



# Health & Safety Policy

Adopted September 2023

## **Responsibilities:**

Kings Academy Trust is a multi-academy trust. It has a range of settings within the Trust, including Primary schools, SEND schools, PRU's and social care settings.

Overall and ultimate responsibility for health and safety within the Trust lies with the Trust Board and the Local Governing Bodies of each school.

In order to complement outstanding teaching, training, leadership and management our aim is to ensure that pupils, teachers, trainees and other staff have access to fit for purpose, engaging and inspiring learning and working environments that are also focal points for their communities and accessible for their use.

All of our schools will be 'fit for purpose' in terms of their condition, suitability, sufficiency and accessibility and we will always apply the Department for Education's guidance as our benchmark, also in designing new and evaluating proposals to change existing spaces. We are the custodians of our estate and we will always consider the implications of our management over the medium and longer term, beyond the tenure of current school and Trust management and leadership.

Our schools will be well maintained to provide a safe and compliant estate, which supports morale, staff retention and outcomes and gives a good impression of the schools and their ethos to parents, students, staff and visitors.

Day-to-day responsibility for ensuring this policy and setting specific policies that are put into practice, is delegated to the Headteacher at each school, who are directly responsible to the Chief Executive Officer (CEO) and to the Local Governing Body. The CEO/COO reports to the Trust Board. The Local Governing Body will appoint a Health and Safety Governor.

This policy should be used in conjunction with the Health and Safety Statement.

Each school within the Trust will use this policy but will have its own specific information regarding Fire Safety, Lockdown and Evacuation Drills and First Aid. The Trust has a managed service (SPIE) in schools to ensure H&S compliance. Rented spaces will have their own managed services for compliance. Meetings and reports can be requested from managed services and rented accommodation.

**Kings Academy Trust will:**

- Ensure health and safety standards are maintained/improved and the following people have responsibility in the following areas.

The Trust Board shall ensure, so far as is reasonably practicable:

- Compliance with all legal requirements.
- Formulate and ensure the implementation of policies and procedures which it intended to achieve a consistently high standard of health & safety across the Trust.
- Exercise reasonable care and skill, using personal knowledge and experience to ensure the Trust is well run and efficient.

**The Chief Executive Officer 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.
- Specify management controls and reporting requirements, require the audit of associated processes, procedures and outcomes in each school, and support Headteachers in identifying and delivering appropriate training and support.

- Report to the Trust Board on progress and provide operational and management support, through the COO, to the Headteachers and senior leadership teams within the schools.
- Ensure the policy is reviewed and updated as appropriate.

**LGB's shall ensure as far as is reasonably practicable:**

- The health, safety and welfare of all staff.
- The health and safety of pupils in-school and on off-site visits.
- The health and safety of visitors to schools, and volunteers involved in any school activity.
- Will guide and monitor the Headteacher to ensure that they keep health and safety as a high priority in the day-to-day management of the school.

Headteachers are responsible for the day-to-day management of their school and shall so far as is reasonably practicable, 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.

- 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.
- Risk assessments are undertaken and reviewed as appropriate; and any matters of concern with regard to health and safety are reported to the LGB and the CEO/COO.
- All Staff (Permanent and Temporary), where appropriate and so far, as is reasonably practicable ensure that they are fully aware of the health and safety responsibilities of their role and seek clarification if unclear.
- The Trust's/school's policies are always implemented.

- Staff are fully aware that they are responsible for the health and safety of the pupils they supervise.
- Equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of.
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely.
- In the case of an injury, they will arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation.
- All classroom-based activities are carried out in a safe and healthy manner.
- Playground activities are supervised as appropriate.
- Pupils are adequately supervised at lunchtimes.
- Whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies.
- Whilst transporting pupils by car, appropriate restraints are worn, and guidelines outlined in the school's Trips and Visits policy are followed.
- When undertaking school trips and holidays, sufficient research, planning, precautions, and supervision are undertaken as laid down in the School's Trips and Visits Policy.
- Pupils do not bring into school any potentially dangerous article or hazardous substance.
- Staff take appropriate action to make safe any dangerous condition caused by wet or icy weather.
- Any agreed security provisions are carried out.
- Staff co-operate with the Headteacher on all aspects of health, safety and welfare.
- Staff co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

## **Operational Arrangements:**

### **Risk Assessments**

- Risk assessments will be undertaken by staff across schools in line with their job descriptions/roles and responsibilities.
- The findings of the risk assessments will be reported to the Headteacher or their nominee.
- Action required to remove/control risks will be approved by the Headteacher or their nominee.
- Senior managers will be responsible for ensuring that any action required is implemented. Senior managers will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is sooner.

