



Health and Safety

Health and Safety at Work etc. Act 1974




**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

**Hill Top 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.

Signed:  Principal

Signed: : Chair of Governors

Date: 01/12/2021

Review date: September 2022

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

**Mrs Rachael Macleod (Principal)**

**Mrs Diane Dunn (Chair of Governors)**

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

**Site Manager Mr Neil Newsome / Business Manager Claire Asprey / Office Manager Helen Rotherforth all have delegated responsibilities as listed in this document.**

**Responsibility: Health & Safety Governor – Mr Kris Ramsey**

**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:**

**The member of staff with designated responsibility for the activity will review and update the risk Assessment.**

**The findings of the risk assessments will be reported to:**

**All staff**

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

**Office Manager / Business Manager**

**The person responsible for ensuring the action required is implemented is**

**The member of staff undertaking the activity**

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

**The member of staff 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:

Site Manager, Neil Newsome / Business Manager Claire Asprey in accordance with the planned maintenance schedule.

Metroclean  
DMBC Catering

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

Site Manager, Mr Neil Newsome / Business Manager Claire Asprey in accordance with the planned maintenance schedule.

Metroclean  
DMBC Catering

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

Site Manager, Mr Neil Newsome / Business Manager Claire Asprey in accordance with the planned maintenance schedule.

Metroclean  
DMBC Catering

Problems with plant/equipment should be reported to:

Site Manager – Neil Newsome

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

Site Manager, Mr Neil Newsome / Business Manager Claire Asprey in accordance with the planned maintenance schedule.

Metroclean  
DMBC Catering

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

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

Site Manager, Mr Neil Newsome / Business Manager Claire Asprey in accordance with the planned maintenance schedule.

Metroclean  
DMBC Catering

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

Site Manager, Mr Neil Newsome / Business Manager Claire Asprey manage COSHH records and ensure availability to all staff.

Metroclean  
DMBC Catering

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

All Academy staff have responsibility to ensure that COSHH procedures are followed in accordance with the data sheets which are available from the admin office.

Metroclean Staff  
DMBC Catering Staff

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

Site Manager, Mr Neil Newsome / Business Manager Claire Asprey manage COSHH records and ensure availability to all staff.

Metroclean  
DMBC Catering

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

Site Manager, Mr Neil Newsome / Business Manager Claire Asprey manage COSHH records and ensure availability to all staff.

Metroclean  
DMBC Catering

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 / Main admin office

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

Terry Bland, NYCC H and S Service  
07813 007289

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

Mrs Michelle Hodgson (Vice Principal)

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 Michelle Hodgson (Vice Principal)

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Mrs Michelle Hodgson (Vice Principal)

Job specific training will be provided by:

NYCC training dept.  
H&S Online Training Providers  
Practice drills (Fire/Lockdown)  
Academy H&S Briefings

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:

Training file - admin office

Training will be identified, arranged and monitored by:

SLMT identify training requirements alongside members of staff  
Training arranged and monitored by Helen Rotherforth – Office Manager



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

School Office  
First Aid Room  
One between each year group  
Kitchen

### The first aiders are:

Mrs Gail Porter  
Mrs Carol Calver Jones  
Mrs Alison Dyer  
Mrs Denise Jones  
Miss Sandra Churms  
Miss Tammy Stothard  
Mrs Lynda Martin  
Mrs Helen Rotherforth  
Miss Claire Asprey  
Miss Elena Jeffery  
Mrs Michelle Hodgson  
Mrs Sharon Burfield  
Mrs Deb Harden  
Mrs Lindsey Jones  
Mrs Margaret Jeffery  
Mrs Lara Miles  
Mrs Vicky Shaw  
Mrs Sarah Taylor  
Miss Selina Ellender  
Mrs Sam Prowse  
Miss Ellen Mee  
Mrs Marie Chilton  
Mrs Heather Hancock  
Miss Kayleigh Hanson  
Mrs Leeanne Straw  
Miss Jessica Walker

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

In the First Aid Room

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

Mrs Helen Rotherforth – Office Manager

# 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  
Internal / External H&S Audits (Exceed Learning Partnership / Governors / NYCC)  
Fire Risk Assessment / survey  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
Property Services Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

**Mrs Helen Rotherforth – Office Manager in conjunction with reportee**

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

**Miss Claire Asprey Business Manager / Mrs Rachael Macleod - Principal  
DMBC Occupational health**

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

**Mrs Helen Rotherforth – Office Manager / Mrs Rachael Macleod - Principal**

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Neil Newsome – Site Manager

The Asbestos Risk Management file is kept in:

Admin Office – Site Manager Cupboard

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:

All office staff / Site Manager

Asbestos risk assessments will be undertaken by:

DMBC PBM

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

Neil Newsome – Site Manager

Records of the above inspections will be kept in:

Admin Office – Site Manager Cupboard

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Neil Newsome – Site Manager  
Claire Asprey – Business Manager

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder – Site Manager Cupboard in Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Neil Newsome – Site Manager

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

Water Management Arrangements Folder – Site Manager Cupboard in Office

# ARRANGEMENTS

## WORK AT HEIGHT

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

Mrs Rachael Macleod (Principal)

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

The member of staff working at height

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

Neil Newsome –  
Site Manager  
Zurich Insurance

Compliance Checks File – Admin Office  
Parago – Online service records software

# **ARRANGEMENTS**

## **EDUCATIONAL VISITS**

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

**DMBC, Mrs Rachael Macleod and Governors**

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

**Mrs Helen Rotherforth – Office Manager**

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

**Group Leader**

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

**On school website and in school office**

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

**Visit leader and Mrs Helen Rotherforth – Office Manager**

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Site Manager – Neil Newsome / Business Manager – Claire Asprey

Escape routes are checked by/every:

|   |       |
|---|-------|
| All staff ensure routes remain clear<br>Site Manager – Neil Newsome | Daily |
|---|-------|

Fire extinguishers are maintained and checked by/every:

|                                 |                   |
|---------------------------------|-------------------|
| Firesolve<br>Visually Inspected | Annually<br>Daily |
|---------------------------------|-------------------|

Alarms are tested by/every:

|                                     |                       |
|-------------------------------------|-----------------------|
| Site Manager – Neil Newsome<br>DMBC | Weekly<br>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.*

**Safeguarding Policy**  
**Allergens**  
**Lockdown Procedure**  
**Business Continuity Plan**  
**Educational Visits Policy**  
**Display Screen Equipment Risk Assessments**  
**Emergency Procedures**  
**Fire Evacuation Procedure**  
**Administering Medicines Policy**  
**First Aid Policy**  
**Intimate Care Policy**  
**Lettings Policy**  
**Lone Working Risk Assessment**  
**Snow and Ice Risk Assessment**  
**Premises Management Policy**  
**COSHH records**  
**Stepladder Risk Assessment**  
**Staff Code of Conduct2021**