King’s Group Academies
HEALTH AND SAFETY POLICY

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Statement of Intent

King's Group Academies, as a Multi-Academy Trust, recognises that under the Health and Safety at Work Act 1974, the management of Health and Safety regulations 1999, and all other related Acts, Orders and Regulation, that it has a duty to ensure, so far as is reasonably practical, the safety, health and welfare of all persons affected by its activities. The Trust Board has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using Trust's premises or participating in the Trust sponsored activities.

To achieve the aim of providing a safe and healthy working and learning environment, so far as is reasonably practicable, for all staff, students, and visitors, we seek to ensure:

- The provision and maintenance of safe workplaces and safe systems of work
- A clear definition of responsibilities of employees at all levels
- The provision of appropriate information, instruction, training, and supervision.
- The provision of effective systems of communication on all health and safety matters
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety
- The development of safety awareness, by appropriate training, if necessary, amongst staff, students and others
- The formulation and implementation of effective procedures for use in the event of fire and other emergencies
- The effective investigation of accidents and incidents, and take steps to prevent a re-occurrence or reduce risk so far as is reasonably practicable
- That adequate welfare facilities exist across all Academies
- That adequate resources are made available for health and safety issues, so far as is reasonably practicable
- The active sharing and promotion of this policy with engagement and communication with staff, union representatives, governors, students, visitors, contractors and others in relation to health, safety and welfare
- That this policy remains under constant review and in line with changing health and safety practices and legislation

A health and safety management system has been created to ensure the above commitments can be met. All governors, staff and students will play their part in its implementation and ensure its ongoing effectiveness because health and safety is everyone's responsibility. Therefore, we expect all staff and stakeholders to play their part in recognising, supporting, and reinforcing our health and safety commitments.

Responsibilities

The Trust

The Trust has delegated the management of Health and Safety in its Academies to the Local Governing Bodies through the Scheme of Delegation. The Board expects Local Governing Bodies to ensure that health and safety is integrated with other core management functions and that all employees and students are equipped with the necessary information, instruction, training and supervision to carry out their responsibilities. This includes:

- Strong and active leadership from the top
- Employee involvement
- Monitoring and review arrangements

Notwithstanding the Scheme of Delegation, some functions across all Academies have been centralised to ensure effective management of resources, such as Estates and Human Resources. It is therefore necessary for the entire Trust community to work collegiately in order to maximise the benefits that centralisation brings when working to reduce the risk to staff, students, visitors and contractors to as low as reasonably practicable. In achieving this aim, the Board expects all Governing Bodies and Academy staff to work co-operatively and collaboratively with the Trust's competent person for Health and Safety.

Chief Executive Officer (CEO)

The CEO will be accountable for the health and safety performance of the Trust, and will:

- Take such measures to ensure that adequate resource is made available for the management of health and safety within the Trust
- Where funding is required, take reasonable actions to ensure that suitable budgets are made available for safety matters
- Ensure that competent health and safety advice is made available for all relevant Trustees
- Ensure that where safety critical functions are delegated, they are effectively managed
- Represent the Trust in matters of enforcement actions and lead on external communication to the public where required

Estates Director

The Estates will support the CEO in the discharge of their health and safety obligations by assuming the following functions:

- Ensure that competent health and safety advice is made available to the Trust and Academies by the provision and management of the Health and Safety Manager post
- Manage and approve safety remedial works where required and identified
- Ensure that key safety policies are in place and subjected to periodic review
- Provide such reasonable resource to the Health and Safety Manager to ensure the effective management of health and safety matters
- Be accountable for the day-to-day governance of health and safety within the Trust

Regional Heads of Estates

The Heads of Estates for each region will support the Estates Director in the discharge of their health and safety obligations by assuming the following functions:

- Ensure the principles and details of the Trust's Health and Safety Policy are fully implemented within the estate services
- Undertake appropriate H&S training for the role, such as the IOSH Managing Safely Course
- Ensure that all statutory tests and inspections are carried out
- Ensure that Academy Site Teams and the lead Site Team member receive the information and training for the activities and responsibilities they undertake
- Be responsible for all aspects relating to health and safety in relation to organised building works and accommodation

- Ensure appropriate responsibility is assigned for maintaining asbestos management plans at the Academies, taking on the responsibility in the absence of Site staff with a suitable level of authority (i.e. where an Academy has a Site Assistant only)
- Report to and attend health and safety meetings as required
- Ensure written risk assessments are in place and regularly reviewed for all estates and facilities activities
- Manage and advise on Health and Safety requirements across the Trust in relation to estate and facilities management in conjunction with Health and Safety Manager
- In conjunction with the Health and Safety Manager, keep abreast of changes to Health and Safety legislation and ensure that these changes are implemented across our Trust as required
- Manage and approve safety remedial works where required and identified, or give appropriate advice to Academy Headteachers/Principals on the process and requirements
- Ensure that key safety policies, in relation to the Trust estate and facilities, are in place and subjected to periodic review

In the absence of a Head of Estates for a particular region, or where a post is vacant, the responsibilities will sit with the Estates Director.

Health and Safety Manager

The Health and Safety Manager has been appointed as the Trust's competent person under regulation 7 of the Management of Health and Safety at Work Regulations 1999. In carrying out their duties, the Health and Safety Manager will:

- Provide competent health and safety advice to the Trust
- Provide competent, operational, day-to-day advice, support and guidance to individual Academies on health and safety, fire safety risk management, and any other related matter
- Take the lead in the review and development of new safety and risk management policies as required
- Ensure suitable and sufficient investigation and review of serious incidents within Academies and recommend any required remedial action
- Take an active role in the Health and Safety Committees across all Academies
- Attend senior management workplace inspections (Site Safety Walks) where practical
- Support and mentor nominated Health and Safety Leads and Coordinators across all Academies
- Ensure that all Academies undertake internal assurance activity, which is appropriately documented
- Undertake second party assurance on all Academies to assess the suitability of the Trusts risk management systems and the performance of the management arrangements at Academy level for health and safety
- Keep abreast of changes to Health and Safety legislation and ensure that these changes are implemented across our Trust as required.

