



# Health & Safety Policy

**Issue:** October 2023

**Review:** September 2024

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

**Scalby School**

**Our statement of intent is:**

- 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 LA 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: Christopher Robertson Headteacher

Signed: Peter Noble Chair of Governors

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

Overall responsibility for health and safety within the Establishment is that of: **NOTE**

**Christopher Robertson**  
Headteacher

*Insert the name of Headteacher/Centre Manager and/or the Chair of Governors, (or the Governor with responsibility for health and safety).*

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

LEAD OFFICER:

**Stacey Lewins**  
Business & HR Manger

ESTABLISHMENT H & S CO-ORDINATOR:

**Stacey Lewins**  
Business & HR Manager

*If the Headteacher/Centre Manager is not always there, or does not have time to manage on a day-to-day basis, you can delegate this role to someone else, e.g. Deputy Headteacher, Head of Year, and Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility*

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

Name: Stacey Lewins  
Responsibility: Overall

Name: Andrea Bell (Caretakers)  
Responsibility: Legionella and Asbestos checks. Fire alarm testing and monitoring.

Name: Hamish Harron  
Responsibility: Science Dept

Name: Angela Tiernan  
Responsibility: Technology Dept

Name: Richard Davis  
Responsibility: School Trips

Name: Carol Agar  
Responsibility: Cleaning

Name: Lisa Lowde  
Responsibility: Catering

*Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).*

*Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.*

*It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.*

*You may wish to insert a diagram or organisation chart showing your management structure/arrangements.*

|                 |                     |
|-----------------|---------------------|
| Name            | Heads of Department |
| Responsibility: | Departments         |

**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**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

*Employees have legal responsibilities to take 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:**

|                 |                            |
|-----------------|----------------------------|
| Name            | Stacey Lewins              |
| Responsibility: | Overall                    |
| Name            | Hamish Harron              |
| Responsibility: | Science Dept               |
| Name            | Angela Tiernan             |
| Responsibility: | Technology Dept            |
| Name            | Richard Davis              |
| Responsibility: | School Trips               |
| Name            | Stacey Lewins & Carol Agar |
| Responsibility: | Cleaning & Caretaking      |
| Name            | Lisa Lowde                 |
| Responsibility: | Catering                   |
| Name            | Heads of Department        |
| Responsibility: | Departments                |

### **NOTE**

*You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.*

*You will find some examples of key areas that you should consider, at the end of this guidance.*

*You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.*

*You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.*

*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.*

*You can find more guidance in HSE's free leaflets for example:*

- *Five steps to risk assessment INDG163*
- *A guide to risk assessment requirements: Common provisions in health and safety law INDG218*

*HSE Books Tel: 01787 881165.*

[www.hsebooks.co.uk](http://www.hsebooks.co.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

**The findings of the risk assessments will be reported to:**

**Stacey Lewins**

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

**Stacey Lewins**

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

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

**Stacey Lewins**

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

Stacey Lewins

Assessments will be reviewed every:

Year

or when the work activity changes, whichever is soonest.

## ARRANGEMENTS

### CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

**NOTE**

*You must consult your employees.*

UNISON - Vacant

*If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.*

NUT - Vacant

*If you do not have trade unions, you must consult employees, either directly or through an elected representative.*

NASUWT – Gareth Lewis

*You may to use your works committee or another meeting as a forum for consultation.*

Consultation with employees is provided by:

*If you have a health and safety committee, you could list what it does, who is on it and how often it meets*

Regular agenda Item on SLT and staff meetings

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Stacey Lewins (general)  
Hamish Harron (Science)  
Angela Tiernan (Technology)  
Kiera Morrison (Art)  
Polly Peake(PE)  
Stacey Buric (Drama / stage)

### 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.*

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

Stacey Lewins

*When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it. Please consult your SIP or HANDS Safety Risk Adviser for assistance.*

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

Stacey Lewins

*You can find more guidance in HSE's website [www.hse.gov.uk](http://www.hse.gov.uk) or HSE publication:*

- Buying new machinery INDG271 (free)*

Problems with plant/equipment should be reported to:

