



Health and Safety Policy

Date Policy Reviewed: February 2023

Member of staff Reviewing Policy: Business Manager

Approved by Trustee Finance Committee: March 2023

Next Review Date: March 2024

Signed by:

Emma Sullivan (Principal):

Katie Parlett (Chair of Trustees):

Dated:

Dated:

22/03/23

24/03/23

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1. Health and Safety Statement

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.

2. Responsibilities

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

Emma Sullivan (Principal)

Katie Parlett (Chair of Trustees)

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

Name: Matthew Hirst
Responsibility: Health & Safety Trustee

Name: Lee Campey
Responsibility: Site Maintenance Management

Name: Caroline Maston
Responsibility: Science

Name: Jack Hartley
Responsibility: PE

Name: Helen Manyanya
Responsibility: Behaviour Management/ Educational Visits

Name: Louise Shepherd
Responsibility: Food Tech

Name: Sarah Cullen
Responsibility: Horticulture

Name: Tracy O'Brien
Responsibility: Medical Needs

Name: Richard Hollis
Responsibility: Educational Visits / Community

Name: Laurence Jones
Responsibility: Wellbeing and individual pupil risk

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).

3. Arrangements

I. Health and Safety Risks Arising from our Work Activities

Risk Assessments will be undertaken by:

The Assistant Principal or Manager responsible for the area, together with the staff member(s) undertaking the activity.

The findings of the risk assessment will be reported to:

All staff

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

Emma Sullivan – Principal

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

The staff member[s] undertaking the activity

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

The lead staff member undertaking the activity

Assessments will be reviewed:

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

II. Consultations with Employees

Employee Representative[s] are:

Staff Health and Safety Committee comprising staff members from all key areas of the school

Consultation with employees is provided by:

Agenda item on leadership weekly meetings

Staff briefing and noticeboard

Training Days

Health and Safety Briefing at start of term

Half-Termly Health and Safety committee meetings

Weekly meeting with Principal and Site Manager

III. Safe Plant and Equipment

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

Lee Campey

Leeds Civic Enterprise (Cleaning Company)

Horsforth School – for catering equipment

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

Katherine Atkinson

Lee Campey

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

Katherine Atkinson

Lee Campey

Problems with plant/equipment should be reported to:

Lee Campey

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

Katherine Atkinson

Lee Campey

The School will undertake the checks, tests and inspections recommended by the Department for Education using the Good Estate Management for Schools (GEMS) guidance. Evidence of compliance with these will be logged on the GEMS compliance tracker which is located on the staff shared.

IV. Safe Handling and Use of Substances

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

Lee Campey
Caroline Maston
Robert Warden
Wellbeing Staff
Sarah Cullen
Michael Austin
Leeds Civic Enterprise

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

The persons leading on undertaking the activities

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

As above

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

As above
All staff undertake mandatory COSHH training

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

Emma Sullivan
Katherine Atkinson
Lee Campey
The lead member of Staff undertaking the activity

Assessments will be reviewed:

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

V. 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:

Dale Barton - NYCC HandS Service

Leeds City Council - Health, Safety and Wellbeing Service

Stone King LLP

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

The lead member of staff in the area

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

Helen Manyanya

VI. Competency for Tasks and Training

Induction training will be provided for all employees by:

The Leadership Team

Human Resources

Site Maintenance Manager

Job specific training will be provided by:

The lead member of staff in the area

HandS Service

Leeds City Council - Health, Safety and Wellbeing Service

Health and Safety Training Requirements:

- Asbestos/Legionella training
 - Lee Campey
 - Mike Austin
 - Steve Campey
 - Emma Sullivan
- First Aid Training
 - Various staff members. Full list displayed around school
- Fire Awareness
 - All staff complete
- Fire Warden Training
 - Lee Campey
 - Esther Hollis
 - Sarah Mitchell
 - Daniel Sitkin
 - Helena Thorpe
 - Mike Austin
 - Paul Walker
 - Carole Bradbourne
 - Rob Warden
- Working at Height/Safe Ladder Use
 - All staff complete
- Manual handling
 - All staff complete
- COSHH awareness.
 - All staff complete
- Food Hygiene
 - All student facing staff

- Health and Safety at work
All staff complete
- Safeguarding and Prevent
All staff complete
- Slips, trips and falls in education
All staff complete
- Educational Visit Training
Emma Sullivan, Helen Manyanya, Richard Hollis and Educational Visit Leaders

Training records are kept:

Centrally by HR, on Smartlog and the Schools Management Information Systems

Training will be identified, arranged and monitored by:

Victoria Eustace – Training and Development Manager

VII. Accidents, Incidents, First Aid, and Work-Related Ill Health

Locations of First Aid Boxes:

Reception
PE store
Food Technology
Science
Minibus

The First Aiders are:

- FAW
 - Jack Hartley
 - Natalie Smith
 - Robert Warden
 - Sarah Cullen
 - Louise Jarvis
 - Amelia Parkin
 - Dan Robbins
 - Michael Austin
 - Richard Hollis
 - Louise Shepherd
- EFAW
 - Melissa Bainbridge
 - Andrew Brown
 - Hena Gillespie
 - Lynn Haygarth
 - Laurence Jones
 - Alex Kelly

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

The book is kept:

In Reception

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

Lee Campey

VIII. Monitoring

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

- Legionella testing
- Termly Visual H & S inspection
- PAT testing
- Fixed appliance electrical testing
- Extraction fans maintenance
- Property Services Condition Survey
- Prioritised programme of risk assessment
- Boiler room annual inspection
- Gullies and Gutters checked and cleaned
- Pest control
- Sports and Gym equipment maintenance
- Lift Service inspection.
- Emergency lighting Annual inspection and Testing
- Lightning Protection inspection and Testing
- Gas boiler and appliances inspection and Testing
- Fire shutters inspection and Testing

The person responsible for investigating accidents is:

Emma Sullivan

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

Katherine Atkinson

Carole Bradbourne

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

The Leadership Team

IX. Asbestos Risk Management

The Responsible Officer for asbestos management is:

N/A - all asbestos removed as part of refurbishment

The Asbestos Risk Management file is kept in:

Certificate held in Site Maintenance Manager's Office

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

N/A

Ensuring that contractors are made aware of the location of ACMs 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

X. Legionellosis Minimisation

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

Emma Sullivan

Lee Campey

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

Risk Assessment folder on Staff Shared Drive

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

Lee Campey

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

The Site Manager Folder on Staff Shared Drive

XI. Work at Height

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

Emma Sullivan

Katherine Atkinson

Lee Campey

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

Lee Campey, and the member of staff undertaking the activity

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

Lee Campey – Smartlog

XII. Educational Visits

Off-site educational visits must be authorised by:

Emma Sullivan

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

Helen Manyanya

Richard Hollis

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

Visit Leader

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

Staff Shared Drive

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

The visit lead

XIII. Emergency Procedures – Fire and Evacuation

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

Emma Sullivan

Escape Routes are checked by/every:

Lee Campey, Mike Austin and Steve Campey - Every day

Fire extinguishers are maintained and checked by/every:

Fire Protection services - Annually

Lee Campey/ Mike Austin /Steve Campey – Termly

Visually Inspected

Alarms are tested by/every:

Lee Campey, Michael Austin, Steve Campey, TI Security – Weekly, Bi-Annually

Emergency evacuation will be tested:

Termly

XIV. Appendices

Other related policies:

- Safeguarding Policy
- Lockdown Procedure
- Educational Visits Policy
- Intimate Care Procedure
- Lone Working Procedure

