



# Carr Infant School

Confidence - Communication - Creativity

## Health & Safety Policy

July 2024

Approved by	FGB
Previously Approved	May 2023
Date	July 2024
Review Date	July 2025

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### Carr Infant School

#### Our statement of intent is:

- Implement the requirements of City of York Council'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/ CYC 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:**

**Headteacher**

**Signed:**

**Chair of Governors**

**Date: June 2024**

**Review date: June 2025**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Dr James Canniford (Head Teacher)**

**Day to day lead of Health and Safety: Miss Samantha Walker (KS1 Leader)**

**Mrs Charlie Crabtree (Chair of Governors)**

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

**Janet Dixon: the appointed Office Manager – arranging regular NYCC H&S Visits and following up of any actions**

**Responsibility: Health & Safety Governor: to conduct governor visits to monitor health and safety provision in school including site visits and discussion with those with responsibility.**

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:**

**Dr James Canniford or Miss Samantha Walker, together with the Office Manager and other staff members undertaking the activity**

**The findings of the risk assessments will be reported to:**

**All staff and any significant changes or updates will be raised at Staff meetings**

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

**Dr James Canniford or Miss Samantha Walker, together with the Office Manager and other staff members undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Dr James Canniford or Miss Samantha Walker, together with the Office Manager**

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

**The Office Manager will check actions have been completed**

**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:

Office Manager

Caretaker

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefings (email) or in person

Staff training Days

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon – School Office manager  
Property Services - CYC  
NYCC Catering and Cleaning Services  
NYCC Catering

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

Problems with plant/equipment should be reported to:

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

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

Dr James Canniford  
Miss Samantha Walker  
Mrs Janet Dixon  
Property Services  
NYCC Catering and Cleaning Services

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 H & S Safety Risk Adviser:

Jenny Scholes, NYCC H&S Service  
01609 532545

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

Dr James Canniford, Miss Samantha Walker, Mrs Janet Dixon

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 Janet Dixon



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Dr James Canniford and Miss Samantha Walker

Job specific training will be provided by:

NYCC / CYC  
Dr James Canniford in liaison with the School Office manager  
H&S Service

Health and Safety Training Requirements:

Legionella training

First Aid training

Paediatric First Aiders (5)

First Aid at work Trained (10)

See JD for full list of trained staff.

Fire Awareness / Fire Warden training

Fire Wardens (4)

Basic Fire Training (10)

See JD for full list of trained staff.

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

**Training records are kept:**

**Electronically by Mrs Janet Dixon.**

**Training will be identified, arranged and monitored by:**

**Mrs Janet Dixon**

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

The medical room  
Medicine boxes are kept in each classroom

### The first aiders are:

Paediatric First Aiders (5)

First Aid at work Trained (10)

See JD for full list of trained staff.

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

In the medical room  
and via the Yorsafety system

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

Dr James Canniford or Miss Samantha Walker

# ARRANGEMENTS

## MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing  
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:

Dr James Canniford or Miss Samantha Walker

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

Dr James Canniford or her nominated representative  
CYC Occupational health

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

Dr James Canniford or her nominated representative  
CYC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

N/A

The Asbestos Risk Management file is kept in:

N/A

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

N/A

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:

N/A

Asbestos risk assessments will be undertaken by:

N/A

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

N/A

Records of the above inspections will be kept in:

N/A

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Mrs J Dixon and NYCC 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:

NYCC services

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

Water Management Arrangements Folder  
By CYC

# ARRANGEMENTS

## WORK AT HEIGHT

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

Dr James Canniford or her nominated representative

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

Dr James Canniford and all members of staff

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

Main Office

Establishment Management File

# **ARRANGEMENTS**

## **EDUCATIONAL VISITS**

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

**CYC, Dr James Canniford or EVC**

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

**Miss Samantha Walker**

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

**Group Leader**

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

**The General Administrative Office**

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

**The Group Leader and with prior approval of the EVC and/or Dr James Canniford**



# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Miss Samantha Walker or Dr James Canniford

Escape routes are checked by/every:

All staff are observant on a daily basis	Daily by the Caretaker
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Fire extinguishers are maintained and checked by/every:

Chubb	Annually
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Alarms are tested by/every:

Caretaker Fire Alarm Maintenance by DFP	Weekly - Friday Quarterly
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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 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**