

Sutton in Craven Community Primary School

(Statutory Policy - review annually)

Approval - HANDS Service

Health & Safety Policy

We are an aspirational place where learners grow.
Our school is kind and happy and we respect and
celebrate the differences in ourselves, our community
and our world.
Our children become responsible, determined and
independent citizens.

Approved by:	HANDS Service	Date: January 2023
Last reviewed on:	December 2024	
Next review due by:	December 2025	

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Sutton-in-Craven CP School

- 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.

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Anna Riley (Headteacher)

Mr David Smith (Chair of Governors)

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

Name: Mr Paul Mason

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 Anna Riley and the staff member leading the activity

The findings of the risk assessments will be reported to:

All staff

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

Mrs Anna Riley and the staff member leading the activity

The person responsible for ensuring the action required is implemented is

Mrs Anna Riley and the staff member leading the activity

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

Mrs Anna Riley and the staff member leading the 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:

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:

**Mrs Anna Riley
Property Services
Carroll Cleaning Company
Robinsons Facilities Services**

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

**Mrs Anna Riley
Property Services
Carroll Cleaning Company
Robinsons Facilities Services**

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

**Mrs Anna Riley
Property Services
Carroll Cleaning Company
Robinsons Facilities Services**

Problems with plant/equipment should be reported to:

**Mrs Anna Riley
Property Services
Carroll Cleaning Company
Robinsons Facilities Services**

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

**Mrs Anna Riley
Property Services
Carroll Cleaning Company
Robinsons Facilities Services**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Anna Riley
Property Services
Carroll Cleaning Company
Inhouse Catering - Maggie Pickering/Anna Riley
DBE Services

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

Mrs Anna Riley
Property Services
Carroll Cleaning Company
Inhouse Catering - Maggie Pickering/Anna Riley
DBE Services

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

Mrs Anna Riley
Property Services
Carroll Cleaning Company
Inhouse Catering - Maggie Pickering/Anna Riley
DBE Services

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

Mrs Anna Riley
Property Services
Carroll Cleaning Company
Inhouse Catering - Maggie Pickering/Anna Riley
DBE Services

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

Mrs Anna Riley
Property Services
Carroll Cleaning Company
Inhouse Catering - Maggie Pickering/Anna Riley
DBE Services

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:

The Nest

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

**Selina XXXXX
H & S Advisor, NYES Health and Safety (HandS),
07973 802034**

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

Mr Mike Clayton

**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 Anna Riley

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mr Mike Clayton

Job specific training will be provided by:

NYCC training dept.
Mrs Anna Riley
Mr Mike Clayton
Miss Christa Baldwin
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training
Most recent training done by Yvette Wallace 2023

First Aid training
All staff - Emergency First Aid
Helena Humphry, Alex Blackie, Amanda Ward, Caroline Dawson - Paediatric First Aid
Yvette Wallace, Kirsty Ibbotson - First Aid at Work
Delivered by Tyro Training/Watsons Training

Fire Awareness / Fire Warden training
All staff attended Fire Awareness training in Sept 2023 delivered by Caroline Hannah.
Fire Warden training completed by Margaret Harrison, Yvette Wallace, Jennifer Hamilton & Helena Humphrey 2022 - 2023

Working at Height / Safe Ladder use
All staff attended Working at Height training in Sept 2023 delivered by Caroline Hannah.

Manual handling**Most recent training completed by****Mike Clayton - Spring 2023****Stuart Barrick - Spring 2023****Christa Baldwin - Spring 2024****Stacey Dwyer - Spring 2024****Kirsty Ibbotson - (due Easter 2024)****Mandy Ward - (due Easter 2024)****January 2025 (TEAM TEACH):****Emily Whitehead****Claire Dunkley****Rachel Kerr****Karen Smith****Georgie Riley****Hope Silver****Caroline Dawson****Annabel Robinson****Simone Dean****Nicole Broughton****Leanne Devlin****Educational Visit Training****Most recent training completed by Emily Whitehead 2022. EVC Revaildation to be completed in Spring 2025.****Training records are kept:****In Health & Safety Document Management file (Electronic)****Training will be identified, arranged and monitored by:****Mrs Anna Riley****Mrs Yvette Wallace**

ARRANGEMENTS

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

Locations of First Aid Boxes:

Cloakroom
Hall
Kitchen
Hygiene Room
Classrooms

The first aiders are:

Paediatric First Aid trained;
Mrs Caroline Dawson
Mrs Louise Bailey
Mrs [Helena Humphrey](#)
Miss [Alex Blackie](#)
Miss Amanda Ward

Emergency First Aid;
All Staff

First Aid at Work:
Mrs Yvette Wallace
Miss Kirsty Ibbotson

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

In the office (electronic)

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

Mrs Yvette Wallace (via BSAFE portal)
Mrs Anna Riley

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/boiler service
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Air Conditioning units service
Automatic entrance door service
Lightning Conductor test
Boiler heating control service
Fire doors & emergency lighting service
Digicom monitoring service

The person responsible for investigating accidents is:

Mrs Anna Riley

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

Mrs Anna Riley
NYCC Occupational health

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

Mrs Anna Riley
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

**Mrs Anna Riley
Mrs Yvette Wallace**

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:

**Mrs Margaret Harrison
Mrs Yvette Wallace
Mrs Anna Riley**

Asbestos risk assessments will be undertaken by:

**Mrs Anna Riley
NYES Annual Asbestos Risk Assessment**

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

**Mr Matthew Stewart (Caretaker)
Mrs Anna Riley**

Records of the above inspections will be kept in:

Admin Office in the inspections file.

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr Matthew Stewart (caretaker)
Mrs Anna Riley

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 Matthew Stewart

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

Admin Office in the Inspections file.

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs Anna Riley

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

Mrs Anna Riley and all members of staff

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

Establishment
Governor

Mr Paul Mason

Admin Office in the Inspections file.

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Mrs Anna Riley and Governors

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

Mrs Emily Whitehead - training to be revalidated in Spring 2025

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

Group Leader

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

**Nest
Google Drive**

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

**Mrs Margaret Harrison
Mrs Yvette Wallace**

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Anna Riley

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 Matthew Stewart
Aalto Fire Ltd

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.*

Allergens Policy
Fire Safety Policy
First Aid at Work
Lockdown Procedure
Lone Working Procedure
School Medical Policy
Working at Height Policy
Intimate Care Policy
Use of Reasonable Force Policy