

## 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 NYCC 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: 11<sup>th</sup> September 2023**

**Review date: September 2024**

## HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

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

**Mrs Parish**

**Mr C Lambert**

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

**Name: Mrs Parkhurst & Mrs Shaw**

**Responsibility: Health & Safety Governor**

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:**

**Miss Graham or Mrs Foster 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**

**Mr Baker or Mrs Foster and the staff member undertaking activity**

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

**Mrs Foster 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 briefings and emails

Training Days

## **ARRANGEMENTS**

### **SAFE PLANT AND EQUIPMENT**

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

**Mr Baker  
Property Services  
Building Cleaning Services  
Caterers**

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

**Mr Baker  
Property Services  
Building Cleaning Services  
Caterers**

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

**Mrs Foster  
Property Services  
Building Cleaning Services  
Caterers**

**Problems with plant/equipment should be reported to:**

**Mr Baker or Mrs Foster using the Parago platform  
Property Services  
Building Cleaning Services  
Caterers**

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

**Mrs Foster  
Property Services  
Building Cleaning Services  
Caterers**

## **ARRANGEMENTS**

### **SAFE HANDLING AND USE OF SUBSTANCES**

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

**Mr Baker  
Property Services  
Building Cleaning Services  
Caterers  
Grounds Maintenance**

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

**Mr Baker  
Property Services  
Building Cleaning Services  
Caterers  
Grounds Maintenance**

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

**Mrs Foster  
Property Services  
Building Cleaning Services  
Caterers  
Grounds Maintenance**

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

**Mrs Foster  
Property Services  
Building Cleaning Services  
Caterers  
Grounds Maintenance**

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

**Mr Baker  
Property Services  
Building Cleaning Services  
Caterers  
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:

Reception

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

Dale Barton  
07788 564533

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

Mrs 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:

Miss Graham or Mrs Foster

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Any SLT dependent on position recruited to

Job specific training will be provided by:

NCTL training platform  
HandS 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:

In Health & Safety Document Management file & NCTL training platform

Training will be identified, arranged and monitored by:

Miss Graham



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Staff Room  
First Aid Room  
Foundation Stage Toilet Area  
Security Cupboard

### The first aiders are:

#### First Aid at Work:

Mr Baker  
Mrs Parkhurst  
Miss Pounder  
Mrs Steeper  
Mr Storey  
Mrs Vose

#### Paediatric First Aid:

Mrs Bradley  
Mr Cocker  
Mrs Cook  
Mr Copestick  
Mrs Davenport  
Mrs Frost  
Mrs Gamblin  
Miss Hinchliffe  
Mrs Sparrow  
Mrs Willis  
Mrs Cosa  
Mrs Matthews  
Mrs Spiers  
Mrs Mason  
Mrs Rhodes  
Mr Storey  
Mrs Wilson  
Mrs Winter  
Mrs Worth

All first aiders are Emergency First Aid Trained, including in the use of the Defibrillator

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

**In the office**

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

**Miss Graham**

## 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:

Mrs Parish  
NYCC Occupational health

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

Mrs Parish  
NYCC Occupational health

# **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:**

**Admin Team & Mr Baker**

**Asbestos risk assessments will be undertaken by:**

**Outside contractors – DMBC & Inspectas**

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

**Outside contractors – DMBC & Inspectas**

**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:

Mr Baker  
Mrs Parish

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 Foster**

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

**Mr Baker and all members of staff**

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

**Zurich**

**Establishment Management File**

## **ARRANGEMENTS**

### **EDUCATIONAL VISITS**

**Off-site educational visits must be authorised by:**

**NYCC, Mrs Parish and Governors**

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

**Mrs Parish**

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

**Group Leader**

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

**Staffroom**

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

**Mrs Parish**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Foster

Escape routes are checked by/every:

Mr Baker

Daily

Fire extinguishers are maintained and checked by/every:

Churches Fire Services  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Mr Baker  
Centurion

Weekly  
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**  
**Lettings Procedure**  
**Lone Working 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**