

## Health and Safety at Work etc. Act 1974

### **THIS IS THE HEALTH AND SAFETY STATEMENT OF**

### **Eastwood Community 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:** Mrs Carter

**Headteacher**

**Signed:** Mr T Apellbee

**Chair of Governors**

**Date: 26 January 2021**

**Review date: January 2022**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs S Carter (Headteacher)**

**Mr T Appelbee (Chair of Governors)**

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

**Name: T Appelbee**

**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:**

**Philippa Walsh 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:**

**Philippa Walsh and the staff member undertaking activity**

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

**Philippa Walsh and the staff member undertaking activity**

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

**Philippa Walsh 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.**

# ARRANGEMENTS

## CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Ann Budimir NEU

Unison to be confirmed

Consultation with employees is provided by:

Weekly Diary, Weekly staff meetings, SLT meetings, Middle Leaders meetings, Bing Bong system

Staff briefing and noticeboard

Training Days

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Philippa Walsh/Jeff Beal, Site Manager  
PFS  
Bradford Council (FM Catering)

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

Philippa Walsh/Jeff Beal  
PFS  
Bradford Council (FM Catering)

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

Philippa Walsh/Jeff Beal  
PFS  
Bradford Council (FM Catering)

Problems with plant/equipment should be reported to:

Philippa Walsh/Jeff Beal  
PFS  
Bradford Council (FM Catering)

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

Philippa Walsh  
PFS  
Bradford Council (FM Catering)

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Philippa Walsh/Jeff Beal  
PFS  
Bradford Council (FM Catering)

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

Philippa Walsh/Jeff Beal  
PFS  
Bradford Council (FM Catering)

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

Philippa Walsh/Jeff Beal  
PFS  
Bradford Council

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

Philippa Walsh/Jeff Beal  
PFS  
Bradford Council

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

Philippa Walsh/Jeff Beal  
PFS  
Bradford Council

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:

Mike Brown 07814 889521

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

Suzanne Carter/Catherine Butler/Philippa Walsh/Catherine Hainsworth

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

Suzanne Carter/Philippa Walsh

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Suzanne Carter  
Catherine Butler

Job specific training will be provided by:

Leadership Team  
HandS Service

Health and Safety Training Requirements:

Asbestos (N/A) 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 or Personnel files

Training will be identified, arranged and monitored by:

Suzanne Carter



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

First Aid Room near main entrance  
First Aid room Y5/6 Corridor  
School kitchen

### The first aiders are:

3 Full first aid trained staff (3 day)  
17 Paediatric First Aiders

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

In the first aid room

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

Philippa Walsh

# 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:

Suzanne Carter and Mike Brown

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

Suzanne Carter  
Hands

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

Philippa Walsh  
Hands

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

N/A – There is no known asbestos at this school

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:

N/A

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

N/A

Records of the above inspections will be kept in:

N/A

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Philippa Walsh  
Jeff Beal to complete the training

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:

Jeff Beal and PFS

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:

**Suzanne Carter**

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

**Philippa Walsh and all members of staff**

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

**Jeff Beal**

**Establishment Management File**

# ARRANGEMENTS

## EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Suzanne Carter, SLT, Philippa Walsh and Governors (if applicable)

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

Catherine Hainsworth/Philippa Walsh

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:

Catherine Hainsworth/Philippa Walsh

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Suzanne Carter

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Churches Fire (Bradford Council)  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Jeff Beal  
Lepol

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**