



# BEDALE

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## HIGH SCHOOL

<b>Policy</b>	<b>HEALTHY &amp; SAFETY POLICY 2020/21</b>
<b>Headteacher</b>	<b>TOM KELLY</b>

### Named personnel with designated responsibility for this policy

Academic year	Designated Person	Senior	Nominated Governor	Chair of Governors
2020/21	Tom Kelly			Jan Reed and Steve Ingram

### Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
November 2017	Full review of policy and use of new NYCC template	Denise McFarlane	
November 2018	Full review of Policy	Denise McFarlane	Website
November 2019	Name changes only	Denise McFarlane	Website
November 2020	Full review of Policy	Denise McFarlane	Website

Date Ratified by Governors	Review Date
November 2020	November 2021



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

### **Bedale High 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:**

**Chair of Governors**

**Date: 24<sup>th</sup> November 2020**

**Review date: November 2021**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mr T Kelly (Head Teacher)**

**Mrs J Reed (Co- Chair of Governors)**

**Mr S Ingram (Co- Chair of Governors)**

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

**Name:**

**Responsibility: Health & Safety Governor**

**Name: Mr M Gill**

**Responsibility: Deputy Headteacher**

**Name: Miss D McFarlane**

**Responsibility: SBM**

**Name: Mrs L McGuinness**

**Responsibility: Head of DT, Science, Foodtech**

**Name: Mrs L Lumsdon**

**Responsibility: Head of Music ,Drama, Art, PE**

**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:**

**Mr T Kelly, Mr M Gill 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:**

**Mr T Kelly, Mr M Gill and the staff member undertaking activity**

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

**Mr T Kelly, Mr M Gill and the staff member undertaking activity**

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

**Mr T Kelly, Mr M Gill 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:**

**Consultation with employees is provided by:**

**Agenda item on staff monthly meetings**

**Staff briefing and noticeboard**

**Training Days**

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Mr T Kelly, Mr M Gill, Miss D McFarlane and Heads of Faculty  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

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

Mr T Kelly, Mr M Gill, Miss D McFarlane and Heads of Faculty  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

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

Mr T Kelly, Mr M Gill  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mr T Kelly, Mr M Gill, Miss D McFarlane  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

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

Mr T Kelly, Mr M Gill and Heads of Faculty  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mr T Kelly, Mr M Gill and Heads of Faculty  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr T Kelly, Mr M Gill and Heads of Faculty  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr T Kelly, Mr M Gill  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr T Kelly, Mr M Gill and Heads of Faculty  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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

Mr T Kelly, Mr M Gill and Heads of Faculty  
NYCC Property Services  
NYCC Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance

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:

Terry Bland, NYCC HandS Service  
07813 007289

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

Mr T Kelly, Mr M Gill

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

Mr T Kelly, Mr M Gill

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction-

Mr T Kelly, Mr M Gill , Miss D McFarlane

Job specific training will be provided by:

NYCC training dept.  
Mr T Kelly, Mr M Gill, Miss D McFarlane  
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training



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**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 / SBM PC**

**Training will be identified, arranged and monitored by:**

**Mr T Kelly, Mr M Gill**

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

PE Office  
DT  
Science  
School Office  
Kitchen  
Food Technology  
Art Room

Portable kits for trips

### The first aiders are:

#### First Aid At Work Trained -

Mrs D Bright  
Mrs D Johnson  
Mrs K Pearson

#### Emergency First 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 school office

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

Miss D McFarlane

# ARRANGEMENTS

## MONITORING

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

Legionella testing  
Asbestos 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  
Daily walk round by caretakers – fault reporting

The person responsible for investigating accidents is:

Mr T Kelly, Mr M Gill , Miss D McFarlane

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

Mr T Kelly, Mr M Gill, Miss D McFarlane  
NYCC Occupational health

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

Mr T Kelly, Mr M Gill Miss D McFarlane  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr T Kelly

The Asbestos Risk Management file is kept in:

SBM 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:

Mr T Kelly, Miss D McFarlane and the establishments caretakers

Asbestos risk assessments will be undertaken by:

Mr T Kelly

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

Miss D McFarlane

Records of the above inspections will be kept in:

Miss D McFarlane Office/PC

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Miss D McFarlane and Caretaking staff

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

Water Management Arrangements Folder – SBM office

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

Miss D McFarlane and the establishments caretakers

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

Water Management Arrangements Folder – SBM office

## ARRANGEMENTS

### WORK AT HEIGHT

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

Mr T Kelly, Mr M Gill

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

Mr T Kelly, Mr M Gill and all members of staff

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

Establishment  
Governor

Establishment Management File

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

**Off-site educational visits must be authorised by:**

**Mr T Kelly, NYCC**

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

**Miss R Haydon**

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

**Group Leader**

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

**Miss R Haydon and Miss D McFarlane offices**

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

**Miss R Haydon**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr T Kelly

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:

SBM / supported by caretakers  
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**  
**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**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Use of Chemicals at Work Procedure**  
**Use of Sunscreens Procedure**  
**Working at Height Procedure**