



Scalby School

(A school within Coast and Vale Learning Trust)

School Policy

Health and Safety Policy

Approver: C.Robertson
Review Cycle: Annual

Revision History			
Date	Version	Short Description of Changes	Approved by:
February 2025	1.0	Approved	C.Robertson

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Scalby School

Our statement of intent is:

- Implement the requirements of NYC'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 NYC 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 clear instructions, information, 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;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

Signed: Mr C Robertson

Headteacher

Signed: Mrs S Lewins

Business & HR Manager

Date: February 2025

Review date: September 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Christopher Robertson
Headteacher

Mrs Laura Garforth
Chair of Governors

Day-to-day responsibility for ensuring this policy is put into practice:

LEAD OFFICER:

Mrs Stacey Lewins
Business & HR Manger

ESTABLISHMENT H & S CO-ORDINATOR:

Mrs Stacey Lewins
Business & HR Manager

Responsibility:
School Governing Board
Stacey Lewins (overall)
Polly Peake (PE)
Angela Tiernan (Technology)
Kiera Morrison (Art)
Hamish Harron (Science)
Andrea Bell (Caretaking and Site)
Lisa Lowde (Catering)

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

Name: Stacey Lewins
Responsibility: Overall

Name: Andrea Bell (Caretakers)
Responsibility: Legionella and Asbestos checks. Fire alarm testing and monitoring.

Name: Hamish Harron
Responsibility: Science Dept

Name Angela Tiernan
Responsibility: Technology Dept

Name Richard Davis
Responsibility: School Trips

Name Carol Agar
Responsibility: Cleaning

Name Lisa Lowde
Responsibility: Catering

Name Heads of Departments
Responsibility: Departments

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).**

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

**Wayne Thickett NYES Health and Safety Service
07973 802034**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Name	Stacey Lewins
Responsibility:	Overall
Name	Hamish Harron
Responsibility:	Science Dept
Name	Angela Tiernan
Responsibility:	Technology Dept
Name	Richard Davis
Responsibility:	School Trips
Name	Stacey Lewins & Carol Agar
Responsibility:	Cleaning & Caretaking
Name	Lisa Lowde
Responsibility:	Catering
Name	Heads of Department
Responsibility:	Departments

The findings of the risk assessments will be reported to:

Stacey Lewins, Business & HR Manager and shared with staff

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

Stacey Lewins, Business & HR Manager and the staff member undertaking the activity

The person responsible for ensuring the action required is implemented is

Stacey Lewins, Business & HR Manager and the staff member undertaking activity

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

Stacey Lewins, Business & HR Manager 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:

Unison – Vacant

NUT – Vacant

NASUWT – Gareth Lewis

Consultation with employees is provided by:

Agenda item on SLT and staff meetings

Staff briefing and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Stacey Lewins (general)
Hamish Harron (Science)
Angela Tiernan (Technology)
Kiera Morrison (Art)
Polly Peake (PE)
Stacey Buric (Drama / stage)

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

Stacey Lewins (overall)
Andrea Bell (Caretaking and Cleaning)
Lisa Lowde (Catering)

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

Stacey Lewins (overall)
Lisa Lowde (Catering)

Problems with plant/equipment should be reported to:

Stacey Lewins (overall)
Lisa Lowde (Catering)

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

Stacey Lewins (overall)
Andrea Bell (Caretaking and Cleaning)
Lisa Lowde (Catering)

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Stacey Lewins (general)
Hamish Harron (Science)
Angela Tiernan (Technology)
Kiera Morrison (Art)
Carole Agar (Cleaning)
Colin Galway (Caretaking)
Lisa Lowde (Catering)

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

Stacey Lewins (general)
Hamish Harron (Science)
Angela Tiernan (Technology)
Kiera Morrison (Art)
Carole Agar (Cleaning)
Colin Galway (Caretaking)
Lisa Lowde (Catering)

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

Stacey Lewins (general)
Hamish Harron (Science)
Angela Tiernan (Technology)
Kiera Morrison (Art)
Lisa Lowde (Catering)

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

Stacey Lewins (general)
Hamish Harron (Science)
Angela Tiernan (Technology)
Kiera Morrison (Art)
Carole Agar (Cleaning)
Colin Galway (Caretaking)
Lisa Lowde (Catering)

