

THIS IS THE HEALTH AND SAFETY STATEMENT OF

**Childhaven Community Nursery School
September 2023**

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.

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs K Firth (Headteacher)

Mrs C Head (Chair of Governors)

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

Name: Mr Steve Monkman

Responsibility: Health & Safety Governor

Name: Mr M Anderton

Responsibility: Caretaker/Cleaner

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 K Firth and 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 K Firth and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs K Firth and the staff member undertaking activity

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

Mrs K Firth and 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:

Mr Simon Rowe

Consultation with employees is provided by:

Agenda item on staff meetings

Staff briefings / electronic communication

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mrs K Firth
Property Services
Building Cleaning Services

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

Mrs K Firth
Property Services
Building Cleaning Services

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

Mrs K Firth
Mrs D Rose
Property Services
Building Cleaning Services

Problems with plant/equipment should be reported to:

Mrs K Firth
Mrs D Rose
Property Services
Building Cleaning Services

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

Property Services
Building Cleaning Services

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs K Firth
Mrs D Rose
Mr M Anderton
Property Services
Building Cleaning Services

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

Mrs K Firth
Mrs D Rose
Mr M Anderton
Property Services
Building Cleaning Services

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

Mrs K Firth
Property Services
Building Cleaning Services

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

Mrs K Firth
Property Services
Building Cleaning Services

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

Mrs K Firth
Mrs D Rose

Property Services
Building 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:

Reception
Staff Notice Board

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

Wayne Thickett, NYCC HandS Service
07973802034

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

Mrs K Firth
Mrs Tracey Anderson

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 K Firth
Mrs D Rose

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mrs K Firth
Mrs Tracey Anderson (students)

Job specific training will be provided by:

NYCC training dept.
Mrs K Firth (induction)
H and S Service

Health and Safety Training Requirements:

Asbestos/Legionella training Mrs K Firth (2022) Mrs D Rose (2022)

First Aid training (all staff – individual dates – see files)

Fire Awareness / Fire Warden training (all staff – September 2022)

Working at Height / Safe Ladder use (all staff – September 2022)

Manual handling (all staff – September 2022)

Educational Visit Training (K Firth – September 2021)

Training records are kept:

Electronically on Integris or in individual personnel files.

Training will be identified, arranged and monitored by:

Mrs K Firth
Mrs D Rose

ARRANGEMENTS

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

Locations of First Aid Boxes:

School office, reception, basement, in the cupboard on the ground floor, 2nd floor.

The first aiders are:

First Aid at Work: Mrs T Anderson

All staff are paediatric first aid trained

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

In the creative room cupboard

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

Mrs K Firth
Mrs D Rose

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

The person responsible for investigating accidents is:

Mrs K Firth

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

Mrs K Firth
NYCC Occupational health

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

Mrs K Firth
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs K Firth
Mrs D Rose

The Asbestos Risk Management file is kept in:

Admin office

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

Admin 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:

Mrs K Firth / Mrs D Rose

Asbestos risk assessments will be undertaken by:

Mrs K Firth

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

Mrs D Rose

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr M Anderton
Mrs D Rose

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 M Anderton

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

Blue Caretakers folder, top shelf, Creative room.

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs K Firth

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

Mrs K Firth

Equipment used for work at height is to be visually checked by:

Mr M Anderton
Mrs K Firth

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Mrs K Firth

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

Mrs K Firth

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

**Visit Leader (all staff trained 2019)
Jess Ingle (Beach Schools Leader)**

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

Headteacher's Office

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

Mrs K Firth

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs K Firth

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Walker Fire
Visually Inspected

Annually
Termly

Alarms are tested by/every:

Mr M Anderton
Churches Fire Security Ltd

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
Nappy Changing Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure

Signed:  Headteacher

 Chair of Governors

Date: September 23 Review Date: September 24