



Health, Safety and Welfare Policy

This policy is applicable to our current schools, Khalsa Secondary Academy (KSA), ATAM and The Khalsa Academy Wolverhampton and for any further schools we open.

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The Headteacher of each school is responsible for monitoring the implementation and effectiveness of this policy. It will be reviewed by the Board of Trustees at agreed intervals²³

1 Statement of Intent

It is the policy of Khalsa Academies Trust (KAT) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside the school on associated activities.

Khalsa Academies Trust will ensure, so far as is reasonably practicable, that

- its premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- there are safe systems of work for all employees and students
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

Khalsa Academies Trust recognises its responsibility to provide adequate control of the health and safety risks arising from school and client's activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the KAT Board of Trustees. Specific aspects of health and safety procedure at each KAT school must integrate into this Health and Safety Policy.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. KAT commits to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments as well as any future health and safety legislation. KAT's competent health and safety representative will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

KAT supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisational structure will ensure that sufficient resources are available to all staff and other interested parties as required and will be reviewed on a regular basis against the company's health and safety objectives so that the policy and its arrangements can be implemented effectively.

Any review will take account of new legislation, current best practice and organisational changes within Khalsa Academies Trust. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

2 Health and Safety Organisation

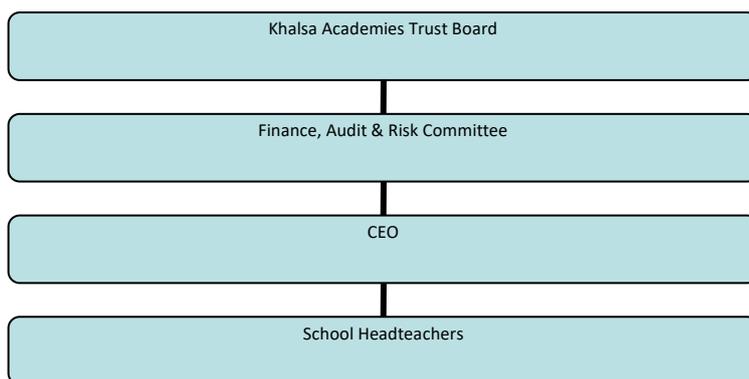
2.1. Overview

Khalsa Academies Trust recognises its health and safety responsibilities and duties as defined under the Health and Safety at Work Act 1974 and subsequent Acts, Regulations, Approved Codes of Practice (ACOP's) and where applicable, relevant industry standards.

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the KAT Board of Trustees. Each school, supported by the KAT central team, will manage its own Health and Safety procedures which fully integrate with this Policy. Headteachers are responsible and accountable for the implementation and compliance of this policy within their school although health and safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

2.2 Organisational Structure Chart

ORGANISATION AND RESPONSIBILITIES



3 Organisational Roles and Responsibilities

3.1 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring KAT safety management systems and managing the Trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.

The KAT Board of Trustees' responsibilities are to:

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for the KAT.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for KAT.
- Ensure that its decisions reflect its health and safety intentions, as articulated in KAT Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure KAT suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that KAT Finance and Audit Committee is effectively discharging its delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there is an effective business continuity and emergency plan in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

3.2 Finance, Risk and Audit Committee

The Finance, Risk and Audit Committee and the Executive Staff members have the responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions

The Finance, Risk and Audit Committee:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by KAT activities.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.

- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Agree with the Finance and Audit committee a programme of health and safety inspections
- Ensure the development and implementation of the overall health and safety strategic plan.
- Ensuring all staff receive adequate health & safety training
- Be the point of contact with the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money

The Finance, Audit and Risk Committee is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.

The Finance, Audit and Risk Committee must ensure that:

- Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the Headteacher.
- When awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy
- Central Trust contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition.
- The correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- School asbestos registers and asbestos management plans are maintained and readily available.
- Systems are established to ensure that all contractors engaged by KAT meets the health and safety requirements, including, relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding check.
- Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken.
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- There is a programme of servicing and inspection of workplace.
- There is a programme to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.

