



Health & Safety Policy

Last reviewed: September 2025

Next review due by: September 2026

We do things differently.....

H.E.R.E

High Standards
Empathy
Resilience
Emotional Response

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The Kings Academy Trust - Statement of Intent

This document sets out the Health and Safety Statement of Intent for The Kings Academy Trust (KAT). The purpose of which is to encourage the ownership, commitment and compliance at all levels of the trust and to provide a framework to establish and review Health and Safety policies, objectives and guidance across the academy schools. KAT is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

The Trust Board fully recognises the importance of Health and Safety and is committed to both its legal and moral Health and Safety obligations. The Board will support this by demonstrating top level commitment to Health and Safety Policy, individual responsibilities and staff training whilst ensuring that Health and Safety is represented at Board meetings as an agenda item. The Board sees the development of a positive safety culture across the academies as an essential part of KAT's continued success.

KAT Trustees will ensure that Health and Safety Management Systems are put in place across the Trust to ensure that the commitments below can be met. All Trustees, Local Governing Bodies, Senior Leadership Teams, staff and pupils will play their part in its implementation.

The Trust will, as an essential part of its business process aim to:

- Maintain compliance with any statutory national laws, regulations or best practice placed upon it by external regulatory bodies. To manage, develop and improve its Health and Safety related policies, strategies and processes to meet these responsibilities.
- Providing a safe and healthy working and learning environment for everyone who may be affected by its activities.
- Conduct a regular programme of inspections and assessments to assess risk, identify and eliminate unsafe conditions/practices and to control and reduce hazards as far as reasonably practicable.
- Make provision adequate First Aid arrangements, welfare facilities and wellbeing at work. Promptly investigate every accident, incident, occupational health issue and near miss to determine their cause and prevent re-occurrence.
- To report, where required, any accident or incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005.
- Ensure that this policy statement is communicated and maintained across all levels of the organisation.
- Ensure that all employees agree, as part of their contract of employment to comply with the individual duties placed upon them by law. Failure to comply with Health and Safety duties, regulations, local procedures etc. will be regarded as a serious breach and may lead to disciplinary action being taken.
- Review and/or revise the Health and Safety policy and statement annually or at times of significant change.

It is also the duty of every KAT employee to:

- Exercise reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions or omissions. To report any unsafe act, condition or occurrence at the earliest opportunity.
- Co-operate with each academy Principal, as far as may be necessary, to enable KAT to carry out its legal duties in respect of Health, Safety and Welfare matters.
- Not to intentionally or recklessly interfere with any rules or equipment provided by the academy in the interests of Health, Safety or Welfare.

Academy Responsibilities

This section details the academy's arrangements for the effective management of health and safety.

Each Academy is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health. We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Health and Safety Handbook. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including The Trust Board.

The Local Governing Bodies monitoring of health and safety standards will include the scrutiny of accident statistics and reports, including reports on 'near misses', so as to ensure year on year improvement especially where avoidable accidents are concerned.

Each Academy recognises its duties under the Health & Safety at Work etc. Act 1974 and the subordinate regulations made under that Act. The Academy's will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, members of SLT, staff and students will play their part in the system's operation.

Organisation

Trust Structure

Overall and final responsibility for Health and Safety is that of: The Trust Board.

Overall and ultimate responsibility for ensuring this policy is put into practice is delegated to the Trust Board.

The Local Governing Bodies and Academy Principal

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
The Trust Board	Strategic Planning
Chief Executive Officer	Strategic Planning and monitoring
Chief Operating Officer	Strategic & Operational Implementation and
Chief Financial Officer	Strategic Planning & Operational
Business Manager/Office	Operational Implementation and monitoring

The Local Governing Body	Strategic implementation and monitoring
Head of School / Head Teacher / Executive Head	Strategic implementation and monitoring
Academy H&S Lead	Operational Implementation

Organisational Responsibilities

The overall responsibility for Health and Safety in The Kings Academy Trust is that of the Trust Board.

The day-to-day responsibility for ensuring that this policy is implemented is delegated to the Local Governing Board and to the Executive Principal, supported by the Principal/ Head teacher of each academy.

Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in each academy.

To comply with the Academy Trust's Statement of Intent, health and safety responsibilities are assigned as follows:

The Trust Board

The Trust Board maintain strategic oversight across the trust and set the trust's vision and policies. They are accountable for the performance of all academies within the trust and have a responsibility to ensure that across the Trust:

- A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Trust.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment
- Competent health and safety advice is available in order to assist line management and comply with regulatory controls
- Health and safety performance of the Trust is monitored to ensure legal requirements are met.
- The Health and Safety Policy and performance is reviewed annually.
-

The CEO

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO shall:

- Be supported by the Chief Operating Officer (COO) to direct and support the operation of each school, assisting the Headteacher, so far as is reasonably practicable, with all legal requirements as required by The Board.
- Offer visible leadership on health and safety to all staff, setting a positive culture, and ensuring that safety and welfare is an integral part of decision-making.
- Ensure that adequate resources, including access to competent H&S advice and guidance, are made available to each academy to achieve high standards.
- Appoint responsible persons to organise, plan, implement, measure, review and audit the trust's

Safety and Welfare Policy and procedures.

- Oversee the implementation of health and safety action plans and monitor their progress across all schools within the trust.
-

The Chief Operating Officer

The Chief Operating Officer holds significant responsibility for the operational implementation and oversight of health and safety across the trust's schools, ensuring effective health and safety management systems are maintained within the Trust. The COO shall:

- Provide leadership and direction for all non-academic functions of the trust, which prominently includes health and safety, estates management, and legal compliance.
- A robust health and safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and legislative compliance is established and maintained
- Ensure that the Health and Safety policy and its arrangements are fully implemented across all academies in the trust.
- Take a leading role in risk management and mitigation, ensuring that risks are identified, assessed, and appropriately managed. This includes reporting on significant risks and issues to the CEO and Board of Trustees.
- Work with the Chief Financial Officer (CFO) to ensure that adequate resources, including financial provisions, are available for health and safety measures.
- Oversee the proper reporting, investigation, and follow-up of all accidents, incidents, and near misses. Act as a key point of contact for external bodies such as the Health and Safety Executive (HSE).

