



Red Kite Schools Trust

Achieving Excellence

Health and Safety Policy

Red Kite Schools Trust

May 2019

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1 Aims

- 1.1 This is the health and safety policy of Red Kite Schools Trust which operates Academies in Buckinghamshire hereafter referred to within this policy as the **Academy Trust** or **We**.
- 1.2 We aim to apply high standards in the management and control of all our operations, to include matters of health and safety to ensure that employees, pupils and those who visit Trust premises or may otherwise be affected by the Trust's operation are safe.

2 Policy statement

- 2.1 Our statement of general policy is:
 - 2.1.1 to provide adequate control of the health and safety risks arising from our work activities;
 - 2.1.2 to consult with our employees, pupils and anyone else affected on matters affecting their health and safety;
 - 2.1.3 to provide and maintain safe plant and equipment;
 - 2.1.4 to ensure safe handling and use of substances;
 - 2.1.5 to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations;
 - 2.1.6 to provide information, instruction and supervision to employees in regard to health and safety in the work place;
 - 2.1.7 to ensure all employees are competent to do their tasks, and to give them adequate training;
 - 2.1.8 to prevent accidents and cases of work-related ill health;
 - 2.1.9 to maintain safe and healthy working and learning conditions;
 - 2.1.10 to review and revise this policy as necessary at regular intervals;
 - 2.1.11 to ensure that adequate resources are available for the management of health and safety issues.
- 2.2 In accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the Academy Trust's operations. Although pupil welfare and well-being are not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety in the Trust.
- 2.3 We will safeguard and promote health, safety and welfare by:
 - 2.3.1 taking a proportionate and holistic approach to risk management;
 - 2.3.2 ensuring that the Trustees, Governors and Senior Leadership Teams are aware of and understand the Trust's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in each Academy;
 - 2.3.3 ensuring that key employees have clearly established roles and responsibilities;

- 2.3.4 paperwork being kept to a minimum, with the significant hazards identified, their risks adequately controlled, and precautions clearly documented where needed;
 - 2.3.5 consulting with employees and safety representatives and pupils, where appropriate, to find practical solutions to health and safety issues;
 - 2.3.6 ensuring that practice and compliance is regularly monitored, feedback given and lessons learned.
- 2.4 Any references to legislation in this policy include any subsequent amendments to that legislation.

3 Scope and application

- 3.1 This health and safety policy applies to all Academies within the Trust inclusive of Early Years Foundation Stages (**EYFS**).
- 3.2 The policy applies to all employees (including employees, fixed-term, part-time, temporary and voluntary employees and helpers), pupils, trustees, governors and visitors of the Trust.

4 Regulatory framework

- 4.1 This policy has been prepared to meet the Trust's responsibilities under:
 - 4.1.1 Health and Safety at Work etc. Act 1974;
 - 4.1.2 Statutory framework of the Early Years Foundation Stage (DfE, March 2014);
 - 4.1.3 Education (Independent School Standards) Regulations 2014;
 - 4.1.4 Workplace (Health, Safety and Welfare) Regulations 1992;
 - 4.1.5 Electricity at Work Regulations 1989;
 - 4.1.6 Gas Safety (Installation and Use) Regulations 1998;
 - 4.1.7 Health and Safety (Display Screen Equipment) Regulations 1992;
 - 4.1.8 Manual Handling Operations Regulations 1992;
 - 4.1.9 Control of Substances Hazardous to Health Regulations 2002 (**COSHH**);
 - 4.1.10 Control of Asbestos Regulations 2012;
 - 4.1.11 Regulatory Reform (Fire Safety) Order 2005;
 - 4.1.12 Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (**RIDDOR**);
 - 4.1.13 Health Protection (Notification) Regulations 2010; and
 - 4.1.14 Construction (Design and Management) Regulations 2015.
- 4.2 This policy has regard to the following guidance and advice:
 - 4.2.1 Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (DfE, February 2014);