- There is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of legionella.
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015)

3.4 Headteacher

Each Headteacher is responsible and accountable for the implementation and compliance of this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to KAT Health and Safety Policy

The Headteacher is responsible for:

- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional contractors not appointed by KAT.
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary
- Ensuring that a school Health and Safety Committee is established, and that the committee meets a minimum of twice per year. Where two or more schools share a site, a single committee can be established as long as there is representation from all schools.
- Reporting to Finance, Audit and Risk Committee any hazards which cannot be rectified within the establishment's budget.
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school).
- Ensuring that there are effective health and safety management arrangements for educational visits.
- Appointing a named first aid co-ordinator for the school
- Ensuring that there is an adequate number of appropriately trained first aiders in the school.
- Ensuring that Health and Safety arrangements within the school are aligned to KAT Health and Safety Policy
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Informing KAT Director of Projects and Compliance of all RIDDOR reportable incidents within 24 hours of the incident occurring.

3.5 Line Managers

Although the Headteacher is responsible overall for health and safety in the school, line managers have some specific responsibilities:

- Applying KAT Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk activities within their department, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS², AfPE³ and ensure that all staff are aware of and make use of such guidance
- Ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

3.6 Caretakers

- The School Caretaker(s) has a very important role within the school with regards to Health and Safety so it is important that he/she is trained in all aspects of personal safety.
- Liaising as necessary with other relevant staff, the Caretaker will take primary responsibility to:

- Ensure that all communal areas, particularly those associated with fire escape routes, are reasonable and practicable kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.
- Make arrangements for the safe working of contractors on site ensuring so far as is reasonable that their work is segregated from the main school users
- Ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings.
- Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff /public and equipment for which he\she is responsible.
- Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry
- Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensure that all fixed and portable electrical equipment receives inspection \ maintenance in accordance with guidance.
- Ensure that "risk assessments" required by the management of health and safety regulations, are carried out as appropriate in respect of work carried out by his\her staff
- Report to the headteacher any circumstance preventing him\her from carrying out his\her health and safety responsibilities
- All fire appliances are properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed.

3.7 Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Comply with KAT Health and Safety Policy
- Report all accidents and incidents
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.

- Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3.8 Health and Safety Advice for Visitors and Volunteers

The school must ensure that the following advice for visitors and volunteers is provided either through a leaflet handed in when they sign in or via the website.

PERSONAL SECURITY

Please sign the visitor's book at the main reception and wear a visitor's badge whilst in school. Please keep all handbags and valuables with you at all times unless working in a classroom where you can keep it in a designated area. If you leave the building for a short time, please exit through reception, signing out. Please do not prop open any doors which could leave access to unauthorised individuals.

SMOKING

In order to maintain a healthy and safe environment, smoking is not permitted within the school or its grounds. This includes e-cigarettes and vaping.

FIRE PRECAUTIONS

In the event of a fire alarm sounding continuously at any time, you must leave the building immediately using the nearest fire exit – clearly marked with a green and white sign. There are fire notices around the school. The assembly point is on the main playground where you will be given further instructions. Take time beforehand, to ensure you know where to go. Do not re-enter the building until you are told it is safe to do so by a member of the senior leadership team.

FIRST AID

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. The medical room is situated next to the main school reception and is furnished with a first aid box. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it become necessary, please inform a member of staff on arrival. An accident form should always be completed by you (and the first aider treating you). Near misses should also be reported to the main office.

COSHH

If you are bringing materials covered by COSHH regulation onto site, please leave a copy with of the safety data sheet and risk assessment with the office. If unsure you can speak to our Site Manager.

SAFEGUARDING

Our school is committed to safeguarding and promoting the welfare of children and expects visitors to share this commitment. Any concern about a child, member of staff or visitor should be reported immediately to the main reception who will direct you to a member of the safeguarding team.

