



Health and Safety at Work etc. Act 1974

**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

***Harrogate Grammar School***

**Our statement of intent to:**

- 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.
- To review and revise this policy as necessary at regular intervals.

**Signed:**

A handwritten signature in blue ink, appearing to read "A. Pauli".

**Headteacher**

**Signed:**

A handwritten signature in black ink, appearing to read "Joelle".

**Chair of Local Governing Body**

**Date: 13 05 21**

**Review date: March 2022**

## Health and Safety Policy Responsibilities

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

<b><i>Neil Renton</i></b>	<b>Head Teacher/Principal</b>
<b><i>Paul Cotton</i></b>	<b>Chair of LGB</b>

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

<b>Name: David Hurcomb</b>
<b>Responsibility: Health &amp; Safety LGB Governor Representative</b>
<b>Name: Tom Stephen</b>
<b>Responsibility: Operational implementation of H&amp;S Policy requirements on school premises</b>

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.
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and Safety Statement 2020

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## APPENDICIES

## 1. Health and safety risk arising from our work activities

Risk assessments will be undertaken by:

Faculty RA's are done within each faculty. These will then be checked by Tom Stephen who has operational responsibility for the implementation of the H&S policy.

The findings of the risk assessments will be reported to:

Neil Renton and relevant LGB member who requires sight of RA

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

Tom Stephen for approval. Action to be completed at Faculty Level where appropriate.

The person responsible for ensuring the action required is implemented is

Initial implementation checks completed at relevant Faculty Level then reviewed by Tom Stephen.

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

Tom Stephen, with the staff member/representation for Faculty undertaking the relevant activity.

Assessments will be reviewed:

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

## 2. Consultation with Employees

Employee Representative(s) are:

We have Health and Safety 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:

Staff briefing and noticeboard

Training Days

### 3.Safe Plant and equipment

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

Property Services – John Mungovin  
Building Cleaning Services – External contractor – Bulloughs

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

Property Services – John Mungovin  
Building Cleaning Services – external contractor – Bulloughs  
Catering team – Gloria Richards (Catering Manager)

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

Property Services – John Mungovin  
Building Cleaning Services – external contractors – Bulloughs  
Catering team - Gloria Richards (Catering Manager)

Problems with plant/equipment should be reported to:

Property Services – John Mungovin  
Building Cleaning Services – external contractors – Bulloughs  
Catering team - Gloria Richards (Catering Manager)

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

Property Services – John Mungovin  
Building Cleaning Services – external contractors – Bulloughs  
Catering team - Gloria Richards (Catering Manager)

#### 4.Safe Handling and Use of Substances

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

Science Faculty – Richard Sykes  
Design Technology Faculty – Craig Bulmer  
Property Services – John Mungovin  
Building Cleaning Services – External contractor - Bulloughs  
Catering teams – Gloria Richards  
Grounds Maintenance – External Contractor - Skeltons

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

Science Faculty – Richard Sykes  
Design Technology Faculty – Craig Bulmer  
Property Services – John Mungovin  
Building Cleaning Services – External contractor - Bulloughs  
Catering teams – Gloria Richards  
Grounds Maintenance – External Contractor - Skeltons

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

Science Faculty – Richard Sykes  
Design Technology Faculty – Craig Bulmer  
Property Services – John Mungovin  
Building Cleaning Services – External contractor - Bulloughs  
Catering teams – Gloria Richards  
Grounds Maintenance – External Contractor - Skeltons

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

Science Faculty – Richard Sykes  
Design Technology Faculty – Craig Bulmer  
Property Services – John Mungovin  
Building Cleaning Services – External contractor - Bulloughs  
Catering teams – Gloria Richards  
Grounds Maintenance – External Contractor - Skeltons

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

Science Faculty – Richard Sykes  
Design Technology Faculty – Craig Bulmer  
Property Services – John Mungovin  
Building Cleaning Services – External contractor - Bulloughs  
Catering teams – Gloria Richards  
Grounds Maintenance – External Contractor - Skeltons

Assessments will be reviewed:

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

## 5. Information, instruction and supervision

The Health and Safety Law poster is displayed at:

Staff Room

Health and safety advice is available from your NYCC H and S Safety Risk Adviser:

Mike Brown  
Safety Risk Advisor  
School HandS Service  
North Yorkshire County Council  
M: 07814 889521  
O: 01609 532545  
E: [mike.brown@northyorks.gov.uk](mailto:mike.brown@northyorks.gov.uk)

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

Individual Faculty 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.

## 6. Competency for tasks and training

Induction training will be provided for all employees by:

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 *(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*:

Asbestos/Legionella training – John Mungovin

First Aid training – Cathy Bennett

Fire Awareness / Fire Warden training – Training not completed in school.

Working at Height / Safe Ladder use – John Mungovin

Manual handling – Site team training by John Mungovin

Educational Visit Training – Jo Sutcliffe

Training records are kept:

Fire and asbestos training located within Site Office  
Evacuation training given to all new starters  
Online training records accessible via HR

## **7.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  
Craig Bulmer  
Caroline Brown  
Debi Smithson  
Marie Ellenthorpe  
Deborah Moore  
Jo Sutcliffe  
Kirsty Taylor  
Sharon Hardcastle  
Elaine Collins



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

## 8. Monitoring

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

Legionella testing – Craig Hanslow  
Asbestos inspection – John Mungovin  
Termly Visual H & S inspection – Tom Stephen  
Academy Establishment Inspection by NYCC HandS Service – Dec 2020  
PAT testing – Colin Black  
Fixed appliance electrical testing – Colin Black  
Extraction fans maintenance – John Mungovin – Robinsons contractors used for completion  
Prioritised programme of Academy based risk assessment annual reviews – Tom Stephen  
Boiler room annual inspection – John Mungovin – this is part of M&E servicing  
Gulleys and Gutters checked and cleaned – John Mungovin  
Pest control – Harrogate Borough Council as contractors  
Sports and Gym equipment maintenance – Dobson Streetscape

The person responsible for investigating accidents is:

Cathy Bennett and relevant manager e.g. 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 Head Teacher with devolved responsibility to relevant Faculty Leader with Tom Stephen review once complete.

## 9. 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

## 10. 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 in Academy is – Site office

## 11. Working 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

## 12. Educational visits

Off-site educational visits must be authorised by:

Academy Educational Visits Co-ordinator, Head Teacher  
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

### 13. Emergency procedures – Fire and evacuation

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

Tom Stephen and John Mungovin

Escape routes are checked by/every:

Daily check as part of building unlocking procedure.

Daily visual check

Fire extinguishers are maintained and checked by/every:

Service and maintenance – Kevin HYTHE

Annually

Alarms are tested by/every:

Weekly system checks – Ken Cleland  
Service and maintenance – John Mungovin  
Protec contractors used as required.

Weekly

Emergency evacuation/invacuation procedures will be tested:

Termly on following basis:  
Evacuation – September and April  
Invacuation – communicated annually in September

## APPENDICIES

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 relevant.

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