

THIS IS THE HEALTH AND SAFETY STATEMENT OF

The Dales 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: May 2022

Review date: May 2023

HEALTH AND SAFETY POLICY

RESPONSIBILITIES:

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

Ann-Marie Ellis (Headteacher)
Haydn Rees Jones (Chair of Governors)

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

Ann-Marie Ellis, Headteacher & Sharon Kettleborough, Deputy Head:
Educational Visits Coordinators

Frank Foy, Site Manager:

Legionella Check
Asbestos Check
Fire Alarm Check
Pool Management

Heidi Taylor, School Administrator:

Telephone Check
First aid kits

Cheryl Hagyard, SBM

Fire Risk Management
Security Risk Management

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:

Manual handling: Myra Woods
Generic: Cheryl Hagyard & all staff (where appropriate)
Lesson activity: Class lead

The findings of the risk assessments will be reported to:

Ann-Marie Ellis, Headteacher & All staff (where appropriate)

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

Ann-Marie Ellis and the staff member undertaking activity

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

The member of staff member undertaking activity

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

Ann-Marie Ellis 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:

Staff Governor – Heather Blackburn

Consultation with employees is provided by:

Agenda item on staff, class & middle leader meetings; Training days; Via email; Governing Body; Noticeboard; Training days

ARRANGEMENTS: SAFE PLANT AND EQUIPMENT

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

Ann-Marie Ellis, Headteacher; All staff; Building Cleaning Services; NYCC County Caterers

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

Ann-Marie Ellis, Headteacher; Frank Foy, Site Manager; Building Cleaning Services; NYCC County Caterers

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

**Cheryl Hagyard, SBM; Frank Foy, Site Manager; Building Cleaning Services
NYCC County Caterers**

Problems with plant/equipment should be reported to:

Frank Foy, Site Manager; Building Cleaning Services; NYCC County Caterers

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

**Ann-Marie Ellis, Headteacher; Person ordering; Building Cleaning Services
NYCC County Caterers**

ARRANGEMENTS: SAFE HANDLING AND USE OF SUBSTANCES

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

**Person ordering; Building Cleaning Services; NYCC County Caterers; NYCC
Grounds Maintenance**

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

**Person ordering & office staff; Building Cleaning Services; NYCC County Caterers
NYCC Grounds Maintenance**

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

**Ann-Marie Ellis, Headteacher; Property Services; Building Cleaning Services;
NYCC County Caterers; NYCC Grounds Maintenance**

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

**Ann-Marie Ellis, Headteacher; Property Services; Building Cleaning Services;
NYCC County Caterers; NYCC Grounds Maintenance**

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

**The person requesting the order; Building Cleaning Services; NYCC County
Caterers; NYCC 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 in:

Staff Room

Health and safety advice is available from your HandS Safety Risk Adviser:

Chloe Rhodes NYCC H&S Service

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

Ann Marie Ellis, Headteacher, Sharon Kettleborough, Deputy Head & Cheryl Hagyard, SBM

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

Ann-Marie Ellis, Headteacher

ARRANGEMENTS: COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Class mentor

Office Staff

Cheryl Hagyard (SBM)

Job specific training will be provided by:

School Nurse

Myra Woods (Manual Handling)

Assigned Mentor

HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training

Safeguarding

First Aid

Fire Awareness

Working at Height/Safe Ladder use

Manual Handling

Educational Visit Training

Infection Control

Specific Medical needs

Behaviour Support

Training records are kept:

Office

Training will be identified, arranged and monitored by:

Sharon Kettleborough, CPD Lead

Cheryl Hagyard, SBM

Office staff

ARRANGEMENTS:

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

Locations of First Aid Boxes:

Minibus rucksacks, Post 16 corridor outside pool doors, dining hall, Littledale corridor & junior playground door

The first aiders are:

Heidi Taylor & Myra Woods

All accidents and cases of work-related ill health are to be recorded on accident forms.

Blank forms are available from classrooms and the office.

Completed forms to be handed directly to a member of LMT on day of incident

Completed forms are held in the office

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

Ann-Marie Ellis, Headteacher

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 maintenance

The person responsible for investigating accidents is:

ANN-MARIE ELLIS

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

Ann-Marie Ellis, Headteacher

Cheryl Hagyard, SBM

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

Ann-Marie, Headteacher

NYCC Occupational health

ARRANGEMENTS: ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Ann-Marie Ellis, Headteacher

The Asbestos Risk Management file is kept in:

Office

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

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:

Office Staff & Site Manager

Asbestos risk assessments will be undertaken by:

Frank Foy, Site Manager

Cheryl Hagyard, SBM

Contractors

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

Frank Foy, Site Manager

Records of the above inspections will be kept in:

Office

ARRANGEMENTS: LEGIONELLOSIS MINIMISATION

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

Frank Foy, Site Manager

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:

Frank Foy, Site Manager

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

Water Management Arrangements Folder

ARRANGEMENTS: WORK AT HEIGHT

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

Ann-Marie Ellis, Headteacher

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:

Frank Foy, Site Manager

Establishment Management File

ARRANGEMENTS: EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Ann-Marie Ellis, Headteacher; Sharon Kettleborough, Deputy Head

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

Ann-Marie Ellis, Headteacher; Sharon Kettleborough, Deputy Head

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

Group Leader

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

On top of pigeon-holes

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

Heidi Taylor

ARRANGEMENTS: EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Cheryl Hagyard, SBM & HANDS

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

Firesolve	Annually
Visually Inspected	Termly

Alarms are tested by/every:

Frank Foy	Weekly
Protec	Bi-Annually

Emergency evacuation will be tested:

Termly

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

List here any other guidelines relevant to health and safety and state where they are located. *E.g. Medicines Policy, Educational Visits Policy etc*

Appendix 1 - Corporate Health and Safety Policy
Appendix 2 - Moving and Handling
Appendix 3 - Infection control
Appendix 4 - Security & Emergency Procedures
Appendix 5 - Personal care guidance relating to continence
Appendix 6 - Lone Working
Appendix 7 - Fire Safety Policy
Appendix 8 - Use of Chemicals at work
Appendix 9 - Display screen & equipment
Appendix 10 - Working at heights
Appendix 11 - First aid and recording of incidents
Appendix 12 – Supporting pupils with medical conditions
Educational visits policy
Child Protection Policy
CYPS Policy and Guidance Handbook
Emergency Response Guide
IT policy
Safeguarding Audit
Laptop and Tablet Procedure
Lettings Procedure
Use of Sunscreens Procedure
Behaviour Policy