

**THIS IS THE HEALTH AND SAFETY STATEMENT OF****Sacred Heart Catholic Primary School  
Ilkley****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:****Headteacher****Signed:****Chair of Governors****Date:****Review date:**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Alison Ashworth**

**Mrs Janet Sheehan**

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

**Name: Dr Adrian Kennedy**

**Responsibility: Health & Safety Governor**

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:**

**Mrs Ashworth**

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

**All staff**

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

**Mrs Ashworth**

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

**Mrs Ashworth**

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

**Mrs Ashworth**

**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 Younger, Site Supervisor  
Mrs Cath Roberts, Trust Estates Manager

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

Mr Younger

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

Mr Younger

Problems with plant/equipment should be reported to:

Mrs Cath Roberts, Trust Estates Manager

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

Mrs Younger

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Younger

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

Mr Younger

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

Mr Younger

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

Mr Younger

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

Mr Younger

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  
Entrance to school

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

Chloe Rhodes  
NYCC H and S Service  
T: 01609 532589  
M: 07816 119253  
E: [chloe.rhodes@northyorks.gov.uk](mailto:chloe.rhodes@northyorks.gov.uk)

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

Mr Younger

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

Mr Younger

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction

Job specific training will be provided by:

H andS 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 in the school office

Training will be identified, arranged and monitored by:

Mrs Ashworth



# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**Classrooms  
Hall  
Kitchen**

**The first aiders are:**

**Mrs Horsfall  
Mrs Beckwith  
Miss Cheetham**

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

**In the store cupboard**

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

**Mrs Ashworth**

## 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

The person responsible for investigating accidents is:

Mrs Ashworth

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

Mrs Ashworth  
BWCAT Occupational health

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

Mrs Ashworth  
BWCAT Occupational health

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Younger

The Asbestos Risk Management file is kept in:

Admin Office

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

Admin 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:

Mr Younger and the Establishment Administrator, Mrs Cheetham

Asbestos risk assessments will be undertaken by:

Estates Manager

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

Mr Younger

Records of the above inspections will be kept in:

Admin Office

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Mr Younger  
Mrs Ashworth

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 Younger

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 Younger

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

Mr Younger 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:**

**Mrs Rhodes**

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

**Mrs Rhodes**

**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:**

**Mrs Rhodes  
Staff undertaking off-site visits**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Ashworth

Escape routes are checked by/every:

Mr Younger

Daily

Fire extinguishers are maintained and checked by/every:

Chubb

Visually Inspected

Annually

Termly

Alarms are tested by/every:

Mr Younger

Kelida

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.*

**Safeguarding Policy**  
**Safeguarding Audit**  
**Lockdown 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**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Use of Chemicals at Work Procedure**  
**Use of Sunscreens Procedure**  
**Working at Height Procedure**