



Whitby School

HEALTH AND SAFETY POLICY

Governance Status

This policy was re-issued in June 2014 and was adopted by Governors on 26 June 2014. It will be reviewed every two years or sooner if new, related legislation or guidance is issued.

Review Dates	By Whom	Date for Approval
May 2016	Staff and Governors	23 May 2016
November 2016	Staff and Governors	December 2016
December 2018	Staff and Governors	17 December 2018
December 2020	Staff and Governors	17 December 2020
December 2021	Staff and Governors	14 December 2021
November 2022	Staff and Governors	5 December 2022
January 2023	Staff and Governors	7 February 2023
February 2024	Staff and Governors	5 March 2024

Please also refer to the Science and DT Department's Health and Safety Policies

Signed on behalf of the Governing Body:

Mr Brian Crosby
Chair of the Governing Body



Health and Safety at Work Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Whitby School

Our statement of intent is to:

- implement the requirements of NYC's Health and Safety Policy
- make adequate arrangements for the health, safety and welfare of our staff and students
- to provide adequate control of health and safety risks arising from our work activities
- to consult with staff on matters affecting their health and safety
- to co-operate with the Local Authority 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 provide adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary, at regular intervals.

Signed: _____

Executive Head Teacher

Signed: _____

Chair of Governors

Date: January 2022

Review date: December 2022

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr David Thornton (Head)

Brian Crosby (Chair of the Governing Board)

Day to day responsibility for ensuring this policy is put into practice is delegated to:

Ms Jackie Hunter (Business & Resources Manager), Mr J Gilpin (Site Manager)

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

Name: Mr M Taylor

Responsibility: Health & Safety Link Governor

Specific responsibilities for heads of school, managers, heads of departments and staff can be found in Section 1 of the Children and Young People Service Health and Safety Policy and Guidance Handbook 2012, which can be found in:

The Site Manager's Office at each site.

All employees must:

- **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**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

**Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
Individual Science, PE, Art and DT technicians and
line managers in departments on each site**

The findings of the risk assessments will be reported to:

**Jackie Hunter – Business Manager
David Thornton – Head
The Health and Safety Link Governor, Mr M
Taylor, as appropriate.**

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

**Jackie Hunter – Business & Resources Manager
David Thornton – Head
Individual Science, PE, Art and DT technicians and
line managers in departments on each site**

The person responsible for ensuring the action required is implemented is

**Jackie Hunter – Business Manager
David Thornton – Head
Individual Science, PE, Art and DT technicians and
line managers in departments on each site**

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

**Jackie Hunter – Business & Resources Manager /
David Thornton – Head
Individual Science, PE, Art and DT technicians and
line managers in departments on each site**

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

NOTE

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

You will find some examples of key areas that you should consider, at the end of this guidance.

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

You can find more guidance in HSE's free leaflets for example:

- Five steps to risk assessment INDG163 (rev1) 1998
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996

HSE Books Tel: 01787 881165.

www.hsebooks.co.uk

www.hse.gov.uk

Your **HandS Safety Risk Adviser** will provide help and guidance on risk assessment.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

NASUWT – Rosie Thomas
UNISON – Vacant
HEALTH & SAFETY REP – Vacant

VOICE – Vacant

ALT – Vacant

NUT – Vacant

Consultation with employees is provided by:

Agenda item on department meetings

Staff briefings and noticeboards/regular bulletin messages

Training Days/After-school sessions/Programme of online training throughout the year

Staff Handbook
Induction Process
Agenda item for Governors

ARRANGEMENTS SAFE PLANT AND EQUIPMENT

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

Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
Individual Science, PE, Art and DT technicians and line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

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

NOTE

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
David Thornton – Head
Individual Science, PE, Art and DT technicians and line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

You can find more guidance in HSE's publication:

- Buying new machinery INDG271 1998

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

Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
David Thornton – Head
Individual Science, PE, Art and DT technicians and line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

Problems with plant/equipment should be reported to:

Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
David Thornton – Head
Individual Science, PE, Art and DT technicians and line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

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

Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
David Thornton – Head
Individual Science, PE, Art and DT technicians and line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

ARRANGEMENTS SAFE HANDLING AND USE OF SUBSTANCES

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

James Gilpin – Site Manager
Individual Science, Art and DT technicians and relevant line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

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

James Gilpin – Site Manager
Individual Science, Art and DT technicians and relevant line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

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

James Gilpin – Site Manager
Individual Science, Art and DT technicians and relevant line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

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

James Gilpin – Site Manager
Individual Science, Art and DT technicians and relevant line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

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

Jackie Hunter, Business & Resources Manager
James Gilpin – Site Manager
Individual Science, Art and DT technicians and relevant line managers in departments on each site
Head and Supervisors of Building Cleaning Services
Head and Supervisors of NYC County Caterers

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:

In the Staff Rooms and Reception areas of each site.

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

**Donna Storey
01609 532545**

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

**Jackie Hunter – Business & Resources Manager or the nominated Line Manager of the relevant department
To be overseen by the Heads of School of the relevant site**

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

**Jackie Hunter – Business & Resources Manager
Heads of Department/Team Leaders**

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Each person's line manager and the Business Manager will have responsibility to ensure a health and safety induction is provided.