These details have been provided to make sure you understand what is expected of you. Please ask at reception prior to entering the premises if you are unclear about anything. A copy of our 'Visitors Health & Safety Guide' is available when you sign in.

3.9 Contractors

The Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 require every employer to have sufficient information and control of contractors working on their Behalf. Please see the KAT Management of Contractors Policy for further information.

3.10 First Aid Co-ordinators

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records in conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.

3.11 Administration of Medication

The School Administrators / Office Manager will be responsible for:

- Administering prescription medicines when parental consent has been obtained to do so.
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely.

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
 - Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.

The Trust Director of Projects and Compliance (DOPC) will provide competent Health and Safety advice to Headteachers to assist in discharging their health and safety responsibilities. This will include the following:

- Provide timely health and safety advice, support and training to the trust, schools and their staff
- Support KAT in ensuring that all Members Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect
- Undertake pro-active monitoring such as workplace inspections / audits and health checks
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the Trust.

4 Arrangements for Health, Safety and Welfare

These arrangements are specific to each school and will help to ensure that the aims and objectives of the Khalsa Academies Trust's Health and Safety Policy are implemented.

4.1 Health and safety poster

The Health and Safety Information for Employees Regulations requires the school to display an approved Health and Safety Poster and are exhibited in all staff rooms.

4.2 Accident Reporting, Recording and Investigation

- All accidents must be reported to in an accident book or designated form, held on each school site.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the Headteacher who will also inform KAT Director of Projects and Compliance
- Fatal or major injuries must be reported immediately to the Headteacher, KAT CEO and HSE.
- Details of all accidents will be brought to the attention of the schools health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

4.3 Asbestos

Please refer to the school's Asbestos Management Plan for further advice and guidance. A copy of this must be held by the school's caretaker / site manager as well as KAT Director of Director of Projects and Compliance.

4.4 Bodily Fluids & Clinical Waste

All staff notify the site team of any spillages or accidents. The site team will use spill kits to clean these up and disposes of the waste in conjunction with the proper procedures.

4.5 Contractors and Visitors

All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitors badge as well as an appropriate lanyard depending on the local policy. On leaving the site they will be required to sign out at reception. Contractors must inform the site team of the work / actions that have been carried out and any further work that is required. The site team should inform the DOPC of any work that has been carried out relating to health and safety within 24 hours.

Occasional / ad hoc contractors must be made aware of key health and safety issues on arrival at the site, relevant to the work they are doing.

Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. The contractor will be appropriately supervised by school staff whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

4.6 COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site must be held by the Site Manager/ Caretaker and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS).

- The arrangements for the delivery of hazardous substances to schools will be managed by the site team.
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, misuse, quantities or storage, will require a risk assessment to be undertaken.
- COSHH risk assessment forms are available on the HSE website.
- The site team will maintain a record of hazardous substances used by the cleaning contractor and other contractors.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances.
- Reference should be made to particular Science, D&T or Art Health and Safety Policies

4.7 Radioactive Sources

This section is / is not relevant to this school.

4.8 Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. In this school, defects should be reported to the caretaker by using the ticketing system.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

4.9 Display Screen Equipment (DSE)

KAT has a duty to undertake risk assessments of the workstations of staff that habitually use a computer. A 'user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff.

- For 'users' a DSE assessment should be carried out by their line manager or as a selfassessment.
- Staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective glasses if required specifically for DSE use).

4.10 E-Safety

Please refer to the E-Safety Policy

4.11 Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the site team who will resolve them or make safe. Any faulty fittings (e.g. cracked sockets etc) should be isolated until repaired.
- Portable appliance testing (PAT) is arranged by site team on an annual basis.
- Staff must not bring electrical items in from home.
- The periodic inspection of fixed electrical installations is arranged by Director of Projects and Compliance.
- Where it is necessary to use an electrical extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.