- 4.2.2 Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (Health and Safety Executive (HSE) EDIS1 (revision 3), October 2013); and
- 4.2.3 Using contractors: a brief guide (HSE, INDG368 (revision 1), June 2012).
- 4.3 Where required the following Academy policies, procedures, documents and resource materials will be relevant to this policy:
 - 4.3.1 risk assessment policy for pupil welfare;
 - 4.3.2 supporting pupils with mental health problems policy;
 - 4.3.3 administration of medicines and supporting pupils with medical conditions policy;
 - 4.3.4 visitors and security policy;
 - 4.3.5 educational visits policy;
 - 4.3.6 first aid policy;
 - 4.3.7 fire procedure; (RKST template)
 - 4.3.8 lockdown procedure; (RKST template)
 - 4.3.9 critical incident plan; (RKST template)
 - 4.3.10 transport / minibus use policy.

5 Publication and availability

- 5.1 This policy is published on the Trust website.
- 5.2 This policy is available in hard copy on request from the Trust or its Academies.
- 5.3 A copy of the policy is available for inspection from Academy offices during the Academy day.
- 5.4 This policy can be made available in large print or another accessible format if required.

6 Responsibility statement and allocation of tasks

Red Kite Schools Trust

- 6.1 As an employer, Red Kite Schools Trust has overall responsibility for Health and Safety within the Trust.
- 6.2 The Trustees acting on behalf of Red Kite Schools Trust are committed to protecting the health and safety of those affected by the Trust's operation, including but not restricted to its employees, pupils and visitors to Trust sites
- 6.3 Trustees will ensure that 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.
- 6.4 Trustees will ensure competent Health and Safety advice is available in order to assist line management and comply with regulatory controls.

6.5 The Trustees delegate responsibility for health and safety matters affecting the Trust to the Executive Headteacher.

6.6 The Trustees delegate responsibility for regularly monitoring the implementation of the health and safety policy at Academy level to each Local Governing Body.

Executive Headteacher

6.7 The Executive Headteacher has overall responsibility for Health and Safety throughout Red Kite Schools Trust and for ensuring that the objectives of this Health and Safety policy are implemented.

6.8 They shall ensure that the Trust provides Health and Safety leadership focused on the management of significant risk.

6.9 They shall ensure that the Trust monitors overall performance of Health and Safety management and are kept informed of, and alert to, relevant Health and Safety issues.

6.10 Will be responsible for keeping the Health and Safety policy up to date and compliant with the law and best practice at least annually.

Local Governing Bodies

6.11 Local Governing Bodies are responsible for the implementation and monitoring of the Trust's policy and ensuring effective Health and Safety management systems within their Academy. They fulfil a strategic role in health and safety and are not expected to be involved in day to management of the Academy. They shall ensure that:

- Local arrangements are developed which set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Headteacher
- Sufficient resources are allocated to meet Health and Safety obligations.
- Health and Safety performance is subject to regular monitoring and review.
- Employees are involved and consulted on relevant Health and Safety matters.
- All employees know and accept their individual responsibilities regarding Health and Safety and that Health and Safety training programmes are in place and monitored.
- A member of the Local Governing Body is designated responsibility for Health and Safety monitoring. This individual liaises with the Academy and provides information to the Local Governing Body.
- Any deficiencies or weaknesses brought to the attention of the Local Governing Body are rectified and fed back to the Trust.
- Regular Health and Safety audits are carried out.

6.12 The Trustees delegate responsibility for day to day management of Health and Safety to the Headteacher of each academy.

