

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Rosedale Academy

Our statement of intent is:

- Implement the requirements of Exceed Learning Partnership'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.

Signed: Jack Wardle **Principal**

Signed: Chris Lambert **Chair of LGB**

Date: 26/9/23

Review date: 25/9/24

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mr Jack Wardle (Principal)

Mr Chris Lambert (Chair of LGB)

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

Name: Chris Lambert

Responsibility: Health & Safety Governor

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Jane Slee-Karim, Jack Wardle, Sarah Adams, Scott Potter, Nicola Mowatt, Helen Baker

The findings of the risk assessments will be reported to:

All staff

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

Jane Slee-Karim, Jack Wardle and the staff member undertaking the activity

The person responsible for ensuring the action required is implemented is

Jane Slee-Karim, Jack Wardle and the staff member undertaking the activity

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

Jane Slee-Karim, Jack Wardle and the staff member undertaking the 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 Mr Scott Potter
DMBC Property Services
Premises Team
Catering Team**

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

**Mrs Jane Slee-Karim and Mr Scott Potter
DMBC Property Services
Premises Team
Catering Team**

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

**Mr Scott Potter
DMBC Property Services**

Problems with plant/equipment should be reported to:

**Mr Scott Potter
DMBC Property Services**

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

**Mrs Jane Slee-Karim and Mr Scott Potter
DMBC Property Services**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs Cheryl Dean, Mrs Jane Slee-Karim and Mr Scott Potter

**DMBC Property Services
Catering Manager
Willow Grounds Maintenance**

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

**Mr Scott Potter
DMBC Property Services
Catering Manager
Willow Grounds Maintenance**

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

**Mr Scott Potter
DMBC Property Services
Catering Manager
Willow Grounds Maintenance**

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

**Mrs Jane Slee-Karim and Mr Scott Potter
DMBC Property Services
Catering Manager
Willow Grounds Maintenance**

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

**Mrs Jane Slee-Karim and Mr Scott Potter
and Mrs Cheryl Dean
DMBC Property Services
Catering Manager
Willow 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

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:

Jack Wardle and Sarah Adams

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 training dept
Mrs Jane Slee-Karim, SLT, Line Manager
HandS Service
National College

Health and Safety Training Requirements:

Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training/Exeant

Training records are kept:

In Health & Safety Document Management file

Training will be identified, arranged and monitored by:

Mrs Jane Slee-Karim and Mrs Cheryl Dean

ARRANGEMENTS

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

Locations of First Aid Boxes:

**Kitchen
Each Classroom
School Office
Medical Bay Upper School (near main entrance)**

The first aiders are:

All staff are emergency aid trained list displayed in medical bay, staff rooms, hall and main office

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 Mr Jack Wardle and Mrs Cheryl Dean

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

The person responsible for investigating accidents is:

Mrs Jane Slee-Karim and Mrs Cheryl Dean

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

Mrs Jane Slee-Karim DMBC Occupational health

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

Mrs Jane Slee-Karim Mrs Cheryl Dean
DMBC Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Jane Slee-Karim and Mr Scott Potter

The Asbestos Risk Management file is kept in:

Main Office

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

Main Office in risk management file

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 Jane Slee-Karim, Mrs Cheryl Dean, Jack Wardle and Mr Scott Potter

Asbestos risk assessments will be undertaken by:

Inspectas Asbestos Management Services

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

Scott Potter Site Supervisor

Records of the above inspections will be kept in:

Main office in risk management file

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mrs Jane Slee-Karim Mr Jack Wardle
Mr Scott Potter

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 Scott Potter

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 Jane Slee-Karim Mr Jack Wardle

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

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

DMBC, Mr Jack Wardle and LGB

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

Mrs Jo Endley

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

Group Leader

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

**Staffroom
Website**

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

Mrs Jo Endley and individual class teacher

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs Jane Slee-Karim Jack Wardle

Escape routes are checked by/every:

All staff Scott Potter	Daily
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Fire extinguishers are maintained and checked by/every:

EFS Visually Inspected – Scott Potter	Annually Weekly
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Alarms are tested by/every:

Mr Scott Potter ADT	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