

# Health and safety policy

This is the statement of general policy and arrangements for:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:  
**Kellington Primary School**



Kellington Primary School

**N.B. Posts for year 19/20**

Headteacher – Helen Humphrys  
 SBM – Nikki Hesp  
 Inclusion Manager – Gemma Tomlinson  
 Chair of Governors – Claire Williams  
 H & S Governor – Sarah Sayer

Statement of general policy	Responsibility of	Action / Arrangements ( <i>Customise to meet your own situation</i> )
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities, both in school and learning beyond the classroom, for staff, pupils and visitors. To co-operate with the LA.	Headteacher  SBM  NYCC (Cleaning Services & County Caterers)  Chair of Governors  All employees have to co-operate with management to take care of Health & Safety of themselves and others.	NYCC HandS Traded Service  Relevant risk assessments completed and actions arising out of those assessments implemented  Governors carry out termly Health and Safety Inspections.  <b>ALSO REFER TO:</b> <b>CYPS Health &amp; Safety Policy &amp; Guidance Handbook (Office Cabinet)</b> <b>HandS Document Management File (Office Cabinet)</b> <b>HandS Fire File (Office Cabinet)</b> <b>Asbestos File (Office Cabinet)</b> <b>Legionella File (Office Cabinet)</b> <b>Risk Assessment Schedule (Intranet – H &amp; S File)</b> <b>Policy Schedule (Intranet – H &amp; S File)</b>
To provide adequate training to ensure employees are competent to do their work	Headteacher  SBM  NYCC (Cleaning Services & County Caterers)  Chair of Governors	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main school site.  All staff to complete mandatory NYCC Health and Safety Online Training – CYPS Learning Zone- <a href="https://www6.northyorks.gov.uk/LZCS/search/SearchCriteriaDetailInformation.aspx?RCID=52">https://www6.northyorks.gov.uk/LZCS/search/SearchCriteriaDetailInformation.aspx?RCID=52</a>  Educational Visit Coordinator to do EVC training and staff to complete Group Leader training.  <b>ALSO REFER TO:</b> <b>HandS Document Management File (Training Records)</b>
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on	Headteacher	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings (part of weekly Staff

Statement of general policy	Responsibility of	Action / Arrangements <i>(Customise to meet your own situation)</i>
occupational health	SBM  NYCC (Cleaning Services & County Caterers)  Chair of Governors	Meetings and 3 x yearly Full Governors' Meetings) or sooner if required.  Form on staff room notice board for completion on any H & S issues, to be followed up by SBM & Caretaker  <b>ALSO REFER TO: Risk Assessment Schedule (Intranet – H &amp; S File)</b>
To implement emergency procedures <ul style="list-style-type: none"> <li>• evacuation in case of fire or other significant incident</li> <li>• lockdown in the case of external incident</li> </ul>	Headteacher  SBM  NYCC (Cleaning Services & County Caterers)  Chair of Governors	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time (at least termly) and updated as necessary. Lockdown plans tested from time to time (at least termly).  PAS79 reviewed annually  <b>ALSO REFER TO: HandS Fire File (Office Cabinet) Risk Assessment Schedule (Intranet – H &amp; S File)</b>
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Headteacher  SBM  NYCC (Cleaning Services & County Caterers)  Chair of Governors	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery, including ladders and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a> ) - as part of NYCC mandatory Health and Safety Online Training.  <b>ALSO REFER TO: HandS Fire File (Office Cabinet) Risk Assessment Schedule (Intranet – H &amp; S File)</b>
Health and Safety Law poster is displayed in the staffroom	Headteacher SBM	
First-aid box and accident book are located:  Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Staff room (Pupils) Office cabinet (staff/visitors) First Aid Bags in each classroom (taken out during break time and on school trips) and in office corridor. By SBM when necessary	

Signed: (Employer)	Helen Humphrys	Date:	Summer 18	
Signed: (Chair of Governors)	Claire Williams		Summer 18	
Subject to review, monitoring and revision by:	Governing Body	Every:	12 months	months or sooner if work activity changes