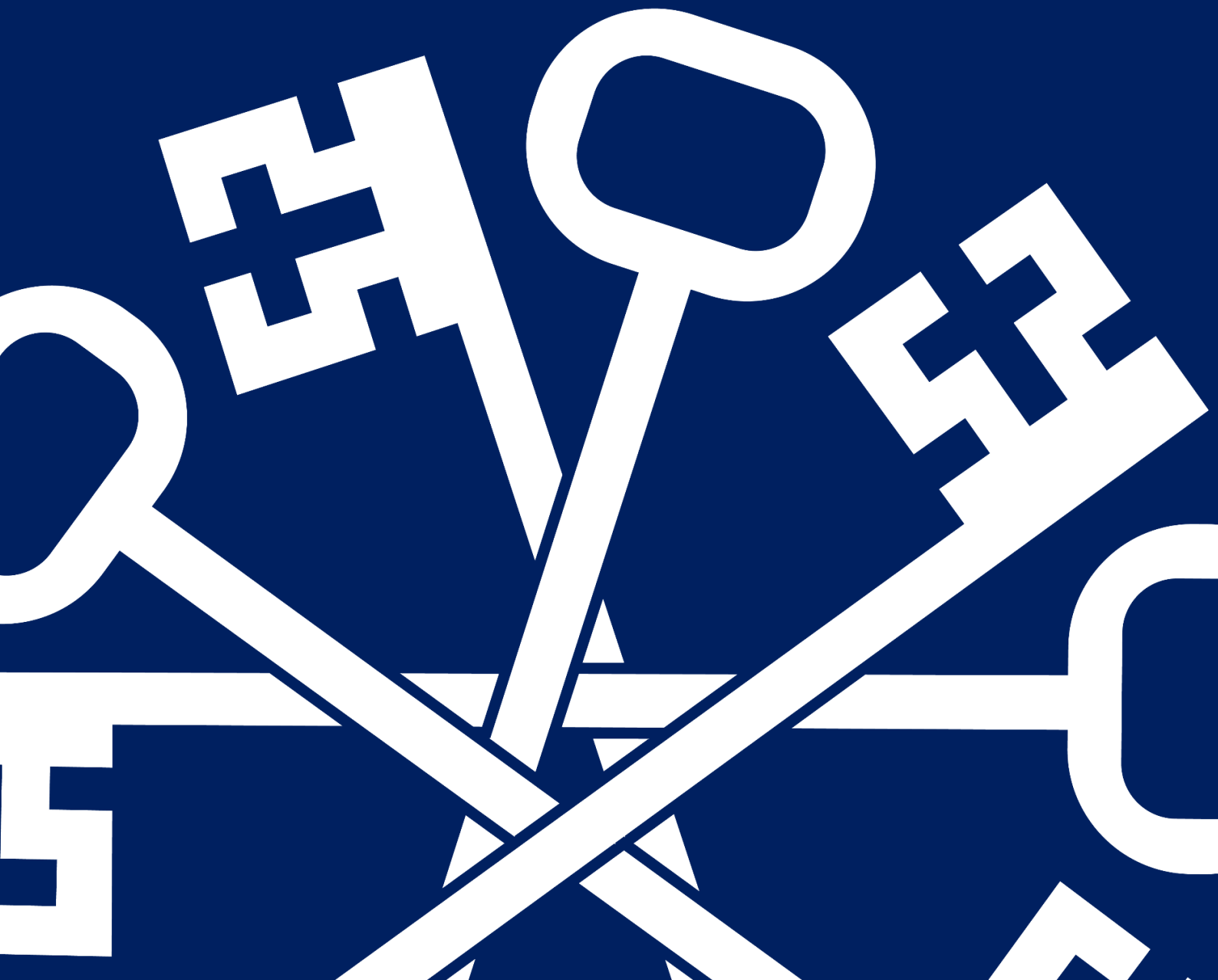




KEYS
ACADEMIES
TRUST

Health and Safety Policy

Version 1.0



Contents

1. Statement of Intent.....	4
2. Policy Statement.....	5
3. Change Summary.....	5
4. Organisation	5
5. Roles and Responsibilities.....	6
6. Objective	11
7. Employer's Liability Insurance.....	11
8. Risk Assessment.....	12
9. Abrasive Wheels	13
10. Accident, Incident and Dangerous Occurrence - Investigation and Reporting.....	13
11. Asbestos	15
12. Break-time Supervision	16
13. Communication and Consultation with employees	16
14. Construction (Design & Management) Regulations 2015 (CDM).....	16
15. Control of documentation	17
16. Control of Substances Hazardous to Health.....	17
17. Design and Technology (D&T)	18
18. Display Screen Equipment.....	18
19. Driving for Work.....	19
20. Drugs and Alcohol at Work	20
21. Electrical Installations and Equipment.....	20
22. Emergency Closure.....	20
23. Emergency Evacuation Procedure	20
24. Evacuation during examinations.....	21
25. Emergency, Critical Incident, Lockout and Lock-down procedures	21
26. Facilities Hire	22
27. Fire Safety	22
28. First Aid Arrangements.....	22
29. Food Safety and Catering	25
30. Gas/Oil.....	25
31. Glazing	25
32. Hazard Identification & Risk Assessment	26
33. Health and Safety Management System.....	26
34. Health Surveillance.....	26
35. Hybrid Working.....	27

36. Housekeeping Standards	27
37. Inclement Weather.....	28
38. Induction.....	28
39. Isolation of Energy Sources	28
40. Legionella	29
41. Lifting Operations and Lifting Equipment	29
42. Lighting	30
43. Local Exhaust Ventilation.....	30
44. Lone Working.....	31
45. Management and Control of Contractors	31
46. Manual Handling.....	32
47. Monitoring (Audits, Inspections and Checks).....	33
48. New, Expectant and Nursing Mothers	33
49. Noise	33
50. Pedestrian, Traffic and Vehicle Management.....	34
51. Permits to Work.....	34
52. Personal Security	35
53. Play and Sports Equipment.....	35
54. Pressure Systems.....	35
55. Promotion of Health and Safety.....	36
56. Radioactive Sources	36
57. Radon	36
58. Safety Signage	37
59. Staff Illness and Reporting	37
60. Security.....	38
61. School Laboratories.....	38
62. Smoking and Vaping.....	39
63. Swimming Pool.....	39
64. Stress.....	39
65. Control of Vibration	40
66. Training.....	41
67. Violence and Aggression.....	41
68. Visits by Regulatory Authorities	42
69. Welfare at Work	42
70. Work at Height.....	43
71. Work Equipment.....	43
72. Young Persons.....	45

73. Policy Review	45
74. Relevant Legislation	45
75. Version History	47
76. Appendix 1: Health & Safety Induction Checklist.....	48



1. Statement of Intent

- 1.1. Keys Academies Trust and its Board of Trustees will honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 associated regulations and Approved Codes of Practice as well as other relevant legislation identified.
- 1.2. Keys Academies Trust recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.
- 1.3. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.
- 1.4. To achieve these objectives the Keys Academies Trust will:
 - a) Identify hazards and assess the risks associated with its employees, premises, operations, equipment and substances used during business and implement appropriate control measures
 - b) Provide and maintain safe and healthy working conditions, and a safe working environment and welfare facilities.
 - c) Ensure employees are competent and provide adequate information, instruction, training, and supervision to enable employees to perform their work safely.
 - d) Maintain communication and consultation with employees on health and safety matters.
 - e) To prevent accidents and cases of work-related ill health.
 - f) Promote the principles of sensible risk management.
 - g) Monitor, review and modify this policy and any arrangements as required via a process of periodic management system audits and inspections.
- 1.5. All trust staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.


