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Approved by:	LGB
Responsibility of:	LGB
Trust or School Policy:	School Statement (Trust Policy)

Hookstone Chase Primary School Health & Safety Statement

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Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Hookstone Chase Primary School

1. Statement of intent

- Implement the requirements of Northern Star Academies Trust's (NSAT) 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 NSAT 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.

2. Responsibilities

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

Ms Ann Wheatcroft Interim Headteacher

Mr Craig Goad Chair of LGB

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

Name: Sarah Charters

Responsibility: Health & Safety Link Governor

Name: Maureen Braden

Responsibility: H&S Lead

Name: Ms Ann Wheatcroft

Responsibility: Educational Visits

Name: HCS

Responsibility: PAT testing

Name: Ms Ann Wheatcroft

Responsibility: Management of risk assessments and emergency procedures

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).

3. Arrangements – Health & Safety Risks Arising from our Work Activities

Risk assessments will be undertaken by:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Caretaker</i> <i>Catering Manager</i> <i>Member of staff undertaking activity</i>
The findings of the risk assessments will be reported to:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Mr Craig Goold, Chair of Governors</i>
Action required to remove/control risks will be approved by:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>
The person responsible for ensuring the action required is implemented is
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Member of staff undertaking the activity</i>
Checks that the implemented actions have removed/reduced the risks will be carried out by:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Mr Simon Hayes, Deputy Headteacher</i> <i>Member of staff undertaking the activity</i>
Assessments will be reviewed:
In the event of an accident, annually or when the work activity changes, whichever is soonest.

4. Arrangements - Consultations with Employees

Employee Representative(s) are:
N/A

Consultation with employees is provided by:
Standard Agenda item on staff meetings
Staff briefings and noticeboard
Induction and Training Days
Staff representation on the Local Governing Body (and H&S sub committee)

5. Arrangements – Safe Plant and Equipment

Identifying equipment/plant, which will need maintenance is the responsibility of:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Maureen Braden, Business Manager</i> <i>Office Team</i> <i>Caretaker</i> <i>Catering Team</i>
Ensuring effective maintenance procedures are drawn up is the responsibility of:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Maureen Braden, Business Manager</i> <i>Office Team</i> <i>Caretaker</i> <i>Catering Team</i>
The person responsible for ensuring that all identified maintenance is implemented is:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Caretaker</i> <i>Office Team</i>
Problems with plant/equipment should be reported to:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Maureen Braden, Business Manager</i> <i>Caretaker</i> <i>Office Team</i>
Checking plant and equipment health and safety standards before purchase is the responsibility of:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Caretaker</i>

6. Arrangements – Safe Handling and Use of Substances

Identifying substances which need a COSHH assessment is the responsibility of:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> Cleaning Team Catering Team Caretaker
The person(s) responsible for undertaking COSHH assessments is/are:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Maureen Braden, Business Manager</i> Caretaker Catering Team Cleaning Team
Ensuring that all actions identified in the assessments are implemented is the responsibility of:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Maureen Braden, Business Manager</i> Caretaker Catering Team Cleaning Team
The person responsible for ensuring that relevant employees are informed about COSHH assessments is:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Maureen Braden, Business Manager</i> Caretaker Catering Team Cleaning Team

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

Ms Ann Wheatcroft, Interim Headteacher

Maureen Braden, Business Manager

Caretaker

Office Team

Catering Team

Cleaning Team

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

7. Arrangements – Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:
Staff Room Caretakers/Cleaners Room
Health and safety advice is available from your NYCC H&S Safety Risk Adviser:
[Sarah Charters] Safety Risk Advisor School H&S Service North Yorkshire County Council Mobile: O: 01609 532545 E: sarah.charters@northyorks.gov.uk
Supervision of young workers and trainees will be arranged/ undertaken/monitoredby:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>
Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>

8. Arrangements – Competency for Tasks and Training

Induction training will be provided for all employees by:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>
Job specific training will be provided by relevant member of academy staff or third party training provider as organised by:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>
Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by (<i>Insert Name member of staff with operational responsibility for implementation of H&S Policy</i>):
Asbestos/Legionella training
<i>Ms Ann Wheatcroft, Interim Headteacher</i>
First Aid training
<i>Ms Ann Wheatcroft, Interim Headteacher</i> (First Aid at Work Training to be undertaken by staff)
Fire Awareness / Fire Warden training
<i>Ms Ann Wheatcroft, Interim Headteacher</i> Mrs Maureen Braden, Business Manager (training arranged through NYCC)
Working at Height / Safe Ladder use
<i>Ms Ann Wheatcroft, Interim Headteacher</i> Mrs Maureen Braden, Business Manager E-Learning Videos provided to staff
Manual handling
<i>Ms Ann Wheatcroft, Interim Headteacher</i> Mrs Maureen Braden, Business Manager E-Learning Videos provided to staff

Educational Visit Training

Ms Ann Wheatcroft, Interim Headteacher

Training records are kept at/by: Office Filing Cabinet

9. Arrangements – Accidents, Incidents, First-Aid and Work-Related Ill-Health

Locations of First Aid Boxes:

*Rowan / Sycamore / Holly / Pine / Willow / Silver Birch / Hawthorn / Horse Chestnut / Maple Oak / Cherry Classrooms
School Office / Staff Room / Kitchen*

The first aiders are:

*Mrs Dobson / Mrs Grant / Mrs Jack / Mrs McCann / Ms Kingsley / Mrs Rowe /
Mrs Rumford / Mrs Warrington / Mrs Wiltshire / Mrs Ward*

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

School Office

The person responsible for reporting accidents, diseases and dangerous occurrences to the NSAT Competent Person (H&S Safety Advisor) and NSAT H&S Lead is:

