



## **Policy: HEALTH AND SAFETY**

**Member of Staff Responsible**

**D Noble**

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**Approved by Full Board on:**

**1<sup>st</sup> October 2020**

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**Review date:**

**2021**

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# HEALTH AND SAFETY

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## **1. Health & Safety Policy Statement**

As a leader of the community that it serves, Red Kite Learning Trust (RKLT) recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by The Trust's activities.

The Trust's commitments are:

- To prevent injury and ill health associated with Trust's activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve the Trust's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- To set health and safety objectives and monitor their achievement

In our positions as Chairman of the Trustees and Chief Executive Officer, we are committed to integrating health and safety into decision-making and risk management processes within RKLT. The Trustees will support us in this role and, together with the wider Executive Leadership Team within the Trust, will ensure the effective leadership of health and safety for the Trust and others affected by the Trust's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. We regularly review these assessments, to ensure that the Trust complies with legal requirements and strives to achieve best practice.

We will maintain arrangements to consult employees, trade union representatives and others who may be affected by The Trust activities, to encourage a joint approach to the management of health, safety and welfare.

The Trust expects all employees and those undertaking work on behalf of, or in partnership with, the Society to take reasonable care of their own health and safety, for the health & safety of others and to co-operate with the Society in the performance of its moral and statutory duties.

The Trust will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

**Chair of Trustees – Chris Tulley**  
**Chief Executive Officer – Richard Sheriff**

## **2. Health and Safety Organisation**

This section details the health and safety roles and responsibilities assigned to specific posts and functions within RKLT.

### **2.1 Chair of the Trustees**

The Chair of the Trustees ensures that the work of RKLT Executive Leadership Team and Trustees is conducted in accordance with the Trust's policy and procedures for health and safety and with due regard for relevant statutory provisions.

### **2.2 All Trustees**

All Trustees ensure that all the decisions they make are in line with this policy and other Trust policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is upheld by all committees and during all contacts with employees and members of the public.

### **2.3 Chief Executive Officer**

The Chief Executive Officer has overall personal responsibility for the effective leadership of health and safety within RKLT. The Chief Executive Officer carries out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of RKLT's culture, of its values and performance targets.
- Provide effective leadership to Trustees by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance;
- Ensure that adequate resources are made available to achieve high standards of health and safety;
- Monitor and review health and safety performance by receiving both specific (e.g. incident-led) and routine reports.

### **2.4 Local Governing Body**

The Local Governing Bodies within RKLT are responsible for the effective leadership of health and safety within their Academy. The Local Governing Body carry out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of the individual Academy, of its values and performance standards.
- Ensure that their individual Academy has a clear management structure and that health and safety responsibilities are effectively communicated and included in job descriptions.
- Ensure that there are adequate and appropriate arrangements to encourage the trust, participation, and involvement of all employees on health and safety issues.
- Ensure there are adequate arrangements so that the required health and safety information is shared between those that need it.
- Ensure that there are systems and arrangements to guarantee the competence and capability on health and safety related matters of all employees and others who are part of the conduct of the Academy's' undertakings.
- Provide visible leadership on health and safety to head teachers by setting and reviewing targets for achieving improvements in health and safety performance including conducting annual visual Inspections.

- Approve the Academy's health and safety action plan and monitor its implementation.
- Ensure that adequate resources are made available to achieve high standards of health and safety performance.
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports including reviewing accident, incident and near miss reports on a termly basis.
- Keep health and safety performance under review at Local Governing Body meetings and ensure a formal annual review is carried out.
- Consult the RKLT H&S advisors and others to monitor the need for further health and safety measures.
- Each year Local Governing Bodies are required to complete and update a statement of intent to implement the requirements of the RKLT Health & Safety Policy and state the name individuals who are responsible for implementing the policy within their Academy. (see appendix 1 Academy Health & Safety Statement).

