

# Ribblesdale Federation of Schools

Do Everything in Love (1 Corinthians 16:14)




## Health & Safety Statement

Document Status			
Date of policy creation/review	Reasons for review	Date of adoption by the Governing Board	Date of next review
27.11.23	Annual Review	27.11.23	Autumn term 24
02.12.24	Annual Review	02.12.24	Autumn term 25
Signed and dated: 2 <sup>nd</sup> December 2024			
Executive Headteacher	<i>C. Maddock</i>	Chair of Governors	<i>John Beatty</i>

**THIS IS THE HEALTH AND SAFETY STATEMENT OF****The Ribblesdale Federation of Schools: Hellifield Community Primary 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:****Executive Headteacher****Signed:****Chair of Governors****Date: 2.12.24****Review date: Autumn term 25**

## RESPONSIBILITIES

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

**Mrs Maddocks (Executive Headteacher)**

**Mr A Bradley (Chair of Governors)**

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

**Name: Mr A Bradley**

**Responsibility: Health and Safety Governor**

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 Maddocks, Mrs Middleton 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 Maddocks, Mrs Middleton and the staff member undertaking activity**

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

**Mrs Maddocks, Mrs Middleton and the staff member undertaking activity**

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

**Mrs Maddocks, Mrs Middleton 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 meetings

Staff briefing, emails and noticeboard

Training Days

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

Mrs Maddocks and Mrs Middleton  
Property Services  
North Yorkshire Facilities  
School Cook: Joanne Eggleston  
DBE

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

Mrs Maddocks and Mrs Middleton  
DBE  
Property Services  
North Yorkshire Facilities

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

Mrs Maddocks  
Mrs Middleton  
Property Services  
North Yorkshire Facilities  
DBE

Problems with plant/equipment should be reported to:

Mrs Maddocks, Mrs Middleton and Office Administrators  
DBE  
Property Services  
North Yorkshire Facilities

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

Mrs Maddocks and Mrs Middleton  
Property Services  
North Yorkshire Facilities  
DBE

## **SAFE HANDLING AND USE OF SUBSTANCES**

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

**Mrs Maddocks and Mrs Middleton  
Property Services  
North Yorkshire Facilities  
Grounds Maintenance – Simon Benson  
School Cook: Joanne Eggleston  
DBE**

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

**Mrs Maddocks and Mrs Middleton  
DBE  
Property Services  
North Yorkshire Facilities  
Grounds Maintenance- Simon Benson  
School Cook- Joanne Eggleston**

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

**Mrs Maddocks and Mrs Middleton  
DBE  
Property Services  
North Yorkshire Facilities  
Grounds Maintenance – Simon Benson  
School Cook – Joanne Eggleston**

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

**Mrs Maddocks and Mrs Middleton  
School Cook - Joanne Eggleston  
Property Services  
North Yorkshire Facilities  
Grounds Maintenance – Simon Benson**

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

**Mrs Maddocks  
Mrs Middleton  
Property Services  
North Yorkshire Facilities  
Grounds Maintenance – Simon Benson  
School Cook – Joanne Eggleston**

**Assessments will be reviewed:**

**In the event of an accident, annually or when the work activity changes, whichever is soonest.**

HandSP01 – V1

OFFICIAL - SENSITIVE



# ARRANGEMENTS

## INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

**Staff Room**

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

**Caroline Hannah 07773652481**

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

**Mrs Maddocks, Mrs Middleton and Assistant Head teachers**

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 Maddocks and Mrs Middleton**

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mrs Maddocks  
Mrs Middleton  
Louise Cox (Administrator)

Job specific training will be provided by:

NYCC training department  
Mrs Maddocks, Mrs Middleton and SLT  
NYCC HandS Service  
NHS

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

Training will be identified, arranged and monitored by:

Mrs Maddocks and Mrs Middleton  
Mr Bradley (Chair of the Governing Board)  
Peter Barnes NYCC Facilities

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

### Locations of First Aid Boxes:

Each Classroom  
Kitchen and Staffroom  
Accessible Toilet  
The portable defibrillator will be stored in the accessible toilet

### The first aiders are:

Laura Sargison	Sophie Fortune
Claire Cawood	Sandie Dawson
Tracey Jones	Diane Rawsthorne
Rebecca Shaw	Sheila Dugdale
Rebecca Mercer	

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

In each classroom  
Staffroom – Green first aid book for pupil  
EHT Office in a file (staff)

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

Mrs Maddocks, Mrs Middleton and Louise Cox

# ARRANGEMENTS

## MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Please refer to DBE Schedule  
Legionella testing  
Asbestos inspection  
Weekly Fire Alarm Points  
Six monthly Fire Alarm Servicing  
Weekly self closing door checks  
Fire Fighting Equipment checks  
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  
Outdoor Play Equipment

The person responsible for investigating accidents is:

**Mrs Maddocks and Mrs Middleton**

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

**Mrs Maddocks and where appropriate Mrs Middleton  
NYCC Occupational health**

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

**Mrs Maddocks  
NYCC Occupational health**

## **ASBESTOS RISK MANAGEMENT**

**The Responsible Officer for asbestos management is:**

**Mrs Maddocks and Mrs Middleton**

**The Asbestos Risk Management file is kept in:**

**Main staffroom**

**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 Maddocks, Mrs Middleton and Establishment Administrator**

**Asbestos risk assessments will be undertaken by:**

**NYCC**

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

**Louise Cox, Mr Bradley**

**Records of the above inspections will be kept in:**

**In the main office**

## LEGIONELLOSIS MINIMISATION

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

North Yorkshire Facilities - 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:

Hertel

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

Water Management Arrangements Folder

# ARRANGEMENT

## WORK AT HEIGHT

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

Mrs Maddocks and or Mrs Middleton and NYC

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

Mrs Maddocks and or Mrs Middleton / all members of staff  
Peter Barnes

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

Establishment Management File

Off-site educational visits must be authorised by:

**Mrs Maddocks, The Federation Governing Board (where appropriate) and NYCC**

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

**Michelle Williams, Andy Scott, Jennie Preston and Tracey Jones**

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

**Group Leader and the Educational Visits Leader**

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

**On Federation SharePoint**

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

**EVC and Group Leaders**



## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Maddocks and Mrs Middleton

Escape routes are checked by/every:

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

Marlowe (Via DBE) Visually Inspected	Annually Termly
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Alarms are tested by/every:

School Admin Howsons	Weekly Bi-Annually
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Emergency evacuation will be tested:

Termly

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 and Child Protection 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 and Policy**  
**Laptop and Tablet Procedure**  
**Lettings Procedure**  
**Lone Working Procedure**  
**Midday Supervisor Procedure**  
**Missing Child Procedure**  
**Supporting Pupils with Medical conditions**  
**Nappy Changing Procedure**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Use of Chemicals at Work Procedure**  
**Use of Sunscreens Procedure**  
**Working at Height Procedure**