


Health and Safety at Work etc. Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

### Hall Cross Academy

#### Our statement of intent is:

- Implement the requirements of Exceed Learning Partnership 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 Exceed Learning Partnership and 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: Simon Swain

Signed: 

Chair of Governors: David Williams

Date: October 2024

Review date: October 2025

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

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

Simon Swain (Principal)

David Williams (Chair of Governors)

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

Name: To be confirmed  
Responsibility: Health & Safety Governor

Name: Andy Hibbitt  
Responsibility: Trust Accountable Person

Name: Clair Long  
Responsibility: Trust Responsible Person

Name: Simon Swain  
Responsibility: Academy Accountable Person

Name: Kimberley Brown  
Responsibility: Academy Responsible Person

Name: Jason Grant  
Responsibility: Estates Manager

**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:**

Mike Lister – Science  
Kat Stephens – PE  
Amy Scattergood – ADT  
Jason Grant – Premises  
Vicky Moore – Trips and Visits  
Jude Hall – HR  
Karen Hargrave - Safeguarding

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

All staff

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

Kimberley Brown – Business Manager  
Simon Swain – Principal  
Members of staff undertaking the activity

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

Kimberley Brown – Business Manager  
Simon Swain – Principal  
Members of staff undertaking the activity

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

Kimberley Brown – Business Manager  
Simon Swain – Principal  
Members of staff 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:**

Union representatives

**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:**

Overall – Kimberley Brown (Business Manager)  
Premises – Jason Grant (Estates Manager)  
Building Cleaning Services – Keith Whitehouse (RCCN)  
Caterers – Ian Garnett (Mellors)

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

Overall – Kimberley Brown (Business Manager)  
Premises – Jason Grant (Estates Manager)  
Building Cleaning Services – Keith Whitehouse (RCCN)  
Caterers – Ian Garnett (Mellors)

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

Jason Grant – Estates Manager

**Problems with plant/equipment should be reported to:**

Jason Grant – Estates Manager

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

Overall – Kimberley Brown (Business Manager)  
Premises – Jason Grant (Estates Manager)

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

Samantha Jackson – Finance Manager  
Jason Grant – Estates Manager  
Amy Foster – ADT  
Mike Lister - Science  
Kimberley Brown – Business Manager  
Ian Garnett – Mellors Catering  
Neal Smith – NS Groundcare

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

Samantha Jackson – Finance Manager  
Jason Grant – Estates Manager  
Amy Foster – ADT  
Mike Lister - Science  
Kimberley Brown – Business Manager  
Ian Garnett – Mellors Catering  
Neal Smith – NS Groundcare

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

Samantha Jackson – Finance Manager  
Jason Grant – Estates Manager  
Amy Foster – ADT  
Mike Lister - Science  
Kimberley Brown – Business Manager  
Ian Garnett – Mellors Catering  
Neal Smith – NS Groundcare

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

Samantha Jackson – Finance Manager  
Jason Grant – Estates Manager  
Amy Foster – ADT  
Mike Lister - Science  
Kimberley Brown – Business Manager  
Ian Garnett – Mellors Catering  
Neal Smith – NS Groundcare

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

Samantha Jackson – Finance Manager  
Jason Grant – Estates Manager  
Amy Foster – ADT  
Mike Lister - Science  
Kimberley Brown – Business Manager  
Ian Garnett – Mellors Catering  
Neal Smith – NS Groundcare

**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:**

Reception on both sites.

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

Clear Risk Management  
01302 346813

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

Claire Johnson – Associate Assistant Principal  
Jude Hall – HR Manager

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

Jude Hall – HR Manager  
Kimberley Brown – Business Manager

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

### Induction training will be provided for all employees by:

Karen Hargrave – Designated Safeguarding Lead  
Laura Evans – Principal's PA  
Jude Hall - HR Manager  
Kimberley Brown – Business Manager

### Job specific training will be provided by:

Exceed Learning Partnership  
National College  
Kimberley Brown – Business Manager  
Line Manager  
SLT  
Clear Risk Management

### 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:

Online within National College and/or in Personnel file

### Training will be identified, arranged and monitored by:

Jude Hall – HR Manager  
Kimberley Brown – Business Manager  
Ashley McGuire – Assistant Principal



