INTRODUCTION

What is a health and safety statement?

Your health and safety statement sets out how you implement NYC health and safety policy, and how you manage health and safety in your school. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

This is an example of a statement that you can use, fill in and keep in your school. However, you do not have to use this document or format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.

Why do I need a health and safety statement?

The health and safety statement is your starting point in managing health and safety in the workplace. By law, Employers (i.e. the LEA in Community and Voluntary Controlled Schools, or the Governing Body of Voluntary Aided and Foundation Schools) must have a written policy on health and safety at work. Each school should also produce their own statement giving details of the arrangements for putting the employers' policy into practice.

Writing a health and safety statement is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

Who should do what?

The main responsibility for health and safety rests with the Local Education Authority, the Head Teacher and the Governing Body, although employees and the self-employed also have duties.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember that there is still ultimate responsibility on the LEA, Governors and Head Teacher.

Governors and Head Teachers should consult their staff (through safety representatives, if any) about the statement. Everyone should be able to see from the statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

When and how should they do it?

Your statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

You may wish to refer to other documents e.g., schools' rules, safety checklists, LEA Circulars, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the statement itself.

How often do I need to revise the statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the statement regularly (e.g. annually).

Do I have to do anything else?

Yes, you have other legal duties under other legislation. In particular, under the **Management of Health and Safety at Work Regulations 1999**, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. There will also be other specific legislation that will apply.

Remember: What you write into the statement has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

How to use this guidance

This guidance is split into three parts. It contains a **statement of intent** to adhere to the employer's policy, as required by the **Health and Safety at Work Act 1974**. Then you can record your **organisational responsibilities** and your **arrangements** to ensure the health and safety of employees at your school. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.

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HEALTH AND SAFETY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Statement of

Crayke Church of England Primary 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 the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with the LEA 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: Judi Jackson **Head Teacher**

Signed: Lucy Willshaw **Chair of Governors**

Date: October 2026

Review date: October 2027

RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of

Judi Jackson, Head Teacher **Julie Cater, H&S link governor**

Insert the name of the Head Teacher and the Chair of Governors, (or the Governor with responsibility for health and safety).

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

LEAD OFFICER **Judi Jackson**

If the Head Teacher is not always there, or does not have time to manage on a day to day basis, you can delegate this role to someone else, e.g. Deputy Head Teacher, Head of Year, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

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

Name **Responsibility** **NYC Cleaners - Day to Day cleaning** **NYC Caretaker** **Name** **Responsibility** **Judi Jackson - Day to Day overseeing of Health and Safety** **Name** **Responsibility** **All governors - Periodic review of Health and Safety**

Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

Specific responsibilities for head teachers, managers, heads of departments and staff can be found in Section 1 of the Children and Young People Service Health and Safety Policy and Guidance Handbook 2012 which can be found in:

Office

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

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**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

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ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by

The Governors Premises Committee

The findings of the risk assessments will be reported to

Headteacher

Action required to remove/control risks will be approved by

Governor Premises Committee

Headteacher

will be responsible for ensuring the action required is implemented.

Governor Premises Committee

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed every

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

Note

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

You will find some examples of key areas that you should consider, at the end of this guidance.

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

You can find more guidance in HSE's free leaflets:

- Five steps to risk assessment INDG163 (rev1) 1998
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996

HSE Books Tel: 01787 881165.
www.hsebooks.co.uk

Your **NYC Safety Risk Adviser** will provide help and guidance on risk assessment and the use of the Schools Health and Safety Risk Management Service risk assessment software package.

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are

Headteacher

Consultation with employees is provided by

Staff Meetings

Training Days

Staff briefing and noticeboard

Note

You must consult your employees.

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

You may to use your works committee or another meeting as a forum for consultation.

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

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SAFE PLANT AND EQUIPMENT

JACOBS
Building Cleaning Services
NYC County Caterers

will be responsible for identifying all equipment/plant needing maintenance.

NYC Cleaning Services
NYC County Caterers

will be responsible for ensuring effective maintenance procedures are drawn up.