Academy Headteacher

6.13 Academy Headteachers have responsibility for the day to day operation and management of Health and Safety, as delegated by the Board of Trustees within all areas of the academies' undertakings. They shall ensure that:

- The policies and procedures adopted by the Trust are fully implemented and followed by all employees.
- Communicating the policy and other appropriate Health and Safety Information to all relevant people including contractors.
- Health and safety matters are given due consideration with other commitments and form an integral part of their activities.
- Health and safety performance is reported to the Local Governing Body, Executive Headteacher and Trustees.
- Employees are competent to carry out their roles and are provided with adequate information, instruction and training.
- Consultation arrangements are in place for employees and their trade union representatives (where appointed), recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Effective arrangements are in place to pro-actively manage Health and Safety by conducting and reviewing inspections and Risk Assessments and implementing required actions.
- Monitoring purchasing and contracting procedures to ensure Health and Safety is included in specifications & contract conditions.
- Academy premises, plant and equipment are maintained in a safe and serviceable condition.

Responsibilities of other employees holding posts of special responsibility

6.14 Whilst overall responsibility for Health and Safety cannot be delegated the Headteacher may choose to delegate certain tasks to other employees.

6.15 The Headteacher may delegate functions and areas of responsibility to employees that are appropriate in the circumstances of the Academy. These employees will:

- Apply the Trust's Health and Safety policy to their own department or area of work.
- Ensure employees under their control are aware of and follow relevant published Health and Safety guidance.
- Ensure Health and Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all employees under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

Employees

6.16 Under the Health and Safety at Work Act etc. 1974 all Employees (including Volunteers, students on work experience and temporary workers) have general Health and Safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions. All employees have responsibility to:

- Comply with the Trust Health and Safety policy and procedures at all times;
- Undertake their work in accordance with training and instructions;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Take reasonable care of their own health and safety;
- Co-operate with and support management on all matters relating to Health and Safety;
- Report all concerns, accidents and incidents in line with the Academies reporting procedure; and
- Report all defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager.

6.17 In addition, teachers and other employees have a common law duty to act as any prudent parent would do when in charge of pupils.

Pupils and Visitors

6.18 Must co-operate on health and safety matters and in particular follow the instructions of employees in the event of an emergency.

6.19 Take reasonable care for their own health and safety and that of others at the Academy.

6.20 Observe standards of dress consistent with safety and / or hygiene.

6.21 Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.

7 Risk assessment: health and safety

- 7.1 We promote and safeguard the health and safety of employees, pupils and others through the systematic assessment of risks posed by the Trust's operations.
- 7.2 Risk assessments of the Trust's activities will be carried out to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the Trust's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.
- 7.3 Trust wide risk assessments will be conducted for personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety.

- 7.4 Risk assessments at a local level will be conducted / reviewed for new and / or expectant mothers, employees aged under 18 and night and / or lone workers.
- 7.5 Subject related risk assessments will include key areas of risk including:
- 7.5.1 supervision arrangements, Academy trips, hazardous or adventure activities;
 - 7.5.2 use of high risk areas, such as gymnasia, machinery, laboratories and workshops.
- 7.6 Risk assessments are the overall responsibility of the Executive Headteacher who will delegate their completion to the following people as follows:

Name	Risk assessment responsibility
Chief Operating Officer	General Trust wide risk assessment
Academy Headteacher	Local arrangements
Site Manager/Head Caretaker	Site specific risk assessments
Subject Leaders	Subject specific risk assessment

- 7.7 The findings of local risk assessments will be reported to the Local Governing Body.
- 7.8 Action required to remove / control risks will be approved by the Headteacher at a local level.
- 7.9 The Academy Headteacher will be responsible for ensuring the action required is implemented.
- 7.10 Risk assessments will be reviewed annually or when the activity changes, whichever is soonest.
- 7.11 Further guidance on risk assessment can be found in Appendix 1.

8 Risk assessment: welfare issues

- 8.1 Our specific arrangements for safeguarding and promoting pupils' welfare are set out in:
- 8.1.1 academy risk assessments for pupil welfare;
 - 8.1.2 child protection and anti-bullying and behaviour policies;]
 - 8.1.3 Appendix 1.