Local Governing Bodies

Along with other responsibilities, the Local Governing Bodies have been established to ensure the good governance of Academies at a local level. The Governing Bodies have the following responsibilities and must ensure that:

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and students
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities (such as the Headteacher/Principal).
- persons have sufficient experience, knowledge and training to perform the tasks required of them

- clear procedures are created which assess the risk from hazards and produce safe systems of work
- sufficient funds are set aside with which to operate safe systems of work
- health and safety performance is measured both actively and reactively
- the Academy's health and safety policy and performance is regularly revered

The LGB will ensure that an appropriate Governor is nominated to provide oversight on health and safety matters within the Academy.

Academy Headteachers / Principals

Headteachers/Principals are ultimately responsible for the day-to-day health and safety arrangements at their Academy and are therefore considered the main Duty Holders for health and safety (and the Responsible Person for fire safety) and will be accountable for ensuring their Academy's business and curriculum is compliant with all relevant legislation and best practice. In discharging their duty, Headteachers/Principals must ensure that:

- a clear written local Health and Safety Policy is developed and implemented for their Academy, including ensuring it is regularly reviewed – an template can be found at Appendix A and is available to download as an editable document from the Trust's Health and Safety Portal
- the Health and Safety Policy is communicated to staff and others requiring the information, e.g. contractors
- appropriate information on significant risk activities is given to staff, visitors and contractors
- appropriate consultation arrangements are in place for staff and their representatives, including the establishment of a Health and Safety Committee
- all staff are provided with adequate information, instruction and training on health and safety issues
- risk assessments of the premises and working practices, including all curriculum activities, equipment and events are undertaken (although the responsibility for many premises, estates and facilities risk assessments will assumed by the Central Estates team)
- safe systems of work are in place for identified risk factors
- emergency procedures are in place
- equipment is inspected and tested to ensure it remains in a safe condition (although in most cases this responsibly will be assumed by the Central Estates team)
- records are kept of all relevant health and safety activities e.g. assessments, procedures, safe systems of work, inspections, accidents and incidents including near-misses
- all accidents and incidents are investigated and any remedial actions are implemented
- arrangements are in place for reporting relevant accidents and incidents to the Health and Safety Executive under RIDDOR
- arrangements are in place to monitor premises and performance, including undertaking periodic internal assurance activity and regular workplace inspections
- they lead from the top on safety issues and promote a positive safety culture across the Academy
- they report to the Governing Board at least annually on the health and safety performance of the Academy

Academy Health and Safety Lead

In larger Academies, it may be necessary for Headteachers/Principals to nominate a member of their Senior Leadership Team as the Academy Health and Safety Lead to assist with the management arrangements for health and safety.

Academy Health and Safety Coordinator

The Academy Health and Safety Coordinator, who will generally be the Site/Estates lead and be appointed by the a relevant a Central Estates Manager in consultation with the Headteacher/Principal, has the following responsibilities:

- cooperate with the Headteacher and Health and Safety Lead on all matters related to the health, safety and wellbeing of the Academy community
- assist with the workplace monitoring inspections and performance monitoring process (i.e internal Academy assurance)
- make provision for the inspection and maintenance of work equipment throughout the Academy unless specific equipment is managed by other departments
- advise the Headteacher/Principal or Health and Safety Lead of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors
- ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the Academy generally where necessary
- assist with the implementation of the Academy's emergency procedures and assist with the investigation and review of accidents
- Carry out any other functions required by the Headteacher/Principal, Governing Board or the Trust as required.

The Site/Estates lead will also have a number of other tasks/duties in respect of statutory compliance tests and checks, such as weekly fire alarm testing, fire door checks, monthly emergency light testing, etc. They will also be responsible either for overseeing a number of inspections, servicing, checks and test conducted by competent persons (contractors) arranged by the Trust Head of Estates (Regional) or will directly liaise with contractors to ensure these checks and tests are organised and completed.

Academy Site Leads

Academy Site Leads, who are the most senior Site/Estates member of staff at the Academy, and who (where applicable) will be supported by members of the Site Time, will:

- Ensure the health and safety policy is complied with at all times and all other relevant policies and procedures are followed regarding site colleagues and activities
- Undertake the required H&S training identified for the role
- Ensure that external contractors are managed and controlled
- Ensure that only safe working practices are adopted regarding all site related activities, in order to provide maximum safety for all personnel within the academy
- Ensure risk assessments are in place and communicated to all colleagues regarding site related activities
- Ensure that any asbestos on-site is managed in accordance with the Trust's Control of Asbestos Policy and the Academy's Asbestos Management Plan. Any contractors working in the vicinity of asbestos containing materials (ACMs) must read/sign the Academy's asbestos surveys before work commences. Only suitably qualified Asbestos contractors may work on ACMs
- Manage COSHH relating to site maintenance substances
- Ensure compliance with all legislation and guidance relevant and applicable to managing the Academy site including all buildings and the wider premises (including playgrounds and fields)
- Undertake applicable statutory tests, checks and inspections as required, such as weekly fire alarm testing, fire door checks, monthly emergency light testing, etc.
- Be responsible for inspection and maintenance of ladders and other access equipment
- Undertake Portable Appliance Testing if competent to do so and where the relevant testing equipment is made available

- Maintain electronic copies of all site documentation and certificates where possible to facilitate access and to support disaster recovery processes
- Assist the Academy Leadership with promoting a positive health and safety culture within the academy
- Attend relevant health and safety meetings as required, including the Academy's Health and Safety Committee and workplace inspections (Site Safety Walks)

Staff Holding Positions of Special Responsibility or Departmental Management

This includes Deputy or Assistant Headteachers/Principals, Curriculum Coordinators/Subject Leaders, Admin Managers, Lunchtime Staff, Technicians and Site/Estates Staff. They have the following responsibilities:

- apply the Academy's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Headteacher/Principal for the application of the health and safety procedures and arrangements
- carry out health and safety risk assessments of the activities they are responsible for
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work
- attempt to resolve health, safety and welfare problems from members of staff, or refer them to the Headteacher/Principal. Where problems cannot be resolved locally, staff should consult the Trust Health and Safety Manager for advice, guidance and support
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety
- investigate any accidents that occur within their area of responsibility
- keeping the Headteacher/Principal informed on the health and safety performance of their department or area of responsibility

Teachers

Teachers are expected to:

- exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies
- follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures
- give clear oral and written instructions and warnings to students when necessary
- follow safe working procedures
- require the use of protective clothing and guards where necessary
- make recommendations to the Headteacher/Principal, Health and Safety Lead or Health and Safety Coordinator on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education
- not introduce personal items of equipment (electrical or mechanical) into the Academy without prior authorisation
- report all accidents, defects and dangerous occurrences in line with local procedures

Health and Safety Representatives:

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996

The Trust and Governing Bodies recognise the role of appointed Health and Safety and they will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Headteacher/Principal or any other member of staff with appointed health and safety responsibilities.