Premises Committee

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

Headteacher

County Building & Cleaning Services

will check that new plant and equipment meets health and safety standards before it is purchased

Note

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in HSE's publication:

- Buying new machinery INDG271 1998

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SAFE HANDLING AND USE OF SUBSTANCES

County Building & Cleaning Services and County Caterers

will be responsible for identifying all substances which need a COSHH assessment.

County Building & Cleaning Services

will be responsible for undertaking COSHH assessments.

County Building & Cleaning Services

will be responsible for ensuring that all actions identified in the assessments are implemented.

County Building & Cleaning Services

will be responsible for ensuring that all relevant employees are informed about COSHH assessments.

County Building & Cleaning Services

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

Term

Note

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

You can find more guidance in:

- HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free);
- COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8
- General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

or when the work activity changes, whichever is soonest.

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ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at/leaflets are issued by

Headteacher

Note

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

Health and safety advice is available from your NYC Safety Risk Adviser

School Safety Risk Adviser for the H and S Service

You are required to have access to competent advice, either in house or, if not available, external.

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

Headteacher or teacher responsible

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

Other school and self-responsibility

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

If your employees go to work for another employer on your behalf e.g. on secondment you will need to check that they are given relevant health and safety information for that location by that employer/company.

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COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by

Headteacher
Building Cleaning Services
LA Safety Risk Advisor

Job specific training will be provided by

NYC, Building & Cleaning Services, Client Services

Specific jobs requiring special training are

Kitchen Staff

Cleaning Staff

Teaching Assistants

Teachers

Administrators

Training records are kept at/by

Note

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Employees will need job-specific training, which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Some jobs will require additional special training (e.g. manual handling, driving etc.)

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

You should monitor the training records, so that refresher training is given when necessary

NYC Education Service has a commitment to provide health and safety training to

Headteacher, Kitchen head cook, Building and Cleaning Services officers.	Headteachers, Governors and Lead Officers etc. For further details of the courses available please contact: • **Joanne Bramley – CAMAS 01609 532864** • **Andy Dolan – Schools Health and Safety Risk Management Service 01609 532545**
Training will be identified, arranged and monitored by	
Headteacher	

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ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs

None

Health surveillance will be arranged by

N/A

Health surveillance records will be kept by/at

N/A

The first aid box(es) is/are kept at

School office, every classroom, hall, staff room and kitchen

The appointed person(s)/first aider(s) is/are

Caroline Helfferich Jo Gears Claire Walsh

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

School Office – Accident Forms

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

Note

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals).

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

- **Refer to Occupational Health - Anne Richardson 01609 532919**

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential.

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets:

- First aid at work – your questions answered INDG214 1997
- Basic advice on first aid at work INDG215 (rev) 1997.

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to:
Peter Garbutt, NYC Education Service

North Yorkshire County Council

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Safety Risk Adviser 01609 532589. Follow the procedures outlined in your Red book.

ARRANGEMENTS

MONITORING

Note

To check our working conditions, and ensure our safe working practices are being followed, we will

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

Review accident book at least termly

You can do this both actively and reactively, i.e. before and after something goes wrong.

Monitor asbestos and legionella hand books

Actively - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively – you can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

is responsible for investigating accidents.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

Headteacher

is responsible for investigating work-related causes of sickness absences

When you find out what went wrong – put it right.

Headteacher

is responsible for acting on investigation findings to prevent a recurrence

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ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Headteacher

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every

Annually by the relevant governor

Fire extinguishers are maintained and checked by/every

SWAT Security (annually)

Alarms are tested by/every

Secretary (weekly)

Emergency evacuation will be tested every

Term

The Security Co-ordinator is

Headteacher

Note

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments.

For escape routes, extinguishers and alarms, you should state who checks, how often and where they are based.

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

The following guidance booklets are available from HSE Books Tel: 01787 881165

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from your Safety Risk Adviser or contact:

Andy Dolan
Schools Safety Risk Adviser / Service Development Co-ordinator
Schools Health and Safety Risk Management Service
North Yorkshire County Council
Room 161, Education Service
County Hall, Northallerton
DL7 8AE
Tel: 01609 532545
Fax: 01609 532543

E-mail: andy.dolan@northyorks.gov.uk