



THIS IS THE HEALTH AND SAFETY STATEMENT OF

Brompton Community Primary School

Our statement of intent is:

- Implement the requirements of NYCC's Corporate Health and Safety Policy;
- Implement the requirements of Children and Young People's Service (CYPS) 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 the LEA 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.

We will take necessary steps to safeguard and promote the welfare of children. [1.4, 2.4]

Specific legal requirements

Safeguarding

An effective safeguarding children policy and procedure will be implemented [1.3]. We will refer to paragraphs 3.8 - 3.9 of the *Statutory Framework for the Early Years Foundation Stage* for details of how to record and make available all of their policies and procedures.

We will inform Ofsted, without delay, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. We are aware that an early years provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

We will also notify any child protection agency (usually local children's services or the police) previously identified by the Local Safeguarding Children Board (LSCB), without delay, of allegations of abuse as above.

We will ensure that we keep our concerns confidential.

We will ensure that all members of staff understand the procedures to be followed in the event of an allegation being made against a member of staff.

In group provision, a practitioner will be designated to take lead responsibility for safeguarding children within the setting, attend a child protection training course, and to liaise with local statutory children's services agencies as appropriate.

Statutory guidance to which providers should have regard

All practitioners should have an up-to-date understanding of safeguarding children issues and be able to implement the safeguarding children policy and procedure appropriately. Policies should be in line with LSCB local guidance and procedures.

Staff should be able to respond appropriately to:

- significant changes in children's behaviour; [1, 2]
- deterioration in their general well-being;
- unexplained bruising, marks or signs of possible abuse;
- neglect;
- the comments children make which give cause for concern.[1, 2]

Signed:



Headteacher: Jane Byrne

Signed:

Chair of Governors: Nigel Hebron

Date: 8th December 2022

Review date: By 8th December 2023

HEALTH AND SAFETY POLICY RESPONSIBILITIES

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

Jane Byrne and Dave Manning

Points to note

All staff should ensure that they are aware of the Health and Safety procedures in school.

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

Jane Byrne/Dave Manning for teaching staff

Mr D Shuttleworth for non teaching staff

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

Whole school responsibility

Name: Jane Byrne

To assist above in maintaining H&S standards.

Name : Dave Manning

To ensure Foundation Stage H&S standards are maintained.

Name: Lynne Bell/Claire Mitchell

See flow diagram in H&S file

All staff are responsible for the Health and Safety procedures in their classroom areas and around school in general.

All employees have to:

Employees have legal responsibilities to take

- 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
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.
- Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Headteacher assisted by designated Gov. school caretaker and secretary. LA Safety Risk advisor and teaching staff.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

The findings of the risk assessments will be reported to:

Headteacher

HSE Books Tel: 01787 881165.

www.hsebooks.co.uk

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

Headteacher/Gov body

www.hse.gov.uk

Your **NYCC Safety Risk Adviser** will provide help and guidance on risk assessment.

The person responsible for ensuring the action required is implemented is

Headteacher/Gov body

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

Headteacher and Deborah Pennett

Assessments will be reviewed every:

Year

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

NOTE

Mr D Shuttleworth - school caretaker

Mrs D Pennett & Mrs J Pennington - school administrators

Consultation with employees is provided by:

Headteacher and will inform governors at meetings on a regular basis.

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Identification=All staff

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

Headteacher and caretaker

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

Headteacher and caretaker

Problems with plant/equipment should be reported to:

Headteacher/Caretaker

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

Headteacher and Deputy HT/Caretaker

NOTE

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in HSE's website www.hse.gov.uk or HSE publication:

- Buying new machinery INDG271 (free)

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Caretaker and contract cleaning services

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

Caretaker/Contract cleaning services and catering services

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

Headteacher

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

Caretaker and contract cleaning services

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

As above

Assessments will be reviewed every

NOTE

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

You can find more guidance at www.hse.gov.uk or HSE publications:

- HSE's COSHH: A brief guide to the regulations INDG 136 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 (priced)
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5

year

(priced)

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is NOTE displayed in:

Staffroom and kitchen

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

Mrs Sarah Charters

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

Headteacher and staff

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people - you need to take account of their inexperience, lack of awareness of risks and immaturity.