9 Consultation with employees

- 9.1 We will consult with employees either directly or through their elected representative(s) and / or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.

- 9.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.
- 9.3 Employee representative(s) will be agreed at Academy level.
- 9.4 The representatives will be appointed to the Academies health and safety committee.
- 9.5 We will also consult with pupils, where appropriate.

10 **Information, instruction and supervision**

- 10.1 The health and safety law poster will be displayed at all Trust premises and leaflets will be available from each Academy office.
- 10.2 Further notices relating to first aid and fire safety will be displayed as appropriate.
- 10.3 We will display a certificate of employers' liability insurance at all Trust premises.
- 10.4 Health and safety advice is available from the Chief Operating Officer.
- 10.5 Supervision of young workers / trainees will be arranged / undertaken / monitored at a local level under the responsibility of the Headteacher.
- 10.6 Headteachers are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

11 **Competency for tasks and training**

- 11.1 All employees are provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 11.2 All employees are given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.
- 11.3 We will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate.
- 11.4 Each Academy will provide further training where risks change or refresher training is required when skills are not frequently used.
- 11.5 Whole employees training records for safeguarding and prevent and fire safety training are kept centrally on the Trust provided Safesmart system.
- 11.6 Responsibility for job specific training will be identified, arranged and monitored at Academy level by the Headteacher and records kept in employee's files.

12 **Workplace safety**

- 12.1 We will ensure that all Trust premises are safe and in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of pupils cared for and the activities provided on the premises.
- 12.2 We will take all reasonable steps to ensure that all Trust premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees,

pupils and other uses of Academy premises and that the Trust complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.

- 12.3 The Trust will arrange a regular survey of Academy premises. Each Academy will be responsible for highlighting issues and carrying out the routine maintenance and repair of their premises as agreed with the Trust.
- 12.4 We will promote effective infection control by ensuring that all Trust premises are kept clean and tidy. Cleaning will be managed locally at Academy level.
- 12.5 We will ensure that access to high risk areas, including laboratories, workshops, and gymnasias and out of bounds areas of the grounds are appropriately controlled and restricted.

13 Vehicle safety

- 13.1 Each Academy will ensure that there is adequate segregation of pedestrians and vehicular traffic on Academy sites.
- 13.2 Each Academy will ensure that all vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 13.3 Each Academy is responsible for ensuring that its vehicles are properly taxed, licensed and insured.
- 13.4 Each Academy will ensure that drivers of vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that Academy journeys are properly planned, supervised and risk assessed and that adequate records are maintained.
- 13.5 Where applicable this policy should be read in conjunction with the transport / minibus policy.

14 Safe plant and equipment

- 14.1 Each Academy will be responsible for identifying all equipment / plant needing maintenance.
- 14.2 Each Academy will be responsible for ensuring effective maintenance procedures are drawn up, agreed with The Trust and implemented.
- 14.3 Any defects or problems found with plant / equipment should be reported to the COO and the plant / equipment should be immediately taken out of use until it has been made safe.
- 14.4 Any employees responsible for the purchase of equipment will check that new plant and equipment meets health and safety standards before it is purchased.
- 14.5 Each Academy will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 14.6 Each Academy will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

15 Testing of electrical equipment, gas appliances etc

- 15.1 Each Academy will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting

equipment and glazing, used at or by any Academy are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the Trust and that records of inspection, maintenance and testing are retained. Yearly contracts for PAT and Gas/LEV testing will be agreed centrally at Trust level.

- 15.2 In particular, each Academy, in conjunction with the Trust, will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 and the Gas Safety (Installation and Use) Regulations 1998.

16 **Visual display units (VDUs) and display screen equipment**

- 16.1 We will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992.

17 **Manual handling**

- 17.1 We seek to avoid the need for **Manual handling** (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.
- 17.2 Where Manual handling cannot be avoided, we will seek to reduce the risks related to Manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992.