Ms Ann Wheatcroft, Interim Headteacher

Health Surveillance is required for employees doing the following jobs, and supervised by:

Job role: N/A

Supervised by:

10. 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
Annual Site Inspection by Competent Person
Annual Policy and Risk Assessment review by Competent Person
PAT testing
Fixed appliance electrical testing
Extraction fans/FUME cupboard maintenance
Programme of risk assessment reviews
Boiler room and gas annual inspection
Gullies and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Weekly fire alarm testing
Monthly emergency lighting tests
Five yearly test of fixed wiring

The person responsible for investigating accidents is:

Ms Ann Wheatcroft, Interim Headteacher

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

Ms Ann Wheatcroft, Interim Headteacher
Maureen Braden, Business Manager
Central HR

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

Ms Ann Wheatcroft, Interim Headteacher
Maureen Braden, Business Manager
Office Team

11. Arrangements – Asbestos Risk Management

The Responsible Officer for asbestos management is:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>
The Asbestos Risk Management file is kept in:
<i>School Office</i>
Site plans showing the location of asbestos containing materials (ACM's) are kept in:
<i>School Office</i>
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:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Office Team</i>
Asbestos risk assessments will be undertaken by:
NSAT nominated service provider
Visual inspections of the condition of ACM's will be undertaken by:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Caretaker</i>
Records of the above inspections will be kept in:
<i>School Office</i>

12. Arrangements – Legionellosis Minimisation

The two 'Nominated Persons' for Water Management at the premises are:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>
Risk assessments detailing on-site tasks for the minimisation of <i>Legionellosis</i> risk are kept in:
School Office
The person responsible for carrying out the on-site tasks set out in the above assessments is:
<i>Caretaker</i>
Record showing that the above on-site tasks have been undertaken are kept in:
School Office

13. Arrangements – Work at Height

All work at height in the establishment must be authorised by:	
<i>Ms Ann Wheatcroft, Interim Headteacher</i>	
Risk assessments for working at height are to be completed by:	
<i>Ms Ann Wheatcroft, Interim Headteacher</i>	
Equipment used for work at height is to be checked by and records kept in:	
<i>Ms Ann Wheatcroft, Interim Headteacher</i>	School Office

14. Arrangements – Educational Visits

Off-site educational visits must be authorised by:
<i>Ms Ann Wheatcroft, Interim Headteacher</i> Mrs Jenn Plews, Trust CEO if high risk/residential/overseas educational visits
The Educational Visits Co-ordinator(s) is/are:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>
Risk assessments for off-site visits are to be completed by:
Educational Visit Group Leader (nominated)
NSAT Policy, Procedures & Guidance for Educational Visits are kept in:
School Office
Details of off-site activities are to be held in a school database:
<i>Ms Ann Wheatcroft, Interim Headteacher</i>

15. Arrangements – Emergency Procedures - Fire Evacuation

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:	
<i>Ms Ann Wheatcroft, Interim Headteacher</i> <i>Maureen Braden, Business Manager</i> <i>Caretaker</i> <i>Office Team</i>	
Escape routes are checked by/every:	
<i>Caretaker</i>	<i>Daily</i>
Fire extinguishers are maintained and checked by/every:	
Service and maintenance - <i>Chubb</i> Visually Inspected - <i>Caretaker</i>	<i>Annually</i>
Alarms are tested by/every:	Miss Sara Holt Weekly Wednesday / Termly Whole school fire drill
<i>Weekly system checks –</i> <i>Service and maintenance - Monks</i>	
Emergency evacuation procedures will be tested:	
<i>Termly</i>	

The Security co-ordinator for the school site is:
<i>Monks</i>

16. Appendices

Listed here are the Health & Safety related policies and risk assessments in place for this school.

List of school policies

First aid & medicines at work
Allergens
School medical policy
Relationship and sex education
Severe weather
Display screen equipment
Educational visits
Emergency out of hours
Events procedures
Fire safety
Intimate care
Laptop / Tablet
Lettings
Lockdown procedures
Lone working
Midday supervisor
Missing child
Nappy changing
Snow and ice
Use of chemicals
Use of sunscreens
Working at height

List of risk assessments in place (including statutory and school specific)

After school activity clubs
Animals in primary schools
Arrangements for start and end of the day
Art
Boxercise
Classroom Management
Curriculum Lessons in classroom environment

Dance activities
Dining hall
Use of electrical equipment
Field events
Fire pit
Fire aid provision
Food handling
Gardening and gardening clubs
Low melt glue guns
Gymnastics
Helium balloons
Indoor activity spaces
Invasion games
IT Suite / Laptops
Lone working
Manual handling / Chair, furniture, deliveries
New and expected mothers
Covid school risk assessment
Office/reception
Outdoor play equipment
Over the net or wall games
Pedestrian access
Playground management
Playtime supervision
Reprographics
Sanitary areas
School events
Sensory circuit
Site cleanliness and maintenance
Snow/ice
Staff rooms
Storage areas and general storage
Striking field games
Table top cookers
Use of school hall
Technology

Vehicular access

Putting up and down of wall displays

Chilled water dispenser

Working from stepladders

Young persons and work experience

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Appendix A - Document Control Sheet

Dissemination	How will the policy be disseminated? Who should read the document? Please detail – is this all staff, pupils/students, certain individuals/ specific roles
Implementation	How will the policy be implemented?
Training	What formal training is required and who requires training?
Monitoring & Audit	How and where compliance with the policy will be monitored and audited and by whom?
Statutory Requirement	Is the policy a... (please tick). <input checked="" type="checkbox"/> Statutory Policy <input type="checkbox"/> Mandatory Policy <input type="checkbox"/> Good Practice
Website Publication	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Revisions

Version	Description of Change	Date