

Health and Safety Policy

For

Richmond School and Sixth Form College

Document Control Table

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**Richmond School
& Sixth Form College**
Being the best we can be



**Northallerton School
& Sixth Form College**
Being the best we can be



**Stokesley School
& Sixth Form College**
Being the best we can be



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
Mrs H Southgate/ Mr J Moore	Lead Teachers of PE
Ms H Tucker	Lead Teacher of Technology
Mr R Haye	Lead Teacher of Science
Mrs A M James	Lead Teacher of Art
Mr J Moohan	Acting 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 A Thornton	IT Network Manager
Mr J Giddens	Site Manager
Mr M Millman	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)
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)
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)
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)
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 update
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)
or the appropriate 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)
or the appropriate 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)
or the appropriate 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)
or the appropriate 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)
or the appropriate 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)
or the appropriate 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)
or the appropriate 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)
or the appropriate 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)

or the appropriate 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:

Liam Dorn, NYES HandS Service – 07977 802564

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

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)

or the appropriate 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)

or the appropriate Lead Teacher



Job specific training will be provided by:

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
or the appropriate 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 office for the maintenance team

Training will be identified, arranged and monitored by:

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

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

Locations of First Aid Boxes:

First Aid room, James Tate building
Sixth Form reception
Richmond Community Sports Office
Kitchen
Maintenance office

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 First Aid, 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:

Site Manager's Office

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

Site Manager's Office

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:

Site Manager's Office

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 Site Manager's Office



WORK AT HEIGHT

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr J Giddens Site Manager

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

Mrs J Potter (Headteacher)
Mrs C Wardle (Deputy Headteacher)
Mr J Giddens Site Manager
and all members of staff carrying out the work

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

Site Manager's office

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Mrs C Wardle (Deputy Headteacher)

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

Mrs C Wardle (Deputy Headteacher)

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

Group Leader

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

On the shared Policy drive for all staff to access

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

Mrs M Bentley

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs J Potter (Headteacher)

Escape routes are checked by/every:

All staff	Daily
Maintenance Team	Weekly



Fire extinguishers are maintained and checked by/every:

999 Fire & Safety Ltd	Annually
Maintenance Team	Monthly

Alarms are tested by/every:

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

Emergency evacuation will be tested:

Termly



APPENDICES

List here any other policies relevant to Health and Safety

CYPS Policy and Guidance Handbook
Emergency Response Guide
Safeguarding/Child Protection Policy
Safeguarding Audit
Lockdown Procedure
Disaster Recovery Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Events Procedure
Fire Safety Procedure
First Aid Policy and Procedures
Supporting Pupils with Medical Conditions Policy
Allergens Policy
Laptop and Tablet Procedure
Lettings Procedure
Lone Working Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Working at Height Procedure

----- **End of Policy** -----

Policy Author: Mrs. J. Potter, Headteacher, Richmond School and Sixth Form
Monitored by: Mrs. J. Potter, Headteacher, Richmond School and Sixth Form
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