18 **Safe handling and use of substances**

- 18.1 We will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, we will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (**COSHH**) and prevent, reduce or control exposure of employees to these hazards by the institution of proper controls and protective equipment.
- 18.2 All employees, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
- 18.3 Each Academy will be responsible for identifying all substances which need a COSHH assessment.
- 18.4 Each Academy will be responsible for undertaking COSHH assessments.
- 18.5 Each Academy will be responsible for ensuring that all actions identified in the assessments are implemented.
- 18.6 Each Academy will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 18.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.
- 18.8 All employees will ensure that hazardous substances are locked away after use.

19 **Asbestos**

- 19.1 We recognise that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on Trust premises by complying with the Control of Asbestos Regulations 2012 and in particular by:
- 19.1.1 complying with our duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate;
 - 19.1.2 preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
 - 19.1.3 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
 - 19.1.4 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an **Asbestos Management Plan**;
 - 19.1.5 regular inspections, reviews and / or monitoring, as appropriate;
 - 19.1.6 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at each Academy;
 - 19.1.7 ensuring that all employees who may come into contact with ACM or presumed ACM are adequately trained;
 - 19.1.8 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency;
 - 19.1.9 ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the COO and there are appropriate control measures in place to ensure that employees, pupils or any other users of Trust premises are not exposed to asbestos;
 - 19.1.10 ensuring that only authorised employees and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- 19.2 If anyone disturbs or suspects that they have disturbed ACM they should:
- 19.2.1 not disturb it further under any circumstances;
 - 19.2.2 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
 - 19.2.3 immediately report it to the COO who will take appropriate action; and
 - 19.2.4 ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

20 **Emergency procedures: fire and evacuation**

- 20.1 We will carry out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005. This will include the identification of fire hazards and people at risk and implementing

control measures to remove or reduce that risk. The findings will be recorded and employees and safety representatives will be informed of these.

- 20.2 The Trust will provide all employees with fire safety training and will maintain records of completion centrally.
- 20.3 The Trust is responsible for ensuring that fire risk assessments are undertaken. Each Academy will ensure that these findings along with any recommendations made by the Fire Service are implemented.
- 20.4 Escape routes are checked by each Academy regularly. Fire doors must be free of obstruction and easily opened from the inside.
- 20.5 Fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are maintained and checked by each Academy regularly in order to ensure they are in working order.
- 20.6 Alarms are tested by each Academy at least once per week.
- 20.7 Each Academy is responsible for maintaining records in relation to fire safety procedures to include records of employees, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.
- 20.8 In addition, each Academy will ensure that there are sufficient fire marshals (or deputies in their absence) on site at all times and that they are appropriately trained.
- 20.9 The fire marshals for each Academy will be listed on the Trust's Safesmart system.
- 20.10 In addition to the Trust's procedures regarding fire, each Academy will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put employees, pupils, visitors or other users of the Academy premises at risk and will ensure that employees and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or employees with disabilities.
- 20.11 Nothing in this policy prevents anyone from dialling 999 in an emergency.
- 20.12 All health and safety and fire emergencies should also be reported to the Executive Headteacher of the Trust.
- 20.13 Where an evacuation is considered necessary a fire alarm should be sounded and the individual Academy emergency procedures followed. The emergency procedures will document assembly point locations.
- 20.14 Emergency evacuation and fire drills will be tested by each Academy at least once per term and the results recorded.

21 Emergency procedures: lockdown

- 21.1 Where the lockdown of Academy premises is considered necessary a lockdown alarm should be sounded and the individual Academy emergency procedures followed. The emergency procedures will document actions to be taken in the event of a lockdown drill.
- 21.2 All lockdown emergencies should be reported to the Executive Headteacher of the Trust.

- 21.3 Each Academy is responsible for maintaining records in relation to lockdown safety procedures to include records of employee's lockdown instructions, lockdown drills and alarm tests.