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Chair of Trustees

Keys Academies Trust

Date 19 January 2026


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Chief Executive Officer

Keys Academies Trust

Date 19 January 2026

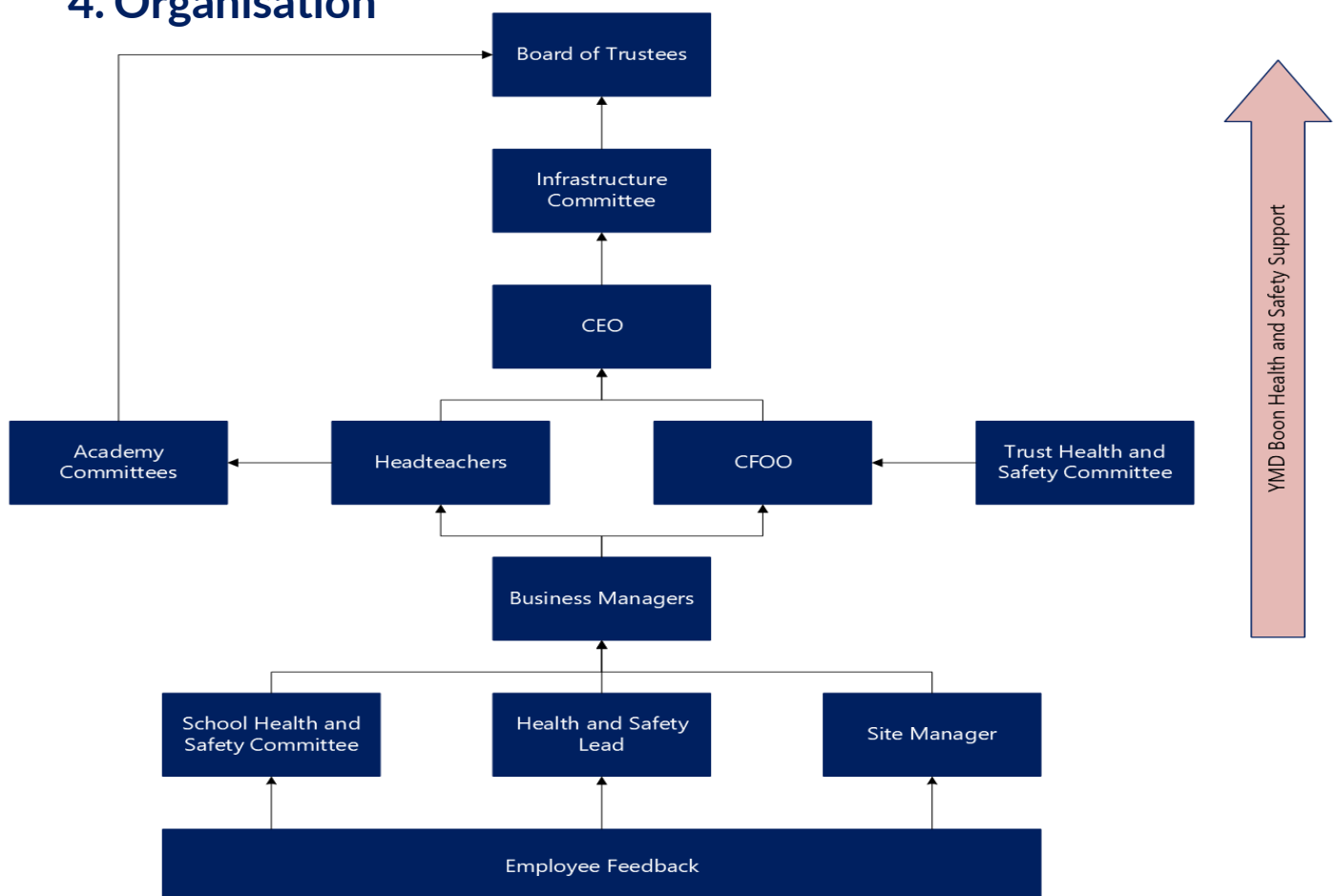
2. Policy Statement

- 2.1. At the heart of our mission is the belief that every individual has untapped potential waiting to be unlocked. By fostering an environment that challenges and supports growth, we want to create pathways for social mobility. By providing the right tools, guidance, and opportunities, we enable each person to overcome barriers and reach their fullest potential.
- 2.2. We want our schools to not only places of learning but vibrant communities where every person feels they truly belong. Within this students, teachers, and support staff alike should feel they are developing and succeeding. This success should be an achievable reality for all, irrespective of background or circumstance. It may be quite different for each of us, but the key is the feeling of pride in doing well and enjoyment of the journey.
- 2.3. We are committed to building inclusive environments where the uniqueness of every individual is celebrated, and where collective growth is the norm.

3. Change Summary

- 3.1. This is the first policy iteration under the new Health and Safety external advisor; WMD Boom.

4. Organisation



5. Roles and Responsibilities

5.1. Responsibilities of the Board of Trustees

The Board of Trustees of Keys Academies Trust (Keys) is responsible for personnel decisions, for tenant duties and for formulating policy, therefore it is incumbent upon the Trustees to act within the Health & Safety policy, and to work in partnership in supporting the schools individually and collectively deliver against their responsibilities.

The board of Trustees will ensure that:

- a) The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- b) The same management standards are applied to health and safety as to other management functions.
- c) Health and Safety is a key topic on the agenda of each board meeting.
- d) The policy is reviewed for compliance with the objectives of health and safety.

5.2. Responsibilities of the Chief Executive Officer (CEO)

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

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

5.3. Responsibilities of the Chief Finance and Operating Officer (CFOO)

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

- a) Ensure that competent health and safety advice is made available by the provision.
- b) Manage and approve safety remedial works where required and identified.
- c) Ensure that key safety policies are in place and subjected to periodic review.

- d) Provide such reasonable resource to the Estates and Compliance Manager to ensure the effective management of health and safety matters.
- e) Be accountable for the day-to-day governance of health and safety within the Trust.
- f) Chair the Trust Health and Safety Committee.

5.4. Responsibilities of the Estates & Compliance Manager

The Estates and Compliance Manager will ensure that:

- a) All buildings are managed to ensure that they meet the Trusts statutory duties, such as the undertaking of fire risk assessments, asbestos surveys and legionella assessments.
- b) Where duties are the responsibility of schools, suitable governance is in place to track and report on compliance with the Trusts statutory obligations.
- c) Where a serious incident occurs, due to the nature of the estate or identified defects, that appropriate action is taken or such guidance if provided to ensure its rectification.
- d) Provide oversight and guidance to the Trust on matters related to property safety and construction related activities.
- e) Where duties are delegated, they are managed and reviewed at suitable intervals.
- f) Oversee and manage centrally procured contracts relating to property compliance i.e., fire safety, electrical safety, or other compliance related contracts.
- g) Ensure that adequate support on the monitoring of property statutory compliance issues is provided.
- h) Take a lead in the review and development of new safety and risk management policies as required.
- i) Ensure the investigation and review of serious incidents within Keys and recommend any required remedial action.
- j) Ensure that the Trusts online incident management system is updated, reviewed and that suitable assessment of incident trend data is undertaken.
- k) Ensure that all schools are subject to review and audit to assess the suitability of the Trusts risk management systems.
- l) Convene and chair a Trust Health & Safety committee which will review and report upon matters of health and safety to the People and Infrastructure Committee.

5.5. Responsibilities of Headteachers

This will be achieved by the each Headteacher of each school by:

- a) Ensuring that the Trust's Health and Safety Policy is implemented and monitored within the school
- b) Providing a lead in developing a positive health and safety culture throughout the school
- c) Appointing a committee which will review and report upon matters of health and safety and / or ensuring that health and safety is a regular item on the Academy Committee agenda as is prescribed within the Keys Governance Planner
- d) Ensuring that this policy is reviewed against local arrangements within the school annually or when a piece of legislation is so meaningful and important that the school needs to amend its method of working as a result of policy change

Each Headteacher has a responsibility to ensure compliance with health and safety legislation for the day to day running of each school but may delegate the responsibility for implementation to a member of staff, such as a Business Manager or Site Manager (any delegation must be approved by the Estates and Compliance Manager prior to any action).

The Headteacher will be assisted by the Senior Leadership Team to ensure that:

- i. the Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amendments suggested as required
- ii. all staff are trained in how to access laM Complaint and the health and safety documentation therein
- iii. employees designated with health and safety responsibilities are provided with training and support to enable health and safety objectives to be met
- iv. a positive health and safety culture is promoted and that employees develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- v. a system of communication and consultation with employees is established
- vi. meetings are held where Health and Safety issues can be discussed, progress made against objectives, plans monitored, and actions decided in conjunction with the Trust's responsibilities in law
- vii. risk assessments are completed, recorded on laM Complaint wherever possible, reviewed regularly and any changes are brought to the attention of staff who may be affected
- viii. completed risk assessments are implemented and any action required is monitored
- ix. health surveillance as identified by COSHH assessments is carried out
- x. health and safety records are kept up to date
- xi. health and safety notices are displayed

- xii. accidents, ill health and 'near miss' incidents are reported, recorded in line with Trust standards and investigated, where relevant, with reports issued to WDM Boon, Trust CFOO and to the enforcing authority
- xiii. contact with external organisations such as the emergency services is co-ordinated
- xiv. adequate arrangements for fire and first aid are established, to include maintaining the Fire Logbook and Accident Book
- xv. a procedure is established for the reporting of health and safety issues and that issues raised are considered for action
- xvi. a report on the safety performance of the school is prepared by the Business / Operational Lead to present to the Academy Committee four times annually
- xvii. students have opportunity within the curriculum and school environment to be informed of health and safety issues and encouraged to promote a safe and secure environment.

5.6. Responsibilities of the Site Manager/Supervisor/Caretaker

The Site Manager/Supervisor/Caretaker will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment including portable equipment takes place.
- g) Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- h) All premises-related accidents/incidents/near misses are recorded and investigated.
- i) Regular inspections of the premises take place with safety representatives invited to take part and records kept.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.

5.7. Responsibilities of Employees

To achieve and maintain high standards of health and safety within the Trust, all employees shall, in accordance with sections 7 and 8 of the health and safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:

- a) Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times.
- b) Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
- c) Not operate machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- d) Keep tools and equipment in good condition.
- e) Cooperate with management on matters of health and safety.
- f) Report all incidents, incidents or dangerous occurrences to their manager whether injury sustained or not, complete the appropriate incident form and provide it to the designated person without delay to upload to IaM Complaint.
- g) Attend any training designed to further health and safety.
- h) Be aware of any fire or emergency procedures.
- i) Work to the highest possible standards of safety with regard to service users.
- j) Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- k) Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.

Non-compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

5.8. Competent Advice - YMD Boon

Keys Academies Trust will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the Trust's and Trustee Body objectives; this will be achieved by accessing the services of a competent Health and Safety Advisor through YMD Boon Ltd, Health and Safety Service, 6b Anson House, Compass Point Business Park, Market Harborough, Leicestershire, LE16 9HW. This relationship ensures the trust has access to competent advice as per Regulation 7 of The Management of Health and Safety at Work Regulations 1999.

5.9. Lettings

The Trust and each Academy has a lettings procedure that cover fire evacuation and security arrangements, and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- a) Co-operate and co-ordinate with the academy on health and safety matters.
- b) Agree to the terms of the lettings policy in relation to health and safety arrangements.
- c) Provide information relating to any additional risks or procedures which will be new or unusual to those of the academy that may arise from their activities.

The Academy will ensure that:

- i. The premises are in a safe condition for the purpose of use.
- ii. Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- iii. Adequate arrangements for emergency evacuation are in place and communicated.

5.10. Radiation Protection Supervisor (RPS)

The academy's RPS has the day-to-day responsibility for the security, safe storage, use, monitoring and safe disposal of radioactive sources in the Academy. Additionally, the RPS will ensure that relevant staff understand the standard operating procedures, model risk assessments and the associated emergency plans.

Other roles and responsibilities will be implemented in line with the Ionising Radiation Regulations and CLEAPSS 93 'Managing Ionising Radiations and Radioactive Substances in Schools' and Colleges' requirements.