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

Headteacher

If your employees go to work for another employer on your behalf e.g. on secondment you will need to check that they are given relevant health and safety information for that location by that employer/company.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by

Headteacher based upon the school's H&S policy and arrangements

Job specific training will be provided by:

Local Authority

Specific jobs requiring special training are:

Identified when necessary and in SDP

NOTE

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Employees will need job-specific training, which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Some jobs will require additional special training (e.g. manual handling, driving etc.)

Training records are kept by:

Headteacher

You should monitor the training records, so that refresher training is given when necessary

Training will be identified, arranged and monitored by:

Headteacher

For further details of the courses available please contact:

- CPD Section- CAMAS Tel: 01609 532864
- County Training Tel: 01609 532841

Please note - a copy of any staff training should be placed in the SDP file in the staffroom.

ARRANGEMENTS

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

Health surveillance is required for **NOTE**
employees doing the following jobs:

N/A

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals). This will identify any health problems early on so that action can be taken before an employee's condition worsens.

Health surveillance will be arranged by:

NA

- Refer to **NYCC Occupational Health**
Tel: 01609 785780

Health surveillance records will be kept by/at:

NA

Your COSHH assessments should identify all areas and the type of health surveillance needed.

The first aid box(es) are kept at:

School Office and Foundation Stage

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential.

The appointed person/first aider is

Providing immediate first aid can prevent minor injuries becoming major ones.

First at Work; February 2022

Jane Byrne
Diane Lonsdale
Terri Pilkington
Megan Abbs
Vicky Brown
Leah Forster
Holly Hutchinson
Elaine Bennett
Jemma Arkley
Elaine Bennett
Sara-Jane Craddock
Hannah Thomas
David Manning
Julia Pennington (previous school November 2020)

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE website on www.hse.gov.uk or

HSE's free leaflets:

- First aid at work - your questions answered INDG214
- Basic advice on first aid at work INDG215

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to:

NYCC Safety Risk Adviser Tel: 01609 532589.
Follow the procedures outlined in your NYCC CYPS Health and Safety Policy and Guidance Manual.

Emergency Paediatric First Aid at Work:
February 2022

Lyndsey Armstrong
Samantha Greer
Lynne Bell
Jodi Johnson
Tracy Chapman
Samantha Fawcett
Hannah Moss
Chantelle Norton
Jackie Walker
Debbie Pennett

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

School Office

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

School Secretary

ARRANGEMENTS

MONITORING

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

Carry out general premises inspections, risk assessments and audit all policies and procedures systematically. Near miss records are in place to reduce high risk incidents. These are also reviewed regularly for "hot spots" and recurring incidents.

The person responsible for investigating accidents is:

Headteacher and LA

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

Headteacher and LA

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

LA and Headteacher

NOTE

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

You can do these both actively and reactively, i.e. before and after something goes wrong.

Actively - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively - you can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems - ask yourself why the accident really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

When you find out what went wrong - put it right.

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

NOTE

Responsible Officer - All schools must have a

Headteacher

Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher.

The Asbestos Risk Management file is kept in:

Headteacher's office

Policy and Procedure - The yellow 'Asbestos Risk Management' file outlines NYCC policies and procedures for managing of risk arising from asbestos containing materials (ACM's)

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

Surveys - A type two survey of the premises should be available, with the location of ACM's identified on a site plan.

Headteacher's office and secretary's 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:

A type three survey must be undertaken before any invasive construction/demolition work commences, unless it is absolutely certain that no ACM's are present in the work area.

School Administrators

Contractors - The location of ACM's indicated on the plan must be brought to the attention of all contractors coming on site. The permit to work confirming this fact must be completed by the contractor before work commences.

Asbestos risk assessments will be undertaken by:

Headteacher/Health Safety Governor/Caretaker

Risk Assessment and Inspection - A risk assessment must be undertaken for all known ACM's. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual inspection programme of ACM's must be set up. The risk assessment will help you to establish the necessary frequency of visual inspections.

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

Headteacher/Health Safety Governor/Caretaker

Records of the above inspections will be kept in:

Caretaker's Office

Emergency Action - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

- If in doubt always seek immediate advice from your BDM area maintenance office:

Scarborough: 01723 508410

Harrogate: 01423 568444

Northallerton: 01609 785718

BDM Asbestos Manager Tel: 01609 785748

HSE website: www.hse.gov.uk

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

The nominated Site Manager under the NOTE

NYCC Legionnaires Disease Risk Management Policy is:

Headteacher

Site Manager - The Directorate will nominate Site Manager. This will normally be the Headteacher.