Financial Director

The Chief Financial Officer (CFO) is primarily responsible for ensuring that adequate financial resources are allocated and managed to support the trust's H&S objectives. In particular, the CFO shall:

- Have specific responsibility to support the provision of the most cost-effective solutions for meeting appropriate Health and Safety provisions.
- Ensure statutory insurance and appropriate additional insurance cover is in place to meet the organisation's needs.
- Provide sufficient resources to enable staff and students to comply with the Health & Safety Policy.
- Ensure sufficient funds are available for preventative maintenance, necessary repairs, training, and capital projects related to H&S.
- Oversee procurement and contract negotiations to ensure the trust receives "best value" for H&S services and equipment.

Head of Human Resources

Human Resources policies play an important role in ensuring employee health and safety standards are maintained. Responsibilities for the Head of Human Resources include:

- Monitoring sickness absence of staff and highlight to Operations Director/Heads of school concerns linking to work-related illness and advising Headteachers/ Principals on first steps of performance management process linked to above points
- Keeping the H&S Consultant and COO aware of absence that may be reportable to the HSE under RIDDOR.

- Being the key point of contact for staff H&S concerns and are responsible for managing employee relations issues that may have an H&S component, such as grievances related to working conditions or disciplinary actions following an H&S breach. The Head of HR also leads initiatives to promote and support the mental and physical wellbeing of the workforce.
- Ensuring that the trust complies with employment law related to H&S and maintain accurate records of H&S training, incidents, and employee health data.

External Health and Safety Consultant

The Trust uses the services of an external consultant, Adele Partridge, CMIOSH and OSCHR Registered Consultant to provide Health and Safety Competent Person advice. The role of the health and safety consultant is to promote a positive health and safety culture in the academy trust. The primary responsibility is for ensuring that risks in the trust are controlled and that each academy is successfully meeting safety standards. The health and safety consultant will advise and support each academy on matters of safety, health and hygiene at local level. KAT trustees have appointed an external Health and Safety Consultant who will be involved with:

- Assisting each academy to organise their risk register and maintain suitable risk assessments for activities being carried out.
- Undertaking [annual inspections](#) of each academy to ensure that policies and procedures are being suitably implemented.
- Providing reports to trustees on annual basis systematically to show effectiveness and suitability of the Safety Management Systems across the academy schools.
- Reviewing maintenance records to show that statutory compliance is suitably managed at each academy and feeding back findings to the Trustees on termly basis.
- Monitoring accident data and assisting the Operations Director with investigation of accidents in conjunction with academy staff

Local Governing Body

The Local Governing Body has responsibility to monitor the health and safety performance for the Academy at a local level and to support the principal by ensuring:

- Information on statutory requirements and best practice with regards to health and safety policy and supporting documents are taken into account through liaison with the Executive Head and COO.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Health and safety performance of the Academy is monitored.
- The Health and Safety Policy and performance is reviewed annually.

Executive Headteacher and Head of School

In a Multi-Academy Trust Health & Safety (H&S) Policy, the Executive Headteacher is responsible for the day-to-day implementation of the policy within their specific school, with the support of the Head of School. While the CEO has overall accountability for the trust, the Executive Headteacher and Head of School has a similar level of responsibility for their individual academy. The Executive Headteacher and Head of School shall ensure that:

- The Health and Safety Policy is always implemented and adhered to.
- All members of staff know, understand, and accept their health and safety duties and responsibilities and that these are reflected in job descriptions.
- Adequate resources are allocated to facilitate healthy and safe working and teaching practices.

- All employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate.
- All machinery, appliances and equipment purchased by or used within schools, conforms to a British, European or International Standard, is used in the manner for which it was designed and is periodically examined, tested and maintained as appropriate.
- The use of safe working practices is in place and where necessary draw up and communicate written codes of practice for safe working and teaching.
- Suitable and sufficient risk assessments are carried out for all school activities, including those conducted off-site, and that the findings are communicated to all relevant staff.
- Only approved chemicals and substances are used at school and that the appropriate safety information and risk assessment is available to the user.
- Suitable and appropriate protective clothing is provided for staff and pupils who require it, and that it is worn when necessary.
- Adequate first aid treatment is available by the provision of a First Aider and that first aid boxes are kept adequately stocked.
- Accidents and incidents are recorded and where necessary, investigated and reported as soon as possible if advice is required.
- Ensure that in the event of a major injury, the LGB Chair and the CEO/COO shall be informed.
- A record is kept of any contagious disease contracted, and all acts of aggression and bullying, and that this is reported to the LGB as appropriate.
- A suitable and sufficient fire risk assessment is carried out, updated, and reviewed for the school premises.
- Fire procedures are planned and rehearsed at least once per term.
- Fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order in line with The Regulatory Reform (Fire Safety) Order 2005.
- Adequate welfare facilities are provided and maintained for staff and pupils.
- Periodic safety inspections of the school are carried out.
- Contractors working in the school report to a designated person before work commences to ascertain work details and agree safety procedures.
- In the absence of the Headteacher, health and safety duties are delegated as appropriate.
- There is an annual appraisal of the school's health and safety performance.

Academy Health and Safety Lead

The Health and Safety Lead is responsible for supporting the Executive Headteacher / Head of School in the implementation of the Policy and shall be responsible for:

- Identifying potential hazards and complete thorough risk assessments.
- Ensuring all emergency procedures are in place and tested regularly.
- Developing and implementing adequate evacuation procedures, including plans for people who need assistance.
- Ensuring enough staff are trained to support emergency evacuations.
- Investigating all accidents and ensuring necessary corrective actions are completed.

Site Manager

The Site Manager ensures school premises, including their services, are maintained in accordance with current legislation, Approved Codes of Practice and Guidance to provide, so far as is reasonably practicable, a safe and healthy place for employees, learners and visitors. The responsibility for the facilities risk assessment e.g. buildings access and services lie with the Site Manager as will the Fire Risk Assessments.

