

THIS IS THE HEALTH AND SAFETY STATEMENT OF

North Yorkshire Rural Schools Federation

Our statement of intent is:

- Implement the requirements of NYC'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 NYC 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 clear instructions, information, 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;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

Signed: S Moore

Executive Headteacher

Signed: Corinne Cross

Chair of Governors

Date: 28/1/2026

Review date: 28/1/2027

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Sarah Moore (Exec Head Teacher)

Mrs Corinne Cross (Chair of Governors)

Day-to-day responsibility for ensuring this policy is put into practice:

Terrington and Stillington Miss India Tordoff (Head of School)

Foston and Langton Miss Katie Stringer (Head of School)

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

Name:

Mrs Jillian Perry (H & S Administrator)

Mrs Sarah Moore (Exec Head Teacher)

Responsibility:

Terrington and Stillington; Health & Safety Governor Annabel Leakey

Foston and Langton; Health & Safety Governor Hailey Barr

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).

The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated competent person is:

**Dale Barton NYES Health and Safety Service
07788 564533**

ORGANISATIONAL CHART

Please place a copy of the school's organisational chart here

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Senior Leadership Team, Senior Teachers and Staff members undertaking specific activities

The findings of the risk assessments will be reported to:

All staff

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

**Mrs Sarah Moore - Executive Head Teacher
Mrs Jillian Perry – H & S Administrator**

The person responsible for ensuring the action required is implemented is

Head of School and person undertaking activity

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

Person writing risk assessment

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:

Exec Head Teacher

Heads of School

H & S Administrator

H & S Governors

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

Staff emails

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Sarah Moore Exec Head Teacher
Foston and Langton – Head of School Miss Katie Stringer
Stillington and Terrington – Head of School Miss India Tordoff
Mrs Jillian Perry – H & S Administrator
Mrs Annabel Leakey – H & S Governor – Stillington and Terrington
Mrs Hailey Barr – H & S Governor – Foston and Langton
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
Mr Andrew Moore – Cleaner Foston
NYES Catering – Langton and Stillington

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

Mrs Sarah Moore – Exec Head teacher
Mrs Jillian Perry – H & S Administrator
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington

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

Mrs Sarah Moore – Exec Head Teacher
Mrs Jillian Perry – H & S Administrator
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington

Problems with plant/equipment should be reported to:

School Administrator
Mrs Jillian Perry – H & S Administrator
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington

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

Mrs Sarah Moore – Exec Head Teacher
Mrs Jillian Perry – H & S Administrator
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Sarah Moore – Exec Head Teacher
Mrs Jillian Perry – H & S Administrator
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington
Grounds Maintenance
Andrew Moore – Cleaner Foston

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

Mrs Sarah Moore – Exec Head Teacher
Mrs Jillian Perry – H & S Administrator
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington
Grounds Maintenance

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

Miss India Tordoff – Head of School – Stillington and Terrington
Miss Katie Stringer – Head of School – Foston and Langton
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington
Grounds Maintenance
Andrew Moore – Cleaner Foston

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

Mrs Sarah Moore – Exec Head Teacher
Mrs Jillian Perry – H & S Administrator
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington
Grounds Maintenance

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

Mrs Sarah Moore – Exec Head Teacher
Mrs Jillian Perry – H & S Administrator
NYES Property Solutions- All Schools
NYES Cleaning – Stillington, Terrington and Langton
NYES Catering – Langton and Stillington
Grounds Maintenance

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

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

Miss India Tordoff – Head of School – Stillington and Terrington

Miss Katie Stringer – Head of School – Foston and Langton

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

Miss India Tordoff – Head of School – Stillington and Terrington

Miss Katie Stringer – Head of School – Foston and Langton

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Miss India Tordoff – Head of School – Stillington and Terrington
Miss Katie Stringer – Head of School – Foston and Langton
Nominated Mentor

Job specific training will be provided by:

NYC training dept.
Safeguarding Suite
National College
Staff Mentors
NYES Health and Safety Service

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:

On the Sharepoint
Safeguarding Suite
National College

Training will be identified, arranged and monitored by:

Mrs Sarah Moore – Exec Head Teacher
Mrs Jillian Perry – H & S Administrator

ARRANGEMENTS

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

Locations of First Aid Boxes:

Terrington Staff room Hallway Class 1 Class 2 Kitchen	Foston Hallway Class4 Library EYFS	Stillington Kitchen Class 1 Class 2 Spare Classroom Office	Langton shelf next to bottom door Foss Ouse Derwent Rye ASC room
--	--	---	---

The first aiders are:

List of current first aiders displayed in staff. Majority of staff are either emergency first aid at work trained or paediatric first aid trained. One member of staff has an award in first aid at work at each school.

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

B safe

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

Mrs Jillian Perry – H & S Administrator

ARRANGEMENTS

MONITORING

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

Legionella testing
Asbestos inspection
De fib checks
Termly Visual H & S inspection
Establishment H ands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Fire alarm check
Portable fire equipment
NYES Property Solutions Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection – Langton and Stillington
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Lightning conductor – Foston
Chimney – Stillington
Solar panel inspection – Stillington
Fire shutter – Langton
Tree Inspection - Stillington

The person responsible for investigating accidents is:

Miss India Tordoff – Head of School – Stillington and Terrington
Miss Katie Stringer – Head of School – Foston and Langton

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

Miss India Tordoff – Head of School – Stillington and Terrington
Miss Katie Stringer – Head of School – Foston and Langton
NYC Occupational Health

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

Miss India Tordoff – Head of School – Stillington and Terrington
Miss Katie Stringer – Head of School – Foston and Langton
NYC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Sarah Moore – Exec Head Teacher

The Asbestos Risk Management file is kept in:

Admin Office

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:

School Admin or Staff member who admits contractor onsite

Asbestos risk assessments will be undertaken by:

NYCC Property services

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

Admin – Foston
Admin - Stillington
Kevin Cook - Cleaning Services – Langton
Anita Wolanski/ Robert Wolanski – Cleaning Services - Terrington

Records of the above inspections will be kept in:

Sharepoint

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

<u>Foston</u> Mrs Sarah Moore Mr Andrew Moore	<u>Stillington</u> Mrs Sarah Moore NYC Cleaning service	<u>Terrington</u> Mrs Sarah Moore NYC Cleaning service	<u>Langton</u> Mrs Sarah Moore Mr Kevin Cook
--	---	--	---

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

Water Management Arrangements Folder – In school office/ teams sharepoint/
Concerto

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

<u>Foston</u> Mr Andrew Moore	<u>Stillington</u> NYC Cleaning service	<u>Terrington</u> NYC Cleaning service	<u>Langton</u> Mr Kevin Cook
---	--	---	--

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

Water Management Arrangements Folder – In school office/teams sharepoint

ARRANGEMENTS

WORK AT HEIGHT

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

**Heads of School – Miss Katie Stringer – Foston/Langton, Miss India Tordoff -
Terrington/Stillington**

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

**Heads of School – Miss Katie Stringer – Foston/Langton, Miss India Tordoff -
Terrington/Stillington**

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

Teams H and S checklist

ARRANGEMENTS

MANUAL HANDLING

All manual handling tasks in the establishment must be authorised by:

Heads of School – Miss Katie Stringer – Foston/Langton, Miss India Tordoff - Terrington/Stillington

Risk assessments for manual handling tasks are to be completed by:

Jillian Perry in conjunction with Heads of Schools

Equipment used for manual handling is to be checked by and records kept in:

Teams H and S checklist

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Mrs Sarah Moore- Exec Headteacher

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

Miss Louisa Cooke

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

Group Leader

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

Sharepoint

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:

North Yorkshire property Services

Escape routes are checked by/every:

All staff	Daily
-----------	-------

Fire extinguishers are maintained and checked by/every:

North Yorkshire property Services	Annually
Visually Inspected by Admin	Monthly

Alarms are tested by/every:

School Admin	Weekly
Monks	Bi-Annually

Emergency evacuation will be tested:

Termly

APPENDICES

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 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
Lone Working Procedure
Midday Supervisor Procedure
Medical Policy
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