6. Objective

- 6.1. Keys Academies Trust shall establish and maintain arrangements to ensure effective standards, procedures and control measures are in place as a result of risk assessment, company policy, legal requirements and occupational health and safety objectives in order to prevent injury or occupational ill health.

7. Employer's Liability Insurance

- 7.1. The Board of Trustees is responsible for insuring the activities of the organisation. This responsibility is delegated to the CFOO who reports upon insurance provision to the Finance, Audit & Risk Committee. The Trust will at all times, have a valid employer's liability insurance policy for at least £5 million.
- 7.2. Insurance certificates shall either be displayed at each school's main office or in an area where it can be read by employees, or it may be made available electronically to employees through the laM Complaint system.
- 7.3. There is no legal requirement to keep copies of out-of-date certificates, however, as far as is possible, a complete record of the Trust's employer's liability insurance will be kept.

8. Risk Assessment

- 8.1. In line with the duty placed upon them by the Management of health and safety at Work Regulations 1999, each school will ensure that risk assessments are carried out for all work activities which pose a risk to employees and others. WDM Boon will assist by reviewing general risk assessments for work activities common to all schools. The principal 5 steps to risk assessment will be followed.
- 8.2. Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities. All risk assessments relating to school activities are held on the IaM Complaint. We recognise that health and safety standards are moving targets, and we aim to continually improve.
- 8.3. Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the Academy Committee.
- 8.4. 'General' or 'Model' risk assessments have been produced to assist with risk assessment and provide a basis for teachers or volunteers to consider their specific circumstances.
- 8.5. 'General' or 'Model' risk assessments are acceptable as long as schools:
 - a) Satisfy themselves that the "model" risk assessment is an appropriate and true reflection of their work activities and environment.
 - b) Adapt the model to their own actual work situations, if and where required.
- 8.6. When completing risk assessments, it is necessary to refer to the relevant subject guides:
 - a) **Design and Technology**
 - i. CLEAPSS Risk Assessments in Technology
 - ii. BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments
 - b) **Science**
 - i. CLEAPSS - All information is available via the CLEAPSS Science Website: <http://science.cleapss.org.uk/>
 - ii. CLEAPSS Hazcards - Advice and guidance, including hazard classification and appropriate general control measures for the use of chemicals in schools and colleges.
 - c) **Art**
 - i. National Society for Education in Art and Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>
 - d) **Physical Education (PE)**

- i. "Safe Practice in Physical Education, School Sport and Physical activities" <http://www.afpe.org.uk/>
- e) **Offsite Visits**
 - i. Health and safety of students on Educational Visits (DfE).
 - ii. The Trust purchases support from the Outdoor Education Advisory Service and specific advice and guidance on trips and outdoor activities can be sought from Stephen Brown Stephen.brown@cambridgeshire.gov.uk

9. Abrasive Wheels

- 9.1. The risk posed by use of abrasive wheels will be managed by:
- a) Ensure a suitable and sufficient risk assessment is completed by a competent person.
 - b) Only authorised and trained operatives use the equipment.
 - c) Ensure a suitable and sufficient safe operating procedure for use of abrasive wheels is in place.
 - d) Working environments must be suitable for operation (for example, access, ventilation and no flammable or combustibles in the area).
 - e) Both portable and fixed systems must be checked for electrical safety every six months or relevant to the frequency of use and working environment.
 - f) The grinding face must not be damaged, must be suitably protected and operated safely at all times.
 - g) Portable units must operate at reduced voltage (maximum 110v).
 - h) National/local regulation must be displayed.
 - i) Grinding work must not be carried out in an enclosed or confined space without precautions for safety following a risk assessment and authorisation from a trained company employee.

10. Accident, Incident and Dangerous Occurrence - Investigation and Reporting

- 10.1. All accidents, incidents and near misses that occur during our activities will be recorded on IaM Compliant by the relevant assigned person, by completing the appropriate accident, minor accident or near miss form in the Accidents and Ill Health module. This includes incidents that take place whilst off-site, such as trips and sporting fixtures.
- 10.2. A separate guidance document is available on IaM Compliant to assist schools in correctly identifying and logging accidents, minor accidents and near misses.

- 10.3. Each school will designate individuals responsible for uploading accident, minor accident and near miss information onto laM Compliant, taking into consideration issues of leave and illness. These individuals will be given access to accident reporting functions within laM Compliant.
- 10.4. It is the responsibility of the staff member dealing with the incident to ensure it is correctly recorded on the internal forms, with this information passed directly to the designated person *without delay*. If more than one employee is involved in dealing with an incident, they shall decide who is to complete the internal form to avoid any misreporting or duplication. All employees will be informed of this procedure.

a) Accidents

Accidents are incidents that have resulted in an injury. This includes confirmed or suspected occupational diseases.

Any injury to a person who is not a student must be recorded as an accident on laM Compliant, regardless of the severity of injury or circumstances surrounding the incident.

For students, an injury is only reported as an accident if it happened because of a work activity or in connection with a work activity, such as inadequate supervision, a problem in the way an activity was organised or conducted, or a problem with the condition of the premises or equipment. This is regardless of the severity of injury.

All accidents must be recorded on laM Compliant by the end of the *next working day* after the incident occurred.

If insufficient information has been provided, the designated person is to upload as much information as possible and liaise with the employee to establish the remaining details without delay. It is therefore essential that as much detail is provided as possible in the initial accident information.

Upon completion of the accident form, WDM Boom will receive an email notifying them of the accident. Where requested, the information will be reviewed by WDM Boom's Advice Team, and advice provided to assist further investigation where appropriate.

WDM Boom will advise the Trust on any remedial works or further action required, for example, if an accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

b) Minor Accidents

Minor accidents are injuries to students only, that arise *without any work activity being involved*, regardless of injury severity. They are therefore accidents that result from the normal rough and tumble of a game; from a slip, trip or fall within the playground or from two students colliding with each other; or from a medical condition such as asthma attack or epileptic seizure. This is the equivalent of an online 'bump book'. Minor Accidents will not ordinarily be monitored by WDM Boom.

NOTE: it is the underlying cause that distinguishes a minor accident, not the severity of injury. It is not uncommon for severe injuries such as fractures to be classed as minor injuries.

c) Near Misses

Near misses are when an incident occurs where there was a risk of injury to any person, without an injury being sustained. This could be where a person trips on a broken step but is not injured, or there is a fire that does not result in injury. Near misses help us to identify areas where risks are not suitably controlled, allowing action to be taken before an injury occurs.

It is essential that near misses are recorded promptly on IaM Compliant and investigated appropriately. Some near misses, such as the collapse of lifting equipment, must be reported to the HSE under RIDDOR as Dangerous Occurrences.

d) RIDDOR

Many injuries, dangerous occurrences, and occupational illnesses are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Reports must be made in a legally defined timeframe. These are typically no longer than 10-15 days after the incident, depending on the type of incident. It is therefore essential that all incidents are logged promptly to allow investigation and reporting within the legally specified timeframe.

WDM Boom will report all reportable accidents, dangerous occurrences, occupational illnesses, etc. on our behalf once we have notified them.

All premises related issues will be addressed in a timely manner.

11. Asbestos

11.1. Keys will ensure that it complies with the *HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012*. Keys is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises and manages this by:

- a) Having a whole site asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed across the buildings in the estate.
- b) Completing an annual visual inspection of all identified Asbestos containing materials (ACMs) that are visible, accessible, encapsulated, or in restricted access areas, are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Academy LAMP. Where necessary, more frequent checks of ACMs are undertaken.

- c) Procuring a refurbishment or demolition survey prior to any works that will or have the potential to alter the fabric of the building; in order to undertake a comprehensive assessment of Keys asbestos containing materials being disturbed prior to any works commencing.
- d) Ensuring that staff and contractors are to be made aware of locations of asbestos in areas that are relevant to their work.

12. Break-time Supervision

- 12.1. The school has put in place a staff duty rota to ensure that supervision is provided. This provision is reviewed annually.

13. Communication and Consultation with employees

- 13.1. Keys will encourage active participation through consultation with all employees in line with The Health & Safety (Consultation with Employees) Regulations 1996 and will so far as is reasonably practicable:
 - a) Appoint competent persons to provide advice and to implement emergency procedures.
 - b) Provide information on risks to health and safety and on preventive measures.
 - c) Provide employees and associates with information and training before starting work or when new risks are identified.
 - d) Provide information to employees to enable them to carry out their work safely.
- 13.2. Employees are expected to communicate effectively including reporting unsafe acts and conditions as well as defects and/or failures in the company's safety management as well as any accidents injuries, dangerous occurrences or release of any dangerous substance.
- 13.3. The company will make every effort to involve employees in decisions about and the development of good health and safety practices across the business and will reply to all genuine comments and enquiries or suggestions on improving safety.

14. Construction (Design & Management) Regulations 2015 (CDM)

- 14.1. Keys may from time-to-time commission construction work at or to its premises. In this event the company will obtain advice and will ensure so far as is reasonably practicable compliance with the Construction (Design & Management) Regulations 2015 and any other relevant Regulations. Keys would only have duties under CDM as a Client.
- 14.2.

- 14.3. As a Client they will make suitable arrangements for managing a project. This includes making sure other duty holders are appointed and that sufficient time and resources are allocated. They must also make sure that all relevant information is prepared and provided to other duty holders. They will also ensure that the Principal Designer and Principal Contractor carry out their duties and that welfare facilities are provided.

15. Control of documentation

- 15.1. The goal of Keys is to have clear, concise and functional safety documentation that is effective to support the Academies within the Trust. Documentation will be proportionate to the level of risk present. Safety documentation will be filed on the trusts' relevant recording systems where anyone who may need has access to it. Documents will be password protected where required to prevent access to private information or to prevent documentation being changed by someone who is not authorised to do so.
- 15.2. Any records detailed in law (risk assessments, policies) will be documented and significant finding shared. Documentation relating to statutory checks will be held on site and those with legal duties aware of their location. These will be made easily accessible for anyone who would need them.
- 15.3. Documentation will be held for a minimum of three years.

