



**Moorland**  
Waldorf School



# Health and Safety Policy

# THIS IS THE HEALTH AND SAFETY STATEMENT OF

## Moorland Waldorf 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 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:** Sara Lucassen

**Health and Safety trustee**

**Signed:** Linda Parker

**Chair of Trustees**

**Date:** 1/11/2022

**Review date:** 11/2023

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Sara Lucassen (Health and Safety trustee)**

**Mrs Linda Parker (Chair of Trustees)**

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

**Name: Mrs Sara Lucassen**

**Responsibility: Health & Safety Trustee**

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:**

**Members of College**

**The findings of the risk assessments will be reported to:**

**All staff that it concerns**

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

**The staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Sara Lucassen and the staff member undertaking activity**

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

**Sara Lucassen 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

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Consultation with employees is provided by:

**Meetings**

**Staff briefing and noticeboard**

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

All staff

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

Sara Lucassen

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

Sara Lucassen

Problems with plant/equipment should be reported to:

Trustees

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

All staff purchasing equipment/plant

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

All staff

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

Sara Lucassen and Claire Kilvert-Jones

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

Sara Lucassen

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

Sara Lucassen

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

Claire Kilvert-Jones and all other staff buying substances

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

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

Donna Storey NYES Health and Safety (HandS) Service

[Donna.Storey@northyorks.gov.uk](mailto:Donna.Storey@northyorks.gov.uk)

07580 437486/01609 532545

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

Claire Kilvert-Jones

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

Sara Lucassen



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Claire Kilvert-Jones

Job specific training will be provided by:

NYCC training dept.  
National Online Safety

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Lone working

Training records are kept:

In personal files of staff

Training will be identified, arranged and monitored by:

Sara Lucassen

# ARRANGEMENTS

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

**Locations of First Aid Boxes:**

**School office, Music room, Kitchen, Kindergarten, gym, Parents room**

**The first aiders are:**

**Barbro Edwards (Paediatric First Aid), Claire Kilver-Jones (Paediatric First Aid),**

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

**In the office**

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

**Sara Lucassen and Claire Kilvert-Jones**

**Reporting of accidents and incidents to parents is the responsibility of:**

**Staff**

# 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  
PAT testing  
Fixed appliance electrical testing  
Property Services Condition Survey  
Risk assessments  
Boiler room annual inspection  
Gulleys and Gutters checked and cleaned

The person responsible for investigating accidents is:

Sara Lucassen

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

Sara Lucassen  
NYCC Occupational health

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

Sara Lucassen  
NYCC Occupational health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

CVT/Sara Lucassen

The Asbestos Risk Management file is kept in:

School Office

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

School 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:

Claire Kilvert-Jones

Asbestos risk assessments will be undertaken by:

CVT/Sara Lucassen

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

Sara Lucassen

Records of the above inspections will be kept in:

School office

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

Mrs Claire Kilvert-Jones  
Mrs Sara Lucassen

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

Health and Safety folder

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

Sara Lucassen

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

Health and Safety folder

## ARRANGEMENTS

## WORK AT HEIGHT

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

Sara Lucassen

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

all members of staff

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

Sara Lucassen

Health and Safety file

## ARRANGEMENTS

## EDUCATIONAL VISITS

**Off-site educational visits must be authorised by:**

**College of Teachers**

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

**Staff undertaking the activity**

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

**School office**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Sara Lucassen

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:

Claire Kilvert-Jones

Weekly

Emergency evacuation will be tested:

Termly



## APPENDICES

List here any other policies relevant to health and safety

**Safeguarding Policy**

**Shelter/Lockdown Procedure**

**Educational Visits Policy**

**Fire Safety Policy**

**First Aid and Medicines policy**

**Missing Child policy**

**Bad weather statement**