

THIS IS THE HEALTH AND SAFETY STATEMENT OF

SPRINGWATER 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:



Headteacher

Signed: *Shelagh Morris*

Vice Chair of Governors

Date: 31st March 2022

Review date: March 2023

Policy Review = Annual
Policy Author = Business Manager
Approval: Governing Board
Category A: Operational and linked to Safeguarding

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Sarah Edwards (Head Teacher)
Mrs Yvonne Heys (School Business Manager) SBM
Mr Sean Pond (Chair of Governors)

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

Name: Sarah Edwards (Head Teacher) / Yvonne Heys (SBM)

Responsibility: Caitlin Hughes - Health & Safety Governor and Caroline Grieveson Smith (Unison Health and Safety Rep)

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:

Sarah Edwards / Yvonne Heys and the staff member undertaking activity

The findings of the risk assessments will be reported to:

All staff – Via Weekly Departmental Meetings and/or daily briefings

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

Sarah Edwards / Yvonne Heys

The person responsible for ensuring the action required is implemented is

Yvonne Heys

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

Sarah Edwards and Yvonne Heys

Assessments will be reviewed:

**In the event of an accident, annually or when the work activity changes
In the event of a Near Miss within four weeks and then after six months.**

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Caroline Grieveson Smith – Unison Health and Safety Rep

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

Email of management memos or instruction

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Yvonne Heys / Sarah Edwards

NYCC County Caterers

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

Sarah Edwards

Property Services Team – Via MASS

NYCC County Caterers

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

Yvonne Heys

Property Services Team – via MASS

NYCC County Caterers

Problems with plant/equipment should be reported to:

Yvonne Heys

NYCC County Caterers

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

NYCC County Caterers

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Yvonne Heys
Better Clean – in respect to cleaning products
NYCC County Caterers
John Orgles – in respect of pool chemicals

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

Property Services Team – Via MASS as required
Better Clean
NYCC County Caterers
John Orgles in respect of Pool chemicals

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

Yvonne Heys
Property Services Team – Via MASS as required
Better Clean
NYCC County Caterers
John Orgles - Caretaker

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

Yvonne Heys
Sarah Edwards
Property Services
Better Clean
NYCC County Caterers
John Orgles in respect of pool chemicals

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

Yvonne Heys
Property Services Team
Better Clean
NYCC County Caterers
John Orgles

Assessments will be reviewed:

**In the event of an accident, annually or when the work activity changes, whichever is soonest.
On receiving a near miss report.**

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

**109 The High Street Building
Main School Site**

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

**Janet Morris, NYCC HandS Service
07788 564532**

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

Mrs H Newton & Mrs S Sherwin

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

Aurelia Brookes and Sue Davidson (Job Coaches)

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Springwater School Induction Programme

Job specific training will be provided by:

NYCC training dept.
Watson Training Services – First Aid / Mental Health Awareness
Davies – First Aid
MDT – as required
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training – caretaker and Business Manager

First Aid training – all staff on induction. Some paediatric trained support staff and some First Aid at work trained staff

Fire Awareness - all staff

Working at Height / Safe Ladder use – John Orgles

Manual handling – all staff

Educational Visit Training – all staff

Training records are kept:

Health & Safety document library on SpringPoint and individual personnel file as necessary
Training area of Springpoint – such as in the case of First Aid

Training will be identified, arranged and monitored by:

Mrs K Ayrton
During her maternity leave training will be arranged by Ali Dickinson (May 2022 – April 2023)

ARRANGEMENTS

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

Locations of First Aid Boxes:

**Kitchen – small Main Site
109 The High Street
All classrooms have small going out first aid kits**

The first aiders are:

**S Thomas, Tina Potts, Hannah Gray, Katie Beadle
Additionally paediatric first aiders are Katie Beadle, Tamsin Broadley, Lu Crooks,
Jo Giles, Isobel Hallet, Sandra Lai, Laura Padgett, Tina Potts, Ashleigh Pride, Jane
Sidwell and Kelly Simpson.
All staff are emergency aid trained**

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

In the business managers office at 109 The High Street

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

Yvonne Heys

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
Gulley's and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Servicing of Moving and Handling Equipment such as hoists
Inspection of pupil moving and handing equipment such as slings
Testing pool water quality and chemical levels

The person responsible for investigating accidents is:

Mrs S Edwards

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

Mrs S Edwards
NYCC Occupational health

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

Mrs S Edwards
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Yvonne Heys

The Asbestos Risk Management file is kept in:

School Office

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

School 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:

Yvonne Heys and Springwater Administration via ATWS

Asbestos risk assessments will be undertaken by:

Yvonne Heys

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

Yvonne Heys

Records of the above inspections will be kept in:

School Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Yvonne Heys
John Orgles

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

Water Management Arrangements Folder – School Office

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

John Orgles– caretaker

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

Water Management Arrangements Folder – School Office

ARRANGEMENTS

WORK AT HEIGHT

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

Yvonne Heys

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

All members of staff

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

Establishment	Establishment Management File School Office
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ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Sarah Edwards and Governors

The Educational Visits Co-ordinator(s) is:

Mr A Sudron

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

Group leader

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

Online

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

EVC and teachers in charge for residential activities and activities where there is risk of significant harm.

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Yvonne Heys

Escape routes are checked by/every:

All staff/ Caretaker

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire
Visually Inspected

Annually
Termly

Alarms are tested by/every:

John Orles caretaker
Monks

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
Medicines Procedures
First Aid at Work Procedure
Touch Policy
Laptop and Tablet Procedure
Lettings Procedure
Lone Working 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
Supporting Pupils with Medical Needs
Positive Behaviour Support Policy