



## **HEALTH AND SAFETY POLICY**

### ***EVERY CHILD, EVERY CHANCE***

This policy supports our aim to assess and develop pupils' communication, ensuring all pupils are maximising their communicative potential, through communication supportive practice.

This policy was adopted on:-

Date

Chair of Governing Body:- T Mottram

Signature

Date

Reviewed

Date

To Review:-

Date

### **Data Protection**

Personal data will be processed in accordance with the requirements of GDPR and in compliance with the data protection principles specified in the legislation.

The school has notified the Information Commissioner's Office that it is a Data Controller and has appointed Data Protection Officer (DPO). Details of the DPO are:-

Information Governance

Veritau Ltd

County Hall

Racecourse Lane

NORTHALLERTON

DL7 8AE

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)

01609 532526

The schools Privacy Notice can be found on our website at [www.forest.n-yorks.sch.uk](http://www.forest.n-yorks.sch.uk)



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

### **THE FOREST 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:**

**Review date:**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Farr (Head Teacher)**

**Mr Tim Mottram (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 – Rachel Walker**

**Teachers Responsible for their own classrooms**

**Communal areas in main building – Lisa Frankland**

**Top Block – Phil Bunting (n/a during building works academic year 18/19)**

**All External areas – Senior Leadership Team**

**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:**

**Staff member responsible for the area or activity**

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

**All staff**

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

**Mrs Farr and the SLT**

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

**Mrs Farr and the staff member undertaking activity**

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

**Mrs Farr 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:

Rachel Walker – Staff Governor/Health and Safety Rep

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Daily Staff briefing and noticeboard

Training Days

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers

Problems with plant/equipment should be reported to:

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers

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

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance/Skeltons direct

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

Mrs Farr, Mr Organ (Science), Mr Bunting (DT), Mrs Stewart-Smith (FT)  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance/Skeltons

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

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance/Skeltons

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

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance/Mrs Farr

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

Mrs Farr  
Property Services  
Building Cleaning Services  
NYCC County Caterers  
NYCC Grounds Maintenance/Skeltons

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  
Entrance to EY class and DT workshop

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

Janet Morris, NYCC HandS Service  
01609 780780

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

Mrs Farr

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

Mrs Farr



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction

Job specific training will be provided by:

Mrs Farr  
HandS Service

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 Health & Safety Document Management file (training folder)

Training will be identified, arranged and monitored by:

Mrs Farr

# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**Medical Room  
Minibuses  
Classrooms  
Kitchen**

**The first aiders are:**

**Sue Grant, Sue Marriott, Patrick Organ, Rachel Walker, Nikki Morgan and Rebecca Matthews**

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

**In the main school office**

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

**Mrs Farr**

# 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  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mrs Farr

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

Mrs Farr  
NYCC Occupational health

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

Mrs Farr  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher

The Asbestos Risk Management file is kept in:

Admin Office

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

Admin 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:

Mrs Farr, SBM and Caretaker

Asbestos risk assessments will be undertaken by:

Headteacher

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

Caretaker

Records of the above inspections will be kept in:

Admin Office

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Headteacher, SBM

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

Water Management Arrangements Folder

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

Caretaker

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

Water Management Arrangements Folder

# ARRANGEMENTS

## WORK AT HEIGHT

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

Headteacher

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

Headteacher 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:

**NYCC, Headteacher and Governors**

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

**Phil Bunting and Michelle Farr**

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

**Group Leader**

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

**Staffroom/common network/policies**

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

**Phil Bunting/staff in charge of visit**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Headteacher

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:

Caretaker  
Monks

Weekly  
Bi-Annually

Emergency evacuation will be tested:

Termly minimum



## 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**  
**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**  
**Nappy Changing Procedure**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Use of Chemicals at Work Procedure**  
**Use of Sunscreens Procedure**  
**Working at Height Procedure**