Stacey Lewins

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

Stacey Lewins

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Stacey Lewins (general)  
Hamish Harron (Science)  
Angela Tiernan (Technology)  
Kiera Morrison (Art)  
Andrea Bell (Cleaning & Caretaking)  
Lisa Lowde (Catering)

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

Stacey Lewins (general)  
Hamish Harron (Science)  
Angela Tiernan (Technology)  
Kiera Birkenshaw (Art)  
Andrea Bell (Cleaning & Caretaking)  
Lisa Lowde (Catering)

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

Stacey Lewins (general)  
Hamish Harron (Science)  
Angela Tiernan (Technology)  
Kiera Birkenshaw (Art)  
Andrea Bell (Cleaning & Caretaking)  
Lisa Lowde (Catering)

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

Stacey Lewins (general)  
Hamish Harron (Science)  
Angela Tiernan (Technology)  
Kiera Birkenshaw (Art)  
Andrea Bell (Cleaning & Caretaking)  
Lisa Lowde (Catering)

### 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](http://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 (priced)*



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

Stacey Lewins (general)  
Hamish Harron (Science)  
Angela Tiernan (Technology)  
Kiera Birkenshaw (Art)  
Andrea Bell (Cleaning & Caretaking)  
Lisa Lowde (Catering)

Assessments will be reviewed every

Year

or when the work activity changes,  
whichever is soonest.

# ARRANGEMENTS

## INFORMATION, INSTRUCTION AND SUPERVISION

**The Health and Safety Law poster is displayed at:**

Reception

### **NOTE**

*The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.*

**Health and safety advice is available from HANDS Safety Risk Adviser**

Wayne Thickett (General Advice)

*You are required to have access to competent advice, either in house or, if not available, external.*

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

Heads of Departments

*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.*

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

Heads of Departments

*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:

Samantha Adderley (Teaching Staff)  
Jackie Haythorne (Teaching Assistants)  
Tina Bielby (Heads of Year)  
Sarah Clark (Exam Invigilators)  
Zoe Eastick (Agency Teaching Staff and Cover Supervisors)  
Stacey Lewins / Toni Moore (Admin, clerical, finance and MSA's)  
Andrea Bell (Cleaners and Caretaking)  
Lisa Lowde (Catering)

### 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.*

Specific jobs requiring special training are:

Science Dept

Technology Dept

Art Dept

PE Dept

Caretakers

Cleaning

Catering

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

*You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.*

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

Training records are kept at/by:

Stacey Lewins

Training will be identified, arranged and monitored by:

Stacey Lewins

# ARRANGEMENTS

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

Health surveillance is required for employees doing the following jobs:

N/a

Health surveillance to be arranged by:

N/a

Health surveillance records will be kept by/at:

N/a

The first aid box(es) are kept at:

- Medical Room
- PE Office x 3 (includes for use at fixtures and on the field)
- Art Office
- Science Office
- ICT Office (for DT use primarily)
- English Office
- Maths Office
- Heads of Year
- ALC
- Reception

The appointed person(s)/first aider(s) is/are

### NOTE

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.

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

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

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.

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

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](http://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

- **Lauren Exley(Senior first aider)**
- **Stacey Lewins**
- **Polly Mikhelson**
- **Tina Bielby**
- **Julie Alonze**
- **Owen Richards**
- **Ray Irwin**
- **Andrea Bell**
- **Carole Agar**
- **Sharon King**
- **Rachel Noon**
- **Lisa Lowde**
- **Penny Wilson**
- **Tom Cammish**
- **Katy Senior**
- **Kelly Roberts**
- **Patricia Williamson**
- **Helen Scott**
- **Dawn Langmead**
- **Hannah Wallace**
- **Victoria Leat-Smith**
- **Holly Marshall**
- **Kelly Trotter**
- **Polly Peake**

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

*You must report accidents to:*

**NYCC CYPS H&S Tel: 01609 532589**

*This is a traded service bought-in by Scalby Learning Trust*

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

**First Aid Room**

**The person responsible for reporting accidents, diseases and dangerous occurrences is:**

**Stacey Lewins**

# ARRANGEMENTS

## MONITORING

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

Carry out visual inspections daily,  
Perform regular checks,  
Encourage staff to report incidents,  
Record and investigate all accidents,  
Consult with specialist advisors when necessary,  
Actively encourage review and assessment from interested third parties and external agencies,  
Encourage Trades Union Reps to carry out inspections and investigate accidents as part of the monitoring process.