16. Control of Substances Hazardous to Health

- 16.1. Hazardous substances will be assessed as required under COSHH regulations, with hazards from their use or storage identified, and controls required to make use of the substance safe also documented. A copy of this information should be kept on file, employees made aware of the risks and precautions to be taken, and the assessment reviewed regularly and where there are significant changes. Supervisors should ensure that advice is followed, and control measures detailed in the assessment are complied with.
- 16.2. Hazardous substances include (as per HSE guidance):
- a) chemicals
 - b) products containing chemicals
 - c) fumes
 - d) dusts
 - e) vapours
 - f) mists
 - g) nanotechnology
 - h) gases and asphyxiating gases and

- i) biological agents (germs). If the packaging has any of the hazard symbols, then it is classed as a hazardous substance.
 - j) germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.
- 16.3. All substances must be stored in suitably marked containers, clearly identifying the contents. Care should be taken to store incompatible substances away from each other.
- 16.4. The location of any hazardous items should be included in the information pack for the emergency services so that in the event of an emergency they can determine the nature amount and location of hazardous (especially flammable) substances.
- 16.5. Where appropriate, health surveillance must be provided where employees exposed to hazardous substances following a risk assessment, shall be completed. Exposure levels of people to hazardous substances shall be monitored. To ensure adequate control measures in place. Where appropriate, a competent person e.g. Occupational Hygienist shall be appointed to measure exposure.
- 16.6. Risk assessment will be documented and reviewed at least every 2 years for significant and high risk; and every 3 years for medium to low risk; or where there is significant change.

17. Design and Technology (D&T)

- 17.1. All equipment in use in D&T will be subject to routine maintenance. This will range from ensuring that hand tools are maintained with sharp cutting edges to ensuring machine tools are correctly lubricated and maintained in good order.
- 17.2. Only competent persons will undertake maintenance of gas or electrical equipment. Where covers or guards are removed from machines or other equipment, to allow maintenance or repair, then the equipment will be isolated from the power supply through the use of interlocking switches or by unplugging from the socket.
- 17.3. Wood dust must be collected by a vacuum fitted with an industrial filter, rather than by dry sweeping. Dust extraction systems (LEV) should be fitted to wood working machines to remove dust as it is generated. These extraction systems should be cleaned regularly, at least weekly, and dust removed. When changing bags, the operator must wear a dust mask (type FFP3) and the extraction bag must be sealed and not emptied loosely into a dustbin. The LEV must be examined at least every 14 months to check its efficiency.
- 17.4. Electrical cables should be visually checked before equipment is used, and the operation of all switches should also be checked and recorded on a pre-use form.
- 17.5. Further guidance can be found in CLEAPSS G254 "Health and Safety. Maintenance of D&T Workshop Equipment"

18. Display Screen Equipment

- 18.1. The Academy acknowledges that staff that 'habitually' use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to use the software applicable to their role and complete a DSE self-assessment and will ensure that:
- a) All static workstations used by staff meet the minimum standards required.
 - b) Equipment is maintained in good working condition.
 - c) Staff are aware of best practice in using DSE and issued with relevant information.
 - d) Staff whose roles require significant use of DSE complete a self-assessment which is reviewed at suitable intervals by a competent person.
 - e) Assessments are reviewed if there are significant changes to equipment/layout individual health.
 - f) DSE users are made aware that an appropriate eye and vision test is available to them on request.
- 18.2. A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training/instruction regarding ergonomics and safe working practices provided by the IaM Complaint self-assessment.
- 18.3. Employees classified as habitual display screen equipment users are entitled to free eye tests, and vision correction appliances where these are needed for work with display screen equipment. Colleagues should speak to their school's Business Manager for further information.

19. Driving for Work

- 19.1. All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition in line DVLA requirements. Annual licence, insurance and where applicable MOT checks are undertaken and documented by the relevant Business manager or HR department for central team members.
- 19.2. Under no circumstances must mobile telephones be used whilst driving. When on a public highway, drivers/operators must adhere to statutory driving regulations and the Road Traffic Acts.
- 19.3. Where staff are required to drive a minibus as part of their duties the Academy will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will be provided with formal driver training.
- 19.4. For staff that transport pupils either in academy or their own transport, licence checks will be completed annually.
- 19.5. Risk assessments will be documented for all situations where pupils are transported off site either as part of the off-site visit or separately as necessary.

20. Drugs and Alcohol at Work

- 20.1. See trust employee handbook and Code of Conduct.

21. Electrical Installations and Equipment

- 21.1. Keys have a duty to protect its employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances. This will be achieved by maintaining and servicing electrical systems and equipment in line with statutory guidance and best practice. Electrical installations are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner (if this is undertaken in stages over that period insert arrangements).
- 21.2. Portable electric appliances have a portable appliance test (PAT) carried out, in line with *HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236)*, by a competent person with records maintained.
- 21.3. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective with the Academy/Academy defect reporting procedure followed as required.
- 21.4. Staff are not permitted to bring in any electrical items from home without written consent from the Headteacher.
- 21.5. Anybody working with electricity must be competent, which means the correct knowledge, training and experience to prevent any danger or injury to either themselves or others.

22. Emergency Closure

- 22.1. From time-to-time circumstances arise which could lead to the emergency closure of the schools. Examples of such circumstances include severely inclement weather, abnormal temperatures, burst pipes, pandemic, disruption of fuel, power or water supplies. The length of closure may vary between an early closure for a brief period with a return to normal on the following day, to a closure for one or more full days. Parents and Guardians will be advised via the websites and social media, and through standard advice in the schools' handbooks, that there may be occasions when emergencies make it necessary for students to be sent home prematurely and that in these circumstances parents/guardians should have advised their children of where they should go.
- 22.2. Decisions as to the actions that will be taken will normally be made by the Head in conjunction with the Trust's CEO and consultation with the other Headteachers in the Trust and the school's Senior Leadership Team.

23. Emergency Evacuation Procedure

- 23.1. In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees should stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind. All employees should then assemble at the designated assembly point. Each school's specific evacuation plan will be managed and maintained by the school's Senior Leadership Team.
- 23.2. A fire drill will be undertaken at least twice in an Academic Year. Advance notice of this will be given to limited personnel only.
- 23.3. The school does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so by trained staff.
- 23.4. Immediate evacuation of buildings must take place as soon as the evacuation signal is given. The evacuation signal may differ between schools. All occupants should report to the predetermined assembly point.
- 23.5. Re-entry of the building is strictly prohibited until the fire brigade officer, or a senior person declares it is safe to do so.
- 23.6. Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

24. Evacuation during examinations

- 24.1. A clear procedure is in place to deal with an emergency evacuation during examinations. All candidates are evacuated in silence with invigilators and assemble at the designated fire assembly point but separate from other students. Silence is maintained. Examination guidance is followed.

25. Emergency, Critical Incident, Lockout and Lock-down procedures

- 25.1. The Trust has drawn up and put in place a separate policy and procedures to cover for the management of serious incidents, and it is of utmost importance that staff familiarise themselves with these procedures. Staff must be able to clearly differentiate between the following categories in order to action the correct procedure:

- a) **Emergency**

A situation that requires immediate action such as evacuation or attendance of emergency services. This could be a fire, death or serious injury.

- b) **Critical Incident**

Broadly defined as a traumatic event, real or imagined, or threat of such, that could seriously affect the welfare of individuals within an organisation or cause disruption to an organisation.

- c) **Lock Down**

The procedure used to preserve the security of the School, and the safety of its personnel, in the event of threat of harm from inside or outside the School grounds.

- 25.2. The aim of these policies and procedures is to minimise the impact and trauma of any incident affecting School personnel, and to facilitate the return to normal School operation as soon as possible.

26. Facilities Hire

- 26.1. Parts of the Trust's premises are hired to external organisations and members of the public. A hire agreement is in place to cover these arrangements, and an assessment is made to ensure that the persons hiring facilities have risk assessments, method statements and adequate insurance in place for the duration of the use of the premises. Regular hire agreements are reviewed at least annually.
- 26.2. The Trust ensures that persons hiring facilities are aware of relevant emergency procedures e.g., how to raise an alarm in the event of fire or medical emergency.

27. Fire Safety

- 27.1. Keys will aim to eliminate the risks from fire, so far as is reasonably practicable. Where fire risks cannot be eliminated, measures will be taken to reduce the risk to the lowest practicable level. In achieving this goal all sources of fuel, ignition and any other factors that are under the company's control will be considered. A fire risk assessment will be conducted in accordance with current legislation.
- 27.2. The fire risk assessment will be reviewed annually, or more frequently where considered necessary. The fire risk assessment will be reviewed after any incident that has caused or could have caused a fire or any significant failure in the fire detection, control or evacuation procedures.
- 27.3. Information, training and instructions will be provided to all staff with particular regard to those individuals who are nominated as having specific duties.
- 27.4. A fire drill will be conducted at least termly; the interval or number of drills may vary if it is considered that there is a need to provide additional training.
- 27.5. Emergency evacuation routes will be clearly marked and lit.
- 27.6. A record of persons will be maintained on the premises and on evacuation all persons will be accounted for.
- 27.7. Maintenance and testing of fire safety equipment, plant and installations will be completed by a competent person in line with industry best practice and documented.

28. First Aid Arrangements

28.1. The Trust is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of its activities.

28.2. To achieve this objective the Trust will:

- a) appoint and train a suitable number of qualified first aid personnel at each school to ensure that there will be at least one qualified first aider at the school.
- b) put in place contingency plans so that first aid cover is still provided if one qualified first aider is absent or accompanying a trip.
- c) display first aid notices with details of first aid provision.
- d) provide and maintain suitable and sufficient first aid facilities (including first aid boxes).
- e) provide any additional first aid training that may be required to deal with specific first aid hazards.
- f) provide members of staff with information about the particular hazards in the subjects that they teach or the activities they supervise and provide appropriate training and access to first aid kits
- g) provide information to all staff about the medical condition of students such as diabetes, epilepsy, asthma, and severe allergies, the trigger signs to look for and the detail of the action to be taken. Training will be provided where required to administer medication.

