

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Sand Hutton and Warthill Federated Schools

Our statement of intent is:

- Implement the requirements of NYC'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 NYC 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 clear instructions, information, 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;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

Signed: Beverley Pawson Headteacher

Signed: Alison Greenway Chair of Governors

Date: 1St September 2025

Review date:1st September 2026

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HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs (Head Teacher) Pawson

Mrs (Chair of Governors) Greenway

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

Mrs (Head Teacher)Pawson

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

Name: Mrs Hall Stead

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).

The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated competent person is:

Dale Barton NYES Health and Safety Service 07788 564533

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HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mrs Pawson and the staff member undertaking activity

The findings of the risk assessments will be reported to:

All staff

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

Mrs Pawson and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Pawson and the staff member undertaking activity

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

Mrs Pawson and the staff member undertaking activity

Assessments will be reviewed:

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

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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

SAFE PLANT AND EQUIPMENT

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

Problems with plant/equipment should be reported to:

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

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SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

Grounds Maintenance

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

Grounds Maintenance

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

Grounds Maintenance

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

Grounds Maintenance

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

Mrs Pawson

NYES Property Solutions

NYES Cleaning

NYES Catering

Grounds Maintenance

Assessments will be reviewed:

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

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INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Staff Room

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

Mrs Pawson

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

Mrs Pawson

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COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction Mrs Pawson Job specific training will be provided by: NYC training dept. **Mrs Pawson NYES Health and Safety 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: **Mrs Pawson**

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

Locations of First Aid Boxes:

Cloakroom Hall Kitchen All classrooms

The first aiders are:

First Aid at work Catherine Naylor Zoe Madge Jayne Drysdale

Paediatric First Aid
Elaine Liston
Graham MacFall
Jayne Drysdale
Paula Carroll
Suzanne Porritt Allison
Sarah Darling
Rachael Jagger

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 NYC Health and Safety section is:

Mrs Pawson

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MONITORING

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

Legionnella testing
Asbestos inspection
Termly Visual H & S inspection
Establishment Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
NYES Property Solutions 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 Pawson

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

Mrs Pawson

NYC Occupational health

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

Mrs Pawson

NYC Occupational health

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ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs pawson

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 although none present on either site

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:

Mrs Pawson and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mrs Pawson though none on site

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

Mrs Pawson though none on site

Records of the above inspections will be kept in:

Admin Office

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LEGIONELLOSIS MINIMISATION

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

Mrs Pawson

The Office Manager

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:

Mrs Pawson

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

Water Management Arrangements Folder

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WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Mrs Pawson

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

Mrs Pawson and all members of staff

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

Establishment	Establishment Management File
Governor	
Mrs Hall Stead	

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MANUAL HANDLING

All manual handling tasks in the establishment must be authorised by:

Mrs Pawson

Risk assessments for manual handling tasks are to be completed by:

Mrs Pawson and all members of staff

Equipment used for manual handling is to be checked by and records kept in:

Establishment	Establishment Management File
Governor	
Mrs Hall Stead	

Risk assessments for manual handling tasks are to be completed by:

Mrs Pawson and all members of staff

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EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Mrs Pawson and Governors

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

Mrs Pawson

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

Group Leader

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

Staffroom

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

Visit leader and Mrs Pawson

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EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Pawson		
Escape routes are checked by/every:		
All staff	Daily	
Fire extinguishers are maintained and checked by/every:		
Walker Fire	Annually	
Visually Inspected	Termly	
Alarms are tested by/every:		
Mrs Pawson	Weekly	
Monks	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

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