



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:

A grey rectangular box containing a handwritten signature in black ink.

Chair of Local Governing Body

Date: Nov 2020

Review date: 2021

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

<i>Tim Broad</i>	Head Teacher/Principal
<i>Jayne Sorrell</i>	Chair of LGB

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

Name: Claire Edwards

Responsibility: Health & Safety LGB Governor Representative

Name: **Tim Broad**

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:

(Insert Name member of staff with operational responsibility for implementation of H&S Policy) Tim Broad

The findings of the risk assessments will be reported to:

Claire Edwards & LGB

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

Tim Broad

The person responsible for ensuring the action required is implemented is

Tim Broad

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

Tim Broad

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

Suzanne Brooke, Angie Coatesworth

Holly Taylor, Ben Fraser-Smith

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:

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad

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

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering team – Tim Broad

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

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering team – Tim Broad

Problems with plant/equipment should be reported to:

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering Team – Tim Broad

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

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering team – Tim Broad

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

(Amend following as applicable to academy)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering teams – Tim Broad
Grounds Maintenance – Tim Broad

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

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering team – Tim Broad
Grounds Maintenance – Tim Broad

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

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering Team – Tim Broad
Grounds Maintenance – Tim Broad

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

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering Team – Tim Broad
Grounds Maintenance – Tim Broad

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

(Insert names of staff responsible for following)

Property Services – Tim Broad
Building Cleaning Services – Tim Broad
Catering team – Tim Broad
Grounds Maintenance – Tim Broad

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

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

Mike Brown
Safety Risk Advisor
School HandS Service
North Yorkshire County Council
M: 07814 889521
O: 01609 532545
E: mike.brown@northyorks.gov.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
– Tim Broad

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

– Tim Broad

Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by Tim Broad

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 the Academy's Health & Safety Document Management file

ARRANGEMENTS

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

Locations of First Aid Boxes:

*School main office
Canteen*

The first aiders are:

All staff are emergency aid trained
Additional staff have more intensive training (3 day course): Ali Knott, Sally Downes, Katie Jones, Kate Mabbott

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

The person responsible for reporting accidents, diseases and dangerous occurrences to the RKLT Safety Advisors and RKLT Competent Person who are NYCC Health and Safety Service is:

Tim Broad

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
Academy Establishment Inspection by NYCC HandS Service
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Prioritised programme of Academy based risk assessment annual reviews
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

– Tim Broad

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

– Tim Broad

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:

– Tim Broad

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:

– Tim Broad

Asbestos risk assessments will be undertaken by:

RKLT nominated service provider

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

Jonathan Moore

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:

– **Tim Broad & Jonathan Moore**

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:

Jonathan Moore

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

Water Management Arrangements Folder and location in Academy is main the caretaker's office

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:

– Tim Broad

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

Jonathan Moore

Academy H&S Management File

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/are:

– Tim Broad

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 – Tim Broad

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

– Tim Broad

Escape routes are checked by/every:

<i>Jonathan Moore</i>	<i>Each week</i>
-----------------------	------------------

Fire extinguishers are maintained and checked by/every:

<i>Service and maintenance – Kev's On Fire</i>	<i>Annually</i>
<i>Visually Inspected – Jonathan Moore</i>	<i>Termly</i>

Alarms are tested by/every:

<i>Weekly system checks – Jonathan Moore</i>	<i>Weekly</i>
<i>Service and maintenance – Jonathan Moore (Protec Ltd)</i>	<i>Bi-Annually</i>

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 relevant.

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**