28.3. This policy should be read in conjunction with the National Guidance on First Aid for Schools to ensure that independent regulatory requirements for first aid are met.

a) First Aiders

A first aider is a person who has been trained and has a valid certificate in either first aid at work or emergency first aid at work.

First aiders' training will be refreshed every three years. First Aiders should follow the guidelines given on their training course.

Primary schools will have a paediatric first aider on site during school hours as a minimum.

b) Additional First Aid Provision

In addition to the above, in higher risk areas such as science, Design and Technology, and PE at least one person is trained to a minimum level of emergency first aid and is available when such areas/activities are in use. Lunchtime supervisors have some basic first aid training.

A qualified first aider must be available at all times whilst people are present on school premises during school hours. Adequate first aid provision for out-of-hours activities, and school visits, is provided. This assessment of need should be reviewed at least annually.

c) First Aid Boxes

All schools should have sufficient first aid supplies including a minimum of one first aid kit. This will be clearly marked; readily accessible; and its location known by all staff and students where applicable.

Additional kits may be needed for sports fields and off-site visits.

First aid containers are available within specific curriculum areas where an increased risk exists. i.e., Design and Technology workshops. Travel first aid kits should be kept in minibuses or other such vehicles. First aid kits should contain a sufficient quantity of suitable first aid materials and nothing else. There is guidance on recommended contents for First Aid kits available.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid arrangements must also be in place where our schools are used by the community out of 'normal' hours; arrangements must be in place to ensure a first aid kit is available to persons who may require its use.

d) First Aid Rooms

The Education (School Premises) Regulations 1999 require that every school have suitable medical facilities that can be used for medical examination and treatment when required. It need not be used solely for medical purposes. This room for the short-term care of the sick and injured should be equipped with a sink, be reasonably near a WC and allow a person to lie down quietly in private.

Key's schools will maintain designated first aid rooms wherever possible. Consideration should be given to any fabrics or soft furnishings in first aid rooms that may increase the risk of infection from blood or bodily fluids. Where duvets, pillowcases and blankets are used in medical rooms, a cleaning schedule is in place and clear procedure of action is highlighted to be taken in the event of a spillage. This forms part of the risk assessment for the management of infection.

e) Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood-borne viruses, and illnesses involving diarrhoea and vomiting, such as norovirus.

Spillage kits have been sourced and are available in schools to deal with blood and body fluid spillages. Each school's Headteacher will allocate a person responsible for checking and replenishing the kit regularly.

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

f) Infection Control

School staff and students are, from time to time, at risk of infection or of spreading infection. Where a specific risk is identified a risk assessment will be completed. The school aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures.

29. Food Safety and Catering

29.1. The Trust recognises the importance of maintaining a high standard of Food Safety and Hygiene within the kitchen along with the provision of nutritious food for pupils. This is managed by ensuring:

- a) All staff who work in the academy kitchen must have attended a Level 2 Award in Food Safety in Catering. The qualification should be renewed every 3 years
- b) Catering equipment is regularly maintained and inspected, and ventilation systems is inspected every 14 months and subject to a regular cleaning regime.
- c) A Hazard Analysis Critical Control Points (HACPP) management system as identified in the Food safety and hygiene (England) Regulations 2013 is in place and documented.
- d) The Food Standards Agency safer food better business guidance is followed.

These points above are a contractual requirement in any outsourced catering provision.

30. Gas/Oil

- 30.1. Installations, maintenance and repair of gas/oil appliances, pipes, meters flues and other fixtures & fittings will only be completed by Competent Engineers. Regular maintenance and servicing will be completed on the system by an external Competent Engineer.
- 30.2. "Competent Engineer" must be on Gas Safe Register and be qualified to do the works required.
- 30.3. Emergency procedure for gas leak will be included in site emergency manual.

31. Glazing

- 31.1. In relation to glazing with its premises, Keys will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and the Building Regulations 2000 (as amended) which covers new buildings. All identified critical glazing will conform with EN12600.
- 31.2. The Trust will manage the risks associated with glazing safety by ensuring that:

- a) An up-to-date glazing audit and risk assessment conducted by a competent person has been completed.
- b) Any remedial actions identified are actioned as appropriate.
- c) Any broken glazing is made safe and repaired.

32. Hazard Identification & Risk Assessment

- 32.1. Keys shall establish and maintain procedures for the ongoing identification of hazards, the assessment of risk and the implementation of necessary control measures. A suitable methodology shall be identified and implemented to ensure that suitable and sufficient risk assessments are undertaken for tasks/ activities/ substances where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.
- 32.2. Appropriate staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are communicated to relevant staff and are accessible to staff at all times via IAM compliant and on the Trust's intranet.
- 32.3. Information, instruction and training shall be provided to those authorised to conduct risk assessments and where it is deemed necessary, by risk, the site shall appoint a third-party competent person to conduct such risk assessments
- 32.4. Risk assessments shall be documented and reviewed at least every year. Other technical risk assessments (e.g. Legionella, Fire, Dangerous Substances and Explosive Atmospheres Regulations -DSEAR) shall be reviewed based on the assessment findings and advice from competent appointed person. Risk Assessments must be reviewed when significant changes occur, following accidents, incidents or serious near misses.

33. Health and Safety Management System

- 33.1. The Trust recognises the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for The Trust, we have recognised the need for an effective management system and have taken steps to put such a system in place detailed within this policy.
- 33.2. Those with responsibilities for implementing this safety management system are also detailed above.

34. Health Surveillance

- 34.1. Health surveillance aims to put in place appropriate processes to detect early signs of work-related ill health among staff exposed to specific health hazards and act upon any findings.

- 34.2. The site shall identify the need for health surveillance through the completion of risk assessment. Health Surveillance will be considered for tasks/areas where employees are at risk from (but not limited to):
- a) Noise
 - b) Vibration
 - c) Hazardous substances
- 34.3. Health surveillance may involve a range of checks carried out by a range of people including:
- a) The employee themselves
 - b) A responsible person
 - c) An Occupational Health Provider
 - d) A Clinical Professional

35. Hybrid Working

- 35.1. Persons working from home are protected under health and safety legislation as if they were in The Trust's premises. As such, all health & safety policies & procedures apply. This included reporting work related near misses, incidents and accidents.
- 35.2. Employees working from home will be provided with information to make sure they can work safely. Managers will be responsible for keeping in touch with their teams and that they are working safely (with support from Central Trust Team when required).
- 35.3. Employees will be responsible for their own safety while working from home and they are expected to raise any health and safety concerns with their Line Manager initially so they can be dealt with, where required unresolved matters should be appropriately escalated upwards to the trust Estates and Compliance Manager.
- 35.4. Work equipment provided to employees to use while working from home must be kept in good condition and any faults or damaged reported so repairs or replacements can be arranged. Those working from home are responsible for keeping the equipment in good condition and reporting any concerns.

36. Housekeeping Standards

- 36.1. One of the most practical and sensible ways to improve safety, and where everyone can play their part, is good housekeeping. Slips and trips are a common cause of injury in the workplace and to control this, everyone must contribute to ensuring the workplace is kept clear of obstructions and hazards where possible.
- 36.2. Good housekeeping is vital in all work areas and all employees are responsible for maintaining a clean and tidy workplace.

37. Inclement Weather

- 37.1. The following key points could all have different implications to the operation of the Trust and the safety of the students and staff.
- a) Risks of slips on icy surfaces
 - b) Traffic conditions hindering staff and students getting to school
 - c) Road traffic accident that involves staff or students
 - d) Temperature problems due to heating failure or similar
 - e) Equipment failure due to low temperatures e.g., water supply frozen
- 37.2. The Trust will carry out risk assessments for how these (and other) issues may affect persons and create a written Contingency Plan to cover the eventualities. Once the assessment has been carried out then the plan can be written.

38. Induction

- 38.1. All new staff undergo a full programmed induction which covers all the basic and key Trust policies and procedures, including (but not limited to) safeguarding, health & safety and fire safety, which are found in the terms and conditions of employment. Employee inductions covering core topics will be completed within the first two days of employment, this will include as a minimum the items listed within Appendix 1.
- 38.2. This sheet is signed by all staff to show that the employee has attended the induction, and a signature is required against each document covered, this is counter-signed by the Trainer undertaking the induction / person's line manager.

39. Isolation of Energy Sources

- 39.1. A documented procedure must be implemented and active to fully isolate any equipment, both electrically and mechanically (pneumatic and hydraulic), inclusive of steam, water, gas etc, ensuring that the electrical circuit is 'dead', and any residual energy is dissipated, before any work is carried out near dangerous moving parts.
- 39.2. The isolation procedure must also apply when multiple people have to work on a system and must ensure safe hand over at shift changes. The isolation procedure must be capable of linking into the site permit to work system.
- 39.3. Emergency stop buttons shall be located near the hazard areas of equipment operation.
- 39.4. Where it is not possible to fully isolate using a local isolator (e.g. older style equipment), then a clear procedure for correct isolation and lock off shall be in place at the main power distribution panel(s).
- 39.5. No 'Live' work on electric's shall be permitted by Trust employees.

- 39.6. Appropriate warning signage shall be used when equipment is isolated.

40. Legionella

- 40.1. Keys will control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. Keys will do all that is reasonably practicable to manage the risk of legionella.
- 40.2. There are several situations, work procedures and equipment use that could give rise to the potential of legionella and other similar waterborne diseases.
- 40.3. Keys have a mixture of trained Employees to manage the legionella risk on site where they are responsible; PAT also use competent third-party contractors to complete servicing, maintenance and testing of water systems where conditions can promote growth of Legionella.
- 40.4. Local arrangements for each academy are documented in the individual site management plans with records held on laM Compliant.
- 40.5. Regular testing is completed on site to ensure systems is in good condition and growth promoting conditions are dealt with as soon as possible.
- 40.6. The site shall appoint a responsible person for the management of legionella (HSE Approved Code of Practice L8) who will be provided with suitable information, instruction and training to ensure that they are competent to manage the legal requirements.