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

Stacey Lewins (general)
Hamish Harron (Science)
Angela Tiernan (Technology)
Kiera Morrison (Art)
Andrea Bell (Cleaning & Caretaking)
Lisa Lowde (Catering)

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

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

Heads of Departments

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

Heads of Departments

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Samantha Adderley (Teaching Staff)
Jackie Haythorne (Teaching Assistants)
Tina Bielby (Heads of Year)
Sarah Clark (Exam Invigilators)
Laura Daniel (Agency Teaching Staff and Cover Supervisors)
Stacey Lewins / Toni Moore (Admin, clerical, finance and MSA's)
Carole Agar (Cleaning)
Colin Galway (Caretaking)
Lisa Lowde (Catering)

Job specific training will be provided by:

Science Department
Technology Department
Art Department
PE Department
Administration
Caretakers
Cleaning
Catering

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 staff personnel records

Training will be identified, arranged and monitored by:

Stacey Lewins, Business & HR Manager

ARRANGEMENTS

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

Locations of First Aid Boxes:

- Medical Room
- PE Office x 3 (includes for use at fixtures and on the field)
- Art Office
- Science Office
- ICT Office (for DT use primarily)
- English Office
- Maths Office
- Heads of Year
- ALC
- Reception
- Kitchen
- Site Manager office
- Village Food Tech
- Village Science

The first aiders are:

- Stacey Lewins
- Tina Bielby
- Danielle Rowley
- Julie Alonze
- Owen Richards
- Shirley Atkinson
- Ray Irwin
- Andrea Bell
- Carole Agar
- Sharon King
- Rachel Noon
- Lisa Lowde
- Penny Wilson
- Katy Senior
- Kelly Roberts
- Dolina Day
- Patricia Williamson
- Helen Scott
- Dawn Langmead
- Hannah Wallace
- Jayne Orrells
- Victoria Leat-Smith
- Paul Curran
- Holly Mounsey
- Kelly Trotter
- Polly Peake

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

First Aid Room

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

Stacey Lewins, Business & HR Manager

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
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

Encourage staff to report incidents,
Record and investigate all accidents,
Consult with specialist advisors when necessary,
Actively encourage review and assessment from interested third parties and external agencies,
Encourage Trades Union Reps to carry out inspections and investigate accidents as part of the monitoring process.

The person responsible for investigating accidents is:

Stacey Lewins, Business & HR Manager

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

SLT Line Managers

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

Stacey Lewins, Business & HR Manager

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Stacey Lewins, Business & HR Manager

The Asbestos Risk Management file is kept in:

Site Managers Office. Grab pack also available on reception

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

Site Managers Office and in grab pack available on reception

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:

Andrea Bell

Asbestos risk assessments will be undertaken by:

Appointed contractors

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

Caretaking Team

Records of the above inspections will be kept in:

Site Managers Office, Premises Hub and Every

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Stacey Lewins, Business & HR Manager
Andrea Bell (Site Team)

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Site Managers Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Caretaking Team

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

Site Managers Office

ARRANGEMENTS

WORK AT HEIGHT

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

Stacey Lewins, Business & HR Manager

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

Department Heads / Stacey Lewins / Dayl Tyler / Andrea Bell /Caretakers

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

Site Team

Site Managers Office

ARRANGEMENTS

MANUAL HANDLING

All manual handling tasks in the establishment must be authorised by:

Stacey Lewins, Business & HR Manager

Risk assessments for manual handling tasks are to be completed by:

Department Heads / Stacey Lewins / Dayl Tyler / Andrea Bell /Caretakers

Equipment used for manual handling is to be checked by and records kept in:

Site Team

Site Managers Office

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Christopher Robertson, Headteacher

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

Richard Davis, Deputy Headteacher

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

Christopher Robertson / Richard Davis / Visit Leaders

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

Staff Hub, Headteachers Office

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

Christopher Robertson, Headteacher / Reception Staff

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Stacey Lewins, Business & HR Manager

Escape routes are checked by/every:

Stacey Lewins /Site Manager /Caretakers	Weekly
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Fire extinguishers are maintained and checked by/every:

G2 Ltd Caretakers	Annually Termly
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Alarms are tested by/every:

Caretakers G2 Ltd	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.*

Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Events Procedure
Fire Safety Procedure
First Aid and Medicines Procedures
Lettings Policy
Lone Working Procedure
Snow and Ice Procedure
Gritting Plan
Working at Height Procedure