The Site Manager will be responsible for the implementation of policies, standard operating

procedures, guidance documents H&S regulations and approved codes of practice by:

- Consulting with the COO and Head of School regarding schedule of works, including hazards, timescales, etc. that may impact on the school.
- Preparing risk assessments and method statements for any works that are carried out, and risk control measures are put in place and monitored.
- Reviewing Contractor controls by annual review of contractors including documentation checks prior to authorising their works.
- Ensuring that contractors are competent for the work they carry out, operate an effective permit to work system, and to monitor contractor's performance.
- Monitoring the compliance with the control of Legionella risk assessments, arranging for remedial actions to be undertaken on receipt of updated reports.
- Arranging for annual inspection and testing of the Fire Detection, fire sprinkler, firefighting, emergency lighting equipment and Fire Alarm systems by authorised contractor.
- Arranging contractors to maintain assets with the school to keep them functioning efficiently i.e. connected with the BMS, underfloor heating, Auto Doors etc.
- Maintaining security arrangements to always keep the building secure by having suitable Locking Up procedures in place, inspected security gates and fences for functionality and reporting suspected unauthorised access to the Head of School and Executive Head if a threat is recognised.
- Carrying out workplace inspections to maintain health and safety standards in internal and external areas. Keep records to evidence each inspection.
- Maintaining safety across the school premises and regularly update the Head of School of site hazards which require remedial attention.

Contractors

Contractors are responsible for:

- Adhering to Academy's policies and procedures
- Following Academy's site safety rules at all times.
- Ensuring that any equipment used on Academy premises is in safe working condition and has up to date PAT testing.
- Providing documented risk assessments and safe systems of work including method statements or work instructions.
- Liaising with the Estates and Facilities Manager before work is commenced.
- Arranging site specific or Academy-required inductions prior to works commencing
- Reporting defects or health and safety issues to the Estates and Facilities Manager immediately.
- Reporting accidents on Academy premises to the Estates and Facilities Manager.

External Visits Co-Ordinator

The External Visits Co-ordinator is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health, safety & welfare policy, and in particular:

- Co-ordinate all residential and day trip visits ensuring they comply with guidance in relation to such things as ratios, risk assessments etc.
- Keeping staff and volunteers fully informed of the External Visit arrangements in compliance with the LA guidelines and statutory requirements.
- Setting up processes to show that sufficient information relating to transport arrangements have been obtained prior to the EV risk assessment being carried out.
- Sharing safety information from the visit location with others involved with planning the trip.
- Organising first aid arrangements for the visit, and medical details for staff and pupils have been assessed prior to the EV risk assessment being carried out.
- Ensure that emergency arrangements have been assessed for each visit and that the School

Head Teacher (or delegated Senior Team Leader) is aware of such arrangements.

Teaching and Support Staff

No safety policy is likely to be successful unless it actively involves each member of staff. Staff have a statutory duty to take reasonable care of their own health and safety, of others around them and to co-operate with the institution so as to enable it to carry out its own responsibilities successfully.

Individual employees are to:

- Set an example in safe behaviour and maintain a constant and continuing interest in health and safety.
- Be familiar and comply with the Health, Safety & Welfare policy and procedures.
- Cooperate with line managers and observe safety rules where applicable to them
- Ensure that the operations under their control are conducted in accordance with the relevant regulations, approved codes of practice and school procedures, following the appropriate risk assessments and safe systems of work.
- Communicate and raise concerns about health and safety with their direct line managers and/or the coordinator for health and safety seeking competent advice.
- Attend and participate in identified health and safety training when appropriate.
- Ensure that they and their visitors and/or pupils take reasonable care for the health and safety of themselves and others.
- Report any medical condition that could affect their working environment or others.
- Wear provided safety equipment and use appropriate safety devices.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Make constructive suggestions as to areas needing improvement.
- Be familiar with programmes of action to implement appropriate health and safety standards and monitor those standards.
- Observe any rules or procedures necessary for the health of employees and safe execution of work activities.
- Ensure that all pupils receive appropriate information where necessary.
- Notify Site Manager or member of SLT about any hazard identified.
- Report any accident, incident or near miss to SLT.

Fire Wardens

If the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of staff, pupils and visitors from our school immediately, and to ensure that their designated area has been cleared.

Key duties of fire wardens include:

- to assist in implementing and improving effective emergency procedures in the school.
- to help prevent emergencies by monitoring the adequacy of the fire risk control measures.
- to raise awareness with other staff about the fire hazards that exist within the school.
- to lead the fire drills and real evacuation procedures – they must be familiar with all escape routes and exits from their designated area.
- to inform the head of school of fire hazards within the school that have not been fully addressed particularly during a fire drill.

Fire wardens must update their training every three years. Fire wardens should also check on a regular basis that fire exits are clear at all times.

First Aiders

The school will arrange adequate and appropriate training and guidance for staff who volunteer to be

first aiders/appointed persons. The school must ensure that there are enough trained staff to meet the statutory requirements, allowing for staff on annual/sick leave or off-site.

Key duties of First Aiders include:

- Completing relevant training course approved by the Health and Safety Executive (HSE).
- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Keeping appropriate records to show what type of accident has occurred and treatment provided.
- Looking after the first-aid equipment e.g. restocking the first-aid containers
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- First Aiders must familiarise themselves with the School First Aid Policy and regularly update Care Plans for pupils with on-going medical needs.

Consultation, monitoring and review

The Academy

A Health and Safety Committee is a primary way of consulting with employees and the Academy holds this Committee in high regard. The Governing Body recognises that effective resolution of Health and Safety issues can be reached at Health and Safety Committee meetings. The Health and Safety Committee meet on a termly basis and minutes are taken.

Health and Safety Committee meeting minutes are made available to all employees on the shared drive (under the Health and Safety folder).

To allow the school to carry out this duty consultation with staff will be the responsibility of:

The Executive Headteacher / Head of School

Monitoring

Measuring Performance

Measuring performance has become a standard mechanism across all the Academy's disciplines as part of how we ensure we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring lies with the Head of School, SLT and the estate management team.

Documented premises inspections will be carried out at minimum on a termly basis.

It is important that both active and reactive monitoring techniques are used as a matter of routine to help us gauge how effectively risks are being controlled and how well a positive Health, Safety and Welfare culture is being developed.

Active monitoring consists of:

- Inspections, monitoring the health and safety performance of employees

- Identification on noncompliance via audits and inspections
- Evaluation of the effectiveness of accident, incident reports and subsequent investigations
- Monitoring of the operation and inclusion of policy and procedure
- Evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consists of:

- Accident, incident and near miss analysis
- Analysis of ill-health situations with appropriate recommendations
- Responses to insurance claims and subsequent lessons learned
- Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

KAT will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to external organisations such as the HSE and funding bodies. The Trustees will provide an occupational health advisory service to assess and assist staff with health and work-related problems and undertake statutory health surveillance. The monitoring of work-related sickness and ill health will be undertaken by the HR Manager in order to identify and control contributory factors so far as is reasonably practicable.

