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## Carr Lodge Health & Safety Addendum

Author/Owner	J Slee-Karim
Version Number	2
Date Approved/Reviewed	Feb 2025
Date of Next Review	Feb 2026
Approved By	Sarah Crampton and Chris Lambert
Policy Category (Please indicate in bold)	1 - Academy to implement without a amendment 2 – Academy specific appendices 3 – Academy personalisation required (highlighted)

Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V2	Nov 24	J Slee-Karim	New Policy
V3	Feb 25	J Slee-Karim	Updated to new policy template

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

**Carr Lodge 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 - Mrs S Crampton**

**Signed:** 

**Chair of Governors - Mr C Lambert**

**Date: Feb 2025**

**Review date: Feb 2026**

## HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

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

**Mrs Sarah Crampton (Principal)**

**Mr C Lambert (Chair of Governors)**

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

**Name: Mr T Thompson**

**Responsibility: Health & Safety Governor**

**Name: Mrs S Crampton**

**Responsibility : Principal**

**Name: Mrs J Slee-Karim**

**Responsibility : Exec Business 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:

The staff member undertaking the activity. This is to be completed either on paper form or on the Schools Risk Assessments Portal. Please ask the Office for the login if needed.

The findings of the risk assessments will be reported to:

All staff

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

Principal and staff undertaking activity

The person responsible for ensuring the action required is implemented is

**Mrs S Crampton, Principal and staff undertaking activity**

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

**Mrs S Crampton, Principal and 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:**

**Union Health and Safety Reps are:-**

**No rep for Teaching/Support Staff**

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**Staff briefing and noticeboard**

**Training Days**

**Trust have purchased Union Facilities for all Academies from 1 Sept 2024 to 31 August 2025**

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team**

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team**

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team**

Problems with plant/equipment should be reported to:

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team**

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team**

## **ARRANGEMENTS**

### **SAFE HANDLING AND USE OF SUBSTANCES**

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team**

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team, Mrs T O'Connor**

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team and Mrs T O'Connor**

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team and Mrs T O'Connor**

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

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Exceed Learning Partnership Facilities Team Carr Lodge Catering Team Willow Grounds Maintenance Team, Mrs T O'Connor and Miss C Smith**

Assessments will be reviewed:

**In the event of an accident, annually or when the work activity changes, whichever is soonest.**



# ARRANGEMENTS

The Health and Safety Law poster is displayed at:

Outside of main office, staff room, main kitchen, KS2 and Nursery kitchen area

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:

Either Mrs S Crampton, Miss M Stead, Mrs P Lownes, Mrs S Scurfield, Mr A Denwood and Mrs J Slee-Karim

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

Either Mrs S Crampton, Miss M Stead, Mrs P Lownes, Mrs S Scurfield, Mr A Denwood and Mrs J Slee-Karim

Induction training will be provided for all employees by:

Local SLT Induction Their new employee's line manager and other members of SLT and the Business and Operations Team.

Job specific training will be provided by:

In school training National College Clear Risk Management

Health and Safety Training Requirements:

Asbestos/Legionella training - Only application to relevant staff via National College

First Aid training - Only application to relevant staff via National College

# ARRANGEMENTS

**Fire Awareness / Fire Warden training - Only application to relevant staff via National College**

**Working at Height / Safe Ladder use - Only application to relevant staff via National College**

**Manual handling - Only application to relevant staff via National College**

**Educational Visit Training - Only application to relevant staff via National College**

**Training records are kept:**

**In Health & Safety Document Management file**

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

**All staff keep their own individual training and a downloadable report is available from the National College. The Exec Business Manager manages and monitors training for the whole school.**

**Locations of First Aid Boxes:**

**Main office, class rooms, main Kitchen**

**Members of staff must carry a belt bag containing a general first aid kit when on break duty.**

**The first aiders are:**

**Full list of trained staff is displayed in the staff room, school office and hall**

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

**In the main school office**

## ARRANGEMENTS

The person responsible for reporting accidents, diseases and dangerous occurrences to Clear Risk Management:

**Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Mrs J Appleton Office Manager**

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

## ARRANGEMENTS

The person responsible for investigating accidents is:

Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager Mrs J Appleton Office Manager

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

Mrs S Crampton Principal Mrs J Slee-Karim Exec Business Manager

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

Mrs S Crampton Principal  
Clear 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 (ACM's) are kept in:

N/A

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:

N/A

Asbestos risk assessments will be undertaken by:

N/A

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

N/A

Records of the above inspections will be kept in:

## ARRANGEMENTS

N/A

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

Mrs S Crampton Principal Mrs T OConnor Facilities Manager

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:

TEC

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

Water Management Arrangements Folder

# ARRANGEMENTS

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

**Mrs S Crampton**

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

Mrs J Slee-Karim and all members of staff

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

**Health and Safety  
Governor**

**Establishment Management File**

# ARRANGEMENTS

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

**Clear Risk Management, Mrs S Crampton and Governors**

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

**Ms A Stewart**

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

**Group Leader**

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

**School Bus**

## ARRANGEMENTS

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

The lead of the visit and/or Ms A Stewart

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

Mrs S Crampton and Mrs J Slee-Karim

Escape routes are checked by/every:

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

Churches Fire Visually Inspected by Facitlites Manager	Annually Termly
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## ARRANGEMENTS

Alarms are tested by/every:

Mrs T OConnor Faciltites Manager DMBC / Clear Risk Management	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.*

CYPS Policy and Guidance Handbook Emergency Response Guide 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 Intimate Care  
Procedure Laptop and Tablet Procedure Lettings Procedure Lone Working Procedure Midday  
Supervisor Procedure Missing Child Procedure Nappy Changing Procedure Snow and Ice  
Procedure Gritting Plan Use of Chemicals at Work Procedure Use of Sunscreens Procedure  
Working at Height Procedure