4.12 Fire and Emergency Procedures

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with the site team and the headteacher.
- Fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded. This is the responsibility of the school's site manager or caretaker.
- Portable firefighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded. This is the responsibility of the school's site manager or caretaker.
- Fire Drills will be held a minimum of once a term. A record must be kept of each drill to include evacuation time, observations and follow up required, which must be reported to the Health & Safety Committee. This is the responsibility of the school's site manager or caretaker.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment. This is the responsibility of Director of Projects and Compliance.
- Lockdown drill should be carried out at least annually

4.13 First Aid

This is covered in the Organisation and Responsibilities of this policy.

4.14 Glass and Glazing

It is the responsibility of site team to arrange or carry out a glazing survey of glass in 'critical locations' around the school.

4.15 School Health and Safety Committees

The Health and Safety Committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful application of this policy within the school or multi-school site.

The Health & Safety Committee must include: -

- Headteacher or designated senior leader
- Site Manager or most senior site operative
- One teaching and one support staff representative

The committee can create its own terms of reference but the agenda should include:

1. Accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Building works/modifications planned.
3. Review of action plan following audits / site inspections.
4. Risk assessment progress and review
5. Training needs
6. First Aid provision / qualifications etc.
7. Review of processes for risk assessing and authorising educational visits.
8. Inspection findings and required actions.

4.16 Health and Safety Training

Health and safety training is managed by the headteacher and monitored by the central Trust team. The Trust recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture.

4.17 Infectious Diseases

The Health Protection Agency poster on guidance on infection control in schools and other childcare issues is located in the staff room.

4.18 Lettings

Conditions for lettings are set out on in the Letting policy
Please refer to the Lettings Policy for further advice and guidance

4.19 Lone Working

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.

Please refer to the Lone Working policy and Risk Assessment for further advice and guidance

4.20 Manual Handling

Staff must: -

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.
- Use mechanical aids whenever possible and/or undertake team manual handling.

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

Please refer to the Manual Handling Risk Assessment for further advice and guidance

4.21 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure.
- The Head of Department is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

4.22 Risk Assessments

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.

- Risk Assessments are available for staff to view and are stored on the shared drive. Blank risk assessment forms can be found on the HSE website.
- Senior leaders / Heads of Department should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed regularly. High risk faculties e.g. Science, Art, DT, PE should review their Risk Assessments annually as a minimum; specific Risk Assessment for expectant mothers will be undertaken.
- All educational visits will have recorded risk assessments.

4.23 Safeguarding

- The Board of Directors fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.
- KAT has a Safeguarding Policy which is reviewed annually;
- Each school will have at least two identified Safeguarding leads;
- All staff will receive safeguarding training on appointment which will be updated on a regular basis.

Please refer to the Safeguarding Policy for further advice and guidance

4.24 Educational Visits

Where a school carries out educational visits, it will have a named Educational Visits Co-ordinator (EVC) who will ensure that:

- Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing.

Group Leaders will be responsible for ensuring: Staff are fully briefed

- Staff to pupil ratios are assessed and are adequate for the trip.
- Parents and carers receive relevant information about the visit
- Advice from the school's inclusion lead is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments.
- All volunteers and staff will be DBS checked
- Plans for Category C trips (residential and higher risk activity), including risk assessments, are independently checked by the Trust's appointed contractor. This can be processed through the 'Evolve' system or details of the visit can be sent directly to the contractor where Evolve is not in place. All visits must be authorised by the Headteacher.

Please refer to the Educational Visits Policy for further guidance

4.25 School Transport

- Where staff and authorised volunteers are required to drive the minibus, they are required to undertake MIDAS training.
- Checks are carried out on an annual basis that drivers hold a current and valid driver's licence and MIDAS certification.

4.26 Snow Removal

The Headteacher will make the decision whether to open the school in the event of adverse weather. The Site Manager / Caretaker is responsible for clearing snow and gritting suitable pathways to allow access to the school site.

Please refer to the Slips, trips & falls Risk Assessment for further guidance

4.27 Smoking

The schools are non-smoking sites.

