



Eskdale School

A place of belonging, a place of inspiration

Health & Safety Policy

Eskdale School aims:

To develop as a vibrant, dynamic community committed to the principles of "Every Child Matters" so that all of our students

- are safe and healthy
- enjoy and achieve
- make a positive contribution
- experience success so that they are equipped to make their way in the world of work.

Document Status

Date of Policy Adoption by Governing Body: October 2006

Reviewed

June 2018

Next Review

June 2021

Signed (Chair of Governors)

Health and Safety Statement

Health and Safety at Work act 1974

This is the health and safety policy statement of

The Governors of
Eskdale School

Our statement of intent is:

- to implement the requirements of NYCC's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of the staff and students;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to co-operate with the LEA 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 policy as necessary at regular intervals.

Health and Safety in Individual Departments and Rooms

Policy Guidelines

Responsibilities

All persons using the rooms and equipment in Eskdale School have a Duty of Care to themselves and those using the area in which they work.

They are expected to co-operate with supervisors and managers and report/record any concerns to the appropriate person.

Records should be kept of any concerns using the Risk Assessment books that are located within each Room or Department. Major concerns should be immediately brought to the attention of the Health and Safety officer.

Arrangements

Risk assessments should be undertaken by ALL staff to assess risk in their normal daily activities.

A record of these assessments must be kept with the Policy Documents in a designated place within the room or Department.

Findings must be shared with staff and the Health & Safety Representatives.

Actions taken to control risk will be approved by Safety Representatives.

Risk assessments will be reviewed according to risk rating timescales and when a work activity is changed.

All risk assessments will be made using HSE Guidelines found in Five Steps to Risk (see below) and any current NYCC Health and Safety Guidelines.

Safe Equipment

Each member of staff will be responsible for identifying all equipment requiring maintenance.

An Inventory must be kept of all equipment in the work areas under their control which is updated annually. Each update should be signed and dated.

Any problems found with equipment should be recorded in a Logbook with the Policy for Health & Safety.

The Health and Safety Representative should be notified and equipment isolated if necessary.

Any new equipment must be fit for the purpose intended and meet Health & Safety standards. All electrical equipment is subject to an annual safety test.

Safe Handling and Use of Substances

All hazardous substances are subject to COSHH regulations relevant guidelines for the use and storage should be consulted before use.

A record should be kept of all such materials for inspection.

Actions identified in the substance assessments must be implemented.

Checks should be made that the substances purchased or used are suitable for the age group intended.

All persons using the substances should be aware of information provided and safe working procedures when in use.

Use of such substances should be reviewed and records kept with the Health & Safety Policy Documents.

Information, Instruction and Supervision

The Health and Safety poster is in the Main Office.

Any work experience trainees should be instructed about the Health & Safety Policy and see the Risk Assessments which will apply during their placement.

If you intend to work in other areas or other locations controlled by other departments or employers you must make sure they give you relevant Health & Safety information. (ref: Educational Visits)

Tasks and Training

Please ensure you ask about or provide any training necessary for you to work safely. Jobs requiring specific training can be found in the school Health & Safety Policy or from the Health & Safety Representative.

Keep a record of training in your room or department with your Policy Documents.

Accidents, First Aid and Work Related Illness

Any person working:-

- With hazardous substances

- In dusty places

- With Solvent based substance

will need to be monitored.

Any Health problems must be recorded and reported.

The Accident Book is kept in the Main Office.

Ensure all persons using your work area are aware of procedures for dealing with any accident.

Accidents should be recorded on the Reporting Form by the Health & Safety Representative.(ARF1)

You are expected to record near misses on the forms provided and copies should be given to the Health & Safety Representative.

If you have a First Aid Box in your work area ensure it is kept stocked and checked regularly. A First Aider will help with contents and needs.

Monitoring; a Summary

Regular monitoring is the key to controlling risks.

- Inspect all equipment regularly

- Report faults and problems

- Keep good records in a designated place

- Carry out checks before starting a task

- Make sure the proper signs are maintained for all equipment and procedures in your room

Make sure all persons working in your area are informed about Health & Safety matters

Some Key Areas of Risk in the Classroom

Asbestos	Manual Handling Lifting
Chemicals & Cleaning Fluids	Slips & Trips
Stress	Display screen equipment
Electricity	Temperatures
Falling Objects	Fire
Violence	Noise
Working alone	Working at height
Work environment	Entrance & Exits

Risk Assessments

Five Steps to Risk Assessment

Step One

Look for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace.

For example slipping, tripping, and falls.

Electrical problems

Poor lighting

Low temperatures

Step Two

Look at the groups or individuals who may use your room

Students

Cleaners

Contractors

People sharing your workplace

Disabled

Visitors

Inexperienced staff

Step Three

For your list of hazards, look at the precautions you have taken already

Do they meet the legal requirements?

Represent good practice

Reduce risk as far as practical and reasonable

Have you provided adequate instruction or training?

Are systems adequate to reduce risk?