All Employees

Every employee has health and safety responsibilities from statute and civil law as well as under their contract of employment and must take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- comply with the Health and Safety Policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- co-operate with school management in complying with relevant health and safety law
- use all work equipment and substances in accordance with instruction, training and information received
- report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- report all incidents in line with current incident reporting procedure
- act in accordance with any specific health and safety training received
- inform their Line Manager of what they consider to be shortcomings in the Academy's health and safety arrangements
- exercise good standards of housekeeping and cleanliness
- co-operate with appointed Safety Representative(s)

Students:

Students, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Positive Safety Culture

The Health and Safety Executive states that success, for any organisation or business, normally comes from good leadership, good worker involvement and good communications. Safety Culture is a subset of the overall organisation culture, and a positive safety culture is a working environment where safety is consistently prioritised

by management and employees, with open communication about safety issues, mutual respect, and a shared commitment to preventing accidents and injuries.

The largest influences on safety culture are:

- management commitment and style
- employee involvement
- training and competence
- communication
- compliance with procedures
- organisational learning

In Academies where there is a positive safety culture, all staff feel responsible for safety, proactively identify and mitigates risks, and encourage others to do the same. Therefore, the Trust supports the principals of establishing and maintaining a positive safety culture throughout all Academies. It is incumbent upon senior leaders both within the Trust Central Team, and Academy Leadership Teams, to promote and champion a positive safety culture within their Academies and also be prepared for to have their own perceptions and behaviours examined and challenged.

Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Board's Statement of Intent.

Risk Assessments

Risk assessments are used to identify hazards, evaluate the extent of the risk, and to eliminate or minimise that risk. Managers and competent staff are responsible for ensuring that suitable and sufficient risk assessments, based upon the tasks that members of staff or students are likely to perform, or equipment used, shall be carried out within their area.

It is the responsibility of the Headteacher/Principal to ensure there are sufficient numbers of staff trained in the risk assessment process, and risk assessments must be recorded and uploaded onto Smartlog where they can be regularly reviewed and updated.

Assessment of risk shall follow the HSE's 5-step principle for risk assessments:

Step 1: Identify hazards

A hazard is anything with the potential to cause harm, such as chemicals, machinery, working at height, slippery floor, movement of vehicles on site, etc.

Think about how people work and how plant and equipment are used, what chemicals and substances are used, what safe or unsafe work practices exist, or the general state of the premises

Reviewing accident and ill-health records can help identify less obvious hazards. Take account of non-routine operations, such as maintenance, cleaning or causes of work-related stress. For each hazard, think about how staff, students, contractors, visitors or members of the public might be harmed.

Step 2: Identify who might be harmed and how

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be.

You need to decide who might be harmed and how, what you're already doing to control the risks, what further action you need to take to control the risks, who needs to carry out the action and when the action is needed by.

Step 3: Evaluate risk severity and established controls

Look at what you're already doing, and the controls you already have in place. Ask yourself can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?

If you need further controls, consider:

- redesigning the work or activity
- replacing the materials, machinery or process
- organising the work to reduce exposure to the materials, machinery or process
- identifying and implementing practical measures needed to work safely
- providing personal protective equipment and making sure workers wear it

Step 4: Record the Findings and Implement Them

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be.

You need to decide who might be harmed and how, what you're already doing to control the risks, what further action you need to take to control the risks, who needs to carry out the action and when the action is needed by

Step 5: Review and Update

Risk assessments must be regularly reviewed – across the Trust, the guided frequency is annually, however assessments may need to be reviewed more frequency based on the level of risk.

Assessment should also be reviewed after any significant change within the workplace or process in question, after an accident or ill-health incident has occurred, or after near-misses have been reported.

Risk control measures identified by risk assessment shall be implemented within each area by the responsible manager. Risk controls can be selected on the basis of the general hierarchy of control:

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment

The results of the risk assessments must be brought to the attention of those employees to whom they relate. Risk assessments should be undertaken collaboratively between those undertaking the task, those with specialist knowledge and management teams.

Risk Assessments must be reviewed annually or whenever there are any significant changes to workplace processes or design, whenever new machinery, substances or procedures are introduced or whenever there is an injury or incident.

The following list details the relevant risk managers for the common groups of risk assessments encountered in an education setting:

Curriculum Activities, Equipment, High-risk Subject Areas

Risk assessments for curriculum activities or equipment must be carried out by relevant Department Heads, Subject Leaders, or those subject support staff with the necessary subject matter expertise such as Technician Leads or Supervisors. Classroom teachers may be called upon to assist the relevant Manager or staff member conducting a risk assessment, particularly when their knowledge or experience will help safeguard and promote the safety and wellbeing of students. High-risk subjects, such as Design & Technology, Art, Science, Food

Technology, and PE may require risk assessments relating to specific work areas, classrooms, prep rooms, laboratories, kitchens, and other relevant areas. Area or room specific assessments relating to curriculum activities or the support of the curriculum must be undertaken by the Head of Department or suitable nominee.

New and Expectant Mothers

New and expectant mothers risk assessments will be carried out by the Line Manager in consultation with the relevant HR partner and the Trust Health and Safety Manager

Manual Handling

Manual handling risk assessments will be co-ordinated by the Estates/Site Lead.

DSE Assessments

Workstation DSE training and assessments will be carried out by all relevant staff via Smartlog. Those staff who are identified as requiring an enhanced assessment will be put in contact with the Trust Health and Safety who will under the assessment and report the significant findings.

Hazardous Substances

Hazardous substances – the Site Manager or Site Lead in consultation with the relevant regional Head of Estates is responsible for identifying and assessing hazardous substances within their area of responsibility

DSEAR Assessments

Where necessary, DSEAR risk assessments must be undertaken by the department who owns the risk, e.g. D&T for wood dust in workshops, or the Site Manager for swimming pool water treatment plant room. Relevant risk managers must seek advice and support from the Trust Health and Safety Manager.

Violence Against Staff

Assessments for the risk of violence against staff, including harassment will be undertaken by the Headteacher/Principal or suitable member of the SLT.

Trust Central Team

General risk assessments for the Trust Central Team will be co-ordinated by the relevant Director or Manager.