22 **Accidents, first aid and work-related ill health**

- 22.1 This policy should be read in conjunction with the Academy's first aid policy.
- 22.2 Each Academy will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on Academy premises and on Academy arranged trips and visits at all times.
- 22.3 Risk assessments will be undertaken to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The Academy will carry out a risk assessment where specialist health surveillance is needed.
- 22.4 Each Academy will ensure adequate numbers of first aiders are appointed and details are communicated to all staff.
- 22.5 Each Academy will ensure the location of first aid boxes is communicated to staff.
- 22.6 Health surveillance will be arranged, where required, by each Academy.
- 22.7 Health surveillance records will be kept on site at each Academy.
- 22.8 All accidents are to be reported locally and recorded in the accident book (see section 28 below).
- 22.9 The book is kept will be communicated to staff by each Academy.
- 22.10 The Trust will take reasonable care to ensure that the health of employees is not placed at risk. In doing so, each Academy Headteacher will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on employees.
- 22.11 All work-related ill health including work-related stress should be reported to the Trust.

23 **Hirers, visitors and contractors**

- 23.1 All hirers, visitors and other users of Trust premises (to include parents, contractors, delivery people and inspectors) must:
- 23.1.1 observe the rules of the Trust and individual Academy;
- 23.1.2 ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the Academy regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the Academy;
- 23.1.3 ensure that they are familiar with the Academy fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

- 23.2 Contractors will be selected and managed in accordance with HSE guidance and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015.
- 23.3 All contractors who work at the Academy are required to comply fully with the provisions of the Trust's policy on the use of contractors.
- 23.4 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using Trust premises.
- 23.5 Dependant on who commissions the work either the Trust or Academy will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

24 **Security**

- 24.1 We aim to provide a safe and secure environment for all employees, pupils and other visitors to the Trust premises.
- 24.2 We restrict access to Trust premises to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the Trust premises and take all reasonable measures to deter unauthorised public access to the premises.
- 24.3 We will take appropriate steps to ensure that there are adequate security arrangements for Trust premises (which includes each Academy's buildings and grounds) by ensuring that:
 - 24.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);
 - 24.3.2 security assessments are conducted and reviewed regularly;
 - 24.3.3 all employees and pupils are trained about the existence and operation of the Academy's security arrangements and that employees' training is updated as required;
 - 24.3.4 visitors to the premises are appropriately identified;
 - 24.3.5 there are adequate supervision arrangements in place;
 - 24.3.6 all security breaches or incidents are reported to the COO and / or to the police or other emergency services as appropriate;
 - 24.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

25 **Protection from violence and harassment**

- 25.1 The Trust will not tolerate any act of violence or harassment in which an employee or pupil or any other person on Trust premises is abused, threatened or assaulted, or placed in fear for their own safety.
- 25.2 Incidents or acts of violence or harassment by pupils will also be dealt with in accordance with each Academy's behaviour policy.

- 25.3 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Academy's Designated Safeguarding Lead and / or the police as appropriate.
- 25.4 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the Trust's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.
- 26 Lone workers**
- 26.1 We understand the additional hazards to employees' safety presented by lone working (defined for this policy as employees working by themselves in situations where there is no close or direct contact with other Trust employees).
- 26.2 Work activities involving lone workers will be risk assessed by the individual Academy. The Academy will consider the additional hazards posed by lone working and introduce adequate control measures in response.
- 27 Training**
- 27.1 We ensure that regular guidance and training is arranged on induction and at regular intervals thereafter so that employees and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 27.2 The level and frequency of training depends on the role of the individual member of employees.
- 27.3 The Trust maintains written records of all employees' training.
- 28 Reporting requirements and record keeping**
- 28.1 There is a legal obligation to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**). Reporting is most easily done online at www.riddor.gov.uk. Fatal and "specified" injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found on the HSE website.
- 28.2 Each Academy Headteacher is responsible for ensuring that the Academy complies with its reporting and record keeping obligations.
- 28.3 Each Academy is responsible for reporting any significant, major or serious accidents/ incidents, diseases and dangerous occurrences to the Trust by completing the Incident Report Form (appendix 5). Following this, and as agreed, either the Trust or Academy will report to the HSE enforcing authority or any other regulatory body or organisation.
- 28.4 A 'significant, major or serious' accident is as defined on the Incident/ Accident Reporting form (appendix 5)
- 28.5 If anyone at the Academy is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the Trust should ensure that a report is made by the proper officer at the relevant local

authority. More information can be found at:

<https://www.gov.uk/government/organisations/public-health-england>.

- 28.6 The Academy will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any pupil or other child whilst in their care and act on any advice given.
- 28.7 Where an Academy is EYFS registered the Academy must also notify Ofsted of any serious accident, illness or injury to, or death of, any pupil or other child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.¹
- 28.8 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.
- 28.9 Following an incident or accident the Academy will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 28.10 The Academy will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the Trust's data protection obligations.
- 28.11 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the Trust, documents (which includes electronic documents) will generally be retained for at least six years unless:
- 28.11.1 the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;
- 28.11.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.
- 28.12 All records created in accordance with this policy are managed in accordance with the Trust's policies that apply to the retention and destruction of records.
- 28.13 Where there are specific record keeping requirements under this policy, these are set out below:
- 28.13.1 all reported breaches of this policy will be recorded and this record will be reviewed annually by the COO.
- 29 Monitoring and internal investigation**
- 29.1 We monitor health and safety both actively and reactively. Trustees accept overall responsibility for, monitoring health and safety performance and for ensuring that the Trust meets the required health and safety standards.
- 29.2 At an operational level each Academy is responsible for, monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations termly. Reviews should include a review of health and safety related

¹ EYFS Registered Providers only.

complaints and sanctions taken against employees and / or pupils for health and safety breaches.

- 29.3 The COO is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
- 29.4 The Trust will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 29.5 Where appropriate, the Trust will seek legal advice from the Trust solicitors before commencing an internal investigation. No admission of liability on the Trust's behalf shall be made without legal advice (if required) and prior agreement from the Trust's insurers.

30 **Version control**

Date of adoption of this policy	6 th June 2018
Date of last review of this policy	May 2019
Date for next review of this policy	May 2022
Policy owner	Chief Operating Officer
Policy owner (Board of Trustees)	Chair of Trustees

Appendix 1 Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

The law does not expect you to eliminate all risk, but you are required to protect people "so far as is reasonably practicable".

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities
- involving or consulting with workers.

Step 4: Record your findings and implement them

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings. You can use the attached template (see Appendix 3) or download a template from the HSE website.

A health and safety checklist for classrooms can also be downloaded from the HSE website.

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or pupils spotted a problem?
- have you learnt anything from accidents or near misses?

Guidance on risk assessment of welfare issues

A risk assessment in the pupil welfare context is a careful examination of what could cause harm to pupil welfare and appropriate control measures, so that you can weigh up whether the Academy has taken adequate precautions or should do more to prevent harm.

The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and /or will cause the most harm if they do.

When thinking about your risk assessment in this context, remember:

- a welfare issue is anything that may harm a pupil, to include cyber-bullying or abuse
- the risk is the chance that a pupil could be harmed, together with an indication of how serious the harm could be if they are.

Step 1: Identify the issue

First you need to work out how pupils could be harmed. This will generally be set out in the concern raised about a pupil's welfare.

Step 2: Decide who might be harmed and how

Identify individual pupils or groups who might be harmed and how they might be harmed by the concern raised.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks.

Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the pupil's welfare.

Step 4: Record your findings and implement them

Make a written record of your significant findings - the issue, how pupil(s) might be harmed and what arrangements the Academy has in place to control those risks.

There is no prescribed format for this record, but any record produced should be simple and focussed on control measures and the steps the Academy proposes to take to manage the risk.