### **Maintenance**

- The Site Manager/Business Manager will be responsible for identifying all equipment plant needing maintenance.
- The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up and reviewed.
- The 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 Site Manager.
- Designated staff will check that new plant and equipment meets health and safety standards before it is purchased.
- No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.

### **Safe Handling and Use of Substances**

- Designated staff will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

- Science Technicians and designated staff will be responsible for undertaking COSHH assessments.
- Managers will be responsible for ensuring that all actions identified in the assessments are implemented.
- The use of chemicals for teaching as set out in the national curriculum will be done in accordance with guidance and hazard cards produced by CLEAPSS School's Science Service.
- Designated staff will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Designated staff will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed on a regular basis when the work activity changes.
- The Health and Safety Law poster should be displayed prominently in each institution.

### **Staff**

- Supervision of young workers and trainees will be arranged, undertaken, and monitored by designated staff.
- The Headteacher or their nominee is responsible for ensuring that Trust employees working at locations under the control of other employers are given relevant health and safety information.
- Health and Safety advice is available from the Site Manager/Business Manager.
- Competency for Tasks and Training.
- Induction training will be provided for all employees.
- Job specific training will be provided by Designated Trainers.

Examples of specific jobs requiring special training are:

- Deputy Headteachers
- Educational Visits Coordinator (EVC)
- Heads of Department in certain subjects
- Teachers in certain subject areas e.g., DT
- Facilities Manager
- Minibus Drivers



- Technicians
- Designated First Aiders
- Site Manager / Assistants
- Grounds Persons

### **Reporting and Documenting**

- Ensure training records are kept.
- Training records are posted to staff personal files.
- Training will be identified, arranged and monitored by designated line managers.
- The first aiders and/or appointed persons are listed in each staff room and/or prominent places.
- First aid boxes locations should be made known to staff.
- Staff administering medication in an emergency must be fully trained to do so.
- All accidents and cases of work-related ill health are to be recorded on an accident form/log/book.
- If the accident/ incident is RIDDOR (Reporting of Injuries, Diseases and Dangerous) reportable, the information will also be sent to the Health and Safety Executive. Certain workplace accidents, reportable diseases and near-misses are RIDDOR reportable. The Responsible Person will refer any accident considered as reportable to the Headteacher.
- RPI incidents will be recorded on the School's Bound Book, which is available from the responsible person.
- To check working conditions and ensure our safe working practices and policies are being followed the following monitoring takes place.
- A Health and Safety Inspector will conduct health and safety audits at each school.
- The Headteacher or their nominee is responsible for acting on investigation findings to prevent a recurrence.

## **Fire Procedures**

- SLT's are to ensure that the fire risk assessment is undertaken and implemented. They are also responsible for ensuring that a Fire Action Plan has been completed and that a fire evacuation procedure is in place.
- Escape routes and exits are checked by all staff daily.
- Fire extinguishers are maintained and checked by the school nominated contractor once per year.
- Alarms are tested by the designated contractor (at minimum) annually.
- Emergency evacuation / fire drills will be carried out termly and records will be kept in a designated central location or administrative office.
- Smoking or vaping is not permitted in any part of the Trust's premises, or within sight of an entrance, exit or perimeter of a Trust school including anywhere where staff may be observed by students or parent. This includes ban on smoking or vaping within vehicles on school grounds.

## **Visitors**

- Where reasonably practicable any person visiting the premises is requested to make an appointment prior to the visit.
- On entering the premises, all visitors must go to the reception/main office and sign-in.
- All visitors will be issued with a visitor's badge/lanyard, which is to be worn for the duration of the visit.
- On departure, visitors must sign-out and return their visitor's badge/lanyard to reception.

## **Contractors:**

- Contractors are selected on the following basis: -
  - Cost
  - Production of company safety policy
  - Proof of Competence
  - References
  - Any other relevant criteria

- All contractors are required to attend a pre-start meeting with the Headteacher's nominee / Site Manager and any other relevant personnel for health and safety and safeguarding regulations to be communicated.
- All contractors are required to sign in and wear a visitor's badge/lanyard for the duration of the visit. Contractors' equipment must not be left unattended.
- Contractors' activities must not present a hazard to others in the vicinity of the work.
- The Site Manager/is responsible for monitoring contractor's activities whilst on site.

