Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Great Smeaton Primary School (DAT)

Our statement of intent is:

- Implement the requirements of The Dales Academies Trust'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 Rebecca Wallace**
Signed:	**Chair of Governors Helen Audritt**

Date: 5.10.2024

Review date: 5.10.2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs R Wallace (Head Teacher)

Mrs H Audritt (Chair of Governors)

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

Name: Mrs H Audritt

Responsibility: Health & Safety Governor

Name: Mrs M M-Fenwick

Responsibility: Senior Teacher

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:

Mrs R Wallace (Head Teacher)
and the staff member undertaking activity

The findings of the risk assessments will be reported to:

All staff

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

Mrs R Wallace (Head Teacher)
and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs R Wallace (Head Teacher)
and the staff member undertaking activity

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

Mrs R Wallace (Head Teacher)
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:

N/A

Consultation with employees is provided by:

Agenda item on staff weekly briefings/meetings

E-mail updates

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
Grounds Maintenance

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
Grounds Maintenance

Problems with plant/equipment should be reported to:

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
Grounds Maintenance

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
Grounds Maintenance

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
Grounds Maintenance

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
Grounds Maintenance

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
Grounds Maintenance

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
Grounds Maintenance

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

Mrs R Wallace (Head Teacher)
DBE
NYES Building Cleaning & Caretaking Services
Aspens Caterers
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:

Office

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

Beverley Payne
07929 100625
01609 532545

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

Mrs R Wallace (Head Teacher)

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

Mrs R Wallace (Head Teacher)

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mrs R Wallace (Head Teacher)
Mrs Matheson

Job specific training will be provided by:

NYCC Training Dept.
Mrs R Wallace (Head Teacher)
NYES H&S 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 a secure folder on the school Drive

Training will be identified, arranged and monitored by:

Mrs R Wallace (Head Teacher) & Mrs Matheson

ARRANGEMENTS

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

Locations of First Aid Boxes:

Toilet area
Library
Acorn Class (class medication)
Oak Class (class medication)
Kits for Educational Trips

The first aiders are:

Paediataric First Aid Trained –
R Wallace
L Matheson
H Day
M Newton

First Aid At Work Trained Staff –
M Fenwick
S Sadiq

Emergency First Aid At Work Trained Staff –
G McManus

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

B-Safe Portal – Mrs Wallace (Headteacher) & Mrs Matheson (Admin) have access

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

Mrs R Wallace (Head Teacher)

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, Gym and outdoor playground equipment maintenance

The person responsible for investigating accidents is:

Mrs R Wallace (Head Teacher)

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

Mrs R Wallace (Head Teacher)
SAS (Schools Advisory Service)
NYCC

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

Mrs R Wallace (Head Teacher)
SAS (Schools Advisory Service)
NYCC

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs R Wallace (Head Teacher)

The Asbestos Risk Management file is kept in:

Admin 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:

Mrs R Wallace (Head Teacher) and Mrs L Matheson (Admin).

Asbestos risk assessments will be undertaken by:

Mrs R Wallace (Head Teacher)
Dales Academies Trust

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

Caretaker & reviewed by Mrs R Wallace (Headteacher)

Records of the above inspections will be kept in:

Admin Office, Caretaker

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs R Wallace and caretaker

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 R Wallace (Head Teacher)
Dales Academies Trust

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:

Mrs R Wallace (Head Teacher)

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

Mrs R Wallace (Head Teacher) **and all members of staff**

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

H&S Governor	**Establishment Management File**

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

NYCC, Mrs R Wallace (Head Teacher) and Governors

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

Mrs R Wallace (Head Teacher)

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

Group Leader

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

Office

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

School Administrator

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs R Wallace (Head Teacher)

Escape routes are checked by/every:

All staff	**Daily**

Fire extinguishers are maintained and checked by/every:

Firesolve Ltd **Visually Inspected**	**Annually** **Termly**

Alarms are tested by/every:

Caretaker **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
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
Lettings Procedure
Lone Working Procedure
Midday Supervisor 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