



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

AUSTHORPE 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 black ink that reads "A.J. Lightfoot".

Headteacher

Signed:

A handwritten signature in black ink that reads "S. Shuttleworth".

Director of Estates

Date: 25th October 2024

Review date: September 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Amanda Lightfoot

Head Teacher/Principal

Sam Shuttleworth

Director of Estates

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:
Contractors on Site:
COSHH:
Display Screen Equipment:
Driving for Work:
Electrical Safety:
First Aid:
Lettings:
Lone Worker:
Lifting and Handling:
New and Expectant Mothers:
Individual Pupil RA's:
Animals in School:
Aquaria:
Art, DT and Science:
BBQ:
Before and After School Club:
Boiler and Plant Rooms:
Buildings:
Caretaking:
Classroom Management:
Food Technology:
Gardening and Gardening Clubs:
Incubation of Eggs:
PE Lessons:
Play Equipment Infant and Nursery:
Playground Activities and Equipment:
Ponds and Water Features:
Reprographics:
School Snow and Ice:
Use of Oxygen:
Village Hall Use:
Walking Bus:
Water Bottles:
School Wide Stress:
Individual Stress:
Swimming Activities:
Behaviour Management:
Violence from Intruders:
Violence from Parents/ Carers:
Violence from Pupils:
Violence Out of Hours:
Working at Height:
Young Employees:

All of the above will be undertaken by: Amanda Lightfoot & Ryan Grosvenor

The findings of the risk assessments will be reported to:

Amanda Lightfoot & Samantha Shuttleworth

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

Amanda Lightfoot & Ryan Grosvenor

The person responsible for ensuring the action required is implemented is

Amanda Lightfoot & Ryan Grosvenor

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

Amanda Lightfoot & Ryan Grosvenor

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:

John Ware

Lorraine Nurse

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefings, online portal and noticeboards

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

**Property Service – Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering Team – Hutchinsons**

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

**Property Service – Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering Team – Hutchinsons**

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

**Property Service – Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering Team – Hutchinsons**

Problems with plant/equipment should be reported to:

**Property Service – Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering Team – Hutchinsons**

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

**Property Service – Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering Team – Hutchinsons**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Science Faculty: Amanda Lightfoot & Ryan Grosvenor
Design Technology Faculty: Amanda Lightfoot & Ryan Grosvenor
Art Faculty: Amanda Lightfoot & Ryan Grosvenor
Food Technology: Amanda Lightfoot & Ryan Grosvenor
Property Services: Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering teams – Hutchinsons
Grounds Maintenance – Nurture Group

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

Science Faculty: Amanda Lightfoot & Ryan Grosvenor
Design Technology Faculty: Amanda Lightfoot & Ryan Grosvenor
Art Faculty: Amanda Lightfoot & Ryan Grosvenor
Food Technology: Amanda Lightfoot & Ryan Grosvenor
Property Services: Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering teams – Hutchinsons
Grounds Maintenance – Nurture Group

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

Science Faculty: Amanda Lightfoot & Ryan Grosvenor
Design Technology Faculty: Amanda Lightfoot & Ryan Grosvenor
Art Faculty: Amanda Lightfoot & Ryan Grosvenor
Food Technology: Amanda Lightfoot & Ryan Grosvenor
Property Services: Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering teams – Hutchinsons
Grounds Maintenance – Nurture Group

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

**Science Faculty: Amanda Lightfoot & Ryan Grosvenor
Design Technology Faculty: Amanda Lightfoot & Ryan Grosvenor
Art Faculty: Amanda Lightfoot & Ryan Grosvenor
Food Technology: Amanda Lightfoot & Ryan Grosvenor
Property Services: Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering teams – Hutchinsons
Grounds Maintenance – Nurture Group**

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

**Science Faculty: Amanda Lightfoot & Ryan Grosvenor
Design Technology Faculty: Amanda Lightfoot & Ryan Grosvenor
Art Faculty: Amanda Lightfoot & Ryan Grosvenor
Food Technology: Amanda Lightfoot & Ryan Grosvenor
Property Services: Amanda Lightfoot & Ryan Grosvenor
Building Cleaning Services – Leeds City Council
Catering teams – Hutchinsons
Grounds Maintenance – Nurture Group**

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:

Amanda Lightfoot & Helen Haigh - Direct line managers and those supervising the individuals, with assistance from the health and safety officer and the appropriate HR representative.

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

Amanda Lightfoot, 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
Amanda Lightfoot & John Ware

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

Contractors: Business operations managers or site managers

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

Amanda Lightfoot & Ryan Grosvenor

Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by Amanda Lightfoot

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 Office
Smaller first aid kits in classrooms and outdoor shed.**

The first aiders are:

All staff are emergency first aid trained

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

Electronically via 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:

Amanda Lightfoot & John Ware

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:

Amanda Lightfoot & John Ware

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

Amanda Lightfoot & John Ware

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

Amanda Lightfoot & John Ware

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Amanda Lightfoot & Ryan Grosvenor

The Asbestos Risk Management file is kept in:

Main Office – also electronically via sharepoint

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

Main Office – also electronically via sharepoint

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:

Amanda Lightfoot & Ryan Grosvenor

Asbestos risk assessments will be undertaken by:

RKLT nominated service provider

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

Ryan Grosvenor

Records of the above inspections will be kept in:

Main Office – also electronically via sharepoint

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Amanda Lightfoot & Ryan Grosvenor

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:

Amanda Lightfoot & Ryan Grosvenor

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

Water Management Arrangements Folder and location in Academy is Main Office

ARRANGEMENTS

WORK AT HEIGHT

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

Amanda Lightfoot & Ryan Grosvenor

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

Amanda Lightfoot & Ryan Grosvenor

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

Amanda Lightfoot & Ryan Grosvenor

**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 – Amanda Lightfoot
Trust CEO if high risk/residential/overseas educational visits**

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

John Ware

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:

Posted on H&S Noticeboard in Staffroom

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

John Ware

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION/ INVACUATION

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

Amanda Lightfoot & Ryan Grosvenor

Escape routes are checked by/every:

Ryan Grosvenor	Daily
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Fire extinguishers are maintained and checked by/every:

Service and maintenance – Chubb	Annually
Visually Inspected – Ryan Grosvenor	Termly

Alarms are tested by/every:

Weekly system checks – Ryan Grosvenor	Weekly
Service and maintenance -Ryan Grosvenor	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 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**