Job specific training will be provided by:

**Named Health & Safety Personnel
HandS Service
Line Manager on the relevant site
Donna Storey, Health & Safety Adviser**

Specific jobs requiring special training are:

Asbestos/Legionella training

First Aid training

Fire Awareness training

Safe ladder use

**Manual handling
Educational Visit Training**

Training records are kept:

NOTE

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (eg, pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Employees will need job-specific training, which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change, or periodically, eg, if skills do not get used regularly.

Some jobs will require additional special training (eg, manual handling, driving, etc).

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

You should monitor the training records, so that refresher training is given when necessary.

NYC CYPS has a commitment to provide health and safety training to Headteachers, Governors and Lead

**In Health & Safety document management files on each site
In personnel files**

Officers etc. For further details of the courses available please contact:

- **NYC LEARNING ZONE**

Training will be identified, arranged and monitored by:

- **Hands SERVICE 01609 532545**

**Jackie Hunter – Business & Resources Manager
Katie Mallender – Assistant Principal responsible for staff CPD
Line Managers of individual staff**

ARRANGEMENTS

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

Health surveillance is required for employees doing the following jobs:

Display screen assessments for computer operative.

Health surveillance will be arranged by:

NYC Occupational health department.

Health surveillance records will be kept:

In the Health & Safety document management file and/or in personnel records, as appropriate.

The first aid boxes are kept in the following areas:

Prospect Hill

Art Store Room
Caretaker's Office
Health & Social Care Office
Humanities Office – C Block
ICT Office – N Block
Learning Centre Kitchen
Reception
Science – S2 Prep Room
Science – S9 Prep Room
Sports Hall Office
Technology Block (Office)
Year Office (S Block)
Minibus

Airy Hill

Reception
T1, T2, T3
Science Rooms 1, 2, and 3
Grounds Maintenance Store
Minibus
PE
Astro Medical Room
Main Medical Room

The appointed person(s)/first aiders are as follows:

Mrs Coates
Mr Cowey
Mr Bond
Miss Clarkson
Mrs Harrison

Mrs Middlemas
Mrs Hogarth
Mr Mastrolonardo
Mrs Wood

Mrs Raw
Mr Orton
Mr Daley
Mrs Mastrolonardo
Mr Beeforth

Miss Hutton	Mrs Reddy
Mr Gilpin	Mr Hopper
Mrs Taylor	Mr Wood
Mr Parkin	Mr Mitchell
Mrs Pound	Dr Heath
Mrs Robinson	Mrs Taylor
Mr Taylor	

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

in the main office on each site. Cases are also logged using the online, NYC B-Safe system, as necessary.

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYC Education Health and Safety section is:

Jackie Hunter (Business & Resources Manager) or David Thornton – Head; office staff to assist with the administration of this task and First Aiders to complete initial paperwork when attending an incident.

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**
- School Hands Service Inspection**
- PAT testing**
- Fixed appliance electrical testing**
- Extraction fans maintenance**
- Prioritised programme of risk assessment**
- Boiler room annual inspection**
- Gullies and gutters checked and cleaned**
- Pest control**
- Sports and gym equipment maintenance**

The person responsible for investigating accidents is:

- David Thornton - Head**
- Jackie Hunter – Business & Resources Manager**
- Line Managers or Pastoral staff, where appropriate**

NOTE
You must be able to show that you are checking working conditions and systems of work, ie, that you are monitoring health and safety.

You can do this both actively and reactively, ie, before and after something goes wrong.

Actively - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively - you can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems – ask yourself

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

**David Thornton - Head
Jackie Hunter – Business & Resources Manager**

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

**David Thornton Head
Jackie Hunter – Business & Resources Manager
James Gilpin – Site Managers**

why the accident really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

When you find out what went wrong – put it right.

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

**North Yorkshire County Council with on-site support carried out by:
Caretaker & Groundsman, for day-to-day monitoring James Gilpin, Site Manager (Normanby Site) with assistance from Steve Cowey, Caretaker, for day-to-day monitoring; Richard Parkinson Jackie Hunter, Business & Resources Manager
Other staff with responsibility to monitor their areas on a day-to-day basis are site staff, site-based technicians and also departmental line managers on each site.**

The Asbestos Risk Management file is kept in:

The Site Managers' Offices

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

The Site Managers' Offices

NOTE

Responsible Officer - All schools must have a Responsible Officer to oversee the management of asbestos risk. This will usually be the Headteacher.

Policy and Procedure - The yellow 'Asbestos Risk Management' file outlines NYC policies and procedures for managing of risk arising from asbestos containing materials (ACM's)

Surveys - A type two survey of the premises should be available, with the location of ACM's identified on a site plan.

A type three survey must be undertaken before any invasive construction/demolition work commences, unless it is absolutely certain that no ACM's are present in the work area.

Contractors - The location of ACM's indicated on the plan must be brought to the attention of all contractors coming on site. The permit to work confirming this fact must be completed by the contractor before work commences.

