

Health and Safety Policy for Richmond School

Document Control Table

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Date approved:	September 2021
Approved by	Local Governing Body



THIS IS THE HEALTH AND SAFETY STATEMENT OF:

Richmond School and Sixth Form

Our statement of intent is to:

- make adequate arrangements for the health, safety and welfare of staff and pupils;
- provide adequate control of health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- co-operate with NYCC in matters related to health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction, and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise wider opening of school's risk assessment on advice of Government guidelines at regular intervals and when required.
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HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

**Mrs J Potter (Headteacher)
Chair of Governors**

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

Name	Responsibility
Mr C Barnes	Health & Safety Governor
Miss L Abbey	Lead Teacher of PE
Ms H Tucker	Lead Teacher of Technology
Mr R Haye	Lead Teacher of Science
Mrs A James	Lead Teacher of Art
Mr S Lunn	Lead Teacher of Maths
Miss R Weston	Lead Teacher of English
Mr P Hedley	Lead Teacher of Geography/History
Miss S Thornton	Lead Teacher of ICT
Mr S Boyd	Lead Teacher of Music
Mrs C Norman	Lead Teacher of Modern Languages
Ms L Richardson	Assistant Headteacher- Sixth Form
Mr A Potter	Leader of Sport, Leisure & Community
Mr J Rushton	IT Manager
Mr J Giddens	Site Manger
Mrs E Merckx	SENCO
Mrs C Dennis	Administration

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:

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
and the staff member undertaking the activity

The findings of the risk assessments will be reported to:

All staff

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher/ Site Manager

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher /Site Manager

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher/ Site Manager

Assessments will be reviewed:

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

CONSULTATION WITH EMPLOYEES

Employee Representative (s) are:

N/A

Consultation with employees is provided by:

Agenda item at SLT meeting as required
Staff weekly briefing
Training days



SAFE PLANT AND EQUIPMENT

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers
NYCC Grounds Maintenance

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers
NYCC Grounds Maintenance

Problems with plant/equipment should be reported to:

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers
NYCC Grounds Maintenance



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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers
NYCC Grounds Maintenance
Kingdom Cleaning Services

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers
NYCC Grounds Maintenance
Kingdom cleaning services

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers
NYCC Grounds Maintenance
Kingdom cleaning services

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers



NYCC Grounds Maintenance
Kingdom cleaning services

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

Mrs J Potter (Headteacher)

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager
Property Services
NYCC County Caterers
NYCC Grounds Maintenance
Kingdom cleaning services

Assessments will be reviewed:

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

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Front entrance to the James Tate building

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

Terry Bland, NYCC HandS Service - 07813 007289

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

Mrs E Mannion/ Mrs C House

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 J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:



Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher

Job specific training will be provided by:

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site 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 the school administration office, and in the site manager's shed for the maintenance team

Training will be identified, arranged and monitored by:

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr T Braham (Assistant Headteacher)
or the Lead Teacher
Mr J Giddens Site Manager

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

Locations of First Aid Boxes:

First Aid room in the student reception to James Tate building
Sixth form reception
Richmond Community Sports Office
Kitchen
Maintenance shed

The first aiders are:

Managed by Mrs C Harrild, First Aid Officer.
List of trained staff held centrally on the school's IT system if required.



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

At the students services reception, James Tate building

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

Mrs C Harrild

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
Gullies and Gutters checked and cleaned
Pest control
Sports and gym equipment maintenance
Fire equipment inspection
Stage equipment / lighting inspection
Lightning conductor inspection
Rain water harvesting inspection
Lift inspection / service
Gas inspection / servicing
Security arrangements inspection
Mechanical door opening devices
LOLAR equipment

The person responsible for investigating accidents is:

Mrs J Potter (Headteacher)

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

Mrs J Potter (Headteacher)

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

Mrs J Potter (Headteacher)



ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs J Potter (Headteacher)
Mr J Giddens Site Manager

The Asbestos Risk Management file is kept in:

Maintenance shed

Site plans showing the location of asbestos containing materials are kept in:

Maintenance shed

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

Mr J Giddens Site Manager

Asbestos risk assessments will be undertaken by:

Mrs J Potter (Headteacher)
Mr J Giddens Site Manager
Nominated approved contractor

Visual inspections of the condition of asbestos containing materials will be undertaken by:

Maintenance team

Records of the above inspections will be kept in:

Maintenance shed

LEGIONELLOSIS MINIMISATION

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

Mrs J Potter (Headteacher)
Mr J Giddens Site Manager

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:

Mr J Giddens Site Manager / Approved contractors

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

Water Management Arrangements Folder in the maintenance shed



999 Fire & Safety Ltd	Annually
Visually Inspected	Termly

Alarms are tested by/every:

Maintenance team	Weekly
Complete Security Systems Ltd – fire panel and intruder	Bi-Annually

Emergency evacuation will be tested:

Termly



APPENDICIES

List here any other policies relevant to Health and Safety

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

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Policy Author: Mrs. J. Potter, Headteacher, Richmond School and Sixth Form
Monitored by: Mrs. J. Potter, Headteacher, Richmond School and Sixth Form
Reviewed: September 2021
Next Review: September 2022