## **2.5 Principals and Head Teachers**

Principals and Head Teachers within RKLT are responsible for the effective implementation of this health and safety policy and associated management systems in all RKLT Academies. They are responsible for ensuring that staff are aware of their responsibilities for implementing the day-to-day operation of all health and safety systems and procedures within their Academies. In addition to these general duties, they will carry out the following or delegate as appropriate to Academy-based Business and Operations Managers:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values, and performance standards in their Academy.
- Ensure that their Academy has a clear management structure and that health and safety responsibilities are effectively communicated.
- Provide visible leadership on health and safety to staff by setting and reviewing targets for achieving improvements in health and safety performance.
- Oversee implementation of the health and safety action plans and monitor their implementation.
- Ensure that adequate resources are made available to achieve high standards of health and safety performance.
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports.
- Ensure that arrangements are in place, so they are advised of any accidents, incidents and health and safety issues occurring in the Academy.
- Keep health and safety performance under review and play a full and active part in the review process at Trust level Executive Leadership meetings.
- Ensure that all employees have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimize these risks.
- Ensure that health and safety issues are considered in all lesson plans.

- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training, and instruction to be rectified where practicable.
- Monitor the need for any further health and safety measures, instruction, and training.
- Provide effective leadership on health and safety to their staff by setting and reviewing targets for achieving improvements in health and safety performance.
- Consult the Trust's H&S Advisors and others who may assist with monitoring the need for further health and safety measures.
- Ensure that contracts are in place for building maintenance including the inspection and testing of equipment in the premises e.g. boilers, electrical, fire equipment, gas, lifts, etc.
- Ensure suitable arrangements are in place at the premises for the management of contractors and construction projects on site.
- Maintain suitable arrangements in the premises to manage any asbestos present in the building.
- Maintain suitable arrangements in the premises to manage any legionella risk in the building.

## **2.6 North Yorkshire County Council (NYCC) Health and Safety Service (HandS)**

RKLT has appointed the NYCC HandS Service as their competent person in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999. The HandS Service provides strategic health and safety advice and support to the Academies, Trustees, Head Teachers and employees of The Trust. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the HandS Service relieve either managers or supervisors of their operational health and safety responsibilities.

The HandS Service carries out the following duties:

- Work in partnership with individual Academies to develop an annual health and safety action plan by undertaking the Annual Review Checklist for each Academy.
- To escalate or report as appropriate any failure to implement the health and safety plan to the Chief Executive Officer or Director of Operations.
- To contribute to, and engage in, the development of policies and procedures relating to health and safety.
- Develop and advise on the implementation of health & safety policy, procedures, and management systems for existing and new activities.
- Support Principals and Head Teachers to develop and implement effective health & safety risk management in their Individual Academy.
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety.
- Advise on the development of health & safety action plans, including the setting of realistic short-term and long-term objectives by conducting an annual Premises Inspection.
- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of the Trust.

- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures.
- Advise on health & safety training for staff and ensure it is appropriate for their duties and responsibilities.
- Conduct an annual fire risk assessment for each Academy.
- Advise on required and appropriate health and safety signs and information is displayed.
- Advise on required and suitable first aid arrangements are maintained at the premises.
- Advise on required emergency procedures and with advice on requirements for periodic testing at Academy's.
- On multi-occupancy sites provide advice to ensure there is co-operation and co-ordination of health and safety arrangements between all parties.
- Advise on requirements for suitable and sufficient risk assessments to be carried out in each Academy. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is a significant change) and modified if necessary.
- Co-ordinate the accident/incident reporting, recording and investigation system. Completed ARF1 forms to be sent to NYCC for reporting to the HSE on the Trusts behalf.
- Report to RKLTL's Director of Operations on the management of health & safety performance and standards within the Trust.
- Provide the main point of contact and maintain professional working relationships with appropriate health and safety enforcing authorities.
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.

## **2.7 Trade Union Safety Representatives**

Trade Union Safety Representatives are consulted where appropriate on matters affecting the health and safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trades Unions on health and safety takes place at individual Academy's level through the various risk management and health and safety groups.

