

# Hambleton & Richmondshire Pupil Referral Service



## Sunbeck PRS Health & Safety Policy

Named personnel with designated responsibility for this policy:

Academic Year	Designated Senior Person	Nominated MC Member (if applicable)	Chair of Management Committee
2023-2024	Alison Keane	Paul Lightfoot	Tom Kelly
2024-2025	Sarah Morrison	Paul Lightfoot	Paul Sims

**Policy Review Dates:**

Review Date	Changes Made	By Whom	Date Shared With Staff
07/02/2024	Staff Names Updated	Kayleigh Aveling	
04/09/2024	Staff Names Updated	Kayleigh Aveling	

Date Ratified by Management Committee	Review Date
May 24	May 25

Policy Source:	
North Yorkshire Council <input checked="" type="checkbox"/> The Key <input type="checkbox"/> Written by The Sunbeck Centre <input type="checkbox"/>	Veritau <input type="checkbox"/> Other (please state) <input type="checkbox"/> Click or tap here to enter text.

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### Hambleton & Richmondshire Pupil Referral Service

#### 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:



Headteacher

Signed: T. Kelly

Chair of Governors

Date: 15/05/2024

Review date: May 2025

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs S Morrison (Headteacher)**

**Mr Tom Kelly (Chair of Management Committee)**

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

**Name: Mrs V. Milne**

**Responsibility: Deputy Headteacher**

**Name: Mr. P. Lightfoot**

**Responsibility: Health & Safety Management Committee Member**

**Name: Mrs K Moore**

**Responsibility: DT Workshop**

**Name: Mrs P McQuade**

**Responsibility: Science**

**Name: TBC**

**Responsibility: Catering Room**

**Name: Mrs N Rhodes**

**Responsibility: Art Classroom**

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. S Morrison and/or the staff member undertaking activity**

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

**All staff**

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

**Mrs. S Morrison and/or the staff member undertaking activity**

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

**Mrs S Morrison and/or the staff member undertaking activity**

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

**Mrs S Morrison and/or the staff member undertaking activity**

**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:**

**Consultation with employees is provided by:**

**Agenda item on half-termly staff meetings**

**Staff briefing and noticeboard**

**Training Days**

**Update emails**

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Head Teacher Mrs S Morrison  
School Caretaker  
Property Services

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

Head Teacher Mrs S Morrison  
School Caretaker  
Property Services

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

Head Teacher Mrs S Morrison  
Property Services  
Senior Administrator

Problems with plant/equipment should be reported to:

Head Teacher Mrs S Morrison  
Senior Administrator  
Property Services

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

Head Teacher Mrs S Morrison  
Property Services

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Headteacher  
School Caretaker  
Science Teacher  
DT Instructor  
Art Teacher  
Catering Instructor  
Property Services  
NYCC Grounds Maintenance

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

Headteacher  
School Caretaker  
Science Teacher  
DT Instructor  
Art Teacher  
Catering Instructor  
Property Services  
NYCC Grounds Maintenance

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

Headteacher  
School Caretaker  
Science Teacher  
DT Instructor  
Art Teacher  
Catering Instructor  
Property Services  
NYCC Grounds Maintenance

The person(s) responsible for ensuring that relevant employees are informed about COSHH assessments are:

Headteacher  
School Caretaker  
Science Teacher  
DT Instructor  
Art Teacher  
Catering Instructor Property Services  
NYCC Grounds Maintenance

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

**Headteacher  
School Caretaker  
Science Teacher  
DT Instructor  
Art Teacher  
Catering Instructor  
Property Services  
NYCC Grounds Maintenance**

**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:

Reception corridor

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

Sarah Charters, 07813 007289, NYCC HandS Service

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

Mrs. S. Drwiega

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

Sarah Morrison (Head Teacher)

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Designated Mentor assigned to new employee to introduce policies and procedures  
NYCC HandS Officer to provide specific training

Job specific training will be provided by:

Sarah Morrison (Head Teacher)  
HandS Service

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 Health & Safety Document Management file  
Copies in individual staff CPD files  
First Aid training monitored on the Single Central Record

Training will be identified, arranged and monitored by:

Sarah Morrison (Head Teacher)  
Mrs V.Milne (Deputy Head)

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Administration Office  
Staff Room  
Catering Room  
D&T Workshop  
Science Room (Burns kit)

### The first aiders are:

First Aid Trained Staff -  
Mrs Sophie Drwiega  
Mrs Nicola Marshall  
Mrs Nikki Rhodes  
Mrs Julie Price  
Miss Kayleigh Aveling  
Mrs Gemma Kell

Mr. Robert O'Connor  
Mrs Heather Hodgson  
Mrs Andrea Eccleston

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

Administration Office

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

Sarah Morrison (Head Teacher)

# 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  
Sprinkler system

The person responsible for investigating accidents is:

**Sarah Morrison (Head Teacher)**

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

**Sarah Morrison (Head Teacher)**  
**NYCC Occupational Health**

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

**Sarah Morrison (Head Teacher)**  
**NYCC Occupational Health**

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Sarah Morrison (Head Teacher)

The Asbestos Risk Management file is kept in:

Administration Office

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

Administration 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:

School Caretaker  
Administrative Officers

Asbestos risk assessments will be undertaken by:

Sarah Morrison (Head Teacher)  
NYCC Property Services

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

School Caretaker

Records of the above inspections will be kept in:

Administration Office  
Shared electronic drive under Premises folder

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

School Caretaker  
Sarah Morrison (Head Teacher)

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:

Sarah Morrison (Head Teacher)

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

Water Management Arrangements Folder

# ARRANGEMENTS

## WORK AT HEIGHT

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

Sarah Morrison (Head Teacher)

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

Sarah Morrison (Head Teacher)  
All members of staff

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

Designated Management Committee member	Establishment Management File
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# ARRANGEMENTS

## EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC  
Sarah Morrison (Head Teacher)

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

Mr. O'Connor

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

Visit Leader

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

Administration Office

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

Mr. R O'Connor



# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Sarah Morrison (Head Teacher)

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

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

School Caretaker Monks Security Systems	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 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**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Use of Chemicals at Work Procedure**  
**Use of Sunscreens Procedure**  
**Working at Height Procedure**