



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

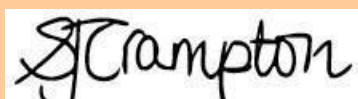
Carr Lodge Academy

Our statement of intent is:

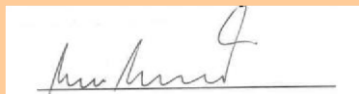
- Implement the requirements of NYCC's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with 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.

Principal

Signed:

Handwritten signature of J Crampton in black ink on a white rectangular background.

Signed:

Handwritten signature of the Chair of Governors in black ink on a white rectangular background.

**Chair of
Governors**

Date: 21/11/23 Review date: 20/11/24

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs Sarah Crampton (Principal)

Mr Chris Lambert (Chair of Governors)

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

Name: Mr Tim Thompson

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:

Mrs Jane Slee-Karim, Theresa O'Connor, Angie Driver, Sophie Scurfield, Aaron Gill

The findings of the risk assessments will be reported to:

All staff

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

Mrs Jane Slee-Karim, Sarah Crampton, and the staff member undertaking the activity

The person responsible for ensuring the action required is implemented is

Mrs Jane Slee-Karim and Mrs Sarah Crampton and the staff member undertaking activity

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

Mrs Jane Slee-Karim, Sarah Crampton 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:

**Mrs Jane Slee-Karim and Mrs Theresa O'Connor Property Services Building
Cleaning Services NYCC County Caterers**

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

**Mrs Jane Slee-Karim and Mrs Theresa O'Connor Property Services Building
Cleaning Services NYCC County Caterers**

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

**Mrs Theresa O'Connor Property Services Building Cleaning Services NYCC County
Caterers**

Problems with plant/equipment should be reported to:

**Mrs Theresa O'Connor Property Services Building Cleaning Services NYCC County
Caterers**

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

**Mrs Jane Slee-Karim and Theresa O'Connor Property Services Building Cleaning
Services NYCC County Caterers**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Lisa Moffat, Jane Slee-Karim and Theresa O'Connor Property Services Building Cleaning Services NYCC County Caterers NYCC Grounds Maintenance

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

Mrs Theresa O'Connor Property Services Building Cleaning Services NYCC County Caterers NYCC Grounds Maintenance

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

Mrs Theresa O'Connor Property Services Building Cleaning Services NYCC County Caterers NYCC Grounds Maintenance

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

Mrs Jane Slee-Karim and Theresa O'Connor Property Services Building Cleaning Services NYCC County Caterers NYCC Grounds Maintenance

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

Mrs Jane Slee-Karim, Mrs Lisa Moffat and Mrs Theresa O'Connor Property Services Building Cleaning Services NYCC County Caterers NYCC Grounds Maintenance

Assessments will be reviewed:

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

ARRANGEMENTS

The Health and Safety Law poster is displayed at:

Staff Room

Health and safety advice is available from your NYES Health and Safety (HandS) Service Safety Risk Adviser:

Dale Barton NYES Health and Safety (HandS) Service 07788 564533

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

Mrs P Lownes, Mrs J Watson and Mrs M Stead

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 Jane Slee-Karim

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction Mrs Jane Slee-Karim

Job specific training will be provided by:

NYCC training dept.
DMBC Mrs Jane Slee-Karim, SLT, Line Manager 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

Training will be identified, arranged and monitored by:

Mrs Jane Slee-Karim and Mrs Amy Sampson

ARRANGEMENTS

Locations of First Aid Boxes:

Cloakroom Hall Kitchen Each Classroom School Office

The first aiders are:

All staff are emergency aid trained

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 NYCC CYPS Health and Safety section is:

Mrs Jane Slee-Karim and Mrs Sarah Crampton

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
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance**

The person responsible for investigating accidents is:

Mrs Jane Slee-Karim

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

Mrs Jane Slee-Karim NYCC Occupational health

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

Mrs Jane Slee-Karim NYCC Occupational health

ARRANGEMENTS

The Responsible Officer for asbestos management is:

n/a

The Asbestos Risk Management file is kept in:

n/a

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

n/a

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:

n/a

Asbestos risk assessments will be undertaken by:

n/a

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

n/a

Records of the above inspections will be kept in:

n/a

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs Sarah Crampton Mrs Jane Slee-Karim Mrs Theresa O'Connor

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:

Mrs Theresa O'Connor

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

Water Management Arrangements Folder

ARRANGEMENTS

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

Mrs Jane Slee-Karim and Mrs Sarah Crampton

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

Mrs Jane Slee-Karim and all members of staff

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

Establishment
Governor

Establishment Management File

ARRANGEMENTS

Off-site educational visits must be authorised by:

NYCC, Mrs Sarah Crompton and Governors

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

Ms Amy Stewart

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 Exeant by:

Ms Amy Stewart and individual class teacher

ARRANGEMENTS

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

Mrs Jane Slee-Karim and Mrs Sarah Crampton

Escape routes are checked by/every:

All staff Theresa O'Connor	Daily
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Fire extinguishers are maintained and checked by/every:

EFS Visually Inspected – Theresa O'Connor	Annually Termly
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Alarms are tested by/every:

Mrs Theresa O'Connor	Weekly Bi-Annually
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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 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