NYES | Health and Safety

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

The Dales 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 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:	**Headteacher**
Signed:	**Chair of Governors**

Date: October 2025

Review date: October 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Ann-Marie Ellis (Headteacher)
Neil Irving (Chair of Governors)

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

Ann-Marie Ellis (Headteacher)

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 & Fiona Fogg, School Administrator:
Telephone Check
First aid kits

Cheryl Hagyard, SBM
Fire Risk Management
Security Risk Management

To identify risk in lessons/planning and ensure all are aware of risk and to put appropriate controls in place
Class leads

On spot Risk Assessment
All staff to assess ongoing safety and to make dynamic decisions and reporting concerns in ensuring that they are keeping everyone safe

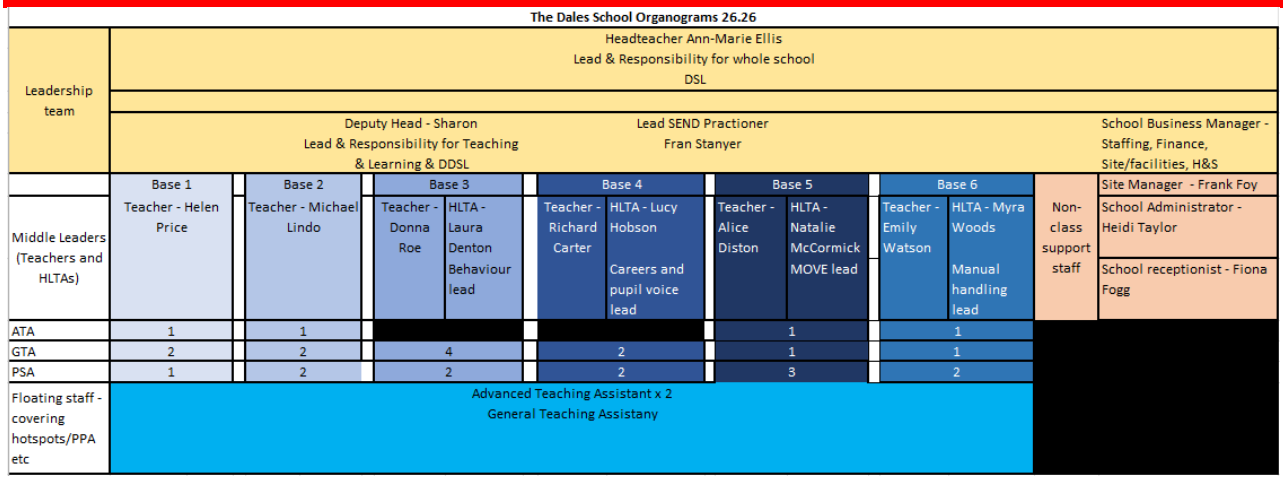
All employees have to:

- **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:

Laura Firby NYES Health and Safety Service
M: 07483158471 T: 01609 532545 E: laura.firby@northyorks.gov.uk

ORGANISATIONAL CHART



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
Specific events: Event organiser

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 – Holly Riley

Consultation with employees is provided by:

Agenda item on staff weekly briefing

Staff briefing and noticeboard

Training Days

Agenda item on staff, class & middle leader meetings; Training days; Via email; Governing Body; Noticeboard; Training days; shared accessible area; policies shared with staff with staff for consultation ahead of approval by FGB

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

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

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

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

Frank Foy (Site Manager) & Building Cleaning Services

Problems with plant/equipment should be reported to:

LMT on C4C; Frank Foy (Site Manager); Building Cleaning Services

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

Ann-Marie Ellis, Headteacher; Person ordering; Building Cleaning Services

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Person ordering; Building Cleaning Services; NYC Grounds Maintenance

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

Person ordering & office staff; Building Cleaning Services; NYC County Caterers NYC 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; NYC County Caterers; NYC 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; NYC County Caterers; NYC 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; NYC County Caterers; NYC 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:

Staff Room

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

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

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 – every 3 years

First Aid training- as required

Fire Awareness / Fire Warden training – every 3 years

Working at Height / Safe Ladder use – every 3 years

Manual handling – annual updates

Educational Visit Training – every 3 years

Training records are kept:

Copies of certificates in pigeon holes; central staff record of essential training; individual PRDS

Training will be identified, arranged and monitored by:

Sharon Kettleborough, CPD Lead
Cheryl Hagyard, SBM
Office staff
Outcome of performance management

ARRANGEMENTS

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

Locations of First Aid Boxes:

First aiders carry their own first aid Kit
There is a larger first aid kit in the office
Trip bags

The first aiders are:

Lucy Black (First aid at work & paediatric first aider)
Myra Woods (First aid at work)
Holly Riley (Paediatric first aider)
Lucy Hobson (Paediatric first aider)
Natalie McCormick (Paediatric first aider)
Asinate Tikoisuva (Paediatric first aider)
Laura Denton (Emergency First Aid)
Amanda Guest (Emergency First Aid)
Class based staff trained to manage choking and resus in adults & children

All accidents and cases of work-related ill health are to be recorded by:

Pupil accidents are recorded on CPOMS
Non-pupil related accidents are recorded on red forms

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYC 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:

Legionnella testing
Asbestos inspection
Termly Visual H & S inspection
Establishment Hands Service Inspection
PAT testing
Fixed appliance electrical testing
NYES Property Solutions 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 (Headteacher)

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

Ann-Marie Ellis (Headteacher)
NYC Occupational health

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

Ann-Marie Ellis (Headteacher)
NYC 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:

Admin 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:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Ann-Marie Ellis (Headteacher) and Frank Foy

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-Maire Ellis (Headteacher)

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

Ann-Maire Ellis (Headteacher) and all members of staff

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

Frank Foy	**Establishment Management File**

ARRANGEMENTS

MANUAL HANDLING

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

Ann-Maire Ellis (Headteacher)

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

Myra Woods and all staff

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

Frank Foy	**Establishment Management File**

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

Myra Woods and all members of staff

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYC, Ann-Marie Ellis, Headteacher or 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

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

On Teams

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

Sharon Kettleborough (Deputy Head)

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Ann-Marie Ellis (Headteacher)

Escape routes are checked by/every:

All staff	**Daily**

Fire extinguishers are maintained and checked by/every:

School has replaced all of its fire extinguishers with P50s which can be serviced in house annually. This servicing is undertaken annually by the Site Manager. Monthly visual checks are also undertaken to ensure that P50s are still in situ

Alarms are tested by/every:

Frank Foy **Monks**	**Weekly** **Bi-Annually**

Emergency evacuation will be tested:

Termly

The School's fire wardens are:

Ann-Marie Ellis **Sharon Kettleborough** **Fran Stanyer** **Cheryl Hagyard**

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
Safeguarding Audit
Disaster Recovery Procedure
Educational Visits Policy
Behaviour Policy
IT policy
Traffic Management plan
Lettings and remissions policy
Child Protection policy which includes missing child procedure
Whistleblowing policy

Appendix 1 – Risk Assessments Policy and Procedures
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
Appendix 13 – Wearing Jewellery in School
Appendix 14 - Allergens