Auditing

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The Trustees receive and consider an annual report on health and safety performance for all academies compiled by the Health and Safety Advisor.

The academy adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The Health and Safety Advisor will carry out annual reviews of Health and Safety documentation and procedures to ensure that we are performing to the appropriate standard.

Performance indicators will include:

- Completion of recommended actions resulting from H&S Audits, Fire Risk Assessments, Legionella Risk assessments and Asbestos surveys.
- Completion and review of risk assessments
- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries
- Compliance with statutory maintenance tasks and completion of mandatory inspections

The Governors regularly receive reports on health and safety so that the governing body is made aware

of the strengths and weaknesses of health and safety performance and also examines a report on the academy accident and incident statistical trends over time.

Review

There will be an annual report provided to the Trust Board which includes a summary of each Academy's Health and Safety Management Systems performance and the action plan for each Academy.

Each Academy systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the Principal / Head Teacher and the Governing Body. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

Policies and Procedures

In recognition of the wide range of Health, Safety and Welfare legislation and the specific requirements arising from this, the Trust will, from time to time, introduce policies as appropriate to enable the development and implementation of effective compliance measures.

All new Health and Safety Procedures will be subject to consultation both with Academy Management and with employee representatives via the Health and Safety Committee.

Academy Health, Safety & Welfare Arrangements

The Kings Academy Trust requires mechanisms to be in place to provide assurances that policy requirements are being introduced, implemented and effectively maintained, to provide high standards of safety performance. This Health and Safety Policy will be the overarching policy adopted by each Academy.

This section includes a range of hazards, for which procedures and arrangements have been established. Supplementary to this Policy, within the Trust, each Academy will be responsible for developing Workplace Risk Assessments and Site-Specific Health and Safety Procedures which will be recorded below. These will be maintained and acted upon in order to control risks.

Location of posters showing First Aiders & dates of training	Displayed around site
Location of first aid supplies	

Accidents and First Aid

Current first aid regulations recommend that learning environments treat their learners as employees for the purpose of first aid. Academies will follow statutory requirements for first aid by providing suitably trained first aid staff, first aid equipment and first aid room, as appropriate, through careful risk assessment based on relevant learner and employee numbers on site.

Fire aid posters, detailing all first aiders are displayed around site, including locations of fire aid stations and defibrillators.

Reporting of Accidents, Hazards and Near Misses

Academies should report all potential RIDDOR accidents / incidents to the Health and Safety Consultant. All accidents will be investigated in a manner which is proportional to the event, and the findings recorded.

Absence of any member of staff or pupils as a result of an accident, incident or disease for more than 7 days is reported to the Health and Safety Executive within 15 days of the accident, serious injuries within 10 days. All records are kept of any accident involving an employee who has been incapacitated for more than 7 consecutive days.

Fatal or major injuries must be reported immediately to the CEO and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.

Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately to Estates Health and Health and Safety Consultant.

Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) will be investigated by the Estates Health and Safety Team.

Responsibility of Lead investigator: Name/Title	Mrs. Colette Heavey, Executive School Business Manager
Where are completed first aid forms stored?	Accident book on main reception.

Dealing with Medical Conditions

Each Academy accommodates learners with medical needs wherever practicable and makes reference to DfE circular – 'Supporting Learners at Academy with Medical Conditions'

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

which sets out the legal framework for the health and safety of learners and staff. Responsibility for learners' safety is clearly defined within individual care plans where necessary and each person involved with learners with medical needs is aware of what is expected of them. Academies ensure there is close cooperation between the Academy, parents, health professionals and other agencies. Raised priority is to be given to providing a suitably supportive environment for those learners with special needs.

Responsibility of SEN : Name/Title	Mrs Elisabeth Cohen, Head of SEND and Inclusion
Who is responsible for contact with external health professionals?	As above.

Drug Administration

Each Academy accommodates learners with medical needs wherever practicable. It should be made

clear that parents have prime responsibility for their child’s health and provide the Academy with information about their child’s medical condition. Parents obtain details from their child’s General Practitioner (GP) or Pediatrician, if needed. Nominated staff should be referred to DfE Guidance ‘Supporting Learners at School with Medical Conditions’ advice on managing medicines on Academy premises is set out on pages 19-21 <https://www.gov.uk/government/publications/supporting-learners-at-school-with-medical-conditions--3>

Location of ICHPS	
Location of medical forms	Pupil folders

Asbestos

To minimise risk from asbestos containing materials on the Academy site, the Academy maintains a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos.
- removing asbestos containing materials where the risk to building users is unacceptable.
- having a named officer who has responsibility for implementing the Asbestos Management Plan
- ensure contractors and others are made aware of the asbestos survey and management plan
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the Academy site.

The Health and Safety Consultant carries out a review of the Asbestos Management Plan on an annual basis and advises the Headteacher for Demolition/Refurbishment surveys to be conducted prior to any intrusive works in areas that are presumed to contain asbestos materials. The Premises Manager will maintain the asbestos register showing the location of known asbestos containing materials.

Any ACM’s that are considered to be in a poor condition will be encapsulated or removed; those in good repair will be left in place and monitored for damage/friability. Senior Staff attend Asbestos Awareness training on a minimum of every three years.

Any removal of, or work on, ACM’s is carried out by licensed asbestos contractor. Before contractors work on any of The Kings Academy Trust buildings, they are made aware of any ACM’s they could potentially disturb and the provided with precautions they should follow.

If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

All Kings Academy Trust staff are not to disturb the fabric of the building (walls, floor or ceilings) and are to request any works to the maintenance officer.

Responsibility of person responsible for maintaining the Asbestos register: Name/Title	Site Manager
Location of Asbestos Management Plan	Every Compliance/Front Office
How are contractors informed about location of ACM’s	Contractor Induction, led by Site Manager
Highlight which contractors are likely to disturb ACMS’s	Fire Alarm contractors Legionella – water temp/TMV contractors Electricians Plumbers

	Decorators Cleaners Roller Shutters Auto doors Kitchen equipment contractors Lift engineers Others (list)
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Catering and Food Hygiene

Each Academy must ensure their caterer has in place:

- A food hygiene management system based on Hazard Analysis and Critical Control Point principles.
- Access to competent health and safety advice.

Responsibility of: Catering Supervisor Name/Title	City Wide
Describe how food allergy information is shared with catering team	SLT/Pastoral Team
Date of last Kitchen Food Hygiene inspection.	July 2025

Contractors

Service Contractors

Service contractors have regular access to our sites as specified by a contract. Each Academy is to ensure that:

- service contracts they arrange specify what work is expected of them and what they can expect from the Academy.
- health and safety requirements should be written into any contract; however statutory responsibility cannot be discharged from one party to another by contract.
- clients and contractors both have health and safety responsibilities and these should be clearly defined in the service contract.

Before work commences the Health and Safety Consultant and / or the Maintenance Officer will request the following documents in place from contractors:

- Public Liability Insurance Certificate
- DBS details if staff are to be unsupervised
- RAMS (Risk Assessment and Method Statement)
- Competency Certificates (Training)
- Evidence of relevant trade accreditation

Responsibility of: Name/Title	Site Manager
What site information is provided to contractors before they start work?	Contractor induction pack and discussed Site Manager
Who is responsible for accompanying contractors around site.	Site Manager
Who books up contractor appointments?	Site Manager

Building Contractors

This involves work where part of the site is handed over to the contractor. Major works may not proceed until the Trust's Senior Management Team is satisfied that all aspects of Construction (Design and Management) Regulations 2015 have been complied with. For all major projects, once work has been approved, the Trust will ensure that on-site meetings with the contractor are arranged with the Academy, to ensure effective control and safety of staff, learners etc. is maintained. For all larger scale identify who will be involved in works pre-meetings e.g. Headteacher and Contractor

CDM

This includes day-to-day maintenance work and all work undertaken on site where a pre-site meeting has not taken place. Academies are not required to restrict their choice of contractors to only those who are registered with Contractors Health and Safety Approval Scheme (CHAS) or a similar third-party accreditation.

Control of Substances Hazardous to Health (COSHH)

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Health and Safety Policy is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.

The Maintenance Officer will produce and upkeep the COSHH register and COSHH Assessments for hazardous substances used in their department. All maintenance officers will receive CoSHH training and complete refresher training every 3 years (minimum).

Heads of Academic Departments will be responsible for completing appropriate COSHH assessment for the hazardous substance used by their staff or pupils. The departments should have regard to CLEAPSS or other appropriate source of guidance. They should also ensure that all hazardous substances are minimised, stored and used in accordance with these regulations.

All hazardous substances will be stored appropriately and securely when not in use. Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates, if PPE is required, staff must use it

Responsibility of: Name/Title	Site Manager & Science Lead
COSHH Training details/dates for staff	Recorded on CPD database, held of main reception.
Which departments have produced a COSHH Inventory and CoSHH Assessments?	Site Manager
Where are the COSHH Assessments stored for each department?	Site Manager files

Infection Control

Dealing with spillages of blood and body fluids

Ensure arrangements are in place for the removal of blood and bodily fluid spillages.
Ensure the clearing up of spillages is carried out by competent employees/contractors.
Dispose of the waste material properly.

Dealing with syringes

Provide a disposal kit; this will include purpose made gloves to avoid direct contact and a sharps box. Make arrangements with a local authority or contractor to remove used sharp boxes. Keep the disposal box in a safe place, away from access by pupils.

Responsibility of: Name/Title	Site Manager
Location of cleaning kits (bodily fluids)	Secure Room
Where is PPE stored for staff cleaning up bodily fluids?	Secure Room

Exposure to communicable disease

Send employees who may have been exposed to infected material to the local accident and emergency department or GP immediately.

Critical Incident Management

Crisis and Emergency Management Each Academy has a Critical Incident Management Team with defined responsibilities. The function of the Team and responsibilities of the team members are to be clearly laid out in the Critical Incident Policy. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans.

Each Academy team must test their plans on a termly basis to ensure they are feasible and realistic. Outcomes of tests are to be submitted to the Trust on an annual basis for review. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

Periodically the Headteacher will carry out a dry run, based on a desk-top activity, with school staff to ensure they are familiar with the contents of the management plan and required actions.

Display Screen Equipment

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

The majority of staff within the Kings Academy Trust are not considered to be DSE users.

Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes. DSE users may be eligible to access a scheme for the provision of an eye test and a contribution towards the cost spectacles required for computer work.

Responsibility of: Name/Title	Mrs. Colette Heavey, Executive School Business Manager
DSE Assessor training details	
Who has completed a DSE Assessment (plus date of last review)	All DSE users, annual assessment
What DSE training has been provided to staff?	Annual online assessment

Electricity at Work

All new fixed wiring installations work and all maintenance work on existing installations will comply with the requirement of the Electricity at Work Regulations 1989 and the 18th Edition of the Institution Engineering and Technology (IET) Wiring Regulations 2018. All equipment will be properly installed, maintained, repaired or replaced in accordance with the above guidelines.

No-one must interfere or tamper with, work on, adapt or assemble any piece of electrical equipment or machinery unless competent to do so. Competence levels appropriate to the task will be decided on the basis of a detailed written risk assessment.

The Academy takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended.

Any electrical faults should be reported immediately to the maintenance officer. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair. Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.

The school must follow the defect reporting procedure for staff to report defects with premises, plant or equipment. All defects/faults should be reported to the estates team.

Responsibility of: Name/Title	Site Manager
Frequency for testing portable electrical appliances.	Annually
Frequency for testing fixed electrical appliances	Annually

Environmental and waste disposal

Environmental Compliance Each Academy should seek to fulfil waste management objectives through:

- using only what is needed
- seeking alternatives where possible
- recycling as much as practicable
- disposing of as little as necessary

Disposal of Waste

Academies are to ensure all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. Appropriate records must be kept.

Responsibility of: Name/Title	Site Manager
General Waste collector contractor details	Biffa
Hazardous waste contractor details i.e. bodily fluids	Biffa

Fire and other emergencies

Each Academy must have written fire safety procedures which must:

- identify the responsible person and others with fire duties
- fire prevention and fire response arrangements

The Premises Manager will ensure that a fire risk assessment is carried out on the premises by a

suitably trained competent person. The assessment will be formally reviewed annually by the Health and Safety Advisor. Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.

Each Academy must have:

- a copy of the current fire risk assessment – keeping this updated in conjunction with the Premises Manager.
- a Fire Emergency Evacuation Plan
- individual Personal Emergency Evacuation Plans for person with disabilities that could hinder their safe escape in the event of a fire.
- a schedule of maintenance for Fire Safety Systems and Fire Fighting Appliances.

Compliance checks of the fire systems will be recorded by the Maintenance Officer. There will be a weekly test of the fire alarm system, firefighting equipment will be checked monthly and emergency lighting will be checked monthly.

A Fire Evacuation Plan will be produced annually and appropriate staff will be appointed and suitably briefed to act as fire marshals. All staff will be informed on an annual basis or as and when changes are made. Fire safety drills will take place at least once per term.

Responsibility of: Name/Title	Site Manager
Location of Fire Assembly points	Front of school on hill
Date of Fire Management Plan review	September 2025
Explain how staff and students are accounted for during a drill	Full registers
Who is familiar with isolating the fire panel following a drill	Site Manager and Admin Team
Who is responsible for Peeps?	Exec SBM (staff) SLT (pupils)
Where is the Fire Grab Bag kept?	Office
Location of Gas isolation points	Kitchen
Location of Electrical isolation points.	Electrical Room

Gas Appliances

Under the Gas Safety (installation and use) Regulations 2018 (as amended) we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

Service inspections will be carried out by a competent Gas Safe registered engineer. In most academies, the service records will cover equipment in:

- The Boiler house/plant room
- Main Kitchen - Catering Equipment
- Science and Food Departments
- Some wall convector heaters and TMV's

Responsibility of: Name/Title	Site Manager
List of equipment tested by Gas Safe Engineer	Every Compliance System

Glass and Glazing

Each Academy must have a risk assessment carried out for all glazing on site, to ensure it complies with current safety standards. All low-level glazing (below 800 mm), such as glazing in doors and high-risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately with repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection. The Maintenance Officer will carry out 6-monthly inspection of the glazing with records retained.

Lettings

Letting and hire of Academy facilities is conducted in line with the Lettings Policy for each Academy, ensuring:

- that the hirer has public liability insurance in place to indemnify the academy from all such hirer's claims arising from negligence.
- the academy requests a copy of the hirers safeguarding policy, ensuring the hirer obtains the necessary safeguarding checks for all activities involving children, e.g. DBS checks.
- If any part of the academy is let, the Headteacher must be satisfied via the agreement that the hiring organisation will use the premises in a safe manner.
- A signed, written letting agreement is completed, copies are kept and a risk assessment will have been undertaken.

Lone Working

Academies implement the Kings Academy Trust Lone Working Policy, ensuring that lone working is risk assessed and adequate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

Responsibility of: Name/Title	Site Manager
List staff members who are not permitted to work alone	Site Manager
How are lone workers supervised i.e. use of mobile phones, personal alarms, buddy system etc.	Lone working policy in place: mobile phones.
What is your provision for call outs over weekends/late evening	External contractor

Manual Handling

The Manual Handling Operations Regulations 1992 (as amended) require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

Academy ensures any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Risk assessments are communicated within general risk

assessment.

The SLT cannot carry out an assessment for all minor tasks therefore it is the responsibility of staff to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Responsibility of: Name/Title	Site Manager
Who is trained to write Manual Handling risk assessments	Site Manager/SLT

Staff should:

Comply with the safe systems of work as stated in the risk assessment and advised at the manual handling training.

Undertake relevant training if required to move pupils.

Take responsibility for their own health and safety and that of others who may be affected by their actions.

New and Expectant Mothers

Schools are to ensure their First Aid Room/Staff Room has rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out. It must be clear how a new and expectant mother's risk assessment is to be conducted, proposed frequencies of review and where records of the assessment/s are to be maintained.

The Head teacher or Office Manager will carry out an individual specific risk assessment of the work that the employee does to determine any risks to her and her unborn baby that may arise from the work activities.

This duty also extends to other persons not within our employment to whom we owe a duty.

Pregnant staff must not:

- Use or come into contact with certain chemicals and bodily fluids.
- Work at height (stand on stepladders, step ups etc.).
- May have restricted Playground duties

Pregnant staff must:

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

Responsibility of: Name/Title	Mrs. Colette Heavey, School Business Manager
Who is responsible for completing Pregnant Persons risk assessments?	As above

Occupational Health

Health and Well Being Including Absence Management

Each school will:

- adopt and implement The Kings Academy Trust Managing Work Related Stress Policy and Staff Absence Policy
- make a commitment to reducing workload in localised policies and procedures
- identify and support staff exhibiting signs of stress
- apply the HSE Management Standards as good practice and a framework for assessing risks associated with work related stress
- endeavour to promote a culture of cooperation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

If any staff member suffers from ill-health, they are encouraged to inform the Head teacher/Headteacher so that safety measures can be put in place in an emergency situation. Medication and drugs that need to be taken during the school day must not be left in the classroom and should be administered away from pupils if possible. Only bring enough medication that is required for a single school day on to the premises and if this goes missing advise the Headteacher immediately.

School Management will seek progressively and within resource restrictions to develop an on-going programme of positive health promotion for staff in response to its own and staff demands, utilising in-house and external expertise and including training, information and counselling aspects as appropriate. Employees are encouraged to raise any concerns with the Headteacher or their line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools' absence policy.

The Head teacher recognises that mental health problems begin at a young age and that mental health issues can affect a pupil's emotional wellbeing as well as their educational attainment. A Mental Health Policy has been developed to address the mental health of pupils, staff and parents. The Head teacher will ensure that all staff and parents are aware of the support that is available in school, including how to access further support both inside and outside of school hours.

Staff have been trained in how to recognise warning signs of common mental health problems, meaning that they will be able to order help and support to pupils when they need it. Warning signs will always be taken seriously and staff who notice any of these signs will communicate their concerns with the Designated Safeguarding lead as appropriate. Training will be provided at least annually in child mental health so that staff can continue to recognise and respond to mental health issues. Additional training opportunities for staff will be supported where it becomes appropriate due to developing situations with pupils.

