

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Sheep Dip Lane Academy

Our statement of intent is:

- Implement the requirements of Exceed Learning Partnership 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 Exceed Learning Partnership and Clear Risk Management 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:

Principal

Signed:

Chair of Governors

Date: September 2024

Review date: September 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs F Parish (Principal)

Mr C Lambert (Chair of Governors)

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

Name: Mrs T Dudley-Shaw

Responsibility: Health & Safety Governor

Principal – Mrs F Parish

Vice Principal – Mrs A Parkhurst

Academy Business Manager – Mrs S Foster

Office Manager – Miss M Graham

Site Manager – Mr G Baker

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:

Mrs Parish and the staff member undertaking activity

The findings of the risk assessments will be reported to:

All staff

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

Mrs Parish and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Parish and the staff member undertaking activity

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

Mrs Parish 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:

Facilities Team

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

**Trust Facilities Team
Principal
Business Manager
Facilities Team**

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

**Principal
Business Manager
Facilities Team**

Problems with plant/equipment should be reported to:

Facilities Team

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

**Trust Facilities Team
Principal
Business Manager
Facilities Team**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Trust Facilities Team
Facilities Team

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

Facilities Team

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

Principal
Business Manager

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

Facilities Team

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

Facilities 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 x 2
Reception

Health and safety advice is available from your HandS Safety Risk Adviser:

Clear Risk Management

01302 346813

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

Mrs A Parkhurst

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

Mrs S Foster

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Mrs Parkhurst
Mrs Foster

Job specific training will be provided by:

Clear Risk Assessment

Health and Safety Training Requirements:

Asbestos/Legionella training – Induction All Staff

First Aid training – Mrs A Parkhurst

Fire Awareness / Fire Warden training – Mrs Foster/School Bus

Working at Height / Safe Ladder use – All Staff

Manual handling – All Staff

Educational Visit Training – Mrs F Parish

Training records are kept:

In Health & Safety Document Management file & National College Training Platform

Training will be identified, arranged and monitored by:

Trust Central Team
Mrs Foster

ARRANGEMENTS

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

Locations of First Aid Boxes:

All Classrooms
First Aid/Medical Room
Kitchen
Playtime Supervising Staff

The first aiders are:

First Aiders			
Colleague name	Job title	Attended training date	Training expires date
First Aid at Work			
Gary Baker	Site Manager	27/07/2022	27/07/2025
Alison Parkhurst	Vice Principal	15/09/2023	14/09/2026
Natalie Jones-Pounder	Class Teacher	08/12/2021	07/12/2024
Katie Vose	Class Teacher	08/12/2021	07/12/2024
Paediatric First Aid			
Sharon Bradley	Support Staff	12/10/2023	12/10/2026
Jason Cocker	Class Teacher	02/11/2022	02/11/2025
Rebecca Cook	Support Staff	02/11/2022	02/11/2025
Olivia Heath-Holmes	Class Teacher	02/11/2022	02/11/2025
Amanda Willis	Nursery Nurse	02/11/2022	02/11/2025
Helen Cosa	Support Staff	08/12/2021	07/12/2024
Gemma Matthews	Class Teacher	08/12/2021	07/12/2024
Sally Spiers	Class Teacher	08/12/2021	07/12/2024
Kelly Mason	HLTA	12/10/2023	12/10/2026
Olivia Hinchliffe	Admin Assistant	12/10/2023	12/10/2026
Stacey Davenport	Support Staff	12/10/2023	12/10/2026
Emma Rhodes	Support Staff	12/10/2023	12/10/2026
Terry Storey	Support Staff	12/10/2023	12/10/2026
Carly Winter	Support Staff	12/10/2023	12/10/2026
Kerry Frost	Support Staff	12/10/2023	12/10/2026
Nicola Wilson	Support Staff	12/10/2023	12/10/2026

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

In the office

The person responsible for reporting accidents, diseases and dangerous occurrences to the Clear Risk management is:

Mrs Parish

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
Gulley and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mrs Parish

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

Clear Risk Management

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

Clear Risk Management

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Parish

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:

Mrs Parish & Mrs Foster

Asbestos risk assessments will be undertaken by:

DMBC

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

Mr Baker

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs F Parish
Mr G Baker

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

Water Management Arrangements Folder

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

Mr Baker

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

Water Management Arrangements Folder

ARRANGEMENTS

WORK AT HEIGHT

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

Mrs Parish

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

Mrs Parish and all members of staff

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

Health & Safety
Governor

Establishment Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Clear Risk Management, Mrs Parish and Governors

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

Mrs F Parish

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

Group Leader

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

Staffroom

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

Trip Leader/Class Teacher
Mrs F Parish

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Trust Central Team
Mrs F Parish

Escape routes are checked by/every:

Mr G Baker	Daily
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Fire extinguishers are maintained and checked by/every:

Churches Fire Visually Inspected	Annually Termly
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Alarms are tested by/every:

Mr Baker	Weekly
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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
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