### **Educational Visits / Extra Curricular Activities**

- The Headteacher is responsible for ensuring that the Trips and Visits Policy is followed.
- The Educational Visits Co-ordinator for the school is designated by the Headteacher.
- All educational visits must be authorised by the Headteacher/EVC in advance.
- The Headteacher or nominee will ensure that all appropriate information relating to the trip e.g. arrival/ departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.
- Supervision ratios will be determined via risk assessment. See Trips and Visits Policy.
- Advice relating to educational visits can be obtained from the school's Trips and Visits Policy.
- The Evolve portal site provides detailed procedures and guidelines. Login details can be obtained from the person responsible for trips and visits administration.
- The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

### **Movement of Vehicles**

- Staff and visitors should park their vehicles in the designated car park.
- Speed restrictions are in place where necessary.

### **School Security**

- The security of the school is maintained by reception staff supported by site staff and senior colleagues.

- Where there is school lock down procedures in place these must be communicated to all staff and followed.

### **Occupational Health Services and Stress**

- Occupational health services are provided by an external occupational health advisory service.
- Any individual suffering from work related stress should contact their line manager.

### **Asbestos & Legionella**

- Asbestos and legionella surveys have been undertaken in all schools. Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.
- If the asbestos was not deemed to be a risk due to its location and/ or condition, its management will come under the AMP (Asbestos Management Policy) which forms part of the nominated staff member's statutory checks (e.g. site manager).
- A regular inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the school health and safety named person and/ or the Headteacher.
- Material known to contain asbestos, for example ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.
- A responsible person e.g. the Site Manager/Assistant at each school must carry out weekly and monthly checks of water service temperatures and maintain local records.
- Other checks (bi-annual/ annual) will be carried out and documented by appointed contractors as part of the school external contract arrangements and confirmation provided to the Headteacher.

### **External Groups/Activities**

- External groups currently letting school premises vary within the schools and may include local football and / or rugby teams or nurseries.
- Particulars of the Trust's and school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the designated person when bookings are initiated.
- All extra-curricular groups using school premises must abide by school health and safety rules.
- Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

### **Behaviour**

- Efforts will be made to train all staff in how to handle violent and aggressive situations (Team Teach).
- If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone is taken to ensure assistance could be summoned quickly in an emergency.
- Schools will address inappropriate behaviour, bullying and harassment involving pupils by using the Trust/school approach including monitoring behaviour and logging issues on the relevant system and referring problem situations via the pastoral system.

### **Health and Safety in the Curriculum**

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented.
- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching.

## **Health and Safety in the Classroom**

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities.
- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom.
- Pupils will be encouraged to report any hazards to a teacher e.g. a loose wire on a piece of electrical equipment (please note! - electrical PAT (socket and plug) testing is carried out by a fully qualified electrician), spilt liquid on the floor. NB Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

## **Staff duties/ Escorts**

- To safeguard the perimeter fence from intruders. Staff should be situated at necessary entry/exit points. Any suspicious persons entering premises should be challenged, Persons making conversation with pupils immediately outside the perimeter fence will be challenged. If necessary police will be contacted.
- At the end of the day, pupils on independent transport and those travelling on transport, taxes are escorted by staff out of the front exit door to awaiting vehicles.
- Pupils on transport are escorted out by staff to awaiting buses.
- Any problems, concerns regarding pupils i.e. not turning up, transport or intruders please report to a member of the SLT immediately.

## **Lone Working**

- Lone working will be generally risk assessed at school level for all employees and reviewed annually or when staffing changes. The general risk assessment will outline steps to avoid or control risks where necessary.
- HSE guidance on protecting lone workers will be followed when assessing the school's lone working risks.
- Schools will not put lone workers at more risk than other workers.

