Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Ings Farm Primary School

Our statement of intent is:

- Implement the requirements of Galileo Multi Academy Trust'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 Galileo Multi Academy Trust 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.
- To review and revise this policy as necessary at regular intervals.

Signed: *Tim Bethell*	**Headteacher**
Signed: *Neil Young*	**Chair of Local School Board**

Date:	**21st October 2026**
Review date:	**1st September 2027**

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Tim Bethell (Headteacher)

Mr Neil Young (Chair of Local School Board)

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

Mr Tim Bethell (Head Teacher)

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

Name:

Mr Terry Lonsdale
Responsibility: Nominated Member of Staff Fire Testing/Legionella Flushing /Emergency Light Testing

Mr Neil Young
Responsibility: Nominated Governor

Mr Tim Bethell
Responsibility: Nominated Member of Staff Health & Safety

Mrs Michelle Sharpe
Responsibility: Nominated Member of Staff Health & Safety Administration

All employees must:

- **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).**

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:

Joe Moutter, Health and Safety Team, Redcar & Cleveland Borough Council
01642 444640
healthandsafetyteam@redcar-cleveland.gov.uk

ORGANISATIONAL CHART

Senior Leadership Team
Mr T Bethell Headteacher
Mrs A Ley Deputy Headteacher & SEND Lead
Mrs L Smith Key Stage 1 & Phonics Lead
Mrs J Riseborough EYFS Lead
Mrs L Buck English Lead
Mrs J Hathaway Mathematics Lead
Mrs S Holmes Assessment Lead
Mrs S Beckett PE & Sports Lead

Nursery
Mrs A Ley Teacher – Deputy Headteacher & SEND Lead
Mrs F Wigmore Teacher
Mrs S Matthews Teaching Assistant
Mrs S Huddleston Teaching Assistant
Miss S J Main Teaching Assistant

Reception
Mrs J Riseborough/ Miss L Marshall Teacher – JR – EYFS Lead/ LM – Music Lead
Miss E Wheeler Teacher – Geography Lead
Mrs S Dyball Teaching Assistant
Mrs P Reece HLTA

Year 1
Miss S Bibby Teacher – Art Lead
Mrs H Walpole Teacher – DT Lead
Mrs L Westwick Teaching Assistant

Year 2
Mrs L Stringer Teacher – RE Lead
Mrs L Smith Teacher – Key Stage 1, Early Reading & Phonics Lead
Mrs S Malik Teaching Assistant

Year 3
Miss F King Teacher – Science Lead
Mr S Johnson Teacher – MFL Lead
Miss S O'Shea Teaching Assistant

Year 4
Mrs A Wright Teacher – Computing Lead

Mrs E Williams **Teacher – PHSCE Lead**
Mrs K Temple **Teaching Assistant**

Year 5
Mrs S Holmes/ Miss L Marshall **Teacher – SH Assessment Lead/ LM Music Lead**
Mr S Southworth **Teacher – Computing Lead**
Miss C Sorrell **Teaching Assistant**

Year 6
Mr R Senior **Teacher – History Lead**
Mrs J Hathaway **Teacher – Maths Lead**
Mrs E Hollifield **Teaching Assistant**

SEND Support Team
Mrs C Pearson **Teaching Assistant – SEND**
Mrs J Recseg **Teaching Assistant – SEND**
Mrs N Thornton **Teaching Assistant – SEND**
Mrs R Lawrence **Teaching Assistant – SEND**

Additional Teaching Support
Mrs L Buck
Mrs S Beckett

Admin Team
Mrs M Sharpe **Senior Clerk**
Mrs S Matthews **Assistant Clerk**
Mrs J Mann **Assistant Clerk**

Other Staff
Mr T Lonsdale **MAT Site Maintenance Team**
Mrs K Hart **Cook in Charge**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

The Staff member undertaking activity is Michelle Sharpe

The findings of the risk assessments will be reported to:

All staff

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

Headteacher and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Headteacher and the staff member undertaking activity

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

Headteacher 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 weekly meetings

Staff briefing and noticeboard

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Headteacher
School Maintenance person/Caretaker
School Cleaning Team
Creative Catering Team (To inform Trust Administrator)

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

Headteacher
School Maintenance person/Caretaker
Trust Administrator

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

Headteacher
School Maintenance person/Caretaker
Trust Administrator

Problems with plant/equipment should be reported to:

Headteacher
School Maintenance person/Caretaker
Trust Administrator

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

Headteacher
School Maintenance person/Caretaker
Trust Administrator
Creative Catering Team (To inform Trust Administrator)

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Headteacher / H&S Officer
School Maintenance person/Caretaker
Trust Administrator
Creative Management Catering Team

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

Headteacher / H&S Officer
School Maintenance person/Caretaker
Trust Administrator
Creative Management Catering Team

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

Headteacher / H&S Officer
School Maintenance person/Caretaker
Trust Administrator
Creative Management Catering Team

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

Headteacher / H&S Officer
School Maintenance person/Caretaker
Trust Administrator

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

School Maintenance person/Caretaker
Trust Administrator
Creative Management Catering Team

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:

Headteacher or delegated staff member

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

Headteacher

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Headteacher/Line Manager

Job specific training will be provided by:

Headteacher/Line Manager
Redcar & Cleveland Borough Council Health and Safety Team

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 employees' Personal HR files

Training will be identified, arranged and monitored by:

Headteacher
Trust Administrator

ARRANGEMENTS

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

Locations of First Aid Boxes:

School Office
Staff Room
Hall
Kitchen

The first aiders are:

Names
All staff are emergency aid trained (list next to name appropriate level)

All accidents, near misses and cases of work-related ill health are to be recorded using the Trust's approved reporting arrangements. Records are maintained electronically via the online reporting system and school records where applicable.

In the office

The person responsible for reporting accidents, diseases and dangerous occurrences to Redcar & Cleveland Borough Council Health and Safety Team is:

Headteacher/Trust Administrator

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 inspections
Inter-Trust walkarounds
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Trust-led Property Condition Surveys
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:

Headteacher

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

Headteacher supported by Occupational health where applicable.

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

Headteacher
Redcar & Cleveland Borough Council Occupational health team

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Trust Administrator supported by Site Maintenance person/Caretaker

The Asbestos Risk Management file is kept in:

School Office

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

School 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:

Trust Administrator supported by Site Maintenance person/Caretaker

Asbestos risk assessments will be undertaken by:

Site Maintenance person/Caretaker
RCBC

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

RCBC – As part of Trust SLA
Will Andrews is Trust contact

Records of the above inspections will be kept in:

School Office – Eventually moving to an online portal

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Headteacher
School Maintenance Person/Caretaker

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

Via online portal maintained by Trust Provider.
portal.watermanenvironmentalgroup.co.uk
And in Water Management Arrangements Folder held in school office

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

School Maintenance Person/Caretaker

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

Via online portal maintained by Trust Provider.
portal.watermanenvironmentalgroup.co.uk
and in Water Management Arrangements Folder in school office

ARRANGEMENTS

WORK AT HEIGHT

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

Headteacher/Dedicated H&S Officer

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

All members of staff undertaking work

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

School Maintenance Person/Caretaker	**School H&S folder in school office**

ARRANGEMENTS

MANUAL HANDLING

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

Headteacher

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

All members of staff undertaking task

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

School Maintenance Person/Caretaker	**School H&S Folder kept in school office**

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

Member of staff undertaking task and authorised by Headteacher

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Headteacher and Educational Visits Manager (Currently: Simon Willis) where applicable

The Educational Visits Co-ordinator (EVC) is:

Nominated EVC to complete

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

Group Leader

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

School office and on Galileo staff portal

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

Headteacher/Group Leader/EVC

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Headteacher

Escape routes are checked by/every:

All staff	**Daily**

Fire extinguishers are maintained and checked by/every:

Safe & Sure Ltd Visually Inspected	**Annually**

Alarms are tested by/every:

Site Maintenance Person/Caretaker	**Weekly**

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.*

Galileo MAT H&S Employee Handbook
Galileo MAT H&S Policy
Business Continuity Plan
Trust Safeguarding Policy
Lockdown Procedure
Disaster Recovery Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Fire Safety Procedure
First Aid and Medicines Procedures
First Aid at Work Procedure
Intimate Care Procedure
Online Safety/ICT Policies
Lettings Procedure
Lone Working Procedure
Manual Handling Procedure
Missing Child Procedure
Snow and Ice Procedure
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure