



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Temple Moor High School and Sixth Form

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, appearing to be "J. D.", written over a white rectangular background.

Principal

Signed:

A handwritten signature in blue ink, appearing to be "S. Shuttleworth", written over a white rectangular background.

Director of Estates

Date: November 2022

Review date: November 2023

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Matthew West

Head Teacher/Principal

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: Dawn Simpson, Business & Operations Manager

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:

Asbestos: Leeds City Council Asbestos Unit
Contractors on Site: Wayne Aylesbury
COSHH: Wayne Aylesbury
Display Screen Equipment: HR
Driving for Work: Wayne Aylesbury
Electrical Safety: Wayne Aylesbury
First Aid: Wayne Aylesbury
Lettings: Wayne Aylesbury
Lone Worker: Wayne Aylesbury
Lifting and Handling: Wayne Aylesbury
New and Expectant Mothers: Wayne Aylesbury
Individual Pupil RA's: Heads of Year
Animals in School: Wayne Aylesbury
Art, DT and Science: Head of Department
Boiler and Plant Rooms: Wayne Aylesbury
Buildings: Wayne Aylesbury
Caretaking: Wayne Aylesbury
Classroom Management: Steve Lawrence
Food Technology: Technology Department
Kilns: Wayne Aylesbury
PE Lessons: PE Department
Playground Activities and Equipment: Wayne Aylesbury
Ponds and Water Features: Wayne Aylesbury
Reprographics: Lynn Whitfield/Wendy Pattinson
School Snow and Ice: Wayne Aylesbury
Traversing Climbing Wall: Head of PE
Use of Oxygen: HCP
Water Bottles: PE Department
School Wide Stress: HR
Individual Stress: HR
Swimming Activities: Wayne Aylesbury
Behaviour Management: Steve Lawrence
Violence from Intruders: Wayne Aylesbury
Violence from Parents/ Carers: Wayne Aylesbury
Violence from Pupils: Steve Lawrence
Violence Out of Hours: Wayne Aylesbury
Working at Height: Wayne Aylesbury
Young Employees: Wayne Aylesbury

The findings of the risk assessments will be reported to:

Matthew West & Samantha Shuttleworth

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

Dawn Simpson & Wayne Aylesbury

The person responsible for ensuring the action required is implemented is

Dawn Simpson & Wayne Aylesbury

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

Dawn Simpson & Wayne Aylesbury

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:

Dawn Simpson

Wayne Aylesbury

One representative from each department TBC

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

Emails

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

**Property Services - Wayne Aylesbury
Building Cleaning Services – Bulloughs**

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

**Property Services - Wayne Aylesbury
Building Cleaning Services - Bulloughs
Catering team – Coral Hardwick**

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

**Property Services – Wayne Aylesbury
Building Cleaning Services - Bulloughs
Catering team – Coral Hardwick**

Problems with plant/equipment should be reported to:

**Property Services – Wayne Aylesbury
Building Cleaning Services - Bulloughs
Catering Team – Coral Hardwick**

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

**Property Services – Wayne Aylesbury
Building Cleaning Services - Bulloughs
Catering team – Coral Hardwick**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Science Faculty Nigel Mullen/Leigh Murray
Design Technology Faculty Chris Longfellow/Rowan Carter
Property Services Wayne Aylesbury
Building Cleaning Services Bulloughs
Catering teams Coral Hardwick
Grounds Maintenance Wayne Aylesbury

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

Science Faculty Nigel Mullen/Leigh Murray
Design Technology Faculty Chris Longfellow/Rowan Carter
Property Services Wayne Aylesbury
Building Cleaning Services Bulloughs
Catering team Coral Hardwick
Grounds Maintenance Wayne Aylesbury

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

Science Faculty Nigel Mullen/Leigh Murray
Design Technology Faculty Chris Longfellow/Rowan Carter
Property Services Wayne Aylesbury
Building Cleaning Services Bulloughs
Catering Team Coral Hardwick
Grounds Maintenance Wayne Aylesbury

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

Science Faculty Nigel Mullen/Leigh Murray
Design Technology Faculty Chris Longfellow/Rowan Carter
Property Services Wayne Aylesbury
Building Cleaning Services Bulloughs
Catering Team Coral Hardwick
Grounds Maintenance Wayne Aylesbury

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

**Science Faculty Nigel Mullen/Leigh Murray
Design Technology Faculty Chris Longfellow/Rowan Carter
Property Services Wayne Aylesbury
Building Cleaning Services Bulloughs
Catering team Coral Hardwick
Grounds Maintenance Wayne Aylesbury**

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:

Sarah Charters
Health and Safety Risk Advisor
School HandS Service
North Yorkshire County Council
M: 07890 051106
O: 01609 532589
E: sarah.charters@northyorks.gov.uk

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

Hannah Mayfield

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

Dawn Simpson

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction
Dawn Simpson

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

Dawn Simpson

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

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:

In the Health & Safety Document Management file and National College online portal

ARRANGEMENTS

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

Locations of First Aid Boxes:

Student Services, Reprographics, Admin Office, Design Prep room, Science Upper & Lower prep rooms, Sports Office, HCP Kitchen, Main Kitchen, Food Tech 1, Snack shack

The first aiders are:

**All staff are emergency aid trained
*Wayne Aylesbury, Jason Campey, Daniel Haughin, Sally Thackray, Lyndsey Campey, Bernie Lightfoot, David Hollingworth, Danny Coates, Lyndsey Vincent***

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

Premises Manager 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:

Dawn Simpson

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 NYCC HandS Service
Fire Risk Assessments 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
Gullies and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Tree surveys

The person responsible for investigating accidents is:

Dawn Simpson

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

Dawn Simpson

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

Matthew West

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Dawn Simpson

The Asbestos Risk Management file is kept in:

Premises Managers Office

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

Premises Managers 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:

Dawn Simpson

Asbestos risk assessments will be undertaken by:

RKLT nominated service provider

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

Dawn Simpson

Records of the above inspections will be kept in:

Premises Managers Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Dawn Simpson & Wayne Aylesbury

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder, Premises Managers Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Dawn Simpson

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

Water Management Arrangements Folder and location in Academy is Premises Managers Office

ARRANGEMENTS

WORK AT HEIGHT

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

Dawn Simpson

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

Dawn Simpson, Wayne Aylesbury and relevant members of Academy staff

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

Dawn Simpson

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:

Dawn Simpson

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:

Visit Leader

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION/ INVACUATION

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

Dawn Simpson

Escape routes are checked by/every:

<i>Wayne Aylesbury</i>	<i>Half termly</i>
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Fire extinguishers are maintained and checked by/every:

<i>Service and maintenance – Churches Fire</i>	<i>Annually</i>
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<i>Visually Inspected – Wayne Aylesbury</i>	<i>Termly</i>
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Alarms are tested by/every:

<i>Weekly system checks – Wayne Aylesbury</i>	<i>Weekly</i>
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<i>Service and maintenance -Wayne Aylesbury</i>	<i>Bi-Annually</i>
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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**