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

Risk Assessment - will be undertaken by Hertel (UK) Ltd. Documentation will then be provided to schools detailing any requirements for on-site monitoring/control tasks (typically temperature recording and flushing).

Headteacher's office

Site Operator - The site manager may nominate a member of staff (the site operator), to carry out the

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

Caretaker

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

Caretaker's room

on-site tasks set out in the risk assessment.

Records - Records of the on-site tasks must be maintained for monitoring purposes.

Changes - to water systems which may effect the level of risk, must be notified to the -

- **BDM Legionella Monitoring Officer**
Tel: 01609 785710

Advice - Further advice is available from the above and in the NYCC Environmental Services publication 'Water Services Hygiene'.

HSE website: www.hse.gov.uk

ARRANGEMENTS

WORK AT HEIGHT

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

Headteacher

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

Headteacher or relevant person

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

Headteacher/Health & Safety Risk Advisor Headteacher's office

Training records for persons carrying out work at height are kept:

Headteacher's Office

NOTE

Authorisation - A designated duty holder should be responsible for authorising work at height in the school.

Risk Assessments - must be in place for all tasks involving work at height were there is a significant risk of injury. These assessments may be generic for repetitive tasks

Equipment - A competent person must periodically check all equipment used for work at height. Documentary evidence of checks should be maintained.

Training - should be undertaken by all persons carrying out work at height. As a minimum, relevant staff should be briefed using the HSE 'A Toolbox Talk on Ladder and Stepladder Safety'.

You can find more guidance on HSE website www.hse.gov.uk or in the following HSE publications:

- Safe Use Of Ladders And Stepladders(an employers guide)
INDG402 ISBN 07176 6105 9
- A Toolbox Talk on Ladder & Stepladder Safety INDG403 ISBN 07176 6106 7
- Tower Scaffolds CIS10(rev4)

Further advice on work at height can be obtained from your NYCC Safety Risk Adviser

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Headteacher

The Educational Visits Co-ordinator is:

Megan Abbs

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

NOTE

Authorisation - A system must be in place to ensure no parties leave the school without the appropriate authority.

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYCC Guidelines are followed.

Risk Assessment - must be in place for all off-

All Staff

The Guidelines for Educational off-site Visits for Schools are kept in:

Secretary's Office and staff room

Details of off-site activities are to be logged onto the NYCC database by:

School Administrators and Miss Abbs

site visits These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

NYCC Guidelines - A copy of the off-site visits code of practice and guidelines must be available at all times in the school.

- Further advice can be obtained from the Educational Visits Consultant based at Bewerley Park
Tel: 01423 711287
www.visits.n-yorks.net

ARRANGEMENTS

EMERGENCY PROCEDURES - FIRE AND EVACUATION

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

Fire service and LA SRA

Escape routes are checked every:

Termly

Fire extinguishers are maintained and checked every:

Walker Fire check yearly

Alarms are tested every:

Weekly by Mrs Pennett or Mrs Pennington - School secretary

Emergency evacuation will be tested every:

Termly

The Security Co-ordinator is:

Headteacher

NOTE

You must carry out fire risk assessments, in the same way as you do general health and safety risk assessments.

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

An emergency evacuation drill should be carried out each term and records maintained indicating that this has been done

All related policies are found in 'Policies most up to date' on Headteacher's computer and in 'Common' on school Server

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects/collapsing structures
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High & low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. If any risks apply to work activities in school, they will require risk assessments to check that we have removed or reduced the risk.

FURTHER GUIDANCE

There are many free health and safety leaflets and guidance booklets and priced publications available from the LA

School policy asks staff not to bring portable appliances into school unless they have been PAT tested via the school.

HSE Books Tel: 01787 881165

HSE Book Website: www.hsebooks.co.uk

Health and Safety Information Services

Infoline Tel: 08701 545500

HSE Website: www.hse.gov.uk

FURTHER INFORMATION

Adviser or contact:

Service Manager

HANDS SERVICE

North Yorkshire County Council

Morgan House

Standard Way Business Park

Northallerton

DL6 2YD