

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	
12/05/2025	Staff Names Updated First Aiders Updated	Kayleigh Aveling	

Date Ratified by Management Committee	Review Date

Policy Source:	
North Yorkshire Council ☒ The Key ☐ Written by The Sunbeck Centre ☐	Veritau ☐ Other (please state) ☐ 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:

Chair of Governors

Date: 12/05/2025

Review date: May 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs S Morrison (Headteacher)
(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: Mr David Williams

Responsibility: Science (Temporary Position)

Name: Mr Simon Leadbetter

Responsibility: Catering Room (Temporary Position)

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:

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 Andrea Eccleston (TMP)
Mrs Sophie Drwiega	Mrs Julie Price (TMP)
Mrs Nicola Marshall	
Mrs Gemma Kell	
Mr. Robert O'Connor	
Mrs Heather Hodgson	

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

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

Fire extinguishers are maintained and checked by/every:

JLA Fire
Visually Inspected

Annually
Termly

Alarms are tested by/every:

School Caretaker
Monks Security Systems

Weekly
Bi-Annually

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