Responsibility of: Name/Title	Mrs. Colette Heavey, School Business Manager
Who is your external Occupational Health service provider (for staff)	Abel OH
Who is you internal Senior Mental Health Lead – for staff	Liz Cohen
Provide details of your staff Wellbeing focus group	Gill Hickford
Date staff Wellbeing Action plan was last updated	TBC

Personal Protective Equipment

Personal protective equipment (PPE) must be provided for staff and pupils where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection. Typically, areas that will require assessment will be in the Art room, Food Technology, Kitchen area and for the Maintenance Officer.

Each Academy on the basis of risk assessment and COSHH assessments, assess where the need for

PPE is identified as a control measure (PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly). Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

Playground Equipment

School playground equipment is selected to be strong and stable enough to support children of different ages and abilities. External play equipment can cope with large groups of children using an item simultaneously. Adults can access the equipment to help a child in an emergency.

The Maintenance Officer carries out weekly inspections of external play areas checking for faults and loose materials across all areas including grass, rubber, woodchip and tarmac. If the floor surface is damaged through wear or bad weather, the Maintenance Officer will inform the Head teacher immediately so that an assessment can be carried out on safe use of the area.

Academies risk assesses potential hazards in the playground and their likelihood to cause harm, putting steps in place to mitigate the risk. Staff will assess the playground for potential risks before each PE lesson- looking for holes and loose materials in the play area. If the area is not clean the activity must not go ahead and the problem must be reported to the Maintenance Officer.

Premises Management

The Academy identifies risks associated with caretaking and grounds maintenance, identifying risks through the risk assessment process. Staff employed on ground maintenance work must have received appropriate training on the use of plant and equipment.

Legionella Controls

Each Academy has an effective water hygiene management plan in place to control the risks of legionella to staff, learners and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.

Regular documented water checks are undertaken as detailed in the Academy's water hygiene management plan. A legionella risk assessment is in place and will be reviewed in line with the requirements of HSE's Approved Code of Practice L8. All water hygiene management checks will be documented and maintained in an appropriate logbook.

A process is also in place to deal with any actions should they arise.

A weekly programme flushing of little used outlets is carried out by the Maintenance Officer in line with the legionella risk assessment. As well as full site flushing during stand down periods such as school holidays the following actions are scheduled:

- Monthly temperature checks
- Quarterly descaling of shower heads
- Annual water sampling
- Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.
- Compliance records are documented in the legionella folder.

All Maintenance Officer have received legionella awareness training.

Responsibility of: Name/Title	Site Manager
Location of Legionella Management Plan	Site Manager office
Training dates for Senior Person and Deputy	CPD log on main reception
Location of Legionella monitoring files	Site manager office/Every compliance system

Cleaning

Each Academy will have a cleaning schedule in place which is monitored by the Health and Safety Lead. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary.

The Academy ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

The academy employs contract cleaners to carry out cleaning on-site. Inspections are carried out by supervisors and termly meetings are held with the Health and Safety Lead for feedback.

Deep cleaning takes place during school holiday periods and in agreement with the Health and Safety Lead. Contract Cleaners will report to Health and Safety Lead or Maintenance Officer of any defects, obstructions or issues that they encounter.

The contract cleaners have provided a Health and Safety Folder which is stored in the cleaning cupboard which contains COSHH information as well as general Health and Safety information. COSHH training is arranged by the employer for cleaning staff. Any equipment that fails is reported by the cleaner to their employer for repair. PAT testing for cleaning equipment is carried out by the cleaning company.

Provision and Use of Work Equipment

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment several factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?

To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, Academies will prepare safe systems of work, detailing how the work should be carried out. These will be used along with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

Responsibility of: Name/Title	Site Manager
Who completes your ladder inventory and ladder inspections	Site Manager
Where are the ladder inspection records kept	Site manager office/Every Compliance system

Safe Plant and Equipment

Academies must have a regular programme of inspection and maintenance for its equipment; however, the frequency of these inspections is much dependent on the use and type of equipment. In all cases, manufacturer and insurance requirements must be met. Records should be held on a centrally accessible system.

Risk Assessment

The Kings Academy Trust comply with The Management of Health and Safety at Work Regulations 1999 to impose a duty on Head teachers to carry out suitable and sufficient assessments of all the risks to employees arising out of or in connection with any work activity.

Academies use a The Kings Academy Trust risk assessment process and template as a standard for risk assessment and, those of relevant professional bodies such as CLEAPPS/AFPE etc. in accordance with regulatory legislation.

Risk assessment is the responsibility of the Academy's SLT Team at a variety of levels. -It is the responsibility of the SLT to ensure that curriculum risk assessments are undertaken for any risks to health and safety, that significant findings are recorded and that any recommendations are acted upon.

Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. Suitable and sufficient risk assessment will be made for all workplace activities. These assessments will be signed and authorised by a responsible manager.

Risk assessments will be reviewed on a regular basis, or when the work activity changes; whichever is soonest. Staff should contribute and are made aware of any changes to risk assessments relating to their work.

Responsibility of : Name/Title	Site Manager and Mrs. Colette Heavey
Where are departmental risk assessments stored	Shared area, one drive.
Who are the department heads responsible for reviewing risk assessments	SLT and subject leads

Security

Each Academy ensures risks to security of the premises and property are assessed through the risk assessment process. All Academies have a Critical Incident Policy outlining plans and procedures to follow for a major security breach, including emergency evacuation or lock-down.

Reception staff ensure visitors sign in and are escorted to their destination if they do not hold a current DBS certificate.

Responsibility of: Name/Title	Site Manager
Who is your external security company	Clarion

Slips/Trips/Falls

Each Academy is to recognise that slips, trips and falls are a significant cause of accidents. Safety procedures are to make clear that it is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

Each Academy should have a recognised reporting procedure so that defects or maintenance issues that

could cause a person to slip, trip or fall can be promptly resolved. The procedure should also require all staff to be vigilant and report promptly possible slip and trip hazards where they cannot make safe the hazard.

The Maintenance Officer conducts regular risk assessments throughout the school premises. Trained estates staff members are responsible for identifying areas prone to hazards such as wet floors, uneven surfaces, or cluttered walkways. These assessments help us proactively address any potential risks and take appropriate measures to eliminate or minimise them. Maintenance Officers have received training in slips, trips and falls hazard awareness.

Snow and Ice Gritting

The Maintenance Officers are involved in the removal of snow and ice from the school site and grit the main access routes to make them safe. The Maintenance Officer will create snow and ice clearance maps highlighting the priority routes on-site.