Within Academies, the Headteacher/Principal retains overall responsibility for the risk assessments in their establishments.

Fire Safety

All Central staff must complete an online fire safety awareness course as a minimum, including undertaking refresher training at the required interval. Whilst the majority of Central staff work remotely and so do not have a designated office within the Trust estate; they must always observe the local fire safety procedures for any Academy they may be visiting or where they are based (either on a long or short-term basis). In order to ensure mitigation of fire risk as much to as low as reasonably practicable, Central staff must ensure that:

- They familiarise themselves with the local emergency procedures, including fire evacuation procedures, for any Academy they may be visiting – to include understanding where the relevant assembly points are for visitors
- personal electrical equipment is not taken into Academies unless tested and in good state of repair
- fire doors are not wedged or propped open unless within an occupied room or as part of a managed process
- the fire alarm systems are never interfered with without the prior knowledge of the Site/Estates Team
- they sign in and out of the Academy, ensuring their location is known to the Site/Estates Team, Senior Leadership or other appropriate member of Academy staff
- They never use equipment unless competent to do so

Academy Headteachers/Principals must review the Trust guidance (and associated documentation) on complying with the Regulatory Reform (Fire Safety) Order 2005 which is available from the Trust Health and Safety Manager or downloadable from the Trust Health and Safety Portal. Headteachers/Principals must also ensure their Academies have a suitable and sufficient Fire Safety Management Plan which is in-date for review.

All Academy staff must undertake the online fire awareness course and remain in date for this training. Staff must also follow all local policies and procedures, including the full participation in fire evacuation drills.

The responsibility for co-ordinating Academy fire risk assessments, as a baseline assessment of fire risk across the premises, falls to the Headteacher/Principal. However, in practice, this task will generally be assumed by the relevant regional Head of Estates under centralisation. Guidance on ensuring fire risk assessments are suitable and sufficient, and conducted by suitably competent persons is available is available from the Trust Health and Safety Manager and the Trust Health and Safety Portal. In most cases, it will not be appropriate for internal staff to conduct the baseline assessment, however with appropriate training, Site/Estates staff can conduct the annual review of a fire risk assessment up until a new baseline assessment is required.

First Aid and Administration of Medicine

Academy Headteachers/Principals must ensure that local First Aid procedures are detailed in the First Aid Policy, which will, although not an exhaustive list, cover the following areas:

- The provision of certified first aiders at the premises, including paediatric first aiders where required
- Location of First Aid boxes
- Availability of Automatic External Defibrillators (AEDs) where relevant

Academies must also have appropriate policy and procedures on the administration of medicines, including detail on which staff have been nominated as responsible persons for control of administration of medicines to students. The policy must also cover the safe storage and disposal of medicines, including the storage of controlled drugs prescribed to students.

Associated documentation, guidance and advice is available on the Trust Health and Safety Portal.

Accident Recording, Investigation and Reporting (Incl. RIDDOR)

Headteachers/Principals must ensure appropriate resource is allocated for undertaking the management and review of reported accidents and incidents, including the investigation of incidents as appropriate. They must also ensure an appropriate staff member (either themselves or a member of their Senior Leadership Team) is appointed as a RIDDOR Reporting Officer who will liaise with the Trust Health and Safety Manager regarding accidents/incidents which meet the threshold for statutory reporting – the reporting process remains the responsibility of the Academy.

All staff, including Central Staff working within an Academy, must follow the local procedures for accident/incident reporting. All staff are encouraged to report incidents which, although caused no harm, had the potential to cause harm or serious injury (i.e. near-misses).

Emergency Procedures

Academy Headteachers/Principals must ensure that appropriate emergency procedures are in place to cover incidents such as:

- Bomb hoaxes
- Gas leaks
- Chemical spills and attacks
- Intruder

The emergency procedures must include a lockdown procedure and a critical emergency management plan, which must include details of the control point from where such an incident will be handled and identify the key staff who manage/co-ordinate the incident response. A template policy and procedure is available from the Trust Health and Safety Portal.

All Academies must undertake at least one exercise or drill of these procedures a year. Where Academies have an identified alarm system (or separate alarm tone from the fire alarm) to warn the Academy community of a critical incident requiring lockdown, this alarm must be tested monthly, particularly during normal school hours to ensure staff and students are aware of the difference between the fire alarm and lockdown alarm.

Asbestos

The Trust's arrangements for managing and control the risk of asbestos is detailed within the Control of Asbestos Policy.

Contractors

Estates and facilities contractors will agree health and safety practices with the relevant Central Estates manager prior to starting work. In most cases, contractors will be chosen from a list of pre-approved companies featuring on a Central Estates Approved Contractor List – where individual traders and companies are vetted to ensure they have suitable arrangements in place to manage health and safety, risk assessments and method statements, as well as the appropriate levels of competence and public liability insurance.

Any contractors procured by academic staff for curricular or extra-curricular activities, or Department-led equipment supply, servicing or maintenance, must undergo similar levels of vetting as with Central Estates

contractors to ensure the risk to staff, students and visitors is appropriately managed and reduced to as low as reasonably practicable. Therefore, it is the responsibility of Headteachers/Principals to ensure these principals are observed across their Academies.

Driving for Work

All staff are guided to the Trust Central Staff policy or specific local policy for individual Academies.

Information, Training and Instruction

All staff must complete their mandatory training modules as notified by their Line Manager or People Management (HR) contact. Part of the mandatory training will consist of various courses associated to health and safety, including health and safety awareness, manual handling, use of display screen equipment, and fire safety awareness.

In addition to the mandatory training, Headteachers/Principals must also ensure that all new staff joining the Academy undergo suitable induction training, to include:

- The local Health and Safety Policy and procedures (including emergency procedures)
- Local safety rules and site instructions
- Where relevant, local information pertaining to asbestos containing materials (such as applications and locations)

Some of the induction training can be completed with other new starters, utilising a generic induction package, other parts will need to be more job or role specific. All new staff must receive a site familiarisation walk, usually facilitated by the Line Manager, to show them where their nearest kitchen and welfare facilities are, their evacuation routes and assembly point, and where/how to access the first aid provision at the Academy. Other job specific training will be required where there are specific risk assessments in place for the work activity, area, equipment, or other factors.

The following professional bodies offer school specific training:

- CLEAPPS offer a range of courses for Science and Design & Technology
- The Association of British Theatre Technicians (ABTT) offer a range of courses for drama
- National Society for education in Art and Design (NSEAD)
- Training & Development Agency for Schools (TDA) national CPD database
- Design & Technology Association (DATA): Teacher accreditation scheme

The provision and attendance of induction training for new starters must be recorded.

Educational Visits

Headteachers/Principals must ensure that educational visits are organised following DfE guidance, and that an Educational Visits Coordinator is appointed.

Premises Management

The management of individual Academy premises will be detailed in the local Premises Management Policy. All Academies must have a policy in place which is reviewed annually.

Administration of Medicine

The policy and procedures for the administration of medicines will be detailing in local Administration of Medicine Policy. All Academies must have a policy in place which is reviewed annually.

Playgrounds and Playground equipment

Headteachers/Principals must ensure appropriate levels of supervision are maintained in playgrounds as guided by the playground risk assessment.

Headteachers/Principals must also ensure that playground equipment and its use is supervised during all breaks during the school day. If the equipment is used during lesson time, supervision is again maintained. Where necessary, decisions made as to whether inclement weather (damp/icy conditions) render playground equipment unsafe to use should be recorded and enforced. It is likely that the decision regarding the safety of playground equipment will be guided by the Site Team but ensuring the enforcement of the rule must fall to the Headteacher/Principal.

The selection, design, installation and maintenance, including the organisation of competent person inspections, of playground equipment will be undertaken by Academy Site Teams under the centralised estates functions of the Trust.

PE Equipment

Annual inspections and servicing of PE equipment must be completed by a competent person will be organised either by the PE Department or Site Team – the process by which this occurs must be recorded. Some equipment, dependant on use or risk, may require more frequent inspections.

PE staff must undertake pre-use checks prior to using PE equipment to ensure it is safe for use, any defects must be reported and the equipment taken out of use until rectifications have occurred.

Consultation and Communication

The Trust Health and Safety Policy will be communicated to all staff across the Trust and will form part of new starter inductions. The Estates Director will update the Trust Executive Committee on matters relating to Health and Safety, and the minutes will be available (less any confidential or commercially sensitive data) to all employees upon request.

Headteachers/Principals must ensure that their Academy's local Health and Safety Policy is communicated to all Academy staff, and that it forms part of new starter inductions.

Local Governing Bodies must ensure that their Academies establish and implement a Health and Safety Committee, either as a Governors' sub-committee, or as a committee in its own right, which meets termly to discuss health, safety and welfare issues affecting staff, students or visitors.

Health and Safety Committees should be appropriately constituted by Terms of Reference (template available on the Trust Health and Safety Portal), and be attended by the following members where applicable:

- Headteacher/Principal or nominated Health and Safety Lead
- Health and Safety Coordinator
- Site Lead
- Trade Union Safety Representatives
- Employee Representatives

Headteachers/Principals should also invite the Trust Health and Safety Manager to the Committee, as well as the Governor responsible for Health and Safety or the Chair of Governors in their absence. Action points from meetings must be brought forward for review by Academy management.

The details of the Trade Unions' appointed Safety Representative(s) should be displayed in the Academy's staffrooms, and the Health and Safety Law poster must be displayed in Academy offices, staff rooms, or common areas where they are likely to be seen and read by staff.

Health and safety advice and guidance is available from within Academies via the Health and Safety Coordinator or Health and Safety Lead, and available from outside the Academy via the Trust Health & Safety Manager.

Monitor and Review

The Trust Executive will review the Trust Health and Safety Policy annually. The Health and Safety Manager will undertake appropriate levels of assurance activity to ensure suitable arrangements are in place across the Trust to ensure the risks to staff, students and visitors are appropriately managed and reduced to as low as reasonably practicable.

Academy Headteachers/Principals must ensure that their local Health and Safety Policy remains suitable for the risks present within the Academy and in date for review. A key part of the review process will be to undertake internal assurance activity, to ensure good management and performance of the health and safety arrangements within the Academy. Following any assurance programme, the Headteacher/Principal will record the findings and ensure that an action plan is created with nominated staff given responsibility to ensure actions are completed within an acceptable timeframe.

Monitoring and review must also occur at other relevant times by appropriate staff, for example following accidents/incidents, or significant changes to work practices or the premises.

APPENDIX A: Academy Health and Safety Policy (Template)

King's Academy <NAME>
Health & Safety Policy

Approved by:	Trustees	**Date:**	
Maintained by:	*Head*	**Next review due:**	

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Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities, including the general public where appropriate. We will cooperate and coordinate with partnerships, contractors, sub-contractors & employers in order to pursue our Health and Safety Policy aims.

Aims

King's Academy <NAME> aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the Academy site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation (although not an exhaustive list):

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
    - The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training. It also require employers to make an assessment of the risks to the health and safety of their employees.
    - The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
    - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
    - The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
    - The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
    - The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
    - The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The Academy follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

Organisation

To comply with the Governing Board's Statement of Intent the Academy's normal management structure have additional responsibilities, as detailed below.

The Local Governing Body (LGB)

Along with other responsibilities, the Local Governing Body has been established to ensure the good governance of the Academy at a local level. The Governing Body has the following responsibilities and must ensure that:

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and students
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities (such as the Headteacher/Principal).
- persons have sufficient experience, knowledge and training to perform the tasks required of them
- clear procedures are created which assess the risk from hazards and produce safe systems of work
- sufficient funds are set aside with which to operate safe systems of work
- health and safety performance is measured both actively and reactively
- the Academy's health and safety policy and performance is regularly revered

The LGB will ensure that an appropriate Governor is nominated to provide oversight on health and safety matters within the Academy.

