



# Health & Safety Policy

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

**Scalby School**

**Our statement of intent is:**

- Implement the requirements of NYC'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 NYC 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 clear instructions, information, 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;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

**Signed:** Mr C Robertson

**Headteacher**

**Signed:** Mrs S Lewins

**Business & HR Manager**

**Date: October 2024**

**Review date: October 2025**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mr Christopher Robertson**  
Headteacher

**Mrs Laura Garforth**  
Chair of Governors

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

LEAD OFFICER:

**Mrs Stacey Lewins**  
Business & HR Manger

ESTABLISHMENT H & S CO-ORDINATOR:

**Mrs Stacey Lewins**  
Business & HR Manager

**Responsibility:**  
School Governing Board  
Stacey Lewins (overall)  
Polly Peake (PE)  
Angela Tiernan (Technology)  
Kiera Morrison (Art)  
Hamish Harron (Science)  
Andrea Bell (Caretaking and Site)  
Lisa Lowde (Catering)

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
Name	Heads of Departments
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 of others; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

**Health and safety advice is available from your NYES Health and Safety Service Safety Risk Adviser:**

**Wayne Thickett NYES Health and Safety Service  
07973 802034**

# 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

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

**Stacey Lewins, Business & HR Manager and shared with staff**

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

**Stacey Lewins, Business & HR Manager and the staff member undertaking the activity**

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

**Stacey Lewins, Business & HR Manager and the staff member undertaking activity**

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

**Stacey Lewins, Business & HR Manager 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:**

**Unison – Vacant**

**NUT – Vacant**

**NASUWT – Gareth Lewis**

**Consultation with employees is provided by:**

**Agenda item on SLT and staff meetings**

**Staff briefing and noticeboard**

**Training Days**

# 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)

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

Stacey Lewins (overall)  
Andrea Bell (Caretaking and Cleaning)  
Lisa Lowde (Catering)

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

Stacey Lewins (overall)  
Andrea Bell (Caretaking and Cleaning)  
Lisa Lowde (Catering)

Problems with plant/equipment should be reported to:

Stacey Lewins (overall)  
Andrea Bell (Caretaking and Cleaning)  
Lisa Lowde (Catering)

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

Stacey Lewins (overall)  
Andrea Bell (Caretaking and Cleaning)  
Lisa Lowde (Catering)

# 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 Morrison (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 Morrison (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 Morrison (Art)  
Andrea Bell (Cleaning & Caretaking)  
Lisa Lowde (Catering)

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 Morrison (Art)  
Andrea Bell (Cleaning & Caretaking)  
Lisa Lowde (Catering)

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:

Reception

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

Heads of Departments

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

# 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)

Job specific training will be provided by:

Science Department  
Technology Department  
Art Department  
PE Department  
Administration  
Caretakers  
Cleaning  
Catering

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

Training records are kept:

In staff personnel records

Training will be identified, arranged and monitored by:

**Stacey Lewins, Business & HR Manager**

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

- 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
- Kitchen
- Site Manager office
- Village Food Tech
- Village Science

### The first aiders are:

- Stacey Lewins
- Tina Bielby
- Danielle Rowley
- Julie Alonze
- Owen Richards
- Shirley Atkinson
- Ray Irwin
- Andrea Bell
- Carole Agar
- Sharon King
- Rachel Noon
- Lisa Lowde
- Penny Wilson
- Katy Senior
- Kelly Roberts
- Dolina Day
- Patricia Williamson
- Helen Scott
- Dawn Langmead
- Hannah Wallace
- Jayne Orrells
- Victoria Leat-Smith
- Paul Curran
- Holly Mounsey
- Kelly Trotter
- Polly Peake

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 to the NYC Health and Safety section is:

**Stacey Lewins, Business & HR Manager**

# 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  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

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.

The person responsible for investigating accidents is:

Stacey Lewins, Business & HR Manager

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

SLT Line Managers

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

Stacey Lewins, Business & HR Manager

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Stacey Lewins, Business & HR Manager

The Asbestos Risk Management file is kept in:

Site Managers Office

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

Site Managers 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:

Andrea Bell

Asbestos risk assessments will be undertaken by:

Appointed contractors

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

Caretaking Team

Records of the above inspections will be kept in:

Site Managers Office



# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Stacey Lewins, Business & HR Manager  
Andrea Bell (Site Team)

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

Site Managers Office

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

Caretaking Team

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

Site Managers Office

# ARRANGEMENTS

## WORK AT HEIGHT

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

Stacey Lewins, Business & HR Manager

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

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

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

Site Team	Site Managers Office
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# ARRANGEMENTS

## MANUAL HANDLING

All manual handling tasks in the establishment must be authorised by:

Stacey Lewins, Business & HR Manager

Risk assessments for manual handling tasks are to be completed by:

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

Equipment used for manual handling is to be checked by and records kept in:

Site Team

Site Managers Office

# ARRANGEMENTS

## EDUCATIONAL VISITS

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

**Christopher Robertson, Headteacher**

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

**Richard Davis, Deputy Headteacher**

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

**Christopher Robertson / Richard Davis / Visit Leaders**

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

**Staff Hub, Headteachers Office**

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

**Christopher Robertson, Headteacher / Reception Staff**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Stacey Lewins, Business & HR Manager

Escape routes are checked by/every:

Stacey Lewins /Site Manager /Caretakers	Weekly
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Fire extinguishers are maintained and checked by/every:

G2 Ltd Caretakers	Annually Termly
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Alarms are tested by/every:

Caretakers G2 Ltd	Weekly Bi-Annually
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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.*

**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**  
**Lettings Policy**  
**Lone Working Procedure**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Working at Height Procedure**