical room  
FOYER  
KITCHEN  
DT room

**The first aiders are:**

**All staff are emergency 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 office**

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

**Mr Robert Bowman**

## 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  
Sprinkler system testing

The person responsible for investigating accidents is:

Mr Robert Bowman

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

Mr Robert Bowman  
NYCC Occupational health

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

Mr Robert BOWman  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

N/A

The Asbestos Risk Management file is kept in:

N/A

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

N/A

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:

N/A

Asbestos risk assessments will be undertaken by:

NA

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

NA

Records of the above inspections will be kept in:

NA

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Mr Robert Bowman and Mr William Fox

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:

Mr William Fox

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:

Mr Robert Bowman

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

Mr Robert Bowman 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

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

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

**NYCC, ROBERT BOWMAN**

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

**Robert Bowman**

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

**Group Leader**

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

**Staffroom**

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

**TRIP LEADER - EVOLVE**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

**ROBERT BOWMAN AND WILLIAM FOX / GOVERNORS**

Escape routes are checked by/every:

**All staff**

**Daily**

Fire extinguishers are maintained and checked by/every:

**Walker Fire  
Visually Inspected**

**Annually  
Termly**

Alarms are tested by/every:

**Mr William Fox  
ECF**

**Weekly  
Bi-Annually**

Emergency evacuation will be tested:

**Termly**

## 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