



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: I Addison

Headteacher

Signed:

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

Director of Estates

Date: 17/02/2025

Review date: October 2025

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

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

Iain Addison	Headteacher
Paul O'Brien	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@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: Leeds City Council
Contractors on Site: Site Manager
COSHH: Subject Technicians
Display Screen Equipment: Individual/HR Officer
Driving for Work: Business Manager
Electrical Safety: Site Manager
First Aid: Business Manager
Lettings: Site Manager/Business Manager
Lone Worker: Business Manager
Lifting and Handling: Site Manager/Business Manager
New and Expectant Mothers: HR Officer/Business Manager
Individual Pupil RA's: Site Manager
Animals in School: N/A
Aquaria: N/A
Art, DT and Science: Subject Leader
BBQ: N/A
Before and After School Club: N/A
Boiler and Plant Rooms: Site Manager
Buildings: Site Manager
Caretaking: Site Manager
Classroom Management: Business Manager
Food Technology: Subject Leader
Gardening and Gardening Clubs: N/A
Incubation of Eggs: N/A
Kilns: Site Manager
PE Lessons: Subject Leader
Play Equipment Infant and Nursery: N/A
Playground Activities and Equipment: N/A
Ponds and Water Features: N/A
Reprographics: Business Manager
School Snow and Ice: Business Manager
Traversing Climbing Wall: N/A
Use of Oxygen: N/A
Village Hall Use: N/A
Walking Bus: N/A
Water Bottles: N/A
School Wide Stress: HR Officer/Business Manager
Individual Stress: HR Officer/Business Manager
Swimming Activities: N/A
Behaviour Management: Business Manager/Deputy Headteacher
Violence from Intruders: Business Manager
Violence from Parents/ Carers: Business Manager
Violence from Pupils: Business Manager/Deputy Headteacher
Violence Out of Hours: Business Manager
Working at Height: Site Manager/Business Manager
Young Employees: HR Officer

The findings of the risk assessments will be reported to:

Principal, Business Manager and Director of Estates

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

Business Manager and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is

Business Manager and the staff member undertaking activity

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

Business Manager and the staff member undertaking activity

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:

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Consultation with employees is provided by:

Agenda item on staff weekly meetings when appropriate

Staff briefings, online portal and noticeboards

Training Days

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

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

Property Services – Site Manager/Business Manager
Building Cleaning Services – Bulloughs
Catering Team – Head Chef

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

Site Manager/Business Manager
Building Cleaning Services
Catering team

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

Site Manager/Business Manager
Building Cleaning Services
Catering team

Problems with plant/equipment should be reported to:

Site Manager/Business Manager
Building Cleaning Services
Catering Team

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

Site Manager/Director of Estates
Building Cleaning Services
Catering team

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

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

Science Faculty
Design Technology Faculty
Art Faculty
Food Technology
Site Manager
Bulloughs
Head Chef
Grounds Maintenance provider

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

Science Faculty Leader
Design Technology Faculty Leader
Art Faculty Leader
Food Technology Leader
Site Manager
Bulloughs
Head Chef
Grounds Maintenance provider

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

Science Faculty Leader
Design Technology Faculty Leader
Art Faculty Leader
Food Technology Leader
Site Manager
Bulloughs
Head Chef
Grounds Maintenance provider

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

**Science Faculty Leader
Design Technology Faculty Leader
Art Faculty Leader
Food Technology Leader
Site Manager
Bulloughs
Head Chef
Grounds Maintenance provider**

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

**Science Faculty Leader
Design Technology Faculty Leader
Art Faculty Leader
Food Technology Leader
Site Manager
Bulloughs
Head Chef
Grounds Maintenance provider**

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 in:

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:

HR Officer, 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:

Business Manager, 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 with the Business Manager

Visitors: Visitors will be given a short induction in reception, if left unsupervised, before being escorted to the staff member they are visiting

Contractors: Site Manager

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

Business Manager

Mandatory Health and Safety Training Requirements to be completed by Academy at required timescales and organised by HR Officer/Business Manager:

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:

Various boxes around school, with a record kept by our Lead First Aider, who also replenishes regularly

The first aiders are:

List maintained and held in our CA Health and Safety team

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

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:

Business Manager

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)

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:

Business Manager

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

HR Officer/Business Manager

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

Headteacher

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Business Manager

The Asbestos Risk Management file is kept in:

Site Manager office and online in the staff portal

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

Site Manager office and 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:

Site Manager

Asbestos risk assessments will be undertaken by:

Site Manager

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

Site Manager

Records of the above inspections will be kept in:

Site Manager office and online in Total Risk Manager

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

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

Business Manager/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:

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 Site Manager office

ARRANGEMENTS

WORK AT HEIGHT

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

Site Manager

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

Business Manager and relevant members of Academy staff

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

Site Manager

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
Headteacher
Trust CEO if high risk/residential/overseas educational visits**

The Educational Visits Co-ordinator(s) is/are:

C Hand

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:

Our website and online staff portal/TINA

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

C Hand/L Guthrie

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION/ INVACUATION

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

Business Manager

Escape routes are checked by/every:

Site Manager	Weekly
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Fire extinguishers are maintained and checked by/every:

Service and maintenance – Keys on fire	Annually
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Visually Inspected – Site Manager	Termly
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Alarms are tested by/every:

Weekly system checks – Site Manager	Weekly
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Service and maintenance – Jayfort Security	Bi-Annually
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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**