Headteacher/Principal

Headteachers/Principals are ultimately responsible for the day-to-day health and safety arrangements at their Academy and are therefore considered the main Duty Holders for health and safety (and the Responsible Person for fire safety) and will be accountable for ensuring their Academy's business and curriculum is compliant with all relevant legislation and best practice. In discharging their duty, Headteachers/Principals must ensure that:

- a clear written local Health and Safety Policy is developed and implemented for their Academy, including ensuring it is regularly reviewed (see Appendix A for a template)
- the Health and Safety Policy is communicated to staff and others requiring the information, e.g. contractors
- appropriate information on significant risk activities is given to staff, visitors and contractors
- appropriate consultation arrangements are in place for staff and their representatives, including the establishment of a Health and Safety Committee
- all staff are provided with adequate information, instruction and training on health and safety issues
- risk assessments of the premises and working practices, including all curriculum activities, equipment and events are undertaken (although the responsibility for many premises, estates and facilities risk assessments will assumed by the Central Estates team)
- safe systems of work are in place for identified risk factors
- emergency procedures are in place
- equipment is inspected and tested to ensure it remains in a safe condition (although in most cases this responsibly will be assumed by the Central Estates team)

- records are kept of all relevant health and safety activities e.g. assessments, procedures, safe systems of work, inspections, accidents and incidents including near-misses
- all accidents and incidents are investigated and any remedial actions are implemented
- arrangements are in place for reporting relevant accidents and incidents to the Health and Safety Executive under RIDDOR
- arrangements are in place to monitor premises and performance, including undertaking periodic internal assurance activity and regular workplace inspections
- they lead from the top on safety issues and promote a positive safety culture
- they report to the Governing Board at least annually on the health and safety performance of the school

In the absence of the Headteacher/Principal, the Deputy Headteacher/Principal assumes the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated Health & Safety Lead at the Academy is the <INSERT POST> and will undertake a number of the health and safety responsibilities on behalf of the Headteacher with support from the Headteacher and wider leadership team in order to implement effective policy and procedures. This involves:

- Ensuring that the Academy building and premises are safe and regularly inspected.
- Providing adequate training for Academy staff.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that accident and investigations are undertaken with relevant direction given to improve standards or prevent further incident
- Taking on the role of RIDDOR Reporting Officer and submitting reports to the HSE for all reportable accidents and incidents
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Undertaking programmes of internal assurance to monitor and review health and safety performance across the Academy.

Health and Safety Coordinator

At King's Academy <NAME>, the Academy Health and Safety Coordinator is <INSERT POST> and has the following responsibilities in addition to their substantive role:

- cooperate with the Headteacher and Health and Safety Lead on all matters related to the health, safety and wellbeing of the Academy community
- assist with the workplace monitoring inspections and performance monitoring process (i.e internal Academy assurance)
- make provision for the inspection and maintenance of work equipment throughout the Academy unless specific equipment is managed by other departments
- advise the Headteacher/Principal or Health and Safety Lead of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors
- assist with the implementation of the Academy's emergency procedures and assist with the investigation and review of accidents
- ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the Academy generally where necessary

- Carry out any other functions required by the Headteacher/Principal, Governing Board or the Trust as required.

Teaching/Non-teaching Staff Holding Positions of Special Responsibility

This includes Heads/Principals, Deputy or Assistant Heads/Principals, curriculum coordinators/subject leaders, admin staff, lunchtime staff, technicians and caretakers. They have the following responsibilities:

- apply the Academy's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Head/Principal for the application of the health and safety procedures and arrangements
- carry out health and safety risk assessments of the activities they are responsible for
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work
- attempt to resolve health, safety and welfare problems from members of staff, or refer them to the Headteacher/Principal. Where problems cannot be resolved locally, staff should consult the Trust Health and Safety Manager for advice, guidance and support
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety
- investigate any accidents that occur within their area of responsibility
- keeping the Headteacher/Principal informed on the health and safety performance of their department or area of responsibility

Teachers

Teachers are expected to:

- exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies.
- follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures.
- give clear oral and written instructions and warnings to students when necessary.
- follow safe working procedures.
- require the use of protective clothing and guards where necessary.
- make recommendations to the Head/Principal or Health and Safety Co-ordinator on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education.
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- report all accidents, defects and dangerous occurrences to the School Office.

Health and Safety Representatives

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996.

The Academy recognises the role of appointed Health and Safety Representatives and they will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Headteacher/Principal or any other member of staff with appointed health and safety responsibilities.

All Employees

Every employee has health and safety responsibilities from statute and civil law as well as under their contract of employment and must take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- comply with the Health and Safety Policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- co-operate with school management in complying with relevant health and safety law
- use all work equipment and substances in accordance with instruction, training and information received
- report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- report all incidents in line with current incident reporting procedure
- act in accordance with any specific health and safety training received
- inform their Line Manager of what they consider to be shortcomings in the Academy's health and safety arrangements
- exercise good standards of housekeeping and cleanliness
- co-operate with appointed Safety Representative(s)

Students

Students, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Contractors

Estates and facilities contractors will agree health and safety practices with the relevant Central Estates manager prior to starting work. In most cases, contractors will be chosen from a list of pre-approved companies featuring on a Central Estates Approved Contractor List – where individual traders and companies are vetted to ensure they

have suitable arrangements in place to manage health and safety, risk assessments and method statements, as well as the appropriate levels of competence and public liability insurance.

Any contractors procured by academic staff for curricular or extra-curricular activities, or Department-led equipment supply, servicing or maintenance, must undergo similar levels of vetting as with Central Estates contractors to ensure the risk to staff, students and visitors is appropriately managed and reduced to as low as reasonably practicable. Therefore, it is the responsibility of Headteachers/Principals to ensure these principals are observed across their Academies.

Arrangements and Procedures

Risk Assessment

Risk assessments are used to identify hazards, evaluate the extent of the risk, and to eliminate or minimise that risk. Managers and competent staff are responsible for ensuring that suitable and sufficient risk assessments, based upon the tasks that members of staff or students are likely to perform, or equipment used, shall be carried out within their area. It is the responsibility of the Headteacher to ensure there are sufficient numbers of staff trained in the risk assessment process. Risk assessments shall be recorded and uploaded onto Smartlog where they can be regularly reviewed and updated.

Assessment of risk shall follow the HSE's 5-step principle for risk assessments:

Step 1: Identify hazards

A hazard is anything with the potential to cause harm, such as chemicals, machinery, working at height, slippery floor, movement of vehicles on site, etc.

Think about how people work and how plant and equipment are used, what chemicals and substances are used, what safe or unsafe work practices exist, or the general state of the premises

Reviewing accident and ill-health records can help identify less obvious hazards. Take account of non-routine operations, such as maintenance, cleaning or causes of work-related stress. For each hazard, think about how staff, students, contractors, visitors or members of the public might be harmed.

Step 2: Identify who might be harmed and how

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be.

You need to decide who might be harmed and how, what you're already doing to control the risks, what further action you need to take to control the risks, who needs to carry out the action and when the action is needed by.

