



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Edlington Victoria 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:

Executive Principal, Mrs E Clark

Signed:

Chair of Governors, Mr G Tinkler

Date: 1st October 2025

Review date: 1st October 2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Mrs E Clark  (Executive Principal)

Mr G Tinkler  (Chair of Governors)

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

Name: Mr G Tinkler

Responsibility: Health & Safety Governor

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:

Mrs Dyer and specific staff members undertaking activity or Curriculum lead e.g Art and DT risk assessment to be undertaken by the Art/DT lead

The findings of the risk assessments will be reported to:

All staff

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

Mrs Clark/ Mrs Dowse (Head of School) and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Mrs Clark/ Mrs Dowse (Head of School) and the staff member undertaking activity

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

Mrs Clark/ Mrs Dowse (Head of School) 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:

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:

**Mrs Clark Executive Principal
Mrs Dowse Head of School
Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team
Mellors Catering Team
Willow Land Management - Grounds Maintenance Team**

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

**Mrs Clark Executive Principal
Mrs Dowse Head of School
Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team
Mellors Catering Team
Willow Land Management - Grounds Maintenance Team**

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

**Mrs Clark Executive Principal
Mrs Dowse Head of School
Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team
Mellors Catering Team
Willow Land Management - Grounds Maintenance Team**

Problems with plant/equipment should be reported to:

**Mrs Clark Executive Principal
Mrs Dowse Head of School
Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team
Mellors Catering Team
Willow Land Management - Grounds Maintenance Team**

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

Mrs Clark Executive Principal
Mrs Dowse Head of School
Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team
Mellors Catering Team
Willow Land Management - Grounds Maintenance Team

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team

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

Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team

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

Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team

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

Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team

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

**Mrs L Dyer Business Manager
Mr C Green Site Manager
Jamie Jenkinson Facilities Team**

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 and Main Office

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:

X

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

X

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction

X

Job specific training will be provided by:

X

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:

In Health & Safety Document Management file

Training will be identified, arranged and monitored by:

Mrs Clark Executive Principal
Mrs Dowse Head of School
Or delegated to Phase Leader

ARRANGEMENTS

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

Locations of First Aid Boxes:

Main Office

Hall

Classrooms contain their own grab bags which contain PPE and basic first aid equipment

The first aiders are:

First Aid

02/09/2024 Stephanie Shepherd
02/09/2024 Lyndsey Dyer
02/09/2024 Deborah Garvican
02/09/2024 Julie Ann Kemp
02/09/2024 Kerry Jayne Edgecombe
02/09/2024 Karen Angela Piper
02/09/2024 Catherine Ann Tinkler
02/09/2024 Leanne Clough
02/09/2024 Karen Doris Whitehead
02/09/2024 Kirsty Yates
02/09/2024 Zoe Sides
02/09/2024 Janine Bingham
02/09/2024 Christopher Roy Green
02/09/2024 Melanie Edwards
02/09/2024 Terri Davis
02/09/2024 Rachael Lambie
24/05/2024 Natalie Clark

Paediatric First Aid

24/05/2024 Toni Hendren
24/05/2024 Jane Bowker
24/05/2024 Donna Peet
24/05/2024 Helen Haigh
27/03/2025 Nicola Wetherell
07/04/2025 Carole Fryer
05/09/2025 Rachael Lambie
05/09/2025 Debbie Garvican
05/09/2025 Julie Kemp
05/09/2025 Rachel Day
05/09/2025 Terri Davis
05/09/2025 Vanessa Bardell
05/09/2025 Sarah Sugars
05/09/2025 Leanne Clough
05/09/2025 Ioana Ghib-Moldova
05/09/2025 Zoe Sides

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

First Aid room – minor
Clear risk management for accidents of a more serious nature

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

Mrs L Dyer, Business 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
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:

Mrs E Clark Executive Principal
Clear risk Management

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

Mrs E Clark Executive Principal
Clear Risk Management

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

Mrs E Clark Executive Principal
Clear Risk Management

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs L Dyer, Business Manager

The Asbestos Risk Management file is kept in:

Main Office

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

Main 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:

Mrs L Dyer, Business Manager
Mr C Green, Site Manager

Asbestos risk assessments will be undertaken by:

City of Doncaster Council

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

City of Doncaster Council
Mr C Green, Site Manager

Records of the above inspections will be kept in:

Main Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Mr C Green, Site 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:

ESC Global as per contract with City of Doncaster Council

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:

Mrs E Clark Executive Principal

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

**Mrs L Dyer, Business Manager
Mr C Green, Site Manager**

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

**Health and Safety
Governor**

Edlington Victoria Academy Management File / CRM portal

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Clear Risk Management Mrs E Clark, Executive Principal, Mrs E Dowse, Head of School and Governors

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

Mrs E Clark, Executive Principal, Mrs E Dowse, Head of School

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

Group Leader

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

Exeant Portal

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

Exeant Portal

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

Mrs L Dyer in conjunction with Clear risk Management

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Firesolve Ltd
Visually Inspected by Mr Green

Annually
Termly

Alarms are tested by/every:

Mr Green Site Manager
City of Doncaster Council

Weekly
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.*

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