



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Ackworth Howard Primary School

Our statement of intent:

- Implement the requirements of NYCC's and Wakefield Council Corporate Health and Safety Policies;
- 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 and Wakefield Council Corporate Landlord Team 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
- to review and revise this policy as necessary at regular intervals.

Signed: M. Walker

Headteacher

Signed: L. Malkin

Chair of Governors

Date: 5.3.24

Review date: March 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Walker (Head Teacher)

Mrs L Malkin (Chair of Governors)

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

Name: Mrs R Fisher

Responsibility: Health & 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:

Miss Clough, Mr Walker and the staff member undertaking/leading the specified activity

The findings of the risk assessments will be reported to:

All staff

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

Miss Clough, Mr Walker and the staff member undertaking/leading the specified activity

The person responsible for ensuring the action required is implemented is

Miss Clough, Mr Walker and the staff member undertaking/leading the specified activity

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

Miss Clough, Mr Walker and the staff member undertaking/leading the 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 meetings

Staff briefing and noticeboard

Training Days

Other communications such as the staff newsletter and text messages.

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Miss Clough
NYCC Property Services

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

Miss Clough
Property Services

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

Miss Clough
Property Services

Problems with plant/equipment should be reported to:

Miss Clough
Property Services

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

Miss Clough
Property Services

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Miss Clough
Property Services
Willow Land Management

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

Miss Clough
Property Services
Willow Land Management

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

Miss Clough
Property Services
Willow Land Management

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

Miss Clough
Property Services
Willow Land Management

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

Miss Clough
Property Services
Willow Land Management

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

Health and safety advice is available from the Safety Risk Adviser:

Dale Barton
07788 564533

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Miss Clough

Job specific training will be provided by:

National College Website
Miss Clough
HandS Service
Wakefield Traded Services

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 Staff files

Training will be identified, arranged and monitored by:

Miss Clough

ARRANGEMENTS

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

Locations of First Aid Boxes:

**Main Office
Every Classroom
Kitchen**

The first aiders are:

**3 members of staff are Paediatric First Aid trained
15 members of staff are Emergency First Aid trained**

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

**Online with Wakefield Council
Main office for staff forms**

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

Miss Clough

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:

Miss Clough

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

Miss Clough
NYCC Occupational health

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

Mr Walker
NYCC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Miss Clough

The Asbestos Risk Management file is kept in:

School Business Managers Office

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

School Business Managers 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:

Miss Clough and the Administrators

Asbestos risk assessments will be undertaken by:

Miss Clough and
Property Services

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

Wakefield Council

Records of the above inspections will be kept in:

School Business Managers Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Miss Clough
Caretakers

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder in School Business Manager Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Miss Clough

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

Legionella testing folder in the School Business Managers Office

ARRANGEMENTS

WORK AT HEIGHT

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

Miss Clough / Mr Walker

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

Miss Clough, Mr Walker and all members of staff

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

School Business General Health and Safety File
Managers Office

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Wakefield Council (Residentials) and Mr Walker

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

**Miss Clough
Mrs O'Brien**

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

Group Leader

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

School Business Managers Office

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

Group Leader

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Miss Clough

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Mr Bundy / Caretaker
Visually Inspected

Annually
Termly

Alarms are tested by/every:

Mr Bundy / caretaker
Monks

Weekly
Bi-Annually

Emergency evacuation will be tested:

Termly

APPENDICES

Relevant policies and procedures associated with health and safety.

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