

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 Clear Risk Management 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 2025

Review date: October 2026

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 Foster – ADT
Jason Grant – Premises
Vikki 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:

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:

Overall – Kimberley Brown (Business Manager)
Premises – Jason Grant (Estates Manager)
Building Cleaning Services – Keith Whitehouse (RCCN)
Caterers – Ian Garnett (Mellors)
Grounds Maintenance – Neal Smith (NS Groundcare)

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)
Grounds Maintenance – Neal Smith (NS Groundcare)

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	Vikki Moore
Upper	Minibus – WG73 ZYN	Travel/Motoring	Vikki Moore
Upper	Minibus – WF73 VSA	Travel/Motoring	Vikki Moore

The first aiders are:

Designated First Aiders: Hannah Kisby (Upper) and Julia Jones (Lower)
 Deputy Designated First Aiders: Shirley Lewis (Upper) and Leighanna Wilkinson (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 Clear Risk Management 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
Gully 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:

Online with the Clear Risk Management portal

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:

Online with the Clear Risk Management portal

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

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