



Health and Safety at Work etc. Act 1974

THIS IS THE HEALTH AND SAFETY STATEMENT OF

Crawshaw Academy

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 "A. J. P.", 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 2023
Review date: Nov 2024

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

<i>Adam Daly</i>	Principal
<i>Sam Shuttleworth</i>	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: Paul O'Brien

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: A Broughton
Contractors on Site: A Broughton
COSHH: Subject Technicians
Display Screen Equipment: P O'Brien
Driving for Work: P O'Brien
Electrical Safety: A Broughton
First Aid: P O'Brien
Lettings: A Broughton/P O'Brien
Lone Worker: P O'Brien
Lifting and Handling: A Broughton/P O'Brien
New and Expectant Mothers: P O'Brien/H Ratcliffe
Individual Pupil RA's: A Broughton
Art, DT and Science: J Haxby and K Clarke
Boiler and Plant Rooms: A Broughton
Buildings: A Broughton
Caretaking: A Broughton
Classroom Management: P O'Brien
Food Technology: J Rose
Kilns: A Broughton
PE Lessons: B Langford
Reprographics: P O'Brien
School Snow and Ice: P O'Brien
Water Bottles: P O'Brien
School Wide Stress: P O'Brien
Individual Stress: P O'Brien/H Ratcliffe
Behaviour Management: P O'Brien/D Nicholson
Violence from Intruders: P O'Brien
Violence from Parents/ Carers: P O'Brien
Violence from Pupils: P O'Brien/D Nicholson
Violence Out of Hours: P O'Brien
Working at Height: P O'Brien
Young Employees: H Ratcliffe

The findings of the risk assessments will be reported to:

A Daly and S Shuttleworth

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

P O'Brien and the staff member undertaking activity

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

P O'Brien and the staff member undertaking activity

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

P O'Brien and the staff member undertaking activity

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:

N Tones

T Toepritz

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Weekly updates on CA Staff Portal

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

A Broughton
Bulloughs

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

A Broughton
Bulloughs
H Pinto

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

A Broughton
Bulloughs
H Pinto

Problems with plant/equipment should be reported to:

A Broughton
Bulloughs
H Pinto

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

A Broughton
Bulloughs
H Pinto

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Science Faculty
Art
Design
A Broughton
Bulloughs
H Pinto

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

Science Faculty
Art
Design
A Broughton
Bulloughs
H Pinto

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

Science Faculty
Art
Design
A Broughton
Bulloughs
H Pinto

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

Science Faculty
Art
Design
A Broughton
Bulloughs
H Pinto

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

Science Faculty

Art

Design

A Broughton

Bulloughs

H Pinto

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 in:

Staff Room

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

School Hands Service
North Yorkshire County Council
O: 01609 532589

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

H Ratcliffe

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

R Ghosal/P O'Brien

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

P O'Brien

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

H Ratcliffe

Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by *(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*:

H Ratcliffe

Training records are kept:

Digitally, on the National College of Education

ARRANGEMENTS

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

Locations of First Aid Boxes:

First Aid
Canteen
PE
Art
Design
Science
LRC
Pastoral office
Drama
Health and Well Being
Enterprise
Mini bus

The first aiders are:

All staff are emergency aid trained
C Farrand
T Bramley
D Swales
M Hogben
O Murtagh
J Griffin
J Rowe
A Jackson
C Davidson
A Batey
A Twist
J Neilson
N Briggs
V Richardson
K Elmer
L Fearnley
S Gaughan
B Langford
D Nicholson

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

Online – Risk Manager

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:

P O'Brien

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:

P O'Brien

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

P O'Brien

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

P O'Brien

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

P O'Brien

The Asbestos Risk Management file is kept in:

A Broughton Office

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

A Broughton 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:

A Broughton

Asbestos risk assessments will be undertaken by:

Leeds City Council

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

A Broughton

Records of the above inspections will be kept in:

A Broughton Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

P O'Brien and A Broughton

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:

A Broughton

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

Water Management Arrangements Folder and location in Academy is in A Broughton Office

ARRANGEMENTS

WORK AT HEIGHT

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

A Broughton

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

P O'Brien

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

A Broughton/P O'Brien

Academy H&S Management File

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

**Academy Educational Visits Co-ordinator and Principal
Trust CEO if high risk/residential/overseas educational visits**

The Educational Visits Co-ordinator(s) is:

J Wearing

Risk assessments for off-site visits are to be completed by:

J Wearing

RKLT Policy, Procedures & Guidance for Educational Visits are kept in:

CA Staff Portal

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

J Wearing

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION/ INVACUATION

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

P O'Brien

Escape routes are checked by/every:

A Broughton

month

Fire extinguishers are maintained and checked by/every:

Service and maintenance – Kevs on Fire

Annually

Visually Inspected – A Broughton

Termly

Alarms are tested by/every:

Weekly system checks – A Broughton

Weekly

Service and maintenance – Jayfort Security

Bi-Annually

Emergency evacuation/invacuation procedures will be tested:

Termly on following basis:

Evacuation in Spring and Summer terms

Invacuation in Autumn 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 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**