



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:

A handwritten signature in blue ink, appearing to read "Isaac".

Headteacher

Signed:

A handwritten signature in blue ink, appearing to read "S. Shuttleworth".

Director of Estates

Date: 18th November 2025

Review date: September 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Johanna Slack (JS)

Head Teacher/Principal

Peter Martin (PB)

Operations Manager

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

Name: Sam Shuttleworth / rklthealthandsafety@rkl.co.uk

Role: Director of Estates / Trust Health and Safety Officer

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

All employees must:

- **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

The following list is not exhaustive, and will be updated annually or following a significant change. Risk assessments will be undertaken by:

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

The findings of the risk assessments will be reported to:

*Johanna Slack (Head Teacher), Peter Martin (Operations Manager) and Sam Shuttleworth
Director of Estates)*

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

Johanna Slack (Head Teacher), Peter Martin (Operations Manager)

The person responsible for ensuring the action required is implemented is

Johanna Slack (Head Teacher), Peter Martin (Operations Manager)

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

Johanna Slack (Head Teacher), Peter Martin (Operations Manager)

Assessments will be reviewed:

In the event of an accident, incident or following a significant change in legislation, staff, the work environment or activity. They will be reviewed annually as a minimum.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Johanna Slack

Peter Martin

Claire Magill

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

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefings, online portal and noticeboards

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, incident or following a significant change in legislation, staff, the work environment or activity. They will be reviewed annually as a minimum.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Staff Room

Health and safety advice is available from the Trust Health and Safety Officer:

rklthealthandsafety@rkl.co.uk

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

Lorraine Smith - Direct line managers and those supervising the individuals, with assistance from the health and safety officer and the appropriate HR representative (central trust, primary or secondary)

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

Johanna Slack, with assistance from the health and safety officer/HR if required.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided by:

Employees: Local SLT Induction
Peter Martin

Visitors: visitors will be given a short info-graphic leaflet to read before being escorted by and assigned to a member of staff

Contractors: Peter Martin

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

Peter Martin & Johanna Slack

Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by *(Insert Name of HR representative who assigns courses on SCHOOT and BOM, or anyone else that organises training)*:

Accident Reporting (e-learning)
Health and Safety Essentials (e-learning)
Asbestos Awareness (e-learning)
Display Screen Equipment (e-learning)
Fire Awareness (or warden) Training in Education (e-learning)
Lone Working
Manual Handling
Risk Assessment
Working at Height

Other training is made mandatory depending on job role, please refer to the annual training matrix.

Training records are kept:

E-learning – kept online via Schoot e-learning
Other courses – HR files

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 Kate Barton

EYFS staff also have paediatric 1st Aid training

All accidents and cases of work-related ill health are to be recorded. Records are kept:

Main office and Total Risk Manager

All employees, contractors and visitors are responsible for reporting accidents, incidents, near misses, diseases, and dangerous occurrences to the RKLT Health and Safety officer and RKLT Director of Estates.

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

Peter Martin/Sally Downes/Katie Jones

RIDDOR reporting is to be carried out by the RKLT Health and Safety Officer or RKLT Director of Estates (rklthealthandsafety@rkl.co.uk or Sam Shuttleworth)

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 RKLT Compliance Officers
- Fire Risk Assessments by AtkinsRealis
- Premises Inspections by RKLT Compliance Officers
- PAT testing
- Fixed appliance electrical testing
- Extraction fans maintenance
- Prioritised programme of Academy maintenance based on risk assessment annual reviews
- Boiler room annual inspection
- Gullies and Gutters checked and cleaned
- Pest control
- Sports and Gym equipment maintenance
- Tree surveys
- Monthly external premises inspections

For a full list, please refer to actions under 'Compliance' and 'Maintenance' on Total Risk Manager.

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:

Johanna Slack

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Peter Martin

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:

Peter Martin

Asbestos risk assessments will be undertaken by:

Peter Martin (survey and register by Ranson Surveying)

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 / Johanna Slack

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:

Water Management Arrangements Folder and location in Academy is Total Risk Manager

ARRANGEMENTS

WORK AT HEIGHT

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

Johanna Slack

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

**Academy H&S Management File,
online – Total Risk Manager**

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Academy Educational Visits Co-ordinator – Jo Sutcliffe (Harrogate Grammar School)
Head Teacher/Principal – *Johanna Slack*
Trust CEO if high risk/residential/overseas educational visits

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

Holly Hewitson

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:

School Sharepoint site

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

Visit leaders and approved by EVC – Holly Hewitson. Residential trips approved by Johanna Slack

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION/ INVACUATION

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

Johanna Slack

Escape routes are checked by/every:

<i>Peter Martin</i>	Weekly
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Fire extinguishers are maintained and checked by/every:

Service and maintenance – <i>Keys on Fire</i>	Annually
Visually Inspected – Peter Martin	Termly

Alarms are tested by/every:

<i>Weekly system checks -Peter Martin</i>	Weekly
<i>Level LTD</i>	Bi-Annually

Emergency evacuation/invacuation procedures will be tested:

Termly

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 or online via TINA, Teams or the RKLT Website. The arrangements are as follows:

- 2.1 Legislation, Unions, and Governing Bodies**
- 2.2 Safety Management**
- 2.3 Public health and critical incidents**
- 2.4 Critical Incident Procedures**
- 2.5 Accident and Near Miss Reporting, Investigation and Notification**
- 2.6 First Aid**
- 2.7 Medical Needs and Administering Medicines**
- 2.8 Asbestos**
- 2.9 Fire Safety**
- 2.10 Gas Safety**
- 2.11 Electrical Safety**
- 2.12 Lone Working**
- 2.13 Manual Handling**
- 2.14 Working at Height**
- 2.15 Slips, Trips and Falls**
- 2.16 Control of Substances Hazardous to Health (COSHH)**
- 2.17 Legionella**
- 2.18 Waste Arrangements**
- 2.19 Equipment**
- 2.20 Driving at work**
- 2.21 Play Equipment**
- 2.22 Swimming Pools**
- 2.23 Vehicle, bicycle, and pedestrian safety**
- 2.24 Food hygiene**
- 2.25 Extreme weather**
- 2.26 Bodies of external water**
- 2.27 Personal Protective Equipment**
- 2.28 Control of Contractors and Sub-Contractors**
- 2.29 Routine maintenance**
- 2.30 Emergency repairs and new building works**
- 2.31 Lettings**
- 2.32 Safe work environments**
- 2.33 Display Screen Equipment (DSE)**
- 2.34 Stress (Refer to Wellbeing Policy and Guidance)**
- 2.35 Smoking**
- 2.36 Drugs and alcohol**
- 2.37 Security**
- 2.38 Violence or Threatening Situations**
- 2.39 Working with Children and Young Persons - Safeguarding (Refer to Safeguarding Policy)**
- 2.40 New Employees and Visitors**
- 2.41 New and Expectant Mothers and Women of Childbearing Age**
- 2.42 Young Persons**
- 2.43 Training**
- 2.44 Risk Assessments and Register**
- 2.45 Academy Trips (Refer to Educational Visits Policy)**
- 2.46 Communication, Consultation and Co-operation on OSH (occupational safety & Health) matters**
- 2.47 Accessibility**
- 2.48 Medical Conditions**