Step Four

Keep records of your findings

Keep a record of what you have done

There are standardised forms for recording risk

Pass on your findings to others who use your work area and the Health & Safety Representative for your area or the school

Step Five

Use the checklists provided to regularly re-assess risk assessments.

Make sure your precautions still control the risk. If not indicate or seek advice about how to action steps to reduce risk.

New equipment or practice may introduce higher risk. Follow the five steps to minimise these new hazards.

If in doubt seek the help of your school Health & Safety Representative

Health and Safety

Responsibilities

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

Headteacher
Governor (Health & Safety)

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

School Health and Safety Co-ordinator

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

Name	Responsibility
Health & Safety Co-ordinator	Fire
Learning Support Technician	Site safety COSHH
Caretaker / Learning Support Technician	Security Heating Maintenance
Lead Teacher DT	DT workshop practice ICT resources Machinery in DT areas
Lead Teacher Science / Learning Support Technician	Science Labs COSHH
Lead Teacher P.E. Office	Sports equipment Office Management
Educational Visits Co-ordinator	All visits Outdoor Pursuits

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
- Report all Health and Safety concerns to an appropriate person.

Reporting of Health and Safety matters can be done by:

Entering concerns in the log book kept in each classroom
Notify School Health and Safety Co-ordinator in writing
Complete near miss forms

Arrangements

Health and Safety Risks arising from our work activities

- Risk assessments will be undertaken by all staff to assess risk in their normal day to day activities.
- Generic Risk assessments will be undertaken by the Health and Safety Co-ordinator and/or the Governor responsible to the Governing Body.
- The findings of the risk assessments will be reported to employees, safety representatives and the Health and Safety adviser.
- Action required to remove or control risks will be approved by Health and Safety Officers. These will reduce risk as far as is possible.
- Guidance will be according to HSE guidelines in Five Steps to Risk Assessment INDG163 1998 and/or A Guide to Risk Assessment Requirements: Common Provisions in Healthy and Safety Law INDG218 1996.

- The Health and Safety Co-ordinator will be responsible for ensuring the action required is implemented.
- The Health and Safety Coordinator and/or Governor will check that the implemented actions have removed or reduced the risks.
- Assessments will be reviewed every term or when the work activity changes, whichever is the soonest. The NYCC Safety Risk Adviser will provide help and guidance on risk assessment and the use of the schools Health and Safety Risk Management Service risk assessment software package.

Consultation with Employees

Employee Representatives are:-

School Health & Safety Co-ordinator
 NYCC Health and Safety Adviser
 Union Representatives
 Headteacher
 Chair of Governors

Consultation with employees is provided by the Resources Committee of the Governing Body, which meets once a month.

- This committee will receive reports from the responsible members of this committee.
- All plans and risk assessment action plans will be reviewed.
- Health and Safety is an agenda item for each meeting when discussion of proposals and findings will be undertaken.
- They will monitor Health and Safety in school according to the current HSE law and guidelines.

Safe Plant and Equipment

- Individual Department Heads, Lead Teachers and the Caretaker will be responsible for identifying all equipment and plant requiring maintenance.
- The Health and Safety Co-ordinator will keep records of and be responsible for ensuring effective maintenance procedures.
- The Health and Safety Co-ordinator in consultation with NYCC Building and Design Management (BDM) will be responsible for ensuring that all identified maintenance is implemented according to current regulations applying to the work.
- Any problems found with plant or equipment should be reported to the Health and Safety Co-ordinator, the Governor with responsibility for Health and Safety and entered into the reporting book in the Main Office.
- The Health and Safety Co-ordinator will check that new plant and equipment meets current Health and Safety standards before it is purchase and will seek advice from the NYCC Health and Safety Adviser as necessary. Ref: Buying New Machinery INDG271 1998.

Safe Handling and Use of Substances

- The Health and safety Co-ordinator will be responsible for identifying all substances which need a COSHH assessment. (Control of Substances Hazardous to Health).
- All Department Heads or Lead Teachers, the Caretaker will be responsible for undertaking COSHH assessments. DSO Cleaning and Catering will be responsible for undertaking COSHH assessments for their own employees, but school reserves the right to view records of assessments.
- Eskdale School is a member of CLEAPS who provide information about hazardous substances and good practice. This information is available in the Science Department Prep Room.
- The Health and Safety Co-ordinator in consultation with the NYCC Health and Safety Adviser will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Health and Safety Co-ordinator and Governor for Health and Safety will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- The Health and safety Co-ordinator will, in consultation with relevant advisers check that new substances can be used safely before they are purchased. DSO Contractors are responsible for

ensuring their employees are instructed in the use and storage of new materials before they are used.

- Assessments will be reviewed every term or when work activity changes, whichever is the soonest.

Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in the Main Office.
- Health and Safety advice is available from NYCC Health and Safety Risk Adviser.
- Supervision of young work experience trainees will be monitored by the Lead Teacher for Careers and the Health and Safety Co-ordinator.
- The Health and Safety Co-ordinator or the Headmaster is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant Health and Safety information.

Competency for Tasks and Training

- Induction training will be provided for all employees by the Health and Safety Co-ordinator, the Health and Safety Risk Adviser and/or the Governor with responsibility for Health and Safety. This information will include policy, first aid and fire safety. Information will be included in the Staff Handbook and in notes for supply teachers.
- Job specific training will be provided by Heads of Department or Lead Teachers.
- Specific jobs requiring special training are:-

- Minibus driving courses
- Manual handling
- Use of VDU screens
- Working at height
- First aid training
- Fire prevention
- Lone working
- Accident prevention

- Training records are kept by the Health and Safety Co-ordinator. Training will be provided either in house or by NYCC Education Service. Training will be identified, arranged and monitored by the Health and Safety Co-ordinator or NYCC Risk Adviser.
- Courses are available from CAMAS contact 01609 532864 or NYCC Health and Safety Service 01609 532545.

Accidents, First Aid and Work-Related Ill Health

- Health surveillance is required for employees doing the following jobs:-
 - Working with and handling chemicals
 - Working in dusty areas
 - Working with solvent based products
 - Working in damp environments i.e. Boiler Plant
- First Aider's will arrange health surveillance and concerns reported to the Health and Safety Co-ordinator. Occupational Health will be informed of any worsening of employee's problems. Occupational Health – 01609 532919.
- Health surveillance records will be kept by the First Aider's. They will be kept in the Main Office. The School Nurse will also be notified of any problems and conclusions.
- The First Aid boxes are kept at:-
 - Main Office
 - Science Department Prep Room
 - P.E. Department Office
 - DT workshops
 - Caretakers Room

Relevant information is available in First Aid at Work INDG214 1997 and Basic Advice on first aid at work INDG215 (rev0 1997).

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the main Office. If appropriate ARF1 should be completed.
- Employees are advised to record near misses on the appropriate forms located in the staff room and hand to the Health and Safety Co-ordinator.
- The Health and Safety Co-ordinator is responsible for reporting accidents, diseases and dangerous occurrences to the NYCC Education Health and Safety section using the current Accident Reporting Form NYCC Education Risk Adviser 01609 532589.

Monitoring

- To check our working conditions and ensure our safe working practices are being followed, we will:-
- Inspect all equipment in use regularly and report any faults to the appropriate person
- Carry out spot check visits and termly inspections of all areas. Trade Union
- Reps. may carry out checks if they wish.
- The NYCC Risk Adviser will also carry out a termly inspection.
- The Health and Safety Co-ordinator and the First Aider's are responsible for investigating accidents.
- The Health and Safety Co-ordinator and Headteacher are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

- The Health and Safety Co-ordinator, the Headteacher and Governor with responsibility for Health and Safety are responsible for ensuring that the Fire Audit (PAS79) Assessment is updated and recommendations implemented.
- Escape routes are checked by the Health and Safety Co-ordinator every week.
- Fire extinguishers are checked by the Health and safety Co-ordinator monthly and serviced annually according to NYCC contract.
- Alarms are tested by the Health and Safety Co-ordinator monthly on a rota and are inspected under an NYCC contract half yearly.
- Emergency evacuation will be tested every term.
- The security co-ordinator is the Health and Safety Co-ordinator for school. The caretaker will assist in ensuring the building is checked daily and any problems are reported to the above.

Some Key Areas of Risk

▪ Asbestos	▪ Manual Handling
▪ Chemicals & Cleaning	▪ Slips, trips and falls
▪ Confined Spaces	▪ Stress
▪ Display Screen Equipment	▪ Substance Hazards
▪ Electricity	▪ Temperatures
▪ Falling Objects	▪ Transport
▪ Fire & Explosion	▪ Violence
▪ Machinery & Guards	▪ Work Equipment
▪ Noise	▪ Working Alone
▪ Working at Height	▪ Work Environment
▪ Entrance & Exits	▪ Crossing Highway
▪ Intruders & Trespass	▪ Vehicle Access

Health and Safety Policy – Appendix 2017/2018

Appendix – Current Staff

Chair of Governors	Mrs G Teanby
Headteacher	Mrs S Whelan
Health & Safety Co-ordinator (School)	Mr T Parker
Health & Safety Officers	Mr F Carpenter
Caretaker	Mr T Parker
Educational Visits Co-ordinator	Mr S Matthewson
Office Manager	Mrs L Thompson
Lead Teacher Science	Mr D Brewin
Lead Teacher DT (Line H&S)	Mr S Matthewson
Lead Teacher P.E.	Mrs AM Scales
First Aiders	Mrs AM Scales Mr A Raw Mr G Lorains Mr F Carpenter Mr A McGovern Ms N Bedford
Learning Support Technician	Mr F Carpenter
School Health& Safety Risk Advisor	Mrs Wendy Parkin
NYCC H&S Manager	Mr R Smith
NYCC Schools Risk Advisers	Ms G Hughes
NYCC Safety and Support officer	Kirsten Grainger (01609 532589)