## **2.8 Section All Employees, Trainees, Temporary Workers and Volunteers**

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to The Trust's disciplinary procedures. In particular, all employees, trainees, temporary workers and volunteers are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- Co-operate with all Principals/Head Teachers, senior Academy leaders and the RKLTL Health and Safety Advisors on health and safety matters.
- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention.
- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them.

- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager.
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety, or welfare.
- Report any accident/incident or near miss to their Principal/Head Teacher or other senior Academy staff (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on RKLTL premises, sites or affected by RKLTL activities, which comes to their attention.
- Report to their Principal/Head Teacher or other senior Academy staff any work situation they consider to represent a serious and immediate danger to health and safety, or any other relevant matter that they consider to represent a shortcoming in current arrangements for health and safety.
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations, lockdown etc.



### **3. Health and Safety Arrangements**

The person or persons who are delegated day-to-day responsibility for health and safety at either Trust or Academy level will ensure that the following arrangements are effectively implemented and maintained:

#### **3.1 Accident and Near Miss Reporting, Investigation and Notification**

All injury accidents to employees, contractors, clients or visitors, however minor, are reported, recorded in the accident book with individual accident reports removed and securely stored in compliance with the Data Protection Act. Employees are encouraged to report near misses.

All accidents, irrespective of whether injury results and near misses are investigated, the depth of which is determined by the severity or potential severity of injury, to establish cause and to avoid recurrence.

Work related accidents that result in death, major injury or absence from work for seven or more days (not including the day of the accident) or any instance of a specified work related illness or dangerous occurrence are reported to the enforcing authority as required by RIDDOR 2012 and the HSE published Education Information Sheet No.1 (Revision 3).

Accident/Incident data is analysed, statistics are compiled, and reports provided to the Trustee and Local Governing Boards and Executive Group.

#### **3.2 Asbestos**

It is acknowledged that exposure to asbestos fibres can lead to asbestos-related diseases such as cancers of the chest and lungs. Asbestos is known to be present within some of the buildings occupied by RKLТ Academies and a policy for the control of asbestos at work has been developed and implemented. Asbestos management surveys have been undertaken and asbestos or asbestos containing materials, which have been identified, or materials which are presumed to contain asbestos have been either removed by licenced contractors or are encapsulated, entered on a register and subject to periodic condition monitoring inspections by the nominated person within each Academy. Contractors undertaking work on premises which are known to contain asbestos are informed of the presence or potential presence of asbestos, are shown the asbestos management survey or asbestos refurbishment and demolition survey, and are required to sign in acknowledgement.

#### **3.3 Communication, Consultation and Co-operation on OSH matters.**

Procedures for effective communication to and consultation with employees have been established and are implemented through one to one meetings, staff meetings, departmental meetings and email communication. Co-operation on occupational safety and health matters is an expectation of all employees, communicated to employees through this health and safety and other RKLТ policies and procedures. Non co-operation by employees may be considered and treated as misconduct and dealt with through disciplinary procedure.

#### **3.4 Control of Contractors and Sub-Contractors**

RKLТ recognises its legal responsibility towards all persons present on its premises including contractors/subcontractors undertaking work. It is the intention of RKLТ that no contractor or subcontractor is exposed to risk while on the premises. Similarly, RKLТ expects its contractors\subcontractors to ensure that no risk is introduced to occupiers of RKLТ premises or workplaces. A contractor vetting procedure has been established to ensure that contractors are competent to undertake the work, have adequate public liability insurance, appropriate documented health and safety systems including risk assessments and method statements for hazardous work activities. A permit to work system has been introduced for all hazardous work undertaken by contractors.

### **3.5 Control of Substances Hazardous to Health (COSHH)**

Assessments are made of any substances that are used, processed, manufactured, produced or given off that may be hazardous to health. Material safety data sheets (MSDS) are held for all proprietary brands which may be hazardous to health. Formal risk assessments have been undertaken and suitable controls implemented in accordance with the hierarchy of control. Risk assessments are reviewed annually. The use and storage of proprietary products is always in accordance with manufacturers'/suppliers' instructions, legal requirements or best practice.

### **3.6 Critical Incident Procedures**

Emergency procedures have been devised with the assistance of appropriate advisory personnel in respect of fire, bomb threats, major gas leaks, collapse or imminent collapse of buildings, flood, storm and intruder. Fire action notices are displayed adjacent to each fire alarm break glass call point detailing the action to be taken upon discovery of a fire and upon hearing the alarm. Training is periodically refreshed. Fire evacuation drills are undertaken termly, and records maintained.

### **3.7 Display Screen Equipment (DSE)**

Display screen equipment and furniture suitable for the work to be undertaken is provided. Each user and their workstation are assessed using an initial self-assessment questionnaire, followed up by a formal assessment by a competent assessor where issues have been identified.

The cost of eye tests at the request of the user are met by the Company as are the cost of standard corrective appliances required specifically for DSE use. Risk assessments are reviewed annually, sooner if there are changes in workstation, equipment or the user's health.

### **3.8 Driving at work**

Work related road safety has been identified as a potential risk to employees. Academy minibus drivers are MIDAS trained and refreshed and driving licences are checked at least annually more frequently as required. Employees permitted to use their own vehicles on RKL or Academy business are required to: have their driving licences checked and validated with DVLA; provide evidence that their vehicle is taxed and roadworthy (a current MOT certificate for vehicles over three years old); and, that their private motor insurance is extended to include the business use of the policyholder or their employer. All employees who may drive their own vehicle on RKL or Academy business have a duty to disclose all driving disqualifications or convictions to their line manager.

### **3.9 Electrical Safety**

The fixed electrical installation and wiring of all buildings owned or occupied by RKL and its Academies is inspected and tested in accordance with BS7671 by and at intervals determined by a competent electrician. All electrical faults and hazards are reported, and arrangements made to have the fault or hazard safely dealt with. Portable electrical appliances are visually examined by the operator daily or before use and examined and tested annually by a competent person.

### **3.10 Equipment**

All equipment provided is:

- Suitable for its purpose;
- Subject to regular maintenance and periodic inspection;
- Used by persons provided with information instruction and training in its safe use.
- CE marked as applicable;
- Suitably guarded and fitted with protective devices to prevent access to or contact with the dangerous parts of machinery. Maintenance of machinery includes the testing of safety critical devices.
- Subject to recorded daily pre-use or start/up checks;
- Provided with warning signs with regards to any hazard which the user may be exposed;
- Subject to suitable hazard identifications and risk assessments and where considered necessary safe systems of work which are maintained under periodic review.

### **3.11 Fire Safety**

Fire risk assessments have been undertaken for each building/range of buildings occupied by RKLТ or their Academies and are periodically reviewed. Fire Emergency Plans, which consider the findings of the fire risk assessment have been developed and are implemented. Maintenance of detection and alarm systems, emergency lighting and fire extinguishing devices is undertaken by external contractors.

### **3.12 First Aid**

An assessment of first aid requirements has been made and a suitable number of first aiders appointed and trained for each RKLТ site. First-aid boxes are provided and maintained with adequate supplies.

### **3.13 Gas Safety**

Installation, maintenance and repair of gas appliances and fittings is undertaken by competent Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained and periodically serviced. Rooms within which gas appliances are installed and used are provided with adequate ventilation. Gas installations are secured to prevent tampering.

### **3.14 Legionella**

Water risk assessments have been undertaken on all buildings and operational controls identified are undertaken and records maintained in building specific water safety logbooks. Risk assessments are reviewed every two years, more frequently following significant change to the water system, or because of findings of water samples or temperature checks.

### **3.15 Lettings**

Persons or organisations who hire RKLТ buildings or facilities are provided with information and instruction on procedures in place for access and egress to the premises/facilities as well as the emergency procedures in place. Confirmation that adequate public liability insurance is held as well as provision of suitable and sufficient risk assessments for activities which impact upon RKLТ, its employees, the Academy or its pupils/ students requested.

### **3.16 Lone Working**

Situations of lone working (within the building) or working alone (within a part of the building) are avoided. Where avoidance is not possible, a procedure have been developed and implemented to ensure the safety of those employees who may be lone working/working alone.

### **3.17 Manual Handling**

General assessments for tasks, areas and activities have been completed and include the general hazards associated with manual handling operations. Employees who may need to undertake manual handling operations as part of their job have been identified and training provided in safe manual handling and risk assessment. Specific risk assessments are undertaken in respect of any manual handling operation presenting a serious risk to those carrying out the manual handling operation. Employees who have not been specifically authorised and trained to undertake manual handling operations are not permitted to undertake them. Mechanical aids to minimise the risks to those undertaking manual handling operations include trolleys, pallet trucks and goods lifts.

### **3.18 Medical Needs**

Most students may at some time have a medical condition which could affect their participation in Academy activities. This may be a short-term situation or a long-term medical condition.

RKLT will endeavour to ensure that students with medical needs receive proper care and support at their Academy. A process for the management of medicines has been developed and implemented in each Academy.

Academy staff has no legal duty to administer medical care to students. This is carried out on a voluntary basis. RKLT will accept responsibility in principle for members of Academy staff giving or supervising students taking prescribed medication during the Academy day where those members of staff have volunteered to do so.

### **3.19 New Employees and Visitors**

New employees including trainees, temporary employees; work experience and agency staff are given health and safety induction training by their line manager, team leader, or Human Resources department on their first day of work. The training includes general health and safety awareness; first aid arrangements; fire precautions; emergency procedures; RKLT and employee responsibilities; and, the significant findings of any risk assessments of hazards to which they may be exposed. Records of all training provided are maintained. Visitors are either accompanied at all times or allocated to a named employee who is responsible for their safety and well-being while they are on the premises.

Visitors including contractors to Academies during Academy hours will be accompanied, those who are in contact with children are required to provide an enhanced DBS certificate. Contractors where possible are instructed to undertake work during Academy holidays.

### **3.20 New and Expectant Mothers and Women of Childbearing Age**

Work activities of any employee who is a new or expectant mother are reviewed to identify hazards and assess the risks which could affect the new mother (given birth within the previous 12 months or is breastfeeding) pregnant employee and/or their unborn child. Risk assessments are reviewed at three monthly intervals.

### **3.21 Play Equipment**

Outdoor and indoor play equipment, including climbing walls present challenging experiences that encourage creative and social development for young people. However, every year there are a significant number of accidents to young people in playgrounds due to faults with fixed playground equipment. All play providers installing new or refurbishing playground equipment within RKL T Academies (including the site around the equipment) must meet the appropriate standards BSEN 1176 in respect of the equipment and BSEN 1177 in respect of the playground surfacing. Academies within RKL T must ensure regular safety inspections and annual maintenance checks are implemented to ensure both outdoor and indoor play equipment are maintained to meet required safety standards.

### **3.22 Personal Protective Equipment**

The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances is determined by risk assessments which are reviewed periodically or when circumstances change.

RKL T provides a range of personal protective equipment (PPE) for use by employees and pupils/students when undertaking certain tasks or working in certain areas. It is recognised that the provision of such equipment is the last line of defence against injury or ill-health and that it is to be used in addition to higher level risk control measures which may not fully control the risk. Employees and pupils/students who are required to use PPE are provided with appropriate information, instruction and training to enable effective use, care and storage of such equipment.

### **3.23 Risk Assessments and Register**

A procedure for ongoing proactive hazard identification, risk assessment and determination of necessary controls has been developed and implemented. The procedure of hazard identification and risk assessment takes account of routine and non-routine activities, activities of all persons (employees, visitors and contractors) having access to the premises; human behaviour, capabilities and other human factors; and, the infrastructure, equipment and materials within the workplace of premises. When determining controls, consideration is given to reducing risks in accordance with the following hierarchy: Elimination; substitution; engineering controls; signage, warnings and/or administrative controls; and, personal protective equipment.

The significant findings of risk assessments are communicated to those who might be affected by them and copies of the assessments retained for reference. Risk assessments are periodically reviewed, annually or more frequently considering changes in personnel, processes, infrastructure, equipment or materials.

### **3.24 Safeguarding (Refer to Safeguarding Policy)**

RKL T recognises that the welfare of the pupil is paramount and takes seriously its responsibility to safeguard and promote the welfare of the pupils in its care. The Trust is committed to safeguarding and promoting the welfare of pupils/students and expects all staff and volunteers to share this commitment. A specific policy on Safeguarding and Child protection has been written, approved, published and is maintained under annual review. A Trustee for Safeguarding - Designated Safeguarding Lead (DSL) has been appointed and each Academy has an appointed DSL who meet with their link governor half-termly to review the policy and share concerns and cases relevant to the delivery of their duties. Governors prepare a link report following their half-termly meetings which is issued to the Trust DSL and the CEO. All staff member are provided with appropriate training in safeguarding and child protection which is refreshed annually.

### **3.25 Safety Management**

A rolling action plan is maintained as a means of progressing actions on health and safety matters. It records a summary of the actions, the person(s) with the task of taking the action, the timescale and details of completion or hold-ups.

Periodic audits of the RKLТ health and safety management system is undertaken by external trained and competent auditors.

The health and safety management system is up-dated following external audits, internal site inspections, risk assessment or subsequent reviews.

### **3.26 Academy Trips (Refer to Educational Visits Policy)**

All Academy trips are arranged through Exeant. Risk assessments are undertaken where required and any identified controls implemented. Staffing levels are carefully considered and means of communicating, first aid kit, first aiders and details of pupils'/students' specific medical needs together with parents' contact details held.

### **3.27 Security**

RKLТ recognise the need to obtain a suitable balance between ensuring the Academy remains an integral and welcoming facility for the community, with ensuring the safety of every student, member of staff, and visitor to our Academy and protecting our buildings and resources.

RKLТ are committed to reducing the risk of violence or aggressive behaviour to individuals, as far as is practical, and improving security of the site by implementing required procedures. Risk assessments will be undertaken at RKLТ Academies to identify areas of concern and appropriate control and preventative measures introduced, such controls may include training, guidance, advice, changes in working practices, physical measures and legal guidance or intervention by the police if necessary.

### **3.28 Slips, Trips and Falls**

Slips, trips and fall are the most common cause of accidents in Academies nationally. RKLТ has a responsibility to safe guard their staff, pupils and visitors on its sites in developing and implementing a policy to control slips, trips and falls risks is essential and will require a whole Academy approach, with simple, low cost control measures which will bring about significant reductions in injuries sustained.

### **3.29 Smoking**

RKLТ operates a strict smoke free policy (including e-cigarettes) which applies across all premises owned or under their management or control.

### **3.30 Stress**

Stress is an adverse reaction people have to excessive pressure and is recognised by RKLТ as a cause of mental and physical ill health. RKLТ is aware of typical work-related stressors and through its management and performance appraisal systems, allocation and supervision of work will take all reasonable and practicable steps to ensure employees do not become ill through excessive pressure of work.

Where work patterns or volumes may give rise to work related stress a risk assessment will be undertaken, identifying pressures at work that could cause high and long lasting levels of stress, who might be harmed, recognising and recording existing controls and management systems designed to prevent such harm and identifying additional measures that might be necessary to reduce the risk of stress related illness.

Risk assessments will be tailored to individual employees as required and maintained under regular review.

### **3.31 Swimming Pools**

It is essential that RKLТ ensures activities undertaken in swimming pools or hydrotherapy pools are done so in a safe, organised and professional manner, by competent people, irrespective of who is leading the activity. The information contained within the relevant Trust guidance document is designed to support and inform those individuals undertaking activities in swimming and hydrotherapy pools, it summarises the processes and procedures to ensure a safe, healthy and controlled environment. These procedures are used in conjunction with relevant requirements of 'Safety in Swimming Pools' /ASA Academy Swimming Guidance.

### **3.32 Training**

RKLТ is committed to ensuring that all employees receive adequate and proper training in issues of health and safety. A programme of training has been developed to provide all employees with training which covers: general health and safety awareness; fire safety, first aid and work specific health and safety training as required. Qualifications of all new starters are checked, references are taken up, on-the-job training is provided, and the new employee closely supervised until they are considered competent to work unsupervised. Periodic refresher training is provided to all employees through training days and e-learning.

### **3.33 Violence or Threatening Situations**

As a company, some of our employees may be in contact with contractors, customers and members of the public on a daily basis, either face to face or through telephone communications. Risks are assessed and to assist employees in dealing with violent or threatening behaviour appropriate instruction and training may be provided.

### **3.34 Waste Arrangements**

The control of waste is conducted in compliance with current legislation. Particularly hazardous or toxic waste materials are formally notified to the local authorities and/or appointed contractor and treated as an identified waste under the Controlled Waste Regulations 1992.

### **3.35 Working at Height**

All reasonable steps are taken by RKLТ to ensure the safety of employees and contractors who work at height. All work activities that cannot be undertaken by an employee or contractor without the risk of falling are considered to be working at height and are assessed with regards to eliminating or reducing to their lowest level, the risks to the health and safety of those who may be affected by them.

Where risks cannot be eliminated, suitable and sufficient control measures in accordance with the hierarchy of control (collective in preference to individual controls) are introduced to reduce risks to their lowest practicable level. The significant findings of the risk assessments are to be brought to the attention of those who may be affected by them.

Mechanical or electronic means to assist with working at height such as mobile elevated work platforms or portable scaffold towers are operated/erected and dismantled by trained operatives. Ladders and step ladders are uniquely identified, details entered in a register and the equipment subject to formal inspection at frequencies determined by the extent of use.

### **3.36 Young Persons**

From time to time RKLТ may employ persons who are under the age of eighteen. In these circumstances RKLТ ensure that such young persons are protected whilst at work from any risks to their health and safety. Regard is paid to such risks which arise as a consequence of the young person's lack of experience or absence of awareness of existing or potential risks or the fact that he/she has not yet fully matured. Young persons are permitted to work only in low risk environments such as offices or classrooms.

RKLТ ensures that all young persons are supervised by a competent person during the course of his/her employment. Furthermore, the RKLТ will ensure that a suitable and sufficient assessment of the risks associated with the young person's employment is undertaken and periodically reviewed so that risks are reduced to the lowest level that is reasonably practicable.





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

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

*Insert School Name*

**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:**

**Chair of Local Governing Body**

**Date:**

**Review date:**

## HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

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

*(Insert name of Head Teacher/Principal)*

Head Teacher/Principal

*(Insert name of Chair of LGB)*

Chair of LGB

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

**Name:**

**Responsibility: Health & Safety LGB Governor Representative**

**Name:**

**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:

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

The findings of the risk assessments will be reported to:

*(Insert names of Head Teacher/Principal and LGB Member who require sight of RA)*

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy) at academy and the staff member undertaking activity*

The person responsible for ensuring the action required is implemented is

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy at academy) and the staff member undertaking activity*

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy at academy) 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:**

*(Insert name/s of employee representatives)*

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**Staff briefing and noticeboard**

**Training Days**

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

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

*(Insert names of staff responsible for following)*

Property Services  
Building Cleaning Services

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

*(Insert names of staff responsible for following)*

Property Services  
Building Cleaning Services  
Catering team

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

*(Insert names of staff responsible for following)*

Property Services  
Building Cleaning Services  
Catering team

Problems with plant/equipment should be reported to:

