

# Scarborough Pupil Referral Service



## Health and Safety Statement 2025 – 2026

Drafted by:	Ratified by Management Committee:	Amendments made:	Review Cycle:	Review Date:
HandS	2/12/2019	Personnel Changes	1 year	Dec 2020
HandS	07/07/2021	Personnel Changes	1 year	Sept 2022
HandS		Personnel Changes made 03/22		
HandS	22/02/23	Personnel Changes	1 year	22/02/24
HandS	29/11/2023	Personnel Changes	Annually	29/11/24
HandS	04/12/2024	New updated model template personalised to the SPRS	Annually	04/12/25
HandS	03/12/2025	New updated model template personalised to the SPRS	Annually	03/12/26
	Print Name	Signature	Date	
Head Teacher:	Jo Fox	<i>Jo Fox</i>	04.12.25	
On behalf of Management Committee:	Rosemary Rayne	<i>Rosemary Rayne</i>	04.12.25	

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### Scarborough Pupil Referral Service

#### 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: *Jo Fox*

Headteacher

Signed:

*Rosemary Lacey*

Chair of Governors

Date: 03.12.25

Review date: 03.12.26

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Jo Fox (Head Teacher)**

**Mrs Rosemary Rayne (Chair of Governors)**

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

**Mrs Jo Fox (Head Teacher)**

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

**Name:**

**Mr Gary Moore – Health & Safety Co-ordinator**

**Mrs Suzanne Everingham – Health & Safety Co-ordinator**

**Mr Jim Martin – Health & Safety Management Committee Member**

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).

The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated competent person is:

**Dale Barton Head of NYES Health and Safety**  
**07788 564 533**

**Wayne Thickett – Deputy Health & Safety Risk Manager**  
**07973 802 034**

## ORGANISATIONAL CHART

Name	Role
Mrs Jo Fox	Headteacher
Ms Anna Puskacova	Assistant Headteacher
Mrs Suzanne Everingham	School Business Manager
Mr Gary Moore	Health and Safety Co-ordinator
Mr Jim Martin	Health and Safety Management Committee Member

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by:**

**Mr Gary Moore**

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

**All staff**

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

**Mr Gary Moore**

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

**Mr Gary Moore**

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

**Mrs Jo Fox**

**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:

Mrs Jo Fox

Mr Gary Moore

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

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

Mr Gary Moore  
Mrs Suzanne Everingham  
NYES Property Solutions  
NYES Cleaning  
The School Cook

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

Mr Gary Moore  
Mrs Suzanne Everingham  
NYES Property Solutions  
NYES Cleaning  
The School Cook

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

Mr Gary Moore  
Mrs Suzanne Everingham  
NYES Property Solutions  
NYES Cleaning  
The School Cook

Problems with plant/equipment should be reported to:

Mrs Suzanne Everingham  
NYES Property Solutions  
NYES Cleaning  
The School Cook

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

Mrs Suzanne Everingham  
NYES Property Solutions  
NYES Cleaning  
The School Cook

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Mr Gary Moore  
NYES Property Solutions  
NYES Cleaning  
The School Cook  
Grounds Maintenance

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

Mr Gary Moore  
NYES Property Solutions  
NYES Cleaning  
The School Cook  
Grounds Maintenance

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

Mr Gary Moore  
NYES Property Solutions  
NYES Cleaning  
The School Cook  
Grounds Maintenance

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

Mr Gary Moore  
NYES Property Solutions  
NYES Cleaning  
The School Cook  
Grounds Maintenance

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

Mr Gary Moore  
Mr Richard Togwell (Science Teacher)  
Mrs Suzanne Everingham  
NYES Property Solutions  
NYES Cleaning  
The School Cook  
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:

On the downstairs office door from the corridor – opposite the Headteachers Office

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

Mrs Jo Fox  
Mrs Suzanne Everingham

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 Gary Moore

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mr Gary Moore  
Mrs Suzanne Everingham

Job specific training will be provided by:

NYC training dept.  
Mr Gary Moore  
Mrs Suzanne Everingham  
NYES Health and Safety Service

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 Health & Safety Document Management file and the SPRS Training Database

Training will be identified, arranged and monitored by:

The Headteacher / Assistant Headteacher / School Administrator

# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Main Office  
Room 3 (Science Classroom)  
Behaviour Support Office  
Room 4 (Kitchen)  
Room 13  
Minibus  
Outdoor Ed & Visits First Aid Box – Main Office top of filing cabinet

### The first aiders are:

2 members of staff are First Aid at Work Trained  
8 members of staff are Emergency First Aid at Work Trained

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

In the School Business Managers Office

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

Mr Gary Moore  
Mrs Suzanne Everingham

## 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  
NYES Property Solutions Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gulley's and Gutters checked and cleaned  
Pest control

The person responsible for investigating accidents is:

Mrs Jo Fox  
Mr Gary Moore  
Mrs Suzanne Everingham

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

Mrs Jo Fox  
Mrs Suzanne Everingham  
NYC Occupational Health

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

Mrs Jo Fox  
Mr Gary Moore  
Mrs Suzanne Everingham  
NYC Occupational Health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Jo Fox  
Mr Gary Moore

The Asbestos Risk Management file is kept in:

The Main Office Filing Cabinet

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

The Main Office Filing Cabinet

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:

The Reception Staff

Asbestos risk assessments will be undertaken by:

Mr Gary Moore  
Mrs Mandy Arnell (Caretaker/Cleaner)

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

Mr Gary Moore  
Mrs Mandy Arnell (Caretaker/Cleaner)

Records of the above inspections will be kept in:

The Main Office  
Cleaners Cupboard

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Mrs Suzanne Everingham  
Mrs Mandy Arnell (Caretaker/Cleaner)

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

Water Management Arrangements Folder

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

Mrs Mandy Arnell (Caretaker/Cleaner)

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

Water Management Arrangements Folder is in the Cleaners Cupboard

## ARRANGEMENTS

### WORK AT HEIGHT

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

Mr Gary Moore  
Mrs Suzanne Everingham

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

Mr Gary Moore and all members of staff

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

Checked and recorded by Health & Safety Risk Advisor

## ARRANGEMENTS

### MANUAL HANDLING

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

Mr Gary Moore  
Mrs Suzanne Everingham

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

Mr Gary Moore and all members of staff

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

Checked and recorded by Health & Safety Risk Advisor



## ARRANGEMENTS

### EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

A member of SLT – Adventurous Activities  
Mr Gary Moore – EVC – All Activities  
Mrs Jo Fox – EVC – All Activities

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

Mrs Jo Fox  
Mrs Gary Moore

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

Group Leader

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

Policies Folder on the N: drive

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

Mr Gary Moore

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mr Wayne Thickett – H&S Advisor  
Mr Gary Moore  
Mrs Suzanne Everingham

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Logic Fire & Security Ltd  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Mr Gary Moore  
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  
Child Protection / 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  
Lone Working Procedure  
Missing Child Procedure  
Nappy Changing Procedure  
Snow and Ice Procedure  
Gritting Plan  
Use of Chemicals at Work Procedure  
Use of Sunscreens Procedure  
Working at Height Procedure  
Allergens  
Searching & Confiscation Policy  
Extreme Weather Response Plan