



Health and Safety at Work etc. Act 1974

## THIS IS THE HEALTH AND SAFETY STATEMENT OF

**Western Primary School**

### Our statement of intent is:

- Implement the requirements of Red Kite Learning Trust's (RKLT) 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 RKLT 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:**

**Headteacher**

**Signed:**

**Director of Estates**

**Date: Sept 2023**

**Review date: Sept 2024**

## HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

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

***Tim Broad (TB)***

**Head Teacher**

**Sam Shuttleworth**

**Director of Estates**

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

**Name: Sam Shuttleworth**

**Responsibility: Director of Estates**

**Name: Peter Martin (PM)**

**Responsibility: Operational implementation of H&S Policy requirements on academy premises**

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: Tim Broad / Peter Martin

*Asbestos: PM*  
*Contractors on Site: PM*  
*COSHH: PM*  
*Display Screen Equipment: TB*  
*Driving for Work: TB*  
*Electrical Safety: PM*  
*First Aid: PM*  
*Lettings: PM*  
*Lone Worker: PM*  
*Lifting and Handling: PM*  
*New and Expectant Mothers: TB*  
*Individual Pupil RA's: TB*  
*Animals in School: PM*  
*Art, DT and Science: TB*  
*Before and After School Club: TB*  
*Boiler and Plant Rooms: PM*  
*Buildings: PM*  
*Caretaking: PM*  
*Classroom Management: TB*  
*Incubation of Eggs: PM*  
*PE Lessons: TB*  
*Play Equipment Infant and Nursery: PM*  
*Playground Activities and Equipment: PM*  
*School Snow and Ice: PM*  
*Traversing Climbing Wall: PM*  
*Water Bottles: PM*  
*Individual Stress: TB*  
*Swimming Activities: TB*  
*Behaviour Management: TB*  
*Violence from Intruders: TB*  
*Violence from Parents/ Carers: TB*  
*Violence from Pupils: TB*  
*Violence Out of Hours: TB*  
*Working at Height: PM*

The findings of the risk assessments will be reported to:

*Tim Broad (Head Teacher) and Sam Shuttleworth Director of Estates)*

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

*Peter Martin*

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

*Peter Martin*

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

*Peter Martin*

**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:**

***Tim Broad***

**Claire Magill**

**Peter Martin**

**Suzanne Brooke, Jaycee Ward, Angie Coatesworth, Ben Fraser-Smith, Kirsten Stewart**

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**Staff briefing and noticeboard**

**Training Days**

**Weekly Team Meetings**

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe (Bulloughs)

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

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe  
Catering team – Peter Martin

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

Property Services – Peter Martin  
Building Cleaning Services - Chris Metcalfe  
Catering team – Peter Martin

Problems with plant/equipment should be reported to:

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe  
Catering Team Peter Martin

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

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe  
Catering team – Peter Martin / Hutchison catering

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe  
Catering team – Peter Martin / Hutchison catering

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

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe  
Catering team – Peter Martin / Hutchison catering

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

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe  
Catering team – Peter Martin / Hutchison catering

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

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe  
Catering team – Peter Martin / Hutchison catering

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

Property Services – Peter Martin  
Building Cleaning Services – Chris Metcalfe  
Catering team – Peter Martin / Hutchison catering

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 / Main office

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

**Samantha Shuttleworth MRICS**  
Director of Estates, Red Kite Learning Trust  
Arthurs Avenue, Harrogate, HG2 0DZ  
M: 07889 226973  
E: shuttleworths@rklt.co.uk

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

***Lorraine Smith***

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

***Tim Broad***



**ARRANGEMENTS**

**COMPETENCY FOR TASKS AND TRAINING**

Induction training will be provided for all employees by:

**Local SLT Induction  
Peter Martin**

Job specific training will be provided by relevant member of academy staff or third-party training provider as organised by:

*Peter Martin*

Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by: *Sally Downes*

**Allergens  
Asbestos Awareness  
Basic Life Support  
Basic Food Hygiene  
Cleaning  
Control of Substances Hazardous to Health (COSHH)  
Display Screen Equipment  
Food Safety level 1  
Food Safety level 2  
Food Safety level 3  
Fire Awareness New July 21 (Basic)  
Fire Awareness  
Health & Safety  
Legionella Awareness  
Lone Working  
Moving & Handling  
Personal Protective Equipment (PPE)  
Risk Assessment  
Working at Height**

Training records are kept:

**National College and Office Manager**

## ARRANGEMENTS

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

#### Locations of First Aid Boxes:

**Main School Office and Canteen**

#### The first aiders are:

**All staff are emergency aid trained  
Additional staff have more intensive training (3 day course):, Sally Downes, Katie Jones, Lucy Williams and Sara Wilcox  
EYFS staff also have paediatric 1<sup>st</sup> Aid training**

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

***Main Office***

**The person responsible for reporting accidents, diseases, and dangerous occurrences to the RKLT Safety Advisors and RKLT Competent Person is:**

***Peter Martin/Sally Downes/Katie Jones***

**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
- Paperwork Evaluations by Trust Compliance Officers
- Fire Risk Assessments by AtkinsRealis
- PAT testing
- Fixed appliance electrical testing
- Extraction fans maintenance
- Prioritised programme of Academy based risk assessment annual reviews
- Boiler room annual inspection
- Gullies and Gutters checked and cleaned
- Pest control
- Sports and Gym equipment maintenance
- Tree surveys

The person responsible for investigating accidents is:

*Peter Martin*

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

Peter Martin

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

Tim Broad

**ARRANGEMENTS**

**ASBESTOS RISK MANAGEMENT**

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

*Peter Martin*

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

*Main School Office*

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

*Main School 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:**

*Peter Martin*

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

*Peter Martin*

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

*Peter Martin*

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

*Main School Office*

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

*Peter Martin / Tim Broad*

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:

*Peter Martin*

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

Risk Manager

**ARRANGEMENTS**

**WORK AT HEIGHT**

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

*Tim Broad*

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

*Peter Martin*

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

*Peter Martin*

**TRM**

## ARRANGEMENTS

### EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Academy Educational Visits Co-ordinator, Head Teacher/Principal  
Trust CEO if high risk/residential/overseas educational visits

The Educational Visits Co-ordinator(s) is

*Carla Sykes*

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

Educational Visit Group Leader

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

SharePoint

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

*Visit leaders and approved by EVC – Carla Sykes. Residential trips approved by  
Tim Broad*

**ARRANGEMENTS**

**EMERGENCY PROCEDURES – FIRE AND EVACUATION/ INVACUATION**

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

*Tim Broad*

Escape routes are checked by/every:

*Peter Martin*

*Weekly*

Fire extinguishers are maintained and checked by/every:

Service and maintenance – *Protec*

*Annually*

Visually Inspected – *Peter Martin*

*Termly*

Alarms are tested by/every:

*Weekly system checks – Peter Martin*

*Weekly*

*Service and maintenance - Protec*

*Bi-Annually*

Emergency evacuation/invacuation procedures will be tested:

Termly on following basis:

Evacuation in Autumn and Summer terms

Invacuation in Spring term



## APPENDICES

Listed here are other documented Health & Safety arrangements which are standard to all RKLT Academies and approved by the RKLT H&S Advisors. These are required to be implemented at all RKLT Academies where applicable.

These arrangements are explained within the RKLT H&S Policy and where required detailed documented procedures and arrangements are available within RLKT's Total Risk Manager web portal.

- 3.1 Accident and Near Miss Reporting, Investigation and Notification**
- 3.2 Asbestos**
- 3.3 Communication, Consultation and Co-operation on OSH matters.**
- 3.4 Control of Contractors and Sub-Contractors**
- 3.5 Control of Substances Hazardous to Health (COSHH)**
- 3.6 Critical Incident Procedures**
- 3.7 Display Screen Equipment (DSE)**
- 3.8 Driving at work**
- 3.9 Electrical Safety**
- 3.10 Equipment**
- 3.11 Fire Safety**
- 3.12 First Aid**
- 3.13 Gas Safety**
- 3.14 Legionella**
- 3.15 Lettings**
- 3.16 Lone Working**
- 3.17 Manual Handling**
- 3.18 Medical Needs**
- 3.19 New Employees and Visitors**
- 3.20 New and Expectant Mothers and Women of Childbearing Age**
- 3.21 Play Equipment**
- 3.22 Personal Protective Equipment**
- 3.23 Risk Assessments and Register**
- 3.24 Safeguarding (Refer to Safeguarding Policy)**
- 3.25 Safety Management**
- 3.26 Academy Trips (Refer to Educational Visits Policy)**
- 3.27 Security**
- 3.28 Slips, Trips and Falls**
- 3.29 Smoking**
- 3.30 Stress**
- 3.31 Swimming Pools**
- 3.32 Training**
- 3.33 Violence or Threatening Situations**
- 3.34 Waste Arrangements**
- 3.35 Working at Height**
- 3.36 Young Persons**