Step 5: Review your risk assessment and update if necessary

Review what you are doing for the pupils identified and across the Academy generally and monitor the efficacy of the measures you have put in place on a regular basis, or as required.

Appendix 2 Guidance on RIDDOR reporting

The Trust is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**):

Accidents involving employees

The Trust will report:

- work-related accidents resulting in death or "specified' injury" (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

The Trust will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the Trust should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the Trust premises.

Further guidance can be found in [Incident reporting in schools \(accidents, diseases and dangerous occurrences\): guidance for employers \(HSE, EDIS1 \(revision 3\), October 2013\)](#), and on the HSE website.

Appendix 3 Template risk assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done

Appendix 4 Health and safety policy summary

This is the statement of general policy and arrangements for		Red Kite Schools Trust	
Overall and final responsibility for health and safety is delegated to		Annmarie McNaney / Executive Headteacher	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to		Stephen Barrett/ Chief Operating Officer	
Statement of general policy		Responsible person (position and name)	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities		Academy Headteacher	
To provide adequate training to ensure employees are competent to do their work		Academy Headteacher	
To engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health		Academy Headteacher	
To implement emergency procedures - evacuation in case of fire or another significant incident		Academy Headteacher	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances		Site team	
Health and safety law poster is displayed		Academy Headteacher	
First aid box and accident book are located		Matron/Designated First Aider	
Accidents and ill health at work reported under RIDDOR		Matron/Designated First Aider	
Signed		Date	
Subject to review, monitoring and revision by	Stephen Barrett/ Chief Operating Officer	Every 12 months or sooner if work activity changes	

Appendix 5 – Incident Reporting Form

SECTION A – to be completed by person dealing with incident

Name of school/ setting:		
Name of person injured/affected:		
When did the incident occur?	Date:	Time:
Where did the incident happen?		

Person affected:	Employee	Pupil	Visitor	Contractor/ agency	Other:
Gender:	Male	Female	Age:		

Injury level: please tick appropriate box (the following are indicators only of type of injury)			
1. No apparent injury		4. Major injury eg broken bone, major burn, loss of consciousness, loss of sight, hospitalisation	
2. Minor injury eg bruise, scratch, cut, bite, scald, minor swelling		5. Serious injury/ death eg fractured skull, amputation, multiple fractures, life threatening injury	
3. Significant injury eg extensive bruising, broken finger/toe, burns, cut requiring stitches, large swelling		Other:	

Description of injury:

Cause of injury: Please tick appropriate box			
Exposure to or contract with harmful substance		Struck by falling or moving object	
		Lifting or handling object	
Machinery or hand tools		Struck against object	
		Burns or scalds	
Slip, trip or fall		Incident involving vehicle	
		Incident involving other student(s)	
Electrical		Sport or play	
		Self-harm	
Other:			

Was the incident a near miss?	Yes	No
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Description of incident: (Please give full details of what happened – continue on separate sheet if necessary)

Details of treatment given (if any): Provide name and role of who provided treatment			
Where the emergency services called:	Yes	No	
Please state the time of the call to 999 and the time they arrived	Called:	Arrived:	
Was the person taken to hospital to treatment	Yes	No	
Please provide details of where they were sent to:			
Did the incident involve any defect of the premises?	Yes	No	
Name and role of any witnesses:			
Name:		Role:	
Name:		Role:	
Have witness statements been obtained?	Yes	No	

Name of person making report:			
Role:			
Signed:		Date:	

Please get Senior Leader completing section B to counter sign and date

SECTION B – to be completed by appropriate Line Manager/ Senior Leader

Date and time incident reported to Headteacher			
Date and time incident reported to Red Kite Schools Trust			
Number of days absence due to incident			
RIDDOR report completed: (Date report submitted)		Reference:	
Details of any follow up action: (eg any corrective steps taken to avoid repeat of incident or date of risk assessment undertaken)			