The Maintenance Officer has procedures for monitoring weather conditions and assessing the impact of snow and ice on the school premises. This includes regular inspections of walkways, entrances, and parking areas to identify potential hazards and take appropriate action to prevent accidents. Monitoring the weather forecast each week, if conditions are expected to be adverse, rock salt will be applied the night before.

To clear snow and to grit the site, the Maintenance Officer must use the correct equipment and wear the correct clothing to complete this task. This includes, but is not limited to gloves, boots and coats.

Each Academy ensures the following:

- A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions.
- Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. making safe main access/egress routes.
- There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

Responsibility of: Name/Title	Site Manager
Where are your sand/grit supplies stored	Bolier Room/Storage
When do you order your grit supplies and in what quantities	Summer 2
What grit spreading equipment do you have	Spreader/Shovel/Grit Boxes

Training, information, instruction and supervision

The Kings Academy Trust is committed to ensuring that staff are competent to undertake the roles expected of them. Key staff have received both IOSH and Risk Assessment training. Each Academy will have access to online training and, as a minimum, will ensure all staff are inducted/undertake:

- general health and safety training
- fire safety training

Each Academy will take part in a training needs analysis to identify competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered and training records held centrally. The training needs analysis shall be reviewed on an annual basis or on the

introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

Health and safety induction

A formal Health and Safety induction for new staff will take place at the earliest suitable time after commencing employment. The induction will be a summary of the health and safety management system and may need to be supplemented with procedures specific to the employees working area and/or activity which will be supported by the relevant line manager.

In the first days of employment new staff will receive information about emergency procedures for example:

- the action to take on discovering a fire and upon hearing the fire alarm.
- the location of safety equipment and its use; safe working procedures.
- what to do in the event of an accident, how to contact a First Aider, procedures for reporting hazards etc.

Employees will also be made aware of any immediate hazards, control measures and/or restrictions affecting their immediate work activity and operation to ensure their health and safety is paramount.

Copies of induction records are maintained by the Head teacher or Office Administrator in the individual personnel files

Responsibility of: Name/Title	Site Manager/Senior Admin
Who maintains the training analysis planner	Admin Team
How often is training reviewed	Annually or when needed
Which training providers do you use	The Key/National College/External

Supply and Student Teachers

Each Academy's expectations are to be made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are to be given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. Agency supply staff should be made aware of the Academy's emergency health and safety procedures such as fire evacuation.

Headteachers/Senior Leaders are responsible for liaising with the Supply/Student Teacher on general Academy organisation and routines. When Supply and Student Teachers attend the Academy to cover for staff absence at short notice the Headteacher/ responsible person gives guidance on the work to be covered.

Responsibility of: Name/Title	Mrs. Colette Heavey, Senior Admin Lead and The Admin Team
Name of person responsible for delivering safeguarding awareness	DSL
Name of person responsible for H&S awareness induction	Site Manager/Senior Admin
Where records are stored	Personnel files

Volunteer and Parent Helpers

Our academies are to ensure volunteer and parent helpers are subject to their safeguarding arrangements. Volunteers receive an induction from the Designated Safeguarding Lead and relevant person to instruct on health and safety. They are expected to sign in and out, always wear a visitor's badge and follow the Academy procedures.

Trips and Visits

Each Academy will ensure all field trips and off-site activities will be subject to suitable and sufficient risk assessment, prior to the trip and must be signed and authorised by the EV Coordinator. Academies comply with DfE Guidance on offsite visits and Academy journeys.

For school trips it is the responsibility of the trip organiser to ensure that Risk Assessments are undertaken, appropriate sign off is received before the event, that the significant findings are recorded and that any recommendations are acted upon. See Educational Visit Policy for more details.

Responsibility of: Name/Title	
External Visits Co-ordinator	Nick Cohen
Do you record all external visits on Evolve, or just residential trips?	Yes

Work Experience Placements

The Kings Academy Trust recognises that the Health and Safety at Work Act (1974) places a duty on employers, including learning providers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. Young people on work placement are regarded in health and safety law as employees. The Kings Academy Trust will ensure a rigorous Work Experience Policy is in place and adopted by Academies for implementation.

Responsibility of: Name/Title	
Who leads work experience placements	EWAN MARTIN

Traffic Management / Use of Vehicles

The Academy segregates vehicles, vulnerable pedestrians and cyclists and designs out vehicular and vulnerable traffic route conflicts, both at access points and on site. The Academy wherever possible avoids the same access for all.

The Academy will manage the safety of staff, visitors and pedestrians whilst entering and leaving the premises by providing a controlled traffic management system. This includes:

- Car parking facilities laid out to avoid pedestrians and vehicles from coming into contact as much as possible.
- Providing clear separation between pedestrians and vehicles, e.g. clearly defined walkways and crossing points.
- Providing designated parking bays for disabled drivers, near to the main entrance.

Artificial lighting is provided during darkness in car parks and loading areas.

Responsibility of: Name/Title	Mrs Natalie Cookson, Senior Admin Lead
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Who checks staff driving licences	As above
Frequency of checking licenses	Annually

Use of Minibuses

Academies assess the risks associated with the movement of, safety of and driving of vehicles. Those who drive for work (including the use of Academy mini-buses and any hire cars) must ensure they are authorised to drive on behalf of the Academy.

Copies of driving licenses will be taken and the Academy must be notified of any offences, penalty points or disqualifications and medical conditions notifiable to the DVLA. The Academy will produce a risk assessment for driving which must be adhered to.

Violence, Behaviour, bullying and harassment

Academies will adopt and implement The Kings Academy Trust Anti-Harassment Bullying Policy. Each Academy is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the Academy ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. Employment contracts are essentially based on trust. Bullying is not accepted; all employees are expected to show mutual respect.

Working at Height

The academy will follow the principles of the HSE guidance 'The Work at Height Regulations 2005' Our estates use a variety of access equipment for working at height tasks, including ladders, step ladders and kick stools.

All access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected every 6 months. Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements. Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

All estates staff have received appropriate training and training records are maintained

Academies will ensure the risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The Academy discusses and agrees arrangements with staff.

Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Staff are provided with suitable equipment to retrieve items from shelving or access wall displays, if required, and are actively discouraged to use tables or chairs for standing on. Staff members will be provided with suitable storage facilities wherever possible to reduce the need for using high level storage in stock cupboards and other equipment storage rooms.