- Risk assessments will include manual handling, the medical suitability of the employee to work alone, requirements for training and levels of experience. Employees will be involved in considering potential risks.
- Communication and keeping in contact methods and procedures will be in place for all lone workers.
- Working from home is classed as lone working and should be considered in general risk assessments.
- Arrangements for periods of school closure or weekend working should be risk assessed.
- If any employee has a health condition, which may require additional interventions, or reasonable adjustments, these will be considered on an individual basis including those required by the Equality Act 2010:

### **Infection Control**

- General spread of infection - best practice guidance staff and students will be followed for pupils in an age-appropriate way through curriculum and for staff will be sign-posted in relevant areas e.g. toilets and bathroom.
- Staff and students who are identified as being at greater risk e.g. pregnant employees or someone undergoing medical treatment will have their activities assessed and should contact their line manager specific arrangements.
- Food safety standards will be adhered to by catering facilities.
- COSHH standards will be applied to employees who through their line of work are exposed to infectious micro-organisms.
- Public Health England and/ or Department for Education advice and guidance will be followed in the event of a pandemic or other national concern for infection control.

### **Manual Handling, Working at Height**

- Specific risk assessments and training 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.

### **PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently.
- Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the relevant member of staff usually the premises team.
- PE equipment will be risk assessed and serviced as risk assessment determines.

### **Screen equipment**

- All staff who use computers as a significant part of their normal work have a display screen equipment (DSE) assessment carried out as an electronic checking process. Additional checks will be carried out for pregnant women at 20 and 30 weeks, following surgery or other medical conditions unless requested or required at other times upon request or following occupational health assessment.

### **Persons with Disabilities**

- If any employee has a health condition, whether physical or mental which may require additional interventions, or reasonable adjustments, these will be considered on an individual basis will be protected from every day hazards at the school including those required by the Equality Act 2010.
- Any staff with disability will be considered for a personal evacuation plan (PEEP) for evacuation purposes specific to their needs.



Please see below for specific policies/procedures in relation to Oakwood Academy.

## Fire Procedures

# FIRE PROCEDURES NOTICE

### On discovering a fire

1. Sound the fire alarm.
2. All staff are responsible for ensuring that all children and visitors leave the building by the safest and nearest route.
3. Close all doors behind you.
4. Make your way to the main assembly point, situated on the playground at the front of the building
5. Designated members of staff will check all teaching bases, toilets and bathrooms to make sure their zone is clear and all occupants have evacuated the building. They must then report to the Head of School that the area is clear.
6. The class teacher will take a roll call and report to : Head of School who will then inform the relevant authority that everything is OK.
7. Do not return into the building until you have been told to do so by Lisa Southwood (Headteacher).

- First Aid

For more information regarding Oakwood Academy First Aid Policy please see our website:-

[first-aid-amp-care-policy.pdf \(oakwoodacademy.co.uk\)](https://www.oakwoodacademy.co.uk/first-aid-amp-care-policy.pdf)

- Safeguarding

For more information regarding Oakwood Academy Safeguarding Policy please see our website:-

[DEVELOPING A WHOLE SCHOOL POLICY \(oakwoodacademy.co.uk\)](https://www.oakwoodacademy.co.uk/developing-a-whole-school-policy)

- Educational Visits

For more information regarding Oakwood Academy Trips & Visit Policy please see our website:-

[trips-and-visits-policy.pdf \(oakwoodacademy.co.uk\)](https://www.oakwoodacademy.co.uk/trips-and-visits-policy.pdf)

- Non-Smoking Information

### **NO-SMOKING/VAPING**

#### Introduction

Second-hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is:

**‘Safe, without risks to health’**

In addition, on the 14<sup>th</sup> February 2006, Parliament voted to introduce a total ban on smoking in all enclosed places by summer 2007.

Oakwood acknowledges that second hand tobacco smoke is both a public and, work place health hazard and have therefore adopted this no-smoking policy.

**Aims of the Policy**

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, pupils and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- To comply with Health & Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who smoke and to support those who wish to stop

**Restrictions on Smoking**

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation/company. This includes electronic type cigarettes.

**Visitors**

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

**Vehicles**

Smoking is not permitted in Oakwood vehicles or any vehicles being used on Oakwood business

**Support for smokers**

Oakwood is committed to improving the health of its employees and students. The Primary Care Trust (PCT) will provide support and facilities to assist smokers who wish to give up. The number of the PCT Stop Smoking Support Service is **0161 212 4050**.

National Don't Give Up Giving Up free-phone helpline **0800 169 0 169**.

**Disciplinary Action**

Oakwood SLT will be responsible for ensuring that the policy is implemented within Oakwood. Breaches of the policy will be dealt with in accordance with normal disciplinary procedures.

**Monitoring and reviewing**

This policy will be reviewed on an annual basis to ensure that it continues to meet the aims. Comments related to the maintenance of this policy should be directed to the No-smoking policy Co-ordinator.