

## **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: December 2022**

**Review date: December 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; **shared accessible area**

## **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:

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:

Lauren 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)

Ann-Marie Ellis

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 and on PRDs

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:

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

<b>Firesolve</b>	<b>Annually</b>
<b>Visually Inspected</b>	<b>Termly</b>

Alarms are tested by/every:

<b>Frank Foy</b>	<b>Weekly</b>
<b>Protec</b>	<b>Bi-Annually</b>

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**