

## Spa Academy Askern

### Our statement of intent is:

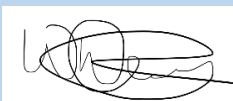
- Implement the requirements of Leger Education Trust's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters 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 2023

Review date: September 2024

# 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  
Sports Hall  
Breakfast/DT Room

#### The first aiders are:

Mrs J Hepworth  
Mrs C Lindley  
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/reported online

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/Ms E Towner**

**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/staff member organising trip**

## 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<br>Visually Inspected | Annually<br>Termly |
|---------------------------------|--------------------|

Alarms are tested by/every:

|                             |                    |
|-----------------------------|--------------------|
| Mr A Meek<br>Advance Alarms | Weekly<br>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**