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:  **Headteacher**

Signed:  **Director of Estates**

Date: 18 November 2026

Review date: September 2027

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@rklt.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 & Site Manager

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 & Site Manager

The person responsible for ensuring the action required is implemented is

Amanda Lightfoot & Site Manager

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

Amanda Lightfoot & Site 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.

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

John Ware

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefings, online portal and noticeboards

Training Days

SAFE PLANT AND EQUIPMENT

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

Property Service – Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering Team – Impact Foods

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

Property Service – Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering Team – Impact Foods

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

Property Service – Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering Team – Impact Foods

Problems with plant/equipment should be reported to:

Property Service – Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering Team – Impact Foods

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

Property Service – Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering Team – Impact Foods

SAFE HANDLING AND USE OF SUBSTANCES

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

Science Faculty: Amanda Lightfoot & Site Manager
Design Technology Faculty: Amanda Lightfoot & Site Manager
Art Faculty: Amanda Lightfoot & Site Manager
Food Technology: Amanda Lightfoot & Site Manager
Property Services: Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering teams – Impact Foods
Grounds Maintenance – Alben

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

Science Faculty: Amanda Lightfoot & Site Manager
Design Technology Faculty: Amanda Lightfoot & Site Manager
Art Faculty: Amanda Lightfoot & Site Manager
Food Technology: Amanda Lightfoot & Site Manager
Property Services: Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering teams – Impact Foods
Grounds Maintenance – Alben

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

Science Faculty: Amanda Lightfoot & Site Manager
Design Technology Faculty: Amanda Lightfoot & Site Manager
Art Faculty: Amanda Lightfoot & Site Manager
Food Technology: Amanda Lightfoot & Site Manager
Property Services: Amanda Lightfoot Site Manager
Building Cleaning Services – Leeds City Council
Catering teams – Impact Foods
Grounds Maintenance – Alben

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

Science Faculty: Amanda Lightfoot & Site Manager
Design Technology Faculty: Amanda Lightfoot & Site Manager
Art Faculty: Amanda Lightfoot & Site Manager
Food Technology: Amanda Lightfoot & Site Manager
Property Services: Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering teams – Impact Foods
Grounds Maintenance – Alben

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

Science Faculty: Amanda Lightfoot & Site Manager
Design Technology Faculty: Amanda Lightfoot & Site Manager
Art Faculty: Amanda Lightfoot & Site Manager
Food Technology: Amanda Lightfoot & Site Manager
Property Services: Amanda Lightfoot & Site Manager
Building Cleaning Services – Leeds City Council
Catering teams – Impact Foods
Grounds Maintenance – Alben

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.

INFORMATION, INSTRUCTION AND SUPERVSION

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@rklt.co.uk

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

Amanda Lightfoot, Philip Edwards and Caitlin Pickles - ***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.*

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: Site Manager/s

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

Amanda Lightfoot & Site Manager

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

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.
Rise and Shine
Epipen – Rise and Shine, On wall office corridor (near toilets), Spares in medical cabinet for trips

The first aiders are:

Staff are emergency first aid trained – names on staffroom wall

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@rklt.co.uk or Sam Shuttleworth)

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
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

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Amanda Lightfoot & Site Manager

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 & Site Manager

Asbestos risk assessments will be undertaken by:

RKLT nominated service provider

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

Site Manager

Records of the above inspections will be kept in:

Main Office – also electronically via sharepoint

LEGIONELLOSIS

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

Amanda Lightfoot & 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:

Amanda Lightfoot & Site Manager

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

WORK AT HEIGHT

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

Amanda Lightfoot & Site Manager

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

Amanda Lightfoot & Site Manager

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

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

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

EMERGENCY PROCEDURES – FIRE AND EVACUATION/INVACUATION

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

Amanda Lightfoot & Site Manager

Escape routes are checked by/every:

Site Manager	**Daily**

Fire extinguishers are maintained and checked by/every:

Service and maintenance – Fire Protection Services **Visually Inspected – Site Manager**	**Annually** **Termly**

Alarms are tested by/every:

Weekly system checks – Site Manager **Service and maintenance -Site Manager**	**Weekly** **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