41. Lifting Operations and Lifting Equipment

- 41.1. Lifting equipment should be of adequate strength for the purposes it will be used for and appropriate to lift loads expected of it.
- 41.2. Machinery, lifting equipment and accessories shall each be marked with their safe working load. Where applicable accessories shall be marked to identify specific lifting characteristics.
- 41.3. Any equipment used to lift people shall be designed to prevent crushing, trapping, being hit or falling from carrier.
- 41.4. Lifting equipment to carry people shall be marked to indicate both the safe number of people and the maximum safe load.
- 41.5. Lifting equipment shall be thoroughly examined and inspected after installation but before initial use.
- 41.6. Lifting equipment shall be thoroughly examined and inspected after re-assembly and installation at a new location.
- 41.7. Lifting equipment shall be thoroughly examined and inspected after any situation affecting safety.

- 41.8. Lifting Equipment used for lifting people; including lifts/elevators and associated lifting accessories used as part of the system, (for example hooks, eyebolts, shackles), shall be examined every 6 months.
- 41.9. Other lifting equipment shall be examined every 12 months or following an examination scheme determined by a competent person and a risk assessment.
- 41.10. A competent person shall undertake examinations; they shall also decide whether testing is necessary.
- 41.11. Examiners shall notify any defects verbally and in writing (within 28 days) to the site, to any leasing company and to the local enforcing authority if there is a safety risk, (in some countries). There must be no further use of equipment until the fault is fixed.

42. Lighting

- 42.1. Natural lighting is the best form of light and should be provided in preference to artificial light. Lighting should be installed which not cast shadows or cause excessive glare. Care should be taken to avoid flickering or stroboscopic light, which can trigger epileptic fits.
- 42.2. Appropriate lighting should be provided in all areas including outside areas. Areas which need lighting include stairways and routes of exit in an emergency, which should have emergency (battery powered) lighting. Areas which are not lit by natural light will need lighting. Site will conduct a survey of the lux levels to identify any remedial works required.

43. Local Exhaust Ventilation

- 43.1. The site shall ensure that where employees are likely to be exposed to substances or agents that are a risk to their health, steps must be taken to reduce that exposure to as low a level as is reasonably practicable. Local Exhaust Ventilation (LEV) can help to reduce the level of exposure.
- 43.2. To achieve compliance, the site shall do the following:
 - a) Reviewing our arrangements and procedures for the management of hazardous substances and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health
 - b) Identifying where LEV is required to reduce risk to an acceptable level or provide further protection
 - c) Assessing the suitability and adequacy of the LEV supplied for use
 - d) Explaining the need for and the correct use of LEV to the workforce
 - e) Making sure that Managers and Supervisors know why and when LEV is required
 - f) Providing facilities for the cleaning and maintenance of LEV

- 43.3. All identified LEV shall be subjected to a statutory inspection by a competent person in line with legal requirements.

44. Lone Working

- 44.1. Keys acknowledges that there will be times that some staff work either alone or in what is considered an isolated environment. To manage the risk to staff of working alone the following arrangements are in place:
- a) The premises and grounds have robust security systems in place to prevent unauthorised persons from gaining access to the site or premises
 - b) Local arrangements are in place for staff who are working alone so that they have regular monitoring visit/communication dependent on the situation.
 - c) Staff advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone.
 - d) Only tasks considered low risk will be undertaken when working alone.
 - e) If lone working is required off site e.g., Home Visits specific risk assessments will be undertaken.

45. Management and Control of Contractors

- 45.1. Keys use a number of Contractors for various tasks (including but not limited to maintenance and service, PE, Wrap-around care and transport). In order to ensure safe management of the risks associated with use of contractors, Keys will:
- a) Have contractors complete pre-qualification questionnaires to ensure appropriate due diligence is completed on contractors to establish their competencies. This will include:
 - i. A Copy of the contractors Health and Safety Policy.
 - ii. Information concerning training of their operators or sub-contractors.
 - iii. Any information about enforcement action taken by regulatory authorities.
 - iv. Any information about enforcement action outstanding.
 - v. Any information about serious or fatal accidents experienced.
 - vi. Copies of their liability insurance policies (employee and public).
 - vii. Method statements for the tasks expected to be carried out, plus relevant risk assessments.
 - viii. A list of the people expected to be used during the contract.
 - b) Where the above information is not available, contractors will complete Declaration of Competency and agree to work within the Trusts

- c) Clear briefs will be provided to contractors ahead of works being completed
- d) Where required, pre-start meetings will take place
- e) Key contacts will be identified and shared with contractors
- f) Appropriate supervision will be in place for contractors

45.2. Academies will:

- a) Plan in contractor's work out of hours or during weekends/holidays.
- b) Review the impact of contractors working will have on site and change processes where required.
- c) Ensure any changes to day-to-day operation of Academy impacted by contractor work are shared with staff to maintain a safe environment for the duration of the works.
- d) Hold a copy of relevant Risk Assessments and Method Statement to ensure works can be supervised and monitored by Academy/Academy staff
- e) Supervise contractors when on site
- f) Ensure works are visually monitored where required and any concerns immediately reported.
- g) Ensure works are signed off and any associated certification and documentation is obtained.

46. Manual Handling

46.1. Within the Academy there are a variety of manual handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Academy manages the risk associated with moving and handling tasks by ensuring that:

- a) Moving and handling is avoided whenever possible.
- b) If it cannot be avoided, moving and handling is properly risk assessed and completed by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- c) Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
- d) Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- e) Any defective equipment is taken out of use until repaired or is replaced.

- f) An individual risk assessment will be completed for staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- g) Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

47. Monitoring (Audits, Inspections and Checks)

47.1. Audits and inspections are important parts of health and safety arrangements and allows an organisation to check the effectiveness of the safety management system that is being introduced. Keys will put in place measures to rate effectiveness and identify any exposures or opportunities to improve health, safety and well-being within the organisation. Any issues highlighted are to be allocated to the right level within Keys who can ensure it is dealt with proportionately to the risk it poses.

47.2. Monitoring includes (but not limited to):

- a) Accident/incident investigation
- b) Accident statistics and trend monitoring
- c) Near miss reporting
- d) Planned Preventative Maintenance (PPM's)
- e) Health Surveillance
- f) Classroom inspections
- g) Health and Safety Inspections
- h) Health and Safety Management Audits
- i) Governor meetings

48. New, Expectant and Nursing Mothers

48.1. In the event of an employee becoming pregnant, the Academy/Academy shall make arrangements for a risk assessment to be completed, relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations.

48.2. As far as reasonably practicable Keys will make provision for pregnant and nursing mothers as dictated by the risk assessment's findings.

49. Noise

- 49.1. Keys have a duty to protect the hearing of employees and other who may be exposed to excessive levels of noise from work activities. The noise level will be kept to a minimum during a typical day within the Academy/academy with Noise levels unlikely to be injurious.
- 49.2. There is potential for Site Team to be exposed to noise levels above 80dB (A) when using equipment and tools. Noise levels identified on equipment will be followed and appropriate controls followed to reduce exposure to injurious noise levels of users and others in the vicinity.
- 49.3. A full noise assessment would be carried out if there are significant increases in noise levels on site due to processes or equipment/plant changes. This assessment will indicate whether reasonably practicable noise reducing measures can be implemented or if other control measures are to be considered.

50. Pedestrian, Traffic and Vehicle Management

- 50.1. The movement of vehicles around Academy car parks will be done in accordance with the relevant Academy/Academy specific carpark risk assessments and carpark management plan. Under no circumstances must the movement and storage of vehicles prevent access in an emergency. Vehicles must not be parked blocking any emergency exits at any site.
- 50.2. Maintenance of safe pedestrian walkways/routes should be a priority at all times. If pedestrian routes cannot be maintained, this should be raised immediately with Central Trust Team and Health and Safety Competent Person and advice sought.
- 50.3. Car parks used at start and end of Academy day should have appropriate level of supervision present when in use with staff members provided with adequate information, instruction, training and supervision to supervise car parks as expected.

51. Permits to Work

- 51.1. The requirement for a Permit to Work applies equally to employees, contractors and visitors. Those issuing permits shall be trained, validated and authorised by the Trust.
- 51.2. Contractors must formally register all work on site, and where applicable follow the Permit to Work system.
- 51.3. Individual academies shall ensure that it complies with Keys permit to work system for controlling the following types of high-risk activity:
 - a) Hot works
 - b) Work at height
 - c) Electrical works
 - d) Fire system works
 - e) Gas works

- 51.4. Supervision will cover that the person(s) working under the PTW are:
- a) Only doing the work defined in the scope on the PTW
 - b) Following the required controls defined on the PTW and related risk assessments and method statements
 - c) Behaving responsibly
 - d) Maintaining a safe and tidy work area
- 51.5. Tasks shall be stopped immediately in a safe manner if safety is compromised, and then reported to the appropriate supervisor, or line manager. Failure to comply with any Permit requirements or safe system of work will be reported to Academy/academy SLT and Central Trust Team may result in a contractor being removed from the site.

52. Personal Security

- 52.1. It is not practical to restrict access to the site.
- 52.2. Visitors should report to the reception. All visitors are required to sign into the visitor's system upon arrival at the school and must be wearing a clearly visible badge and be accompanied by a member of staff at all times.
- 52.3. Unwelcome visitors may at times enter the site, and staff should be alert to this possibility, and should be observant. Unrecognised individuals should be approached in a courteous manner and escorted to their destination where they should be passed on to the appropriate member of staff. Staff should escort those who appear to have no genuine reason for being on site to the school's office.
- 52.4. If a member of staff witnesses a theft or other law-breaking activity, they should immediately dial 999 and inform the police.