Step 3: Evaluate risk severity and established controls

Look at what you're already doing, and the controls you already have in place. Ask yourself can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?

If you need further controls, consider:

- redesigning the work or activity
- replacing the materials, machinery or process
- organising the work to reduce exposure to the materials, machinery or process
- identifying and implementing practical measures needed to work safely
- providing personal protective equipment and making sure workers wear it

Step 4: Record the Findings and Implement Them

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be.

You need to decide who might be harmed and how, what you're already doing to control the risks, what further action you need to take to control the risks, who needs to carry out the action and when the action is needed by

Step 5: Review and Update

Risk assessments must be regularly reviewed – across the Trust, the guided frequency is annually, however assessments may need to be reviewed more frequency based on the level of risk.

Assessment should also be reviewed after any significant change within the workplace or process in question, after an accident or ill-health incident has occurred, or after near-misses have been reported.

Preventable and/or risk control measures identified by risk assessment shall be implemented within each area by the responsible manager. Risk controls can be selected on the basis of the general hierarchy of control:

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment

The results of the risk assessments must be brought to the attention of those staff to whom they relate. Risk assessments should be undertaken collaboratively between those undertaking the task, those with specialist knowledge and management teams.

Risk Assessments for Academy equipment and activities are reviewed annually or whenever there are any significant changes to workplace processes or design, whenever new machinery, substances or procedures are introduced, or whenever there is an injury or incident.
General risk assessments for the Academy will be co-ordinated by the Headteacher/Principal or Site Lead as relevant and, in the case of subject specific assessments, will be delegated to relevant Subject Leaders or Department Heads.

Risk assessments for curriculum activities will be carried out by relevant Department Heads, Subject Leaders, or those supporting staff with the necessary subject matter expertise such as Technician Leads or Supervisors. Classroom teachers may be called upon to assist the relevant Manager or staff member conducting a risk assessment, particularly when their knowledge or experience will help safeguard and promote the safety and wellbeing of students.

Site Security

The King's Academy <NAME> Site/Estates team are responsible for the security of the Academy site in and out of Academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

<CONTRACTOR NAME/STAFF POST TITLE> are/is a key holder(s) and will respond to an emergency outside of normal hours of operation.

Security Lockdown Procedures

The Academy's procedures for lockdowns due to an intruder or any other threat to the Academy community are detailed within the separate lockdown policy.

Fire

The arrangements and procedures, including the emergency procedures, concerning fire safety risk management at King's Academy <NAME> are detailed within the Academy Fire Safety Management Plan.

COSHH

Employers are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by subject and/or department leaders as necessary (Art, D&T, Science etc.) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. All hazardous substances are to be stored in the secure and signed storage when not in use which are located within each building. These are to remain locked at all times.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer organised by the relevant Estates manager.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure they have adequate ventilation and are supplied with a Carbon Monoxide (CO) Alarm.

Legionella

A water risk assessment has been completed in <INSERT YEAR> by <CONTRACTOR NAME>. The designated Legionella lead in the Site/Estates team is responsible for ensuring that the identified operational controls are conducted and recorded in writing.

This risk assessment will be reviewed every 3 years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: staff training, flushing of underused outlets, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Asbestos

The arrangements concerned with the control of asbestos are detailed within the main KGA Control of Asbestos policy, a Trust-wide policy, and also specific Academy-level documents such as the Academy's Asbestos Management Plan, Emergency Procedures, and Asbestos Register.

All staff have access to the Academy's management plan, asbestos register and emergency procedures. Contractors attending the Academy to undertake works must review the asbestos documentation and sign a declaration to confirm they have received and reviewed the information – this is facilitated via the Academy's online Asbestos Register and Declaration Portal.

Within the Trust and Academy, there are nominated staff with special responsibility for managing and controlling the risk from asbestos, the persons nominated relevant to the Academy are detailed within the Academy's Asbestos Management Plan.

Any queries or concerns regarding the management of Asbestos locally should be forwarded to the Academy Asbestos Coordinator.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to Head of Estates (<insert region>)/Site Manager immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary, a portable appliance test (PAT) will be carried out by a competent person.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Safe Plant & equipment

The Head of Estates (<insert region>)/Site Manager and nominated estates supervisors will be responsible for identifying equipment / plant needing maintenance. The Head of Estates (<insert region>)/Site Manager will be responsible for ensuring effective maintenance procedures are drawn up and reviewed.

The Head of Estates (<insert region>)/Site Manager will be responsible for ensuring that all identified maintenance is carried out. Any problems found with plant / equipment should be reported to the Head of Estates (<insert region>)/Site Manager or nominated estates supervisors.

Designated staff will check that any new plant and equipment meets health & safety standards before it is purchased.

No unauthorised electrical equipment is to be used on Academy premises and, where appropriate, residual current devices should be used with all electrical equipment.

PE Equipment

Annual inspections and servicing of PE equipment must be completed by a competent person will be organised by the PE Department/Site Team. Some equipment, dependant on use or risk, may require more frequent inspections.

PE staff will undertake checks prior to using PE equipment to ensure it is safe for use, any defects will be reported and the equipment taken out of use until rectifications have occurred.

Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In the Academy, staff promote the responsible use of wheelchairs.

Where applicable, oxygen cylinders are stored in a designated space and staff are trained in the removal, storage and replacement of oxygen cylinders.

Lone Working

Lone working may include:

- Late working
- home or site visits
- weekend working
- Site Team duties
- site cleaning duties
- working in a single-occupancy office.
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

If working alone cannot be avoided/postponed the lone worker must have some means of communication i.e. mobile phone, radio/walkie talkie to ask for assistance if the need arises.

The lone worker will ensure they are medically fit to work alone.

Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Estates/Site Team retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Specific risk assessments will address the risks associated with manual handling and working at height. They should consider all areas of activity, be reviewed regularly and will be communicated with the members of staff involved.

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance
.
The Academy will ensure that proper mechanical aids and lifting equipment are available in the Academy, and that staff are trained in how to use them safely.
Staff and students are expected to use the following basic manual handling procedure:
Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible
Ensure the area where you plan to offload the load is clear
When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Off-site visits

When taking students off the Academy premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed

- Staff will take an Academy mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details
- There will always be at least one first aider on Academy trips and visits

All Academy trips need to be approved by the Academy's Educational Visits Coordinator (EVC).

