



ARCHBISHOP OF YORK'S CE JUNIOR SCHOOL

LOCAL HEALTH AND SAFETY POLICY

Date Adopted March 2022	Headteacher	Signature <i>S. Sutton</i>
Date for review March 2023	Fiona Phillips Chair of Governors	Signature <i>Fiona Phillips</i>



ARCHBISHOP OF YORK'S CE JUNIOR SCHOOL

LOCAL HEALTH AND SAFETY POLICY

The Governing Body's Education & Strategic Planning Committee will be responsible for evaluating and reviewing this Policy.

1.0 INTRODUCTION

We are a welcoming, inclusive family with a strong Christian ethos. We continually aim to be an excellent school where people care more than others think is wise, risk more than others think is safe, dream more than others think is practical and expect more than others think is possible.

2.0 STATEMENT OF INTENT

It is the intention of Archbishop of York's CE Junior School to:

- a) Implement the requirements of South York Multi Academy Trust's Health and Safety Policy;
- b) make adequate arrangements for the health, safety and welfare of staff and pupils;
- c) provide adequate control of health and safety risks arising from our work activities;
- d) consult with our employees on matters affecting their health and safety;
- e) co-operate with NYCC in matters related to health and safety;
- f) provide and maintain safe plant and equipment;
- g) ensure safe handling and use of substances;
- h) provide information, instruction, and supervision for employees;
- i) ensure all employees are competent to do their tasks, and to give them adequate training;
- j) prevent accidents and cases of work-related ill health;
- k) maintain safe and healthy working conditions; and
- l) review and revise this policy as necessary at regular intervals

3.0 RESPONSIBILITIES

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

- | | |
|--------------------|----------------------|
| Mrs Sally Sutton | – Acting Headteacher |
| Mrs Fiona Phillips | – Chair of Governors |

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

- | | |
|-------------------------|------------------------------|
| Mr Simon Sykes | - Health and Safety Governor |
| Mrs Vivienne McCartney- | Business Manager |

All employees have to:

- a) co-operate with supervisors and managers on health and safety matters;
- b) not interfere with anything provided to safeguard their health and safety;
- c) take reasonable care of their own health and safety and of others; and
- d) report all health and safety concerns to an appropriate person (as detailed in this policy statement).

4.0 HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mrs Sally Sutton and the staff member undertaking activity.

The findings of the risk assessments will be reported to all staff.

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

Mrs Sally Sutton and the staff member undertaking activity.

Checks that the implemented action/s have removed and/or reduced the risks will be carried out by:

Mrs Sally Sutton and the staff member undertaking activity.

Assessments will be reviewed:

In the event of an accident, when the work activity changes or annually whichever is the soonest.

5.0 CONSULTATION WITH EMPLOYEES

Consultation with employees is by the following means:

- a) an Agenda item on staff weekly meetings,
- b) staff briefings and noticeboard, and
- c) on Training Days

6.0 SAFE PLANT AND EQUIPMENT

Subject to their role:

Mrs Sally Sutton
Mrs Vivienne McCartney
Betterclean (our cleaning and caretaking provider)
NYCC (our School Meal provider)

... are responsible for:

- a) identifying equipment and plant which will need maintenance.
- b) ensuring effective maintenance procedures are drawn up.
- c) responsible for ensuring that all identified maintenance is implemented
- d) receiving reports of problems with plant and equipment.
- e) checking plant and equipment health and safety standards before purchase

7.0 SAFE HANDLING AND USE OF SUBSTANCES

Subject to their role:

Mrs Sally Sutton
Mrs Vivienne McCartney
Betterclean (our cleaning and caretaking provider)
NYCC (our School Meal provider)

... are responsible for:

- a) Identifying substances which need a COSHH assessment,

- b) ensuring COSHH assessments are undertaken,
- c) ensuring all actions identified in the assessments are implemented,
- d) ensuring relevant employees are informed about COSHH assessments,
- e) checking that substances can be used safely before they are purchased.

Assessments will be reviewed:

In the event of an accident, when the work activity changes or annually whichever is the soonest.

8.0 INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed in the Staffroom.

Health and safety advice is available from your HandS Service Safety Risk Adviser Jess Markham
m: 07966 305718

Supervision of young workers and trainees employed by the School will be arranged, undertaken and monitored by Mrs Sally Sutton.

Ensuring the School's employees working at other locations under the control of the South York MAT or other employers are given relevant health and safety information is the responsibility of Mrs Sally Sutton.

9.0 COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees of the School by Mrs Sally Sutton.

Job specific training will be provided or arranged by Mrs Sally Sutton, Mrs Vivienne McCartney or the HandS Service.

Health and Safety Training Requirements:

- a) Asbestos and Legionella Awareness
- b) Fire Awareness and Fire Warden
- c) Emergency First Aid and First Aid at Work