



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Harrogate Grammar School

Our statement of intent is:

- Implement the requirements of Red Kite Learning Trust's (RKLT) 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 RKLT 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: Neil Renton

Headteacher

Signed: Sam Shuttleworth

Director of Estates

Date:30/11/2022

Review date:30/11/2023

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Neil Renton	Headteacher
Sam Shuttleworth	Director of Estates

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

Name: Sam Shuttleworth

Responsibility: Director of Estates

Name: John Mungovin

Responsibility: Operational implementation of H&S Policy requirements on academy premises

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:

Asbestos: Dom Ransom
Contractors on Site: John Mungovin
COSHH: Various
Display Screen Equipment: HR
Driving for Work:
Electrical Safety: Colin Black
First Aid: Cathy Bennett
Lettings: John Mungovin
Lone Worker: HR
Lifting and Handling: John Mungovin
New and Expectant Mothers: HR
Individual Pupil RA's:
Art, DT and Science: Faculty Leaders
Boiler and Plant Rooms: John Mungovin
Buildings: John Mungovin
Caretaking: John Mungovin
Classroom Management:
Food Technology: Faculty Leader
PE Lessons: Faculty Leader
Reprographics:
School Snow and Ice: John Mungovin
Use of Oxygen: Faculty Leader
Water Bottles:
School Wide Stress: HR
Individual Stress: HR
Behaviour Management: SLT
Violence from Intruders:
Violence from Parents/ Carers:
Violence from Pupils:
Violence Out of Hours:
Working at Height: John Mungovin
Young Employees: HR
(Insert Name of the member of staff with operational responsibility for development of each of the above risk assessments). (Delete any not applicable)

The findings of the risk assessments will be reported to:

Neil Renton, Headteacher

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

John Mungovin

The person responsible for ensuring the action required is implemented is

Neil Renton

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

John Mungovin

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:

We have it as a statutory item on all faculty meetings and at the SCG meeting. The SCG is a representative group from each faculty. This meeting takes place termly.

Minutes of this meeting are recorded and retained.

Consultation with employees is provided by:

Agenda item on weekly departmental meetings

Staff briefing and noticeboard

Training Days

Staff Consultative Group

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

John Mungovin
Andy Jackson, Phoenix Services
Airco, Mechanical Services Contractor

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

John Mungovin
Andy Jackson, Phoenix Services

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

John Mungovin

Problems with plant/equipment should be reported to:

John Mungovin

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

Andy Jackson, Phoenix Services
Airco

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Science Faculty – Richard Sykes
Design Technology Faculty – Jo Oates
Site Services – John Mungovin
Cleaning Services – External Contractor – Chris Metcalfe - Bulloughs
Catering team – Dave Carrack
Grounds Maintenance – External Contractor – Colin Simpson – Nurture Landscapes

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

Science Faculty – Richard Sykes
Design Technology Faculty – Jo Oates
Site Services – John Mungovin
Cleaning Services – External Contractor – Chris Metcalfe - Bulloughs
Catering team – Dave Carrack
Grounds Maintenance – External Contractor – Colin Simpson – Nurture Landscapes

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

Science Faculty – Richard Sykes
Design Technology Faculty – Jo Oates
Site Services – John Mungovin
Cleaning Services – External Contractor – Chris Metcalfe - Bulloughs
Catering team – Dave Carrack
Grounds Maintenance – External Contractor – Colin Simpson – Nurture Landscapes

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

As above

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

As above

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 your NYCC HandS Safety Risk Adviser:

Health and Safety Risk Advisor
School HandS Service
North Yorkshire County Council
M: 07816 119253
O: 01609 532589
E: chloe.rhodes@northyorks.gov.uk

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

Individual faculties as required. Young worker/trainee will be accompanied unless they have a verified DBS certificate.

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

Site team – when completing work in other schools within the Trust. Sign in as appropriate and relevant information given by that School.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Neil Renton
HR lead on induction training

Job specific training will be provided by relevant member of academy staff or third-party training provider as organised by:

Line Manager in relevant area

Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by *Neil Renton*:

Allergens
Asbestos Awareness
Basic Life Support
Basic Food Hygiene
Cleaning
Control of Substances Hazardous to Health (COSHH)
Display Screen Equipment
Food Safety level 1
Food Safety level 2
Food Safety level 3
Fire Awareness New July 21 (Basic)
Fire Awareness
Health & Safety
Legionella Awareness
Lone Working
Moving & Handling
Personal Protective Equipment (PPE)
Risk Assessment
Working at Height

Training records are kept:

