



Policy Title:	Health & Safety Policy
Version:	1.1
Member of Staff Responsible:	Operations Manager
Status:	Statutory
Date adopted by governing body:	September 2010
Approval Level:	Governing Body
Cycle of Review:	Annually
Date for next review:	November 2024

Version Control		
Version	Date	Notes and amendments
1.0	06.03.2023	Addition of individual role responsibilities and current post holders; addition of version control table
1.1	24.11.2023	Added reference to "Every" compliance software



THIS IS THE HEALTH AND SAFETY STATEMENT OF

Settle College

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: Mr G Whitaker	Headteacher
Signed: Mr L Denholm	Chair of Governors

Date: 24.11.2023
Review date: 10.09.2024

Operations Manager	Georgina Daley
Site Manager	David Clay
Catering Manager	Zoe Gill
Subject Leader DT	Matthew Greenep
Subject Leader Catering	Rachel Mason
Subject Leader Art	Naomi Hawkins
Subject Leader Science	Mat Langan
Subject Leader PE	Rob Ellis
Grounds Maintenance Contractors	Simon Benson
Educational Visits Coordinator	Rob Ellis

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

The Headteacher

The Chair of Governors

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

Operations Manager:

- Overall coordinator of the Health and Safety of the site
- Responsible person (asbestos and legionella)

Site Manager:

- Day-to-day control of premises and contractors
- Responsible person (asbestos and legionella)

Catering Manager:

- Safe operation and monitoring of the catering facilities
- Allergen labelling and management
- Hygiene Management and HACCP controls
- H&S, Hygiene and Allergens Training of Catering staff

Subject Leader DT

- H&S in Design Technology classroom and workshop areas
- Safe use of workshop machinery, brazing hearth, hand tools, etc
- COSHH control of chemicals
- H&S training of students, DT Teachers and DT Technician
- Supervision of rear workshop

Subject Leader Catering/Food Tech

- H&S in Catering classrooms
- Safe use of catering equipment, knives, electric cookers etc
- COSHH control of chemicals
- H&S training of students, Catering Teachers and Catering Technician
- Securing of Catering flat and safe storage of knives

Subject Leader Art

- H&S in Art classrooms
- Safe use of art equipment, cutting tools etc
- COSHH control of chemicals
- H&S training of students, Art Teachers and Art Technician
- Safe use of kiln

Subject Leader Science

- H&S in Science laboratories and Prep rooms
- Safe use of laboratory equipment
- COSHH Control of Chemicals
- H&S Training of students, Science teachers and Technicians

Subject Leader Physical Education

- H&S in PE lessons
- Safe use of PE equipment
- H&S Training of students
- Supervising student access to PE field and monitoring safety on field

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:

**Operations Manager
Site Manager
Catering Manager
Subject Leaders of DT, Art, Catering, Science and PE
Visit Leaders
Any other staff member responsible for ad hoc learning activities requiring a risk assessment**

The findings of the risk assessments will be reported to:

All staff who are affected by the risk assessment (on a signed receipt basis, using Microsoft forms or the Every system for large numbers of staff)

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

**Operations Manager (premises risk assessments)
Educational Visits Coordinator (visit risk assessments)
Other line managers as appropriate**

The person responsible for ensuring the action required is implemented is

**Operations Manager (premises risk assessments)
Educational Visits Coordinator (visit risk assessments)
Other line managers as appropriate**

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

**Operations Manager (premises risk assessments)
Educational Visits Coordinator (visit risk assessments)
Other line managers as appropriate**

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:

N/A

Consultation with employees is provided by:

Agenda item on weekly SLT meetings

Staff bulletin and noticeboard

“Every” compliance system

Training Days

Written H&S correspondence with all staff

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Operations Manager
Site Manager
Property Services

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

Operations Manager
Site Manager
Property Services

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

Operations Manager
Site Manager
Property Services

Problems with plant/equipment should be reported to:

“Every” compliance system

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

Operations Manager
Site Manager
Property Services

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Operations Manager
Site Manager
Property Services
Grounds Maintenance Contractor

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

Operations Manager
Site Manager
Property Services
Grounds Maintenance Contractor)

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

Operations Manager
Site Manager
Property Services
Grounds Maintenance Contractor

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

Operations Manager
Site Manager
Property Services
Grounds Maintenance Contractor

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

Operations Manager
Site Manager
Property Services
Grounds Maintenance Contractor

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:

Caroline Hannah
07773 652481

NYCC H&S Support Line 01609 532589

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

The Headteacher

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

The Headteacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

The Headteacher
The Deputy Headteacher (Safeguarding)
The Operations Manager (H&S)
The appropriate persons defined in the induction plan for the employee which is produced by the Finance and HR Manager

Job specific training will be provided by:

The appropriate persons defined in the induction plan for the employee which is produced by the Finance and HR Manager

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:

In HR files

Training will be identified, arranged and monitored by:

The Headteacher
The Operations Manager
The Finance and HR Manager

ARRANGEMENTS

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

Locations of First Aid Boxes:

Reception
Kit kept by each First Aid duty member of staff
DT Room
Science Prep room
Catering Classroom

The first aiders are:

6 Members of Staff are First Aid at Work (FAW) trained
39 Members of Staff are Emergency First Aid at Work (EFAW) trained
1 member of Staff has undertaken TES Online First Aid course to aid triage

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

In the Operations Manager's office (Staff accident book)
On the Every system (student accidents)
NYC B-Safe (reportable accidents)

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

The 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
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
Inspection of equipment and tools within DT, Science, Art, Catering and PE Departments
Visual machinery pre-start checks in DT department

The person responsible for investigating accidents is:

The Headteacher
The Operations Manager

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

The Headteacher
NYCC Health & Wellbeing

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

Mr Whitaker
NYCC Health & Wellbeing

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

The Headteacher

The Asbestos Risk Management file is kept in:

Site Office

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

Site 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:

The Site Manager

Asbestos risk assessments will be undertaken by:

**NYCC Property Services
The Operations Manager and Site Manager**

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

The Site Manager and Assistant Site Managers

Records of the above inspections will be kept in:

The Site Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

The Operations Manager
The Site Manager

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

Water Management Arrangements Folder (Site Office)

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

The Site Manager and Assistant Site Manager

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

Site Office

ARRANGEMENTS

WORK AT HEIGHT

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

The Operations Manager

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

The Operations Manager
The Site Manager

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

The Site Manager	The Site Office
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ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**The Headteacher
NYCC
Governors**

The Educational Visits Co-ordinator (EVC) is:

See page 1

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

Visit Leader

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

Electronic (Microsoft Teams)

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

The EVC and Visit Leaders

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

The Headteacher
The Operations Manager

Escape routes are checked by/every:

Site Manager All staff	Each morning on unlocking Daily
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Fire extinguishers are maintained and checked by/every:

JLA Visually Inspected	Annually Termly
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Alarms are tested by/every:

Site Team NYCC Property Services framework contractor	Weekly Bi-Annually
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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.*

CYPS Policy and Guidance Handbook
Emergency Plan
Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Disaster Recovery Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Fire Safety Procedure
First Aid and Medicines Procedures
Lettings Procedure
Lone Working Procedure
Missing Child Procedure
Gritting Plan
Asthma Policy