4.28 Staff Consultation

The Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The central Trust team will co-ordinate consultation that impacts on staff across the Trust.

4.29 Well being

If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager or the HR Manager in the first instance.

4.30 Violence to Staff

- Headteachers are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to complete an incident report form which will also act as a record of such episodes.
- KAT may refer any incidents of violence or aggression towards staff to their legal advisor.

4.31 Water Hygiene

- A copy of the Legionella Risk Assessment is held by KAT.
- KAT employs an external contractor to carry out the requirements of water testing under L8 guidance;
- The site team carries out regular flushing and temperature recording.

4.32 Working at Height

Activities which require work at height should be identified and eliminated where possible.

- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear.

- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

4.33 Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person.
- Any defects should be reported to the Site Manager / Caretaker. Employees must not provide their own equipment.
- Staff must ensure that they are appropriately trained to use equipment
- Heads of Department are responsible for ensuring a suitable and sufficient Risk Assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

4.34 Work Experience/placement students

A nominated person will provide guidance on student work experience placement. The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

4.35 Site health and safety inspections

A programme of site inspections will be agreed each year by the Finance and Audit committee.

4.36 Compliance

The school's compliance arrangements are managed by KAT Finance, Audit and Risk committee. The DOPC will carry out monthly compliance audits across each school and report the findings to the Headteacher, CEO and FAR Committee. Any RED issues must be reported to the CEO and the Chair of the FAR Committee within 24 hours.

4.37 Play Equipment

Gym Equipment

- All staff should check PE apparatus before use and report any defects to the Site Manager / Caretaker
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The PE equipment is inspected annually by head of the P.E. Department.

Outdoor play equipment

- External play equipment will only be used when appropriately supervised.
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported

immediately to the Site Manager / Caretaker so that remedial action can be taken.

- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.

The outdoor play equipment is inspected annually by head of the P.E. Department.

- Risk Assessments must be carried out for play equipment.

4.38 Kiln

- Staff operating the kiln must be appropriately trained and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures;
- The kiln is inspected annually an appointed competent contractor
- Personal protective equipment in the form of thermal gloves are provided.
- Association for Physical Education
- health and safety including model risk assessments,
- chemicals, living organisms, equipment,
- sources of resources,
- laboratory design, facilities and fittings,
- technicians and their jobs,
- D&T facilities and fittings

4.39 Monitoring /Audit

The KAT will establish systems for tracking health and safety performance. We will regularly conduct internal and external audits of our risk control measures and safety management system. We will continuously monitor our behaviours at all levels to help ensure that we develop and maintain a successful health and safety culture.

Monitoring and auditing of the Health and Safety "system", as defined in this policy, will be conducted as follows:

- By continual management awareness during normal supervisory activities, any observations being reported to the Risk and Audit Committee as appropriate.
- Monthly audit as out lined in the KAT Premises Management Policy
- By individual personal awareness during normal duties.
- Management will also conduct a formal review of the Health and Safety system at least annually as stated. This will be undertaken at the Management Review Meeting and include Accident/Near Miss & Lost Time statistics, where appropriate.

4.40 Management Review

A management review structure has been developed, with sufficient powers to give effect to identified improvements in the company's management systems and procedures.

Their objective will be to review the functioning and effectiveness of the management system and to recommend improvements and enhancements to the system, for its more effective operation.

4.41 Review and amendment of the Health, Safety and Welfare Policy

The Health, Safety and Welfare policy will be formally reviewed annually by the Finance & Audit Committee. Any identified amendments will be brought to the attention of the

Director of Projects and Compliance and KAT Board for ratification. If at any other time alterations are required, arising from legislative or company policy or structural change, the approval of the appointed person will be required. The amended policy would be brought to the KAT Board formal ratification.

5. Monitoring and review

The Headteacher of each school is responsible for monitoring the implementation and effectiveness of this policy. It will be reviewed by the Board of Trustees at agreed intervals