53. Play and Sports Equipment

- 53.1. Play and sports equipment is routinely visually checked for damage, wear and tear. A thorough visual check is undertaken and recorded on a termly basis. Staff are responsible for informing the Lead Teacher for Sport & PE if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

54. Pressure Systems

- 54.1. As a user of pressure systems, Keys is aware of its responsibilities under the Pressure Systems Safety Regulations to ensure the correct use of systems including component parts. In addition to ensure a safe method of installation is adopted and that key information is displayed.

- 54.2. Thorough examinations of pressure systems and any associated pipework will be completed by a competent person in line with current legislation. This examination will also include a review of the written scheme for pressure systems. Safe operating limits will be decided and documented as part of the scheme.

55. Promotion of Health and Safety

- 55.1. All employees are expected to have a positive attitude to health and safety. The Trust Board of Directors has ultimate responsibility for promoting a positive and active attitude and will constantly enforce the need for safe working on the company's premises.
- 55.2. This Health and Safety Policy is designed to promote a Positive Safety Culture, where everyone in the company understands the benefits of good health and safety.

56. Radioactive Sources

- 56.1. The Science Department at Jack Hunt Secondary Academy holds a selection of approved radioactive substances. A Radiation Protection Supervisor (RPS) has been nominated within the Academy. Along-side the RPS the Academy have appointed an external Radiation Protection Officer.
- 56.2. The Radiation Protection Supervisor and Officer will ensure that the Academy complies with the Ionising Radiations Regulations. A Radiation Protection Advisor for specialist radiation advice / support is appointed by CLEAPSS on behalf of the Academy.
- 56.3. The Academy will ensure adequate arrangements are implemented and monitored in line with CLEAPSS L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges by:
- a) Holding an up-to-date log of Radioactive Sources
 - b) Maintaining safe storage of sources and details of where stored
 - c) Having an authorised list of staff who can access sources with a documented record of use
 - d) Undertaking leakage tests and maintaining records
 - e) Ensuring staff are appropriately trained.

57. Radon

- 57.1. Keys recognise its responsibilities and will reduce exposure to radon as low as reasonably practicable. It will do this by:
- a) Identifying and monitoring all Academy/Academy premises that may be effected by radon.

- b) Having clear procedures in place for the management of radon in affected buildings
- c) Developing and maintaining records of radon gas levels in Trust premises
- d) Maintaining a central database of all records
- e) Providing suitable information and advise to employees and other persons likely to be exposed to radon gas in Trust premises
- f) Consulting, when required, with a recognised Radiation Protection Advisor (RPA)
- g) Ensuring that any remedial measures put in place to reduce the level of radon in a premises are monitored and maintained effectively
- h) Reviewing the policy and procedure as required.

58. Safety Signage

- 58.1. To protect the health, safety and welfare of our employees and others from the hazards and risks present in our workplace we need to use safety signs as a way of warning personnel that those hazards exist.
- 58.2. Signage is not to be used as the sole means of protection against a hazard. The hierarchy of control is to be followed to reduce the hazard to as low as reasonably practicable before signage is considered.

59. Staff Illness and Reporting

- 59.1. Staff should notify their Line Manager if they develop any of the following infectious diseases or symptoms:
 - a) skin infections or exposed areas of infestation
 - b) severe respiratory infection (e.g., pneumonia, TB)
 - c) severe diarrhoea
 - d) jaundice
 - e) hepatitis
 - f) Chicken Pox, Measles, Mumps, Rubella
 - g) HIV
- 59.2. The Line Manager will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner, or their GP, for advice. Further support can be provided by the Trust's HR provider EPM.

- 59.3. Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR.

59.4. Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

60. Security

- 60.1. The Trust actively ensures that the security of the site is assessed, and adequate arrangements are in place to control access into the Academy/ Academy grounds. All visitors are required to sign in at reception and required to wear a visitor's badge.
- 60.2. Key's safeguarding policy is to be followed at all times and information shared with those on site to ensure that any safeguarding or security concerns can be reported.

61. School Laboratories

- 61.1. It is recognised that water in school laboratories is classed as non-domestic. As high-risk contaminants are likely to be present in a school laboratory, the distribution system supplying water to laboratories must be separated by appropriate backflow protection from that supplying water for domestic purposes. Within our schools, there may be backflow protection systems in place, and these will include "tap-gap" arrangements. We will ensure that the air gap between tap, and the spill-over level of the sink, bowl or receptacle below it is maintained, and not defeated by hose attachments.
- 61.2. Chemical stores will be kept in a good state of tidiness, and excessive levels of stock should be avoided. All bottles will be labelled with the use and name of chemical, and appropriate hazard symbols(s). Spill containment measures will be employed including the use of plastic trays and absorbent material e.g., cat litter. We will ensure that flammable chemicals are separated from corrosives.
- 61.3. All laboratories, stores and preparation rooms should be securely locked when not in use to prevent unauthorised student or visitor access.
- 61.4. Adequate eye washing facilities will be provided within laboratories; this should be in the format of a length of rubber tubing which is stored in a sealed, clear and clean plastic bag, labelled "eye wash" and kept near a suitable sink and tap. (Do not leave connected due to possibility of contamination and backwash). Eyes should be irrigated for 10 minutes in the event of chemical exposure.

- 61.5. Students' coats and bags should be placed where they cannot pose a tripping hazard. They should not be placed on the floor and coats should not be placed over chair backs where they can be damaged by chemicals. Ideally, open fronted lockers and coat hooks should be provided to the front of the lab.
- 61.6. Arrangements will be in place to ensure that there is suitable ventilation within laboratories, preparation and storage rooms. Extractor fans should be installed in preparation rooms enabling there to be 5 air changes per hour. Storage rooms should have at least 2 air changes per hour; 24 hours a day, 365 days a year.
- 61.7. All labs will have a clearly identifiable electrical cut off switch.
- 61.8. The Trust has appointed an external **Radiation Protection Advisor** who audits the storage, use and disposal of the radiation sources.
- 61.9. The Trust has appointed an internal Radiation Protection Supervisor who maintains a register of all radiation sources ensuring that they are stored appropriately. Leakage tests are undertaken by the **Radiation Protection Supervisor** at least every two years.
- 61.10. The Health and Safety Executive has been notified of the use of radioactive sources at the Trust.

62. Smoking and Vaping

- 62.1. Smoking and vaping is not permitted anywhere on the Trust's school grounds, inside school buildings or in Trust vehicles.

63. Swimming Pool

- 63.1. Although the Jack Hunt Pool is under the management of the Local Authority's leisure and culture operation "Vivacity", the Supervisor of the pool must be familiar with the most up to date Health & Safety Executive publication, "Safety in Swimming Pools", and the Schools Swimming Pool Operating Procedures. Organised school swimming lessons for students will be subject to a risk assessment.

64. Stress

To be read in conjunction with the Trust's Wellbeing Policy

- 64.1. The Health and Safety Executive define stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The Trust recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

- 64.2. The Trust ensures all managers and supervisory staff are trained in good management practices and staff are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that staff are not overloaded. Bullying and harassment is not tolerated at the Trust and students can report bullying and other matters of concern. The Trust can also, where necessary, provide confidential counselling for staff affected by stress caused by either work or external factors.
- 64.3. The Trust recognises that it has a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. We will do this by:
- a) Developing and implementing a policy for identifying and managing work related stress.
 - b) Involving our workforce in the development of this policy and our procedures.
 - c) Providing information about the policy to all workers.
 - d) Training the Management Team to recognise symptoms of work-related stress.
 - e) Ensuring that the policy is adopted and followed.
 - f) Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
 - g) Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health caused by work related stress.

65. Control of Vibration

- 65.1. While low risk, Keys has a duty to protect our employees and others who might be affected from the ill health effects of hand arm vibration caused by the use of vibrating tools and equipment.
- 65.2. This will be done by:
- a) Assessing the risks to our workforce from vibrating tools used in the course of their work.
 - b) Developing and implementing procedures, Safe Systems of Work and control measures where required.
 - c) Ensuring that the management of the procedures, Safe Systems of Work and control measures relating to hand arm vibration is undertaken by competent, trained personnel.
 - d) Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
 - e) Providing and recording relevant training.

- f) Undertaking Health Surveillance where necessary.
- g) Ensuring that all items of equipment are suitable for their task and subject to regular inspection by competent people.
- h) Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from vibrating tools and equipment.

66. Training

- 66.1. Keys are committed to ensuring that all members of staff shall be provided with skills, knowledge and training to be competent of the duties expected of them in their role. Keys will ensure that standards and processes detailed in The Trust's policies and procedures are maintained.

67. Violence and Aggression

- 67.1. Keys are committed to providing a safe and secure working and educational environment for staff, pupils, and any other persons on its site. Where applicable, in addition to the control measures identified in an individual pupil's physical intervention the following procedures are in place:

- 67.2. Staff are advised to:

- a) Avoid confrontation if possible.
- b) Withdraw from situation if safe to do so to get support.
- c) Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
- d) Follow measures/ procedures identified in violence/ assaults and lone working risk assessments.
- e) Contact emergency services, as appropriate.
- f) Inform the Headteacher or a member of the senior leadership team if confrontation has taken place

- 67.3. Keys will:

- a) Ensure the Headteacher or member of the senior leadership team attend site on being informed of an incident, if considered necessary.
- b) Have in place procedures for the reporting of incidents.
- c) Offer counselling/ support through Occupational Health.
- d) Debrief individuals following any incident.
- e) Provision of training on how to manage conflict and aggression as required.

- f) Review specific risk assessment following any incident.

68. Visits by Regulatory Authorities

- 68.1. The Estates and Compliance Manager is responsible for all visits, if unavailable there shall be a nominated deputy. They will coordinate any visits with the Headteacher as appropriate. Where possible visits shall be arranged, agreed, in advance. Support will be provided by Trust Central Team as required.
- 68.2. The Estates and Compliance Manager shall communicate the results, or findings, of any visit.
- 68.3. If the Academy is being investigated, Keys legal counsel shall be notified immediately, and advice obtained on how to proceed.
- 68.4. Academy contacts shall:
 - a) Accompany the visitor at all reasonable times.
 - b) Ensure the safety of the visitor at all times.
 - c) Photocopy and retain any records the visitor may take offsite.
 - d) Take duplicate photographs and retain on site, if applicable.
 - e) Provide facts to visitor and not personal opinions.