# ARRANGEMENTS

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

### Locations of First Aid Boxes:

Site	Location	Size (per BS8599-1:2019)	Responsibility
Lower	Reception	Large	Julia Jones
Lower	South Block – GF Hub Office	Medium	Julia Jones
Lower	South Block – ADT Office	Medium	Julia Jones
Lower	Art Block – Performing Arts Office	Medium	Julia Jones
Lower	West Block - Office	Medium	Julia Jones
Lower	Sports Hall Office	Medium	Julia Jones
Lower	Science Block – FF Prep Room	Medium	Julia Jones
Upper	Reception	Large	Julia Jones
Upper	DDSL Office	Large	Julia Jones
Upper	Caretakers Office	Large	Julia Jones
Upper	Performing Arts Office	Large	Julia Jones
Upper	Finance Office	Medium	Julia Jones
Upper	Science Workroom - GF	Medium	Julia Jones
Upper	Science Technicians Office - FF	Medium	Julia Jones
Upper	ADT – DT Workroom	Large	Julia Jones
Upper	ADT – Food Room	Medium	Julia Jones
Upper	PE – Boys Office	Medium	Julia Jones
Upper	PE – Girls Office	Medium	Julia Jones
Upper	Dance Studio	Medium	Julia Jones
Upper	Sixth Form Admin Office	Medium	Julia Jones
Upper	Business Support Office – Trips and Visits (9 boxes)	Medium	Vicky Moore
Upper	Minibus – WG73 ZYN	Travel/Motoring	Vicky Moore
Upper	Minibus – WF73 VSA	Travel/Motoring	Vicky Moore

### The first aiders are:

Designated First Aiders: Hannah Kisby (Upper) and Julia Jones (Lower)  
 Deputy Designated First Aiders: Shirley Lewis (Upper) and Natalie Powell (Lower)

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

Online in the G Drive

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

Julia Jones – Designated First Aider  
 Kimberley Brown - Business Manager  
 Simon Swain - Principal

## 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  
Gulley and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

**The person responsible for investigating accidents is:**

Kimberley Brown - Business Manager

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

Jude Hall - HR Manager  
Clear Risk Management  
LA Occupation Health

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

Jude Hall - HR Manager  
Clear Risk Management  
LA Occupation Health

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

**The Responsible Officer for asbestos management is:**

Jason Grant – Estates Manager  
Kimberley Brown - Business Manager  
Simon Swain - Principal

**The Asbestos Risk Management file is kept in:**

Online in the Estates Drive  
Hard copy in Estates Managers Office

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

Online in the Estates Drive  
Hard copy in Estates Managers 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:**

Jason Grant - Estates Manager

**Asbestos risk assessments will be undertaken by:**

Jason Grant - Estates Manager

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

Jason Grant - Estates Manager

**Records of the above inspections will be kept in:**

Online in the Clear Risk Management portal

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

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

Lee McKeivitt – Premises Manager  
Jason Grant - Estates Manager  
Kimberley Brown – Business Manager  
Simon Swain - Principal

**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:**

Lee Marriott – Premises Supervisor  
Jamie Godsmark – Premises Supervisor  
Matt Hardy – Premises Supervisor  
Cooper Nixon – Premises Supervisor  
Lee McKeivitt – Premises Manager  
Jason Grant - Estates Manager

**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:**

Jason Grant - Estates Manager  
Kimberley Brown – Business Manager  
Simon Swain - Principal

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

Contractors when they are using their own equipment  
Jason Grant - Estates Manager

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

Jason Grant – Estates Manager	Clear Risk Management online portal
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## ARRANGEMENTS

### EDUCATIONAL VISITS

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

Simon Swain - Principal

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

Vikki Moore

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

Group Leader

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

Shared Google Drive and/or School Bus

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

Vikki Moore  
Group Leaders

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Kimberley Brown - Business Manager  
Simon Swain - Principal

**Escape routes are checked by/every:**

All staff Site Team Jason Grant – Estates Manager	Daily
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**Fire extinguishers are maintained and checked by/every:**

Blaze Fire Safety Visually Inspected by Site Team	Annually Monthly
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**Alarms are tested by/every:**

Site Team J&H	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.*

Safeguarding and Child Protection Policy  
Safeguarding Audit  
Lockdown Policy  
Educational Visits Policy  
Display Screen Equipment Procedure  
Business Continuity Plan  
Fire Safety Procedure  
First Aid Policy  
Administration of Medicines Policy  
Pupils with Medical Conditions Policy  
Lettings Policy  
Lone Working Policy  
Missing Child Procedure  
Snow and Ice Procedure  
Snow Clearance Plan  
Use of Chemicals at Work Procedure  
Working at Height Procedure