

Spa Academy Askern

Our statement of intent is:

- Implement the requirements of Leger Education 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;
- 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:



Headteacher

Signed:



Chair of Governors

Date: September 2022

Review date: September 2023



HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs E Anderson (Head Teacher)

Mr W Dorey (Chair of Governors)

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

Name: Mr Wayne Dorey

Responsibility: Health & Safety Link 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 Bennett 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 E Anderson and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs E Anderson and the staff member undertaking activity

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

Mrs C Bennett 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

SAFE PLANT AND EQUIPMENT

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

**Mr A Meek
Property Services
Metroclean
Trust Catering Manager**

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

**Mrs C Bennett
Property Services
Metroclean
Trust Catering Manager**

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

**Mrs C Bennett
Property Services
Metroclean
Trust Catering Manager**

Problems with plant/equipment should be reported to:

**Mrs C Bennett
Property Services
Metroclean
Trust Catering Manager**

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

**Mrs C Bennett
Property Services
Metroclean
Trust Catering Manager**



ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs C Bennett & Mr A Meek
Property Services
Metroclean
Trust Catering Manager

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

Mrs C Bennett
Property Services
Metroclean
Trust Catering Manager

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

Mrs C Bennett
Property Services
Metroclean
Trust Catering Manager

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

Mrs C Bennett
Property Services
Metroclean
Trust Catering Manager

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

Mrs C Bennett
Property Services
Metroclean
Trust Catering Manager

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 & Catering Manager's Office

Health and safety advice is available from Leger Education Trust Estate Manager

**Aaron Lethem
01302 700002**

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

Mrs E Anderson

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 C Bennett



ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**Local SLT Induction
Mrs E Anderson**

Job specific training will be provided by:

**Mrs E Anderson
Mr A Lethem**

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



ARRANGEMENTS

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

Locations of First Aid Boxes:

School Office
Kitchen

The first aiders are:

Mrs C Bennett
Mrs J Hepworth
Mrs C Lindley
Mrs S Williams
Ms A Leighton
Mrs L Hartgrove
Mrs K Leighton
Ms M Humble
Ms L Beresford
Mr A Meek
Mrs L Blake
Mrs C Bevan

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 Trust Estate Manager:

Mrs C Bennett



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 C Bennett

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

Mrs C Bennett
DMBC Occupational Health

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

Mrs C Bennett
DMBC Occupational health



ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr A Meek

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:

Mr A Meek and Mrs C Bennett

Asbestos risk assessments will be undertaken by:

DMBC

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

Mr A Meek

Records of the above inspections will be kept in:

Admin Office



ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

The 'Nominated Person' for Water Management at the premises are:

Mr A Meek

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 A Meek

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

Water Management Arrangements Folder Mr A Meek's office & uploaded on to the compliance software - Every



ARRANGEMENTS

WORK AT HEIGHT

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

Mrs C Bennett

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

Mrs C Bennett and all members of staff



ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

DMBC, Mrs E Anderson and Governors

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

Mrs C Bennett

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

Group Leader

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

Staffroom

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

Mrs C Bennett

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs C Bennett

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Firesolve
Visually Inspected

Annually
Termly

Alarms are tested by/every:

Mr A Meek
Advance Alarms

Weekly
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.*

Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Fire Safety Procedure
First Aid and Medicines Procedures
First Aid at Work Procedure
Lone Working Procedure
Working at Height Procedure