By HGS HR

ARRANGEMENTS

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

Locations of First Aid Boxes:

The First Aid Room
Reception
All Science Labs
PE
All design and technology classrooms
Staff room
School Kitchens
Site office
School vehicles

The first aiders are:

Cathy Bennett
Carly Jackson
Tracey Reed
Bev Warren
Gemma Armstrong-Jones
Chris McDonald
Mike Barker
Debi Smithson
Marie Ellenthorpe
Deborah Moore
Jo Sutcliffe
Kirsty Reid
Sharon Hardcastle
Mel Oliver

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

A copy of the completed accident report form is kept in the First Aid room

The person responsible for reporting accidents, diseases, and dangerous occurrences to the RKLT Safety Advisors and RKLT Competent Person who are NYCC Health and Safety Service is:

Cathy Bennett, Senior First Aider

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
Paperwork Evaluations by NYCC HandS Service
Fire Risk Assessments by NYCC HandS Service
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Prioritised programme of Academy based risk assessment annual reviews
Boiler room annual inspection
Gullies and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Tree surveys

The person responsible for investigating accidents is:

Cathy Bennett and relevant manager eg Site Manager

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

HR

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

Neil Renton as Headteacher with devolved responsibility to relevant faculty leader review once complete.

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

John Mungovin

The Asbestos Risk Management file is kept in:

Site Office

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

Site 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:

John Mungovin

Asbestos risk assessments will be undertaken by:

RKLT nominated service provider

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

John Mungovin

Records of the above inspections will be kept in:

Site Office where paper based

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

John Mungovin and Craig Hanslow

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

Water Management Arrangements Folder – Site office

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

Craig Hanslow

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

Water Management Arrangements Folder and location is in the Site office

ARRANGEMENTS

WORK AT HEIGHT

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

John Mungovin as lead contact. Responsibility then delegated to faculty leaders/managers as appropriate

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

John Mungovin

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

Site Office

Academy H&S Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Academy Educational Visits Co-ordinator, Head Teacher/Principal
Trust CEO if high risk/residential/overseas educational visits

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

Jo Sutcliffe

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

Educational Visit Group Leader

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

Posted on H&S noticeboard in Staffroom

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

Educational Visit Group Leader

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION/ INVACUATION

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

Neil Renton and John Mungovin

Escape routes are checked by/every:

Site Team	Daily check as part of building unlocking procedure.
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Fire extinguishers are maintained and checked by/every:

Service and maintenance - Kevin HYTHE	Annually
Visually Inspected – Colin Black	Monthly

Alarms are tested by/every:

Weekly system checks – Ken Cleland/Chris Hunter	Weekly
<i>Service and maintenance</i> - Protec contractors.	Quarterly

Emergency evacuation/invacuation procedures will be tested:

Termly

APPENDICES

Listed here are other documented Health & Safety arrangements which are standard to all RKLT Academies and approved by the RKLT H&S Advisors. These are required to be implemented at all RKLT Academies where applicable.

These arrangements are explained within the RKLT H&S Policy and where required detailed documented procedures and arrangements are available within RLKT's Total Risk Manager web portal.

- 3.1 Accident and Near Miss Reporting, Investigation and Notification
- 3.2 Asbestos
- 3.3 Communication, Consultation and Co-operation on OSH matters.
- 3.4 Control of Contractors and Sub-Contractors
- 3.5 Control of Substances Hazardous to Health (COSHH)
- 3.6 Critical Incident Procedures
- 3.7 Display Screen Equipment (DSE)
- 3.8 Driving at work
- 3.9 Electrical Safety
- 3.10 Equipment
- 3.11 Fire Safety
- 3.12 First Aid
- 3.13 Gas Safety
- 3.14 Legionella
- 3.15 Lettings
- 3.16 Lone Working
- 3.17 Manual Handling
- 3.18 Medical Needs
- 3.19 New Employees and Visitors
- 3.20 New and Expectant Mothers and Women of Childbearing Age
- 3.21 Play Equipment
- 3.22 Personal Protective Equipment
- 3.23 Risk Assessments and Register
- 3.24 Safeguarding (Refer to Safeguarding Policy)
- 3.25 Safety Management
- 3.26 Academy Trips (Refer to Educational Visits Policy)
- 3.27 Security
- 3.28 Slips, Trips and Falls
- 3.29 Smoking
- 3.30 Stress
- 3.31 Swimming Pools
- 3.32 Training
- 3.33 Violence or Threatening Situations
- 3.34 Waste Arrangements
- 3.35 Working at Height
- 3.36 Young Persons