Lettings

This policy applies to lettings. Those who hire any aspect of the Academy site or any facilities will be made aware of the content of the Academy's health and safety policy, and will have responsibility for complying with it. This is administered by the King's Academy <NAME> <TEAM NAME / POST>.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

The Academy has undertaken a general risk assessment for violence at work and will review this assessment annually, after a serious incident occurs, or as a result of information pertaining to emergent significant risk factors.

Smoking

At King's Academy <NAME>, smoking or vaping in any form is strictly prohibited.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels or mechanical hand driers.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment frequently and thoroughly.

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from students

- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as an Academy pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:
Following good hygiene practices

We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned once a day.

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The Academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The Academy will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in Appendix A.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the Academy that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure.
- Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.
Systems are in place within the Academy for responding to individual concerns and monitoring staff workloads.

Staff Welfare and Wellbeing

At King's Academy <NAME>, we recognise that managing occupational stress is closely linked to ensuring the overall welfare and wellbeing of staff. We are committed to supporting staff through proactive strategies addressing workload, changes to Academy policies, and the promotion of a positive working environment.

Workload Management

The Academy will review staff workload to ensure it remains reasonable and aligned with professional expectations and liaise with Union representatives as appropriate.

Staff are encouraged to raise concerns about workload with their line managers. Training, tools, and streamlined processes will be provided to help minimise unnecessary administrative tasks and support staff in working efficiently.

Communicating Policy and Protocol Changes

Changes to Academy policies or protocols will be communicated clearly and promptly to all staff members.

Staff will have opportunities to provide feedback and seek clarification about how changes impact their roles.

Wellbeing Support

Access to wellbeing resources, including mental health support and counselling services, will be available to all staff.

Wellbeing surveys will be conducted to gather staff feedback and identify areas for improvement.

Accident reporting

As directed by the Trust, all accidents/incidents will be recorded on Smartlog.

An accident record will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it or other nominated member of staff. Guidance is issued to all Academies by the Trust on how to record, investigate and report accidents and incidents.

To help promote a safe working and learning environment for all of our staff, students and visitors, the entire King's Academy <NAME> community is encouraged to report near-misses – incidents or events which, although did not result in an injury, could have had the potential to cause harm.

Reporting to the Health and Safety Executive

The RIDDOR Reporting Officer (the SLT H&S Lead) will ensure records are held of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Reporting Officer will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

The following list provides information and guidance on when accidents, disease and dangerous occurrences are reportable to the HSE under RIDDOR:

Employees (Academy staff)

- Work-related death
- Work-related accidents resulting in specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In

this case, the Health and Safety Lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to the Academy include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Non-employees (Students, visitors, public, etc)

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for specific treatment (bandage, plaster cast, stitches, surgery, etc)

An accident is deemed “work-related” when it arises out of or is connected with a work activity if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, chemicals used in experiments etc)
- The condition of the premises (e.g. poorly maintained or slippery floors)

When deciding whether an accident is reportable or not, staff will consult the relevant guidance, Trust guidance, or consult the Trust Health and Safety Manager.

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE

Training

Our staff are provided with health and safety training as part of their induction process.
Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training. Any staff who

identify a need for training can seek advice from the Health and Safety lead or their subject/department lead for further advice.

Consultation and Communication

Consultation

The King's Academy <NAME> Health and Safety Committee will meet termly to discuss health, safety and welfare issues affecting staff, students and visitors. Action points from meetings are brought forward for review by academy management.

The Trade Unions' appointed Safety Representative(s) on the staff are displayed in the Staffroom.
Communication of information

Communication of Information

The Headteacher will ensure that systems are established so that staff and students are familiar with the arrangements set out in this document.

The Health and Safety Law poster will be displayed in the Academy Office, and health and safety advice is available in/from the academy from Health & Safety Co-ordinator or the Trust Health & Safety Manager.

Monitoring and Review

Monitoring and reviewing the performance of health and safety arrangements are vital parts of the health and safety culture, as well as effective management systems and practices which ensure that health and safety risks are dealt with sensibly, responsibly and proportionately. Formally reviewing policies, procedures and practices will help to ensure that established principles are embedded in the organisational culture and adhered to. A formal review of health and safety performance is essential because it allows governing bodies to establish whether the health and safety principles – strong and active leadership, staff involvement, and assessment and review – have been embedded in the organisation and whether the system is effective in managing risk and protecting people.

A continual programme of audit and assurance is undertaken by the Trust's Health and Safety Manager to ensure that all Academies are complying with relevant health and safety legislation. However, the Headteacher/Principal is also responsible for ensuring appropriate arrangements are in place to conduct internal programmes of monitoring and review of the health and safety arrangements and performance. These processes will align with the Trust guidance document 'Arrangements for Managing Health and Safety' and will consist of active and reactive measures for monitoring and reviewing performance.

Following any monitor and review inspection or audit programme, the Headteacher/Principal will record the findings and ensure that an action plan is created with nominated staff given responsibility to ensure actions are completed within an acceptable timeframe.

Headteachers/Principals will review policies, risk assessments, and other documentation as part of the internal assurance programme, when significant changes to process, equipment or the workplace occur, or following accidents. This Health and Safety Policy will be reviewed by the Academy annually and, in consultation with the Trust Health and Safety Manager.

Further Information

For further information about this policy, or for any queries or concerns, contact should be made with the Headteacher/Principal or staff holding nominated responsibilities for health and safety.

Appendix A: Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for Academies and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.
In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from the Academy or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or Academy. A person with shingles is infectious to those who have not had chickenpox and should be excluded from the Academy if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from the appearance of the rash.
Hand, foot and mouth	Children are safe to return to the Academy or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from the Academy during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to the Academy 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the Academy or nursery, the health protection team will assist with letters and factsheets to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to the Academy.
Diarrhoea and/or vomiting	Children and adults with diarrhea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is

Infection or complaint	Recommended period to be kept away from the Academy or nursery
(Gastroenteritis)	prescribed, ensure that the full course is completed and there is no further diarrhea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from the Academy are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, Academy health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-Academy infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Students and staff with infectious TB can return to the Academy after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to the Academy as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to the Academy until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from the Academy while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend the Academy and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None
Meningococcal meningitis/	If the child has been treated and has recovered, they can return to the Academy.

Infection or complaint	Recommended period to be kept away from the Academy or nursery
septicaemia	
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to the Academy. No exclusion is needed.
Meningitis viral	None
MRSA (methicillin resistant Staphylococcus aureus)	None
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.