*(Insert names of staff responsible for following)*

Property Services  
Building Cleaning Services  
Catering Team

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

*(Insert names of staff responsible for following)*

Property Services  
Building Cleaning Services  
Catering team

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

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

*(Amend following as applicable to academy)*

Science Faculty  
Design Technology Faculty  
Property Services  
Building Cleaning Services  
Catering teams  
Grounds Maintenance

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

*(Insert names of staff responsible for following)*

Science Faculty  
Design Technology Faculty  
Property Services  
Building Cleaning Services  
Catering team  
Grounds Maintenance

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

*(Insert names of staff responsible for following)*

Science Faculty  
Design Technology Faculty  
Property Services  
Building Cleaning Services  
Catering Team  
Grounds Maintenance

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

*(Insert names of staff responsible for following)*

Science Faculty  
Design Technology Faculty  
Property Services  
Building Cleaning Services  
Catering Team  
Grounds Maintenance

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

***(Insert names of staff responsible for following)***

**Science Faculty**

**Design Technology Faculty**

**Property Services**

**Building Cleaning Services**

**Catering team**

**Grounds Maintenance**

**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:

**Mike Brown**  
Safety Risk Advisor  
School HandS Service  
North Yorkshire County Council  
M: 07814 889521  
O: 01609 532545  
E: [mike.brown@northyorks.gov.uk](mailto:mike.brown@northyorks.gov.uk)

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

*(Insert name of person with responsibility within academy)*

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

*(Insert name of person with responsibility within academy)*



## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

**Local SLT Induction**

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

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)*:

**Asbestos/Legionella training**

**First Aid training**

**Fire Awareness / Fire Warden training**

**Working at Height / Safe Ladder use**

**Manual handling**

**Educational Visit Training**

Training records are kept:

**In the Health & Safety Document Management file**

## ARRANGEMENTS

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

**Locations of First Aid Boxes:**

*(Insert locations as organised)*

**The first aiders are:**

**All staff are emergency aid trained**  
*(Insert list of names of staff trained as first aiders)*

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

*(Insert location of accident records location)*

**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:**

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

## 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  
Academy Establishment Inspection 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  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

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

*(Insert name of Head/Principal)*

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

The Asbestos Risk Management file is kept in:

*(Insert location of file in Academy)*

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

*(Insert location of site plan in Academy)*

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:

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

Asbestos risk assessments will be undertaken by:

RKLT nominated service provider

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

Records of the above inspections will be kept in:

*(Insert location of records kept in Academy)*

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy and Person responsible for Site Management responsibilities)*

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:

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

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

Water Management Arrangements Folder and location in Academy is

## ARRANGEMENTS

### WORK AT HEIGHT

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy) and relevant members of Academy staff*

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

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:

*(Insert Name member of staff who is Educational Visits Co-ordinator and implementation of Educational Visits Policy in Academy)*

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:

*(Insert Name member of staff who is Educational Visits Co-ordinator and implementation of Educational Visits Policy)*

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

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

*(Insert Name member of staff with operational responsibility for implementation of H&S Policy)*

Escape routes are checked by/every:

<i>(Insert member of staff with delegated responsibility)</i>	<i>Insert frequency)</i>
---------------------------------------------------------------	--------------------------

Fire extinguishers are maintained and checked by/every:

Service and maintenance - <i>(Insert name of service provider)</i>	Annually
Visually Inspected - <i>(Insert member of staff with delegated responsibility)</i>	Termly

Alarms are tested by/every:

Weekly system checks - <i>(Insert member of staff with delegated responsibility)</i>	Weekly
Service and maintenance - <i>(Insert member of staff with delegated responsibility)</i>	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 relevant.

These arrangements are explained within the RKLT H&S Policy and where required detailed documented procedures and arrangements are available within RKLT'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**