



**Health and Safety at Work etc. Act 1974**

**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

***Temple Moor High School & 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 "S. Shuttleworth", written over a white rectangular background.

**Principal**

**Signed:**

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

**Director of Estates**

**Date: October 2024**

**Review date: October 2025**

## HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

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

**Matthew West**

**Head Teacher/Principal**

**Dawn Simpson**

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

**The findings of the risk assessments will be reported to:**

***Matthew West, Dawn Simpson & Samantha Shuttleworth***

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

***Dawn Simpson & Mark Chester***

**The person responsible for ensuring the action required is implemented is**

***Dawn Simpson & Mark Chester***

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

***Dawn Simpson & Mark Chester***

**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:**

*Dawn Simpson*

**Mark Chester**

**One representative from each department**

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**Staff briefings, online portal and noticeboards**

**Training Days**

**Emails**

**ARRANGEMENTS**

**SAFE PLANT AND EQUIPMENT**

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

Property Services – *Dawn Simpson/Mark Chester*  
Building Cleaning Services – *Bulloughs*  
Catering Team – *Coral Hardwick*

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

Property Services - *Dawn Simpson/Mark Chester*  
Building Cleaning Services – *Bulloughs*  
Catering team – *Coral Hardwick*

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

Property Services - *Dawn Simpson/Mark Chester*  
Building Cleaning Services – *Bulloughs*  
Catering team – *Coral Hardwick*

Problems with plant/equipment should be reported to:

Property Services - *Dawn Simpson/Mark Chester*  
Building Cleaning Services – *Bulloughs*  
Catering team – *Coral Hardwick*

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

Property Services - *Dawn Simpson/Mark Chester*  
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 – Lauren Jellett  
Design Technology Faculty – Rowan Carter/Chris Longfellow  
Art Faculty – Peter cashon  
Food Technology – Rowan Carter/Chris Longfellow  
Property Services – Dawn Simpson/Mark Chester  
Building Cleaning Services - Bulloughs  
Catering teams – Coral Hardwick  
Grounds Maintenance – Dawn Simpson/Mark Chester

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

Science Faculty – Lauren Jellett  
Design Technology Faculty – Rowan Carter/Chris Longfellow  
Art Faculty – Peter cashon  
Food Technology – Rowan Carter/Chris Longfellow  
Property Services – Dawn Simpson/Mark Chester  
Building Cleaning Services - Bulloughs  
Catering teams – Coral Hardwick  
Grounds Maintenance – Dawn Simpson/Mark Chester

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

Science Faculty – Lauren Jellett  
Design Technology Faculty – Rowan Carter/Chris Longfellow  
Art Faculty – Peter cashon  
Food Technology – Rowan Carter/Chris Longfellow  
Property Services – Dawn Simpson/Mark Chester  
Building Cleaning Services - Bulloughs  
Catering teams – Coral Hardwick  
Grounds Maintenance – Dawn Simpson/Mark Chester

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

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**Science Faculty – Lauren Jellett**  
**Design Technology Faculty – Rowan Carter/Chris Longfellow**  
**Art Faculty – Peter cashon**  
**Food Technology – Rowan Carter/Chris Longfellow**  
**Property Services – Dawn Simpson/Mark Chester**  
**Building Cleaning Services - Bulloughs**  
**Catering teams – Coral Hardwick**  
**Grounds Maintenance – Dawn Simpson/Mark Chester**

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

**Science Faculty – Lauren Jellett**  
**Design Technology Faculty – Rowan Carter/Chris Longfellow**  
**Art Faculty – Peter cashon**  
**Food Technology – Rowan Carter/Chris Longfellow**  
**Property Services – Dawn Simpson/Mark Chester**  
**Building Cleaning Services - Bulloughs**  
**Catering teams – Coral Hardwick**  
**Grounds Maintenance – Dawn Simpson/Mark Chester**

**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:

*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:

*Direct line managers and those supervising the individuals, 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**

*Dawn Simpson*

*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:

*Dawn Simpson*

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:

- The HR Office
- Science prep rooms
- Reprographics
- PE Office
- Design & Technology prep room
- Food Technology 1
- Student Services
- HCP Kitchen
- Bungalow
- ELECT Office
- Kitchen

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#### The first aiders are:

Millie Campey
Elizabeth Cartwright
Daniel Coates
Michelle Constantine
Andrea Dickinson
Alex Erdinc
Lacey Farrar
Kirstie Fraser
Helen Gibson
Christine Gomerson
David Hollingworth
Nikki Lawton
Peter Leamey
Bernadette Lightfoot
Nichola Owens
Natalie Pickering
Sean Schofield
John Sharp
Sally Thackray
Lynsey Vincent

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

***online in 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:**

***Dawn Simpson***

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:

*Dawn Simpson/Mark Chester*

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

*Dawn Simpson/Mark Chester*

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/Mark Chester*

The Asbestos Risk Management file is kept in:

*Site Office & online in the staff portal*

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

*Site Office & online in the staff portal*

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/Mark Chester*

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/Mark Chester*

**Records of the above inspections will be kept in:**

***Site Office and online in Total Risk Manager***

## **ARRANGEMENTS**

### **LEGIONELLOSIS MINIMISATION**

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

***Dawn Simpson/Mark Chester***

**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:**

***Dawn Simpson/Mark Chester***

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

**Water Management Arrangements Folder and location in Academy is Site Office**

**ARRANGEMENTS**

**WORK AT HEIGHT**

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

*Dawn Simpson/Mark Chester*

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

*Dawn Simpson/Mark Chester and relevant members of Academy staff*

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

*Dawn Simpson/Mark Chester*

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 – *atthew West*  
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:

*H&S noticeboard & online staff portal/TINA*

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

*Visit Leaders & Dawn Simpson*

**ARRANGEMENTS**

**EMERGENCY PROCEDURES – FIRE AND EVACUATION/ INVACUATION**

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

*Dawn Simpson/Mark Chester*

Escape routes are checked by/every:

*Mark Chester*

Weekly

Fire extinguishers are maintained and checked by/every:

Service and maintenance – Churches Fire  
Visually Inspected – *Mark Chester*

Annually

Termly

Alarms are tested by/every:

*Weekly system checks -Mark Chester*  
*Service and maintenance – Halifax Security*

Weekly

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**