Risk Assessment and Inspection - A risk assessment must be undertaken for all known ACM's. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual inspection programme of ACM's must be set up.

Ensuring that contractors are made aware of the location of ACMs and that they sign the relevant permit to work is the responsibility of:

James Gilpin – Site Manager

Asbestos risk assessments will be undertaken by:

A licensed contractor or NYC

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

**James Gilpin, Site Manager
Jackie Hunter, Business & Resources Manager
Other staff with responsibility to monitor their areas on a day-to-day basis are the Science, DT and Art Technicians and departmental Line Managers on each site.**

Records of the above inspections will be kept in:

The Site Managers' Offices on each site

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

NOTE

The nominated Site Manager under the NYC Legionnaires Disease Risk Management Policy is:

James Gilpin, Site Manager

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

The Hertel files on each site

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

James Gilpin, Site Manager

The risk assessment will help you to establish the necessary frequency of visual inspections.

Emergency Action - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

• **If in doubt always seek immediate advice from Gill Elstob:**

**Office: 01609 535748
Mobile: 07973 251980**

Site Manager - The Directorate will nominate the Site Managers, delegated from the Head of School.

Risk Assessment - will be undertaken by Hertel (UK) Ltd. Documentation will then be provided to schools detailing any requirements for on-site monitoring/control tasks (typically temperature recording and flushing).

Site Operator - the site manager may nominate a member of staff (the site operator), to carry out the on-site tasks set out in the risk assessment.

Records - records of the on-site tasks must be maintained for monitoring purposes.

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

The Hertel files on each site

Changes - to water systems which may affect the level of risk, must be notified to -

NYC Legionella Monitoring Officer
01609 535748

Advice – Further advice is available from the above and in the NYC Environmental Services publication 'Water Services Hygiene'.

ARRANGEMENTS

WORK AT HEIGHT

All work at height in the school must be **NOTE** authorised by:

Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
and should only be carried out by trained personnel.

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

Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
Line Managers as appropriate

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

The Site Managers' offices

Training records for persons carrying out work at height are kept:

Personnel files

Authorisation - a designated duty holder should be responsible for authorising work at height in the school.

Risk Assessments - must be in place for all tasks involving work at height where there is a significant risk of injury. These assessments may be generic for repetitive tasks

Equipment - a competent person must periodically check all equipment used for work at height. Documentary evidence of checks should be maintained.

Training - should be undertaken by all persons carrying out work at height. As a minimum, relevant staff should be briefed using the HSE 'A Toolbox Talk on Ladder and Stepladder Safety'.

Further advice on work at height can be obtained from your HandS Safety Risk Adviser

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be **NOTE** authorised by:

NYC, the Heads of School and Governors where appropriate

Authorisation - a system must be in place to ensure no parties leave the school without the appropriate authority.

The Educational Visits' Co-ordinators are:

Mrs Sally Nedley

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the NYC Guidelines are followed

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

The trip organiser with assistance from the EVC as necessary

Risk Assessment - must be in place for all off-site visits These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

The Guidelines for Educational off-site Visits for Schools are kept in:

The main office of each site

NYC Guidelines – A copy of the off-site visits code of practice and guidelines must be available in the school.

Details of off-site activities are to be logged onto the NYC database by:

Sally Nedley, Senior Administrator

Database – All off-site visits must be logged onto the NYC notification database, either as part of a rolling programme, or as an individual visit.

- **Further advice can be obtained from the Educational Visits Consultant Adrian Clarke. Tel: 01609 535943**

ARRANGEMENTS
EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

**Jackie Hunter – Business & Resources Manager
James Gilpin – Site Manager
Donna Storey – NYC H&S Adviser**

NOTES

You must carry out fire risk assessments, in the same way as you do general health and safety risk assessments.

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

Escape routes are checked by/every:

All staff	Daily
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You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

Fire extinguishers are maintained and checked by/every:

Visually inspected	Annually by a certified contractor and on a routine monitoring basis by the site team
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An emergency evacuation drill should be carried out each term and records maintained indicating that this has been done

Alarms are tested by/every:

James Gilpin- Site Manager Richard Parkinson	Weekly At least quarterly
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Emergency evacuation will be tested:

Termly

The Security Co-ordinator is/are:

**Jackie Hunter – Business & Resources Manager,
David Thornton - Head**

List here any other policies relevant to health and safety and state where they are located. Eg, Medicines Policy, Educational Visits Policy, etc.

All policies are accessible from the school website and the Staff Read Only/Policies area of the Shared Google Drives area.

Staff Handbook – this includes procedures for staff to follow; for example, regarding not reversing out of car parking spaces to ensure clear vision when driving out of spaces, accompanying any visitors invited on site and informing reception and Jo Robinson (Safeguarding administrator) beforehand. In addition, staff must not carry hot drinks on the corridors/around the premises.

Risk Assessments – staff are regularly updated of any new measures necessary via weekly staff briefings (virtually held) and bulletins. Risk assessments will be shared with all relevant staff via the Google drive or in the department, and briefing slides and bulletins are emailed to all staff each week, including any health and safety updates.