



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

York Steiner 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: Ruth Crabtree

Head Teacher

Signed: Laura Harben

Operations Manager

Date: January 2024

Review date: January 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Ruth Crabtree (Head Teacher) and Laura Harben (Operations Manager)
Lyndon Nicholson (Chair of Trustees)

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

Name: Ruth Crabtree (Head Teacher) and Laura Harben (Operations Manager)

Health and Safety Policies and Procedures, risk assessments and monitoring.

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:

Laura Harben (Operations Manager), Ruth Crabtree (Head Teacher) and the staff member undertaking activity.

The findings of the risk assessments will be reported to:

All staff it is relevant to.

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

Laura Harben (Operations Manager), Ruth Crabtree (Head Teacher) and the staff member undertaking activity.

The person responsible for ensuring the action required is implemented is

Laura Harben (Operations Manager), Ruth Crabtree (Head Teacher) and the staff member undertaking activity.

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

Laura Harben (Operations Manager), Ruth Crabtree (Head Teacher) 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:

EMG

Consultation with employees is provided by:

Agenda item on SMG

Staff briefing and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Laura Harben (Operations Manager) and School Caretaker

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

Laura Harben (Operations Manager) and School Caretaker

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

Laura Harben (Operations Manager) and School Caretaker

Problems with plant/equipment should be reported to:

Laura Harben (Operations Manager) and School Caretaker

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

Laura Harben (Operations Manager) and School Caretaker

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Laura Harben (Operations Manager) and School Caretaker

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

Laura Harben (Operations Manager) and School Caretaker

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

Laura Harben (Operations Manager) and School Caretaker

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

Laura Harben (Operations Manager) and School Caretaker

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

Laura Harben (Operations Manager) and School Caretaker

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

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

**Sarah Charters , NYES H&S Service
Tel 07890 051106**

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

Individual Teachers

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

Laura Harben (Operations Manager) and Ruth Crabtree (Head Teacher)

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local Induction

Laura Harben (Operations Manager), Ruth Crabtree (Head Teacher) and HR Manager

Job specific training will be provided by:

Local Induction

Laura Harben (Operations Manager), Ruth Crabtree (Head Teacher) and HR Manager and H and S 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:

HR Manager

Training will be identified, arranged and monitored by:

HR Manager

ARRANGEMENTS

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

Locations of First Aid Boxes:

**Portable kits in each Classroom
First Aid Room and Reception**

The first aiders are:

**Jess Frost, Gordana Trezfer, Hannah Levey, Simon Aitken, Tracey Lucas - Level 3
Emergency First Aid at Work**

All Early Years Staff are Paediatric First Aid trained.

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

Paper forms in the School Office and then uploaded onto Scholarpak

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

Laura Harben (Operations Manager)

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
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:

Laura Harben (Operations Manager)

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

HR Manager
NYCC Occupational health

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

Laura Harben (Operations Manager), Ruth Crabtree (Head Teacher)
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Laura Harben (Operations Manager)

The Asbestos Risk Management file is kept in:

The Office

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

The 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:

Laura Harben (Operations Manager)

Asbestos risk assessments will be undertaken by:

Laura Harben (Operations Manager) and appointed external contractor

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

Laura Harben (Operations Manager) and School Caretaker - Main Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Laura Harben (Operations Manager) and School Caretaker

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:

Laura Harben (Operations Manager) and School 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:

Laura Harben (Operations Manager)

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

Laura Harben (Operations Manager) and relevant members of staff

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

Laura Harben
(Operations
Manager)

Health and Safety checks, Main Office

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

EVC - Laura Harben (Operations Manager) and Ruth Crabtree (Head Teacher)

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

Laura Harben (Operations Manager)

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

Trip Leader

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

The main office and on EVOLVE

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

Trip Leader

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Laura Harben (Operations Manager)

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Laura Harben (Operations Manager)
Covent Fire Services

Weekly
Annually

Alarms are tested by/every:

Laura Harben (Operations Manager)
Covent Fire Services

Weekly
Annually

Emergency evacuation will be tested:

All Staff

Termly