

Welburn Hall School



Health & Safety Policy

Date Reviewed: June 2025

Next review Due: June 2026

Approved by Governors:

A handwritten signature in black ink, appearing to be 'R. [unclear]', written over a faint horizontal line.

Date: June 2024

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Welburn Hall School

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: September 2025

Review date: September 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Best (Head Teacher)

Mr Alan Payne (Chair of Governors)

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

Name: Mr Kendell (Site Manager)

Responsibility: (TBC at Governors) Health & Safety Governor

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:

Mr Kendell (Site Manger) for the site and all operational equipment and individual staff members undertaking any student activities

The findings of the risk assessments will be reported to:

All staff via email, staff breifings

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

Mr Kendell and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mr Kendell and the staff member undertaking activity

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

Mr Kendell 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 Kendell

Ms Best

Mrs Keane

Consultation with employees is provided by:

Agenda item on staff weekly meetings or daily team briefings carried by SLT

Staff briefing and noticeboards

Training Days

Emails and verbally

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers
Outside Contractors

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

Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers
Outside Contractors

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

Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers

Problems with plant/equipment should be reported to:

Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers

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

Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers
Outside Contractors

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

**Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers
NYC Grounds Maintenance**

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

**Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers
NYC Grounds Maintenance**

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

**Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers
NYC Grounds Maintenance**

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

**Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers
NYC Grounds Maintenance**

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

**Mr Kendell
Property Services
Building Cleaning Services
NYC County Caterers
NYC 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:

Staff room
Main school kitchen
House PPA room

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

Mr Kendell, Ms Best and Mrs Keane

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

Mr Kendell

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction

Job specific training will be provided by:

NYC training dept.
SLT
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella

Mr Kendell and Mr Smith have all training requirements in place

First Aid training – Ms Best ensures that staff are suitable trained and there are enough trained staff to ensure student and staff safety.

Fire Awareness / Fire Warden training The majority of staff have been trained in both areas

Working at Height / Safe Ladder use – all staff received training provided by HandS team.
All new staff members will be added to the refresher course

Manual handling – All staff to complete manual handling with the WHS trainer Miss Leetham.

Educational Visit Training – Mrs Kendell is the WHS EVC and is responsible for all off site visits

Training records are kept:

On individual staff files on SIMS and central record kept on Teams

Training will be identified, arranged and monitored by:

Relevant SLT

ARRANGEMENTS

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

Locations of First Aid Boxes:

Hall Entrance - Room 2
Wash-up Area - Room 15
Kitchen - House
Surgery Room house 86 + 2 x Travel kits for use on trips
Bungalow room - 195
Food Technology - Room 297
Meds Room - 340 3 x travel kits for use on trips
There is an eye wash station within the pool plant room 295.
Farm hand wash station
Mini buses

The first aiders are:

All staff are emergency first aid trained and the following are designated first aiders:

- Jane Rimmer Boyes (TA)
- Victoria Croall (TA)
- Ellie Kendell (HLTA)
- Jenna Kendell (Behaviour and Safeguarding)
- Helen Ward-Jackson (TA)
- Janice Wilson (TA)

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

Electronically on TEAMS and Besafe

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

Ms Best and Mr Kendell

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 inspection/maintenance
Fire alarm/emergency lighting testing
Water temperature monitoring
Grounds safety
Security
Routine maintenance
Damage response

The person responsible for investigating accidents is:

Ms Best, Mr Kendell and Mrs Keane

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

Ms Best
Mrs Keane
Mr Kendell

NYC Occupational health

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

Ms Best, Mrs Keane and Mr Kendell
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Kendell

The Asbestos Risk Management file is kept in:

Site Managers Office and Concerto

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

Site Manager Office and Concerto

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:

Mr Kendell and Mr Smith

Asbestos risk assessments will be undertaken by:

Mr Kendell and NYC property services

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

Mr Kendell and NYC property services

Records of the above inspections will be kept in:

Site Manager Office and Concerto

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr Kendell
Mr Smith

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

Mr Kendell and Concerto

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

Mr Kendell

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

Site Manager Office

ARRANGEMENTS

WORK AT HEIGHT

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

Mr Kendell

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

Mr Kendell

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

Site Managers Office

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Mrs Kendell, NYC and Ms Best

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

Mrs Kendell

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

Group Leader

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

On Evolve and in the TEAMS policies files

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

Group leader and Mrs Kendell

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Kendell

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Logic Fire and Security
Visually Inspected by Mr Kendell

Annually
Termly

Alarms are tested by/every:

Mr Kendell
Monks

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
Missing Child Procedure
Intimate Care
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure
Residential Policy