

Adopted:	September 2021
Next review:	September 2022
Approved by:	Governors
Responsibility of:	
Trust or School Policy:	School

Starbeck Primary Academy

Health & Safety Statement

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THIS IS THE HEALTH AND SAFETY STATEMENT OF

**Starbeck Primary
Academy**

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:

Mr G de Castro Morland Head Teacher
(Mr Richard Walker) Chair of LGB

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

Name: Sarah Rowntree

Responsibility: Health & Safety Link Governor

Name: Maureen Braden

Responsibility: H&S Lead

Name: Emma Kitwood

Responsibility: Educational Visits

Name: Paul Clifton

Responsibility: PAT testing

Name: Maureen Braden

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:
Mr G de Castro Morland and the staff member undertaking activity
The findings of the risk assessments will be reported to:
<i>All staff</i>
Action required to remove/control risks will be approved by:
Mr G De Castro Morland and the staff member undertaking activity
The person responsible for ensuring the action required is implemented is
Mr G de Castro Morland and the staff member undertaking activity
Checks that the implemented actions have removed/reduced the risks will be carried out by:
Mrs Rowntree & Mr de Castro Morland 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.

4. Arrangements - Consultations with Employees

Employee Representative(s) are:

(Insert name/s of employee representatives)

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:
Mr G De Castro Morland Caretaker Property Services Building Cleaning Services Chartwells
Ensuring effective maintenance procedures are drawn up is the responsibility of:
Mr G De Castro Morland Caretaker Property Services Building Cleaning Services Chartwells
The person responsible for ensuring that all identified maintenance is implemented is:
Mr G De Castro Morland Property Services Building Cleaning Services Chartwells
Problems with plant/equipment should be reported to:
Mr G De Castro Morland Property Services Building Cleaning Services Chartwells
Checking plant and equipment health and safety standards before purchase is the responsibility of:
Mr G De Castro Morland Property Services Building Cleaning Services Chartwells

6. Arrangements – Safe Handling and Use of Substances

Identifying substances which need a COSHH assessment is the responsibility of:
Mr G De Castro Morland Property Services Building Cleaning Services Chartwells NYCC Grounds Maintenance
The person(s) responsible for undertaking COSHH assessments is/are:
Mr G De Castro Morland Property Services Building Cleaning Services Chartwells NYCC Grounds Maintenance
Ensuring that all actions identified in the assessments are implemented is the responsibility of:
Mr G De Castro Morland Property Services Building Cleaning Services Chartwells NYCC Grounds Maintenance
The person responsible for ensuring that relevant employees are informed about COSHH assessments is:
Mr G De Castro Morland Property Services Building Cleaning Services Chartwells NYCC Grounds Maintenance

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

Mr G De Castro Morland
& Caretaker
Property Services
Building Cleaning Services
Chartwells
NYCC Grounds Maintenance

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
Health and safety advice is available from your NYCC H&S Safety Risk Adviser:
Sarah Charters, NYCC HandS Service North Yorkshire County Council Health & Safety Team (HANDS) 07788 564532
Supervision of young workers and trainees will be arranged/ undertaken/monitoredby:
Mr G de Castro Morland
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 G de Castro Morland

8. Arrangements – Competency for Tasks and Training

Induction training will be provided for all employees by:
Local SLT Induction Mr G de Castro Morland and Mrs S Pitts
Job specific training will be provided by relevant member of academy staff or third party training provider as organised by:
NYCC training dept. HandS Service
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
First Aid training
Fire Awareness / Fire Warden training
Working at Height / Safe Ladder use
Manual handling
Educational Visit Training
Training records are kept at/by: In Health & Safety Document Management file Mrs S Rowntree and Mr de Castro Morland

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

Locations of First Aid Boxes:	
Cloakroom (KS 1 & 2) EYFS Kitchen Nursery Kitchen Staff Room Kitchen Office	
The first aiders are:	
Name: Garry de Castro Morland	Location: SLT hub (on call)
Name: Sasha Johnson	Location: Office/Breakfast & After-School Club
Name: Sasha Johnson	Location: Breakfast Club
Name: Lindsey Lea	Location: Nursery
Name: Jean Carter	Location: KS1 & 2/Playground
Name: Amanda Thwaites	Location: KS1/Playground
Name: Alison Dean	Location: KS2
All accidents and cases of work-related ill health are to be recorded in the accidentbook. The book is kept:	
<i>In the office</i>	
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:	
Mr G de Castro Morland	

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

Job role:

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:
Mr de Castro Morland
The person responsible for investigating work-related causes of sickness absences is:
Mr de Castro Morland NYCC Occupational health)
The person responsible for acting on investigation findings to prevent a recurrence is:
Mr de Castro Morland

11. Arrangements – Asbestos Risk Management

The Responsible Officer for asbestos management is:
Mr de Castro Morland & Simon Meredith - Caretaker
The Asbestos Risk Management file is kept in:
<i>Main office</i>
Site plans showing the location of asbestos containing materials (ACM's) are kept in:
<i>Main 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:
Headteacher/Deputy Headteacher and the Establishment Administrator
Asbestos risk assessments will be undertaken by:
Simon Meredith - Caretaker
Visual inspections of the condition of ACM's will be undertaken by:
Simon Meredith - Caretaker
Records of the above inspections will be kept in:
<i>Admin office</i>

12. Arrangements – Legionellosis Minimisation

The two 'Nominated Persons' for Water Management at the premises are:
Mr G de Castro Morland <i>Caretaker – Simon Meredith</i>
Risk assessments detailing on-site tasks for the minimisation of <i>Legionellosis</i> 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:
<i>Caretaker – Simon Meredith</i>
Record showing that the above on-site tasks have been undertaken are kept in:
Water Management Arrangements Folder

13. Arrangements – Work at Height

All work at height in the establishment must be authorised by:	
Mr De Castro Morland	
Risk assessments for working at height are to be completed by:	
Mr De Castro Morland 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

14. Arrangements – Educational Visits

Off-site educational visits must be authorised by:
Mr de Castro Morland, Mrs Emma Kitwood
The Educational Visits Co-ordinator(s) is/are:
Mrs Emma Kitwood
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:
Staffroom
Details of off-site activities are to be held in a school database:
All staff/group leaders

15. Arrangements – Emergency Procedures - Fire Evacuation

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:		
Mr De Castro Morland		
Escape routes are checked by/every:		
<i>All staff</i>	<i>Daily</i>	
Fire extinguishers are maintained and checked by/every:		
Walker Fire Visually Inspected	Daily	Annually Termly
Alarms are tested by/every:		
Caretaker Monks	Weekly Bi-Annually	Weekly Bi-Annually
Emergency evacuation procedures will be tested:		
Termly		

The Security co-ordinator for the school site is:

16. Appendices

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

List of school policies

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

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

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Appendix A - Document Control Sheet

Dissemination	<p>How will the policy be disseminated?</p> <p>Who should read the document? Please detail – is this all staff, pupils/students, certain individuals/ specific roles</p>
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	<p>Is the policy a.... (please tick).</p> <p><input checked="" type="checkbox"/> Statutory Policy</p> <p><input type="checkbox"/> Mandatory Policy</p> <p><input type="checkbox"/> Good Practice</p>
Website Publication	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Revisions

Version	Description of Change	Date