69. Welfare at Work

- 69.1. Keys will provide a safe place of work and working environment. Keys will ensure that suitable welfare facilities, as well as a safe means of access and egress to and from every place at which any of the facilities are provided. Welfare provisions provided include:
 - a) Adequate ventilation
 - b) Reasonable temperature including a means of heating
 - c) Appropriate lighting, windows/glazing, skylights and ventilators
 - d) Maintenance of cleanliness
 - e) Adequate room dimensions and space
 - f) Safe workstations and seating
 - g) Managed risks from the potential for falls or falling objects
 - h) The safe condition of floors and traffic routes
 - i) Appropriate sanitary and washing facilities
 - j) The provision of clean drinking water

- k) The provision of accommodation changing and drying facilities for clothing
- l) The provision of a rest room or other area to rest and to eat meals

70. Work at Height

- 70.1. The Academy will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401).
- 70.2. A variety of access equipment for working at height tasks may be used, ranging from kick stools for short low risk access to step ladders and ladders for short duration works and will ensure that:
 - a) Working at height is avoided whenever possible.
 - b) If it cannot be avoided, working at height is properly risk assessed and is completed by competent staff and carried out in a planned manner which is, so far as is reasonably practicable, safe.
 - c) Those undertaking work at height have received appropriate training and training records are maintained.
 - d) All access equipment (ladders & step ladders) is identified and inspected annually.
 - e) Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
 - f) Any defective equipment is taken out of use until repaired or is replaced.
 - g) An individual risk assessment will be completed for all staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
 - h) Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

71. Work Equipment

- 71.1. The main objective is to ensure work equipment presents no health and safety risks, regardless of age, condition or origin.
- 71.2. It applies to all work equipment, including mobile and lifting equipment and equipment that is hired. For example, hammers, knives, saws, drills, photocopiers, lifting equipment, ladders, pressure water cleaners, scaffolding, company cars, and any equipment linked together to form an installation. It also applies to work equipment owned by The Trust, used by employees at home.
- 71.3. Equipment shall be suitable for intended purpose. Equipment purchased shall be designed and constructed to comply with European safety requirements with CE marking and a copy of the 'Declaration of Conformity' supplied.
- 71.4.

- 71.5. Risk assessments will be completed on work equipment to ensure any hazards present are controlled and the risk level reduced to as low as reasonably practicable. Keys shall prevent access to any dangerous part of machinery or stop the movement of any dangerous part of the machinery before any part of a person enters a danger zone and met the relevant standards including suitable training and instruction.
- 71.6. Work equipment shall be capable of being isolated from all of its energy sources. Isolation devices shall be easily accessible and identifiable.
- 71.7. Information, instruction, training and supervision will be provided to users of equipment to ensure they are able to use equipment provided for work tasks as it is designed and intended to be used.

71.8. Maintenance of Equipment

- a) Equipment shall be maintained in good working order and in good repair.
- b) Where equipment requires, or has, a maintenance log (high-risk equipment), the log shall be kept up to date.
- c) Maintenance schedules shall follow manufacturer's instructions, industry best practice or legislative requirements.
- d) Frequency of maintenance depends on use, environment, variety of operations and the risks if it failed.
- e) Appropriate maintenance techniques shall be selected through risk assessment.
- f) If equipment is hired the Academy shall prepare a written agreement with the hire company which details who carries out the maintenance, and to what frequency.
- g) Only competent people shall carry out maintenance.
- h) Maintenance operations shall not pose a risk to health and safety.

71.9. Equipment Inspection

- a) Where a risk of significant injury exists to people, the equipment shall be regularly inspected (for example, visual, functional and testing).
- b) Inspection will include safety-related parts.
- c) Inspection shall be done by a competent person, avoiding danger to themselves.
- d) Academies shall also inspect prior to initial installation, after re-installation or re-assembly, major modifications or repairs, change of use, known serious damage, any condition causing deterioration of equipment.
- e) Frequency of inspections depends on equipment type, use and environment.
- f) Records shall include, type & model, identification mark, serial number, location, date, who inspected, faults found, action taken, who reported fault, date of repairs.

72. Young Persons

- 72.1. All risks to young persons (under 18 years and over the Minimum Academy Leaving Age (MSLA)) will be assessed before they start work, considering their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed.
- 72.2. Information will be provided to the parents/guardians of children on Work Experience about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over MSLA, and it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

73. Policy Review

- 73.1. Keys Health and Safety Policy will be reviewed at least on an annual basis, or when there are significant changes to the organisations arrangements and updated accordingly.
- 73.2. Provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, Approved Codes of Practice (ACoP) or guidance notes via the Trust's appointed Health and Safety Competent Person.
- 73.3. Employees are encouraged to bring to the attention of the Directors areas they in their opinion this policy appears inadequate. Such comments will be considered for review.

74. Relevant Legislation

74.1. Acts of Parliament

- a) The Corporate Manslaughter and Homicide Act - 2007
- b) Health and Safety at Work etc Act 1974
- c) Health and Safety (Offences) Act 2008
- d) Offices, Shops and Railway Premises Act 1963
- e) The Regulatory Reform (Fire Safety) Order – 2005
- f) The Fire Safety Act 2021
- g) Building Safety Act 2022

74.2. Regulations

- i. Confined Spaces Regulations 1997

- ii. Construction (Design and Management) Regulations 2015
- iii. Control of Asbestos Regulations 2012
- iv. Control of Noise at Work Regulations 2005
- v. Control of Substances Hazardous to Health Regulations 2002
- vi. Control of Vibration at Work Regulations 2005
- vii. Dangerous Substances and Explosive Atmospheres Regulations 2002
- viii. Electricity at Work Regulations 1989
- ix. Gas Safety (Installation and Use) Regulations 1998
- x. Gas Safety (Management) Regulations 1996
- xi. Gas Safety (Rights of Entry) Regulations 1996
- xii. Health and Safety (Miscellaneous Amendments and Revocation) Regulations 2017
- xiii. Health and Safety (Consultation with Employees) Regulations 1996
- xiv. Health and Safety (Display Screen Equipment) Regulations 1992
- xv. Health and Safety (Enforcing Authority) Regulations 1998
- xvi. Health and Safety (First- Aid) Regulations 1981
- xvii. Health and Safety (Safety Signs and Signals) Regulations 1996
- xviii. Health and Safety (Training for Employment) Regulations 1990
- xix. Health and Safety Information for Employees (Amendment) Regulations 2009
- xx. Health and Safety Information for Employees (Modifications and Repeals) Regulations 1995
- xxi. Health and Safety Information for Employees Regulations 1989
- xxii. Lifting Operations and Lifting Equipment Regulations 1998
- xxiii. Management of Health and Safety at Work Regulations 1999
- xxiv. Manual Handling Operations Regulations 1992
- xxv. Personal Protective Equipment at Work Regulations 1992
- xxvi. Pressure Systems Safety Regulations 2000
- xxvii. Provision and Use of Work Equipment Regulations 1998

- xxviii. Radiation (Emergency Preparedness and Public Information) Regulations 2001
- xxix. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- xxx. Safety Representatives and Safety Committees Regulations 1977
- xxxi. Work at Height (Amendment) Regulations 2007
- xxxii. Work at Height Regulations 2005
- xxxiii. Workplace (Health, Safety and Welfare) Regulations 1992

75. Version History

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Policy created with WMD Boom advisors	Howard NELSON	09/01/2026



76. Appendix 1: Health & Safety Induction Checklist

Health & Safety Induction Checklist

Employee's Name	
Job Title	
Start date	

DATA PROTECTION ACT – please read carefully.

The information provided on this form will be used as part of Keys Academy Trust's staff induction process.

Notes: Initial induction should be completed within two days of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box(es) should be initialled. For items not covered, comments should be recorded giving reasons and a date for completion. Please ensure that the checklist is signed by both the supervisor/manager and new employee. The supervisor/manager should keep the original in a secure place and provide the employee with a copy.

<u>Health & Safety Policy & Information</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
1. Explain the employee's own Health and Safety responsibilities as detailed in the Academy's H&S Policy.			
Guidance: Their responsibilities: Not to put themselves or others at risk, never intentionally misuse anything provided for health and safety reasons etc, follow set guidelines and procedures at all times, ensure all incidents are reported correctly.			
2. Direct the new starter to the Academy Health & Safety Policy, requiring them to read.			
Guidance: The Policy is available on the Academy shared drive/Intranet.			

<u>Health & Safety Policy & Information</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
3. Ensure the new starter has copies/knows where to find any Health & Safety policies, procedures etc, relevant to their employment.			
Guidance: Explain the location of Academy documents (see above) and notice board location.			
4. Inform the new starter of the responsible person for Health & Safety.			
Guidance: Head Teacher, Governing Body etc.			
5. Provide an overview of the Health & Safety Committee, who attends and how the employee can feed into it.			
Guidance: Refer to the <u>Academy</u> Health & Safety Policy.			
6. Inform the new starter of the following services and how they can be contacted; Occupational Health & Counselling.			
7. Inform the new starter of the Academy's no smoking policy on site or in view of students off site (secondary school only).			



<u>Emergencies and Fire Arrangements</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
1. Advise the new starter of the procedure to follow on discovering a fire or hearing the fire alarm, and ensure they are shown call points, fire escape routes and fire exits in the building.			
Guidance: Refer to your emergency evacuation plan. Walk the fire route with the new employee.			
2. Ensure the new starter is shown the fire assembly point(s) and is made aware of the role of the Fire Evacuation Officer and any Fire Marshals or other staff with fire evacuation responsibilities.			
Guidance