

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
Signed and dated: 27.11.23			
Executive Headteacher	<i>C. Maddock</i>	Chair of Governors	<i>James Bradley</i>

THIS IS THE HEALTH AND SAFETY STATEMENT OF**The Ribblesdale Federation of Schools: Giggleswick 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: 27th November 2023****Review date: November 2024**

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
DBE
School Cook – Laura Knowles**

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

**Mrs Maddocks
Mrs Middleton
Property Services
North Yorkshire Facilities
DBE**

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 / Office Administrators
Property Services
North Yorkshire Facilities
DBE**

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
DBE
School Cook – Laura Knowles**

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 – Laura Knowles**

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 – Laura Knowles**

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

**Mrs Maddocks and Mrs Middleton
Property Services
North Yorkshire Facilities
Grounds Maintenance – Simon Benson
School Cook – Laura Knowles**

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

**Mrs Maddocks and Mrs Middleton
Property Services
North Yorkshire Facilities
Grounds Maintenance – Simon Benson
School Cook – Laura Knowles**

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
Mrs Jarrom (School administrator at Giggleswick)
SLT

Job specific training will be provided by:

NYCC training department
Mrs Maddocks, SLT and Mrs Middleton
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

ARRANGEMENTS

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

Locations of First Aid Boxes:

Each Classroom
Hygiene room
Classrooms
Kitchen and Staffroom
Defibrillator – Hygiene room

The first aiders are:

Rebecca Mercer
Rachel Mounsey
Jenny Bousefield
Paula Clay
Jemma Vickery
Diane Whitehouse

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

In the office/Hygiene room

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

Administrative Team: Mrs Jarrom

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:

Admin Office in each school

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

Admin Office in each school

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 and School Administrator

Asbestos risk assessments will be undertaken by:

NYCC

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

Mrs Maddocks, Mrs Jarrom and Mr Bradley

Records of the above inspections will be kept in:

Admin Office

LEGIONELLOSIS MINIMISATION

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

Catherine Maddocks and NYCC Cleaner/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:

BCS

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 Maddocks and or Mrs Middleton and NYCC

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

EDUCATIONAL VISITS

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:

Mrs Whitehead

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

ARRANGEMENTS

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	Annually
Visually Inspected	Termly

Alarms are tested by/every:

School Admin	Weekly
Monks	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.*

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