

Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

CAMPSMOUNT ACADEMY

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;
- co-operate with Leger Education Trust 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: 23/09/2022

Review date: Annual



HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Ian Midgley (Principal)

Debbie Nelson (School Business Manager)

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

Name: Sarah Thompson

Responsibility: Chair of Governors

All employees have to:

- co-operate with the Head Teacher 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:

Staff member undertaking activity with guidance from Debbie Nelson (School Business Manager)

The findings of the risk assessments will be reported to:

All staff

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

Debbie Nelson (School Business Manager)/Ian Midgley (Principal) and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Debbie Nelson (School Business Manager)/Ian Midgley (Principal) and the staff member undertaking activity

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

Debbie Nelson (School Business Manager)/Ian Midgley (Principal) 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:

Ian Midgley (Principal), Debbie Nelson (School Business Manager)

Health and Safety Committee Members:

Rob Stewart

Claire Fillipo

Karen Elmes

Adam Makings

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

Individual Meetings i.e. expectant mothers

Health and Safety Committee Meetings (held each half term)



ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Rob Watkinson (Site Manager)
Nigel Short (Assistant Caretaker)
Aaron Lethem (Trust Estates Manager) Technical Services
Michelle Outhwaite (Cleaning Team Leader)
Kay Salter (Trust Catering Manager)

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

Ian Midgley (Principal)
Aaron Lethem (Trust Estates Manager) Technical Services
Debbie Nelson (School Business Manager)
Kay Salter (Trust Catering Manager)
Rob Watkinson (Site Manager)

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

Ian Midgley (Principal)
Aaron Lethem (Trust Estates Manager) Technical Services
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Kay Salter (Trust Catering Manager)

Problems with plant/equipment should be reported to:

Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Kay Salter (Trust Catering Manager)
Aaron Lethem (Trust Estates Manager) Technical Services

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

Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Kay Salter (Trust Catering Manager)
Aaron Lethem (Trust Estates Manager) Technical Services



ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Ian Midgley (Principal)
Aaron Lethem (Trust Estates Manager) Technical Services
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Kay Salter (Trust Catering Manager)
Michelle Outhwaite (Cleaning Team Leader)

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

Ian Midgley (Principal)
Aaron Lethem (Trust Estates Manager) Technical Services
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Kay Salter (Trust Catering Manager)
Michelle Outhwaite (Cleaning Team Leader)

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

Ian Midgley (Principal)
Aaron Lethem (Trust Estates Manager) Technical Services
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Kay Salter (Trust Catering Manager)
Michelle Outhwaite (Cleaning Team Leader)

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

Ian Midgley (Principal)
Aaron Lethem (Trust Estates Manager) Technical Services
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Kay Salter (Trust Catering Manager)
Michelle Outhwaite (Cleaning Team Leader)

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

Ian Midgley (Principal)
Aaron Lethem (Trust Estates Manager) Technical Services
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Kay Salter (Trust Catering Manager)
Michelle Outhwaite (Cleaning Team Leader)



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:

In the staff room and in the kitchen

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

Aaron Lethem
01302 700002

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

Ian Midgley (Principal), Designated staff member (usually link SLT or Head of Department)

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Ian Midgley (Principal), Designated staff member (usually link SLT or Head of Department)



ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Ian Midgley (Principal)
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Relevant Head of Department or SLT

Job specific training will be provided by:

Trust Estates Manager
Site Manager

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

Training records are kept:

School Training Log (located in Campsmount SLT shared drive)

Training will be identified, arranged and monitored by:

Ian Midgley (Principal)
Aaron Lethem (Estates Manager)
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Relevant Head of Department or SLT



ARRANGEMENTS

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

Locations of First Aid Boxes:

First Aid Room
DT Department
Science Department
PE Department
Sports Centre
SBM Office
Minibus
Ice Packs are located in the First Aid room freezer

The first aiders are:

Sarah Stollery
Phil Hazelby
Lucy Gilroy Simpson
Jacqueline Butterworth
Rob Stewart
Rob Watkinson
Louise Flitcroft
Julie Roberts
Donna Watson

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

With Business Manager
CPOMs (for incidents involving students)

The person responsible for reporting accidents, diseases and dangerous occurrences to the Facilities Manager is:

Debbie Nelson (School Business Manager)



ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing
Termly Visual H & S inspection
Establishment H & S 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:

Ian Midgley (Principal)
Debbie Nelson (School Business Manager)
Relevant SLT Link/Head of Department

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

Ian Midgley (Principal)
Debbie Nelson (School Business Manager)

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

Ian Midgley (Principal)
DMBC Occupational health



ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

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 (ACMs) are kept in:

N/A

Ensuring that contractors are made aware of the location of ACMs 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 ACMs will be undertaken by:

N/A

Records of the above inspections will be kept in:

N/A



ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Rob Watkinson (Site Manager)
Nigel Short (Assistant Caretaker)

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:

Nigel Short (Assistant Caretaker)

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:

Ian Midgley (Principal)
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)

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

Ian Midgley (Principal)
Debbie Nelson (School Business Manager)
Rob Watkinson (Site Manager)
Member of staff

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

Equipment Check Log



ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Ian Midgley (Principal)

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

Chris Bentley (SLT)

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

Group Leader

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

Policies folder (Campsmount Share Point)

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

Chris Bentley (SLT and EVC)



ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Ian Midgley (Principal)
Aaron Lethem (Estates Manager)
Debbie Nelson (School Business Manager)

Escape routes are checked by/every:

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

FireSolve Visually Inspected	Annually Termly
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Alarms are tested by/every:

Rob Watkinson (Site Manager) and Nigel Short (Caretaker) Compco	Weekly Bi-Annually
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Emergency evacuation will be tested:

Every half term



APPENDICES

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

Emergency Plan
Minibus Policy
Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Disaster Recovery 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
Laptop and Tablet Procedure
Lettings Procedure
Lone Working Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Working at Height Procedure
Supporting Students with Medical Conditions Policy
Covid-19 Risk Assessment
Covid-19 Visitor Policy

