



Health
and Safety



Woodbrook Vale School Policy Document

Health and Safety Policy

Date approved by Trustees: 18 January 2022

Review Date: Annually Spring Term 2023

Headteacher's Signature:  Date: 18 January 2022

Print name: Rachael Fraser

Chair of Trustee's Signature:  Date: 18 January 2022

Print name: Gavin Brown

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Woodbrook Vale School

Our statement of intent is:

- 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 HandS Service 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.

HEALTH AND SAFETY POLICY RESPONSIBILITIES

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

Mrs Rachael Fraser (Head Teacher)

Mr Gavin Brown (Chair of Trustees)

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

Name: Mr Barry Bookham

Responsibility: Health & Safety Governor/Trustee

Name: Mr Dave Green

Responsibility: School Business Manager – Health and Safety Lead

Name: Mr Alastair North

Responsibility: Estates Manager – Premises Health and Safety

Name: Mrs Diane Mason

Responsibility: Head of Science Faculty

Name: Mr Ian Smith

Responsibility: Head of PE and Music Faculty

Name: Mrs Alison Eddy

Responsibility: Head of ADT Faculty

Name: Mrs Mandy Newbold

Responsibility: Catering Manager

Name Jane Allen

Responsibility: Science Technician

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:

Mr Dave Green, Mr Alastair North, relevant Line Manager and the staff member undertaking activity.

The findings of the risk assessments will be reported to:

All relevant staff

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

Mrs Rachael Fraser, Mr Dave Green, Mr Alastair North, relevant Line Manager and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Rachael Fraser, Mr Dave Green, Mr Alastair North, relevant Line Manager and the staff member undertaking activity

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

Mrs Rachael Fraser, Mr Dave Green, Mr Alastair North 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:

Mr David Matthews and Mr Nathan Grundy

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

Regular (half termly) meetings with union H&S representatives

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

**Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold**

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

**Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold**

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

**Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold**

Problems with plant/equipment should be reported to:

**Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold**

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

**Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold
Faculty Heads
Grounds Maintenance

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

Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold
Faculty Heads
Grounds Maintenance

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

Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold
Faculty Heads
Grounds Maintenance

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

Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold
Faculty Heads
Grounds Maintenance

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

Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold
Faculty Heads
Grounds Maintenance

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 in:

Staff Room

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

**Dale Barton – Head of NYCC HandS Service
07788 564533**

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

Head of Faculty

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 Rachael Fraser
Mr Dave Green**

ARRANGEMENTS COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**Local SLT Induction
Mrs Rachael Fraser
Mr Dave Green
Mr Alastair North
Mrs Mandy Newbold
Faculty Heads**

Job specific health and safety training will be provided by:

**HandS Service
Line Managers**

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 Co-Ordinator training
Educational Visit Group Leader training**

Training records are kept:

**Mr Dave Green
Mr Alastair North**

Training will be identified, arranged and monitored by:

Relevant Line Manager

ARRANGEMENTS

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

Locations of First Aid Boxes:

**Student Support office
All Design and Science rooms
PE- Sports Hall
English Block
Library
Estates Office
Kitchen**

The named first aider trained members of staff are:

**Mrs Teresa Woolley
Mrs Jenny Hibberd
Mrs Samantha Gallagher
Miss Amanda Bywater
Mrs Christina Hamlet
Mrs Margaret McSwiney
Mr Peter Hayes
Mr Harmina Surana
Mr James Moore
Mr Peter Hayes
Mr Ian Smith**

The numbers of first aid trained members of staff are:

**10 members of staff are First Aid at Work trained
2 members of staff are Emergency First Aid at Work trained**

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

**Staff - Main reception
Students – Student Office**

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

Mr Dave Green

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:

Mr Dave Green
Mrs Rachael Fraser
Trustees

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

Mr Dave Green
Mrs Rachael Fraser
Trustees
Occupational Health

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

Mr Dave Green
Mrs Rachael Fraser
Trustees
Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

**Mrs Rachael Fraser – Duty Holder
Mr Dave Green
Mr Alastair North – Day to Day Responsibility**

The Asbestos Risk Management file is kept in:

Site Team Office

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

Estates 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:

**Mr Alastair North
Mr Dave Green**

Asbestos risk assessments will be undertaken by:

**Mr Dave Green
Mr Alastair North**

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

Mr Alastair North

Records of the above inspections will be kept in:

Estates Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs Rachael Fraser – Duty Holder
Mr Dave Green
Mr Alastair North

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

Main Reception
Estates Office

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

Mr Alastair North

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

Estates Office

ARRANGEMENTS WORK AT HEIGHT

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

**Mr Dave Green
Mr Alastair North
Relevant Line Manager**

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

**Mr Dave Green
Mr Alastair North
Relevant Faculty Heads
All members of staff that work at height**

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

Mr Alastair North	Estates Office
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ARRANGEMENTS EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**Mrs Rachael Fraser – Day visits
Trustees – Residential /Overnight Stay**

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

SLT

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

Group Leader

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

Mr Dave Green

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

SLT

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Rachael Fraser – Duty Holder
Mr Alastair North
Mr Dave Green

Escape routes are checked by/every:

All staff	Daily
Mr Alastair North	Weekly

Fire extinguishers are maintained and checked by/every:

Contractor	Annually
Visually Inspected	Termly

Alarms are tested by/every:

Mr Alastair North	Weekly
Contractor	Bi-Annually

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.*

H&S 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