### 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.

The person responsible for investigating accidents is:

Stacey Lewins

*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.*

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

SLT Line Managers

*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.*

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

Stacey Lewins

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Stacey Lewins

The Asbestos Risk Management file is kept in:

Site Manager's Office

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

Site Manager'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:

Site Manager – Andrea Bell

Asbestos risk assessments will be undertaken by:

Appointed contractors

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

Stacey Lewins, Andrea Bell and Caretakers

Records of the above inspections will be kept in:

Site Manager's Office

### NOTE

**Responsible Officer** - All Establishments must have a Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher or Centre Manager.

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

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

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.

**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.

**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.

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

**If in doubt, please contact:**

- HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

### NOTE

The nominated Site Manager under the NYCC Legionnaires Disease Risk Management Policy is: *Site Manager - This will normally be the Headteacher/Business Manager.*

Stacey Lewins

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

Site Manager's Office

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

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

Caretakers

*Site Operator - The site manager may nominate a member of staff (the site operator), to carry out the on-site tasks set out in the risk assessment.*

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

Site Manager's Office

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

*Changes - to water systems which may effect the level of risk*

**If in doubt, please contact:**

- HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)



# ARRANGEMENTS

## WORK AT HEIGHT

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

Stacey Lewins

### NOTE

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

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

Department Heads / Stacey Lewins / Dayl Tyler / Andrea Bell / Caretakers

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

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

|                           |                                |
|---------------------------|--------------------------------|
| Site Office (Andrea Bell) | Manager's Office (Andrea Bell) |
|---------------------------|--------------------------------|

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

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

Stacey Lewins

**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](http://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)

# ARRANGEMENTS

## EDUCATIONAL AND OFF-SITE VISITS

Educational and off-site visits must be authorised by:

Christopher Robertson

### NOTE

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

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

Richard Davis

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

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

Christopher Robertson / Richard Davis / Visit Leaders

**Risk Assessment** - must be in place for all off-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.

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

Mr Robertsons Office

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

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

Christopher Robertson / Reception staff

**Database** – All off-site visits must be logged onto the NYCC notification database, either as part of a rolling programme, or as an individual visit. This is a traded service bought-in by Scalby Learning Trust

- Further advice can be obtained from the Educational Visits Consultant based at Bewerley Park  
Tel: 01423 711287

[www.visits.n-yorks.net](http://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:

### NOTE

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

Stacey Lewins

Escape routes are checked by/every:

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

|   |          |
|---|----------|
| Stacey Lewins<br>/Site Manager<br>/Caretakers | Annually |
|---|----------|

Fire extinguishers are maintained and checked by/every:

|        |          |
|--------|----------|
| G2 Ltd | Annually |
|--------|----------|

Alarms are tested by/every:

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

|            |                    |
|------------|--------------------|
| Caretakers | Weekly by rotation |
|------------|--------------------|

Emergency evacuation will be tested every:

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

Term

The Security Co-ordinator is:

Stacey Lewins

## APPENDICES

List here any other Policies relevant to health and safety and state where they are located for example: *Medicines Policy, Educational Visits Policy, Lone Working etc.*

**Educational Visits Policy – Scalby School Website**

**Managing the Healthcare needs of students - Scalby School Website**

## STAFF SIGNATURES

Evidence to show that staff have either/or received, read and understood the H&S Policy may simply be a signature on a sheet attached to the policy, although some schools keep electronic records making use of emails, this sheet may be a useful way of demonstrating the policy has been shared with all staff.

| <b>NAME</b> | <b>POSITION</b> | <b>DATE</b> |
|-------------|-----------------|-------------|
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## 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. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

## FURTHER GUIDANCE

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

HSE Books Tel: 01787 881165

HSE Book Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

Health and Safety Information Services

Infoline Tel: 08701 545500

HSE Website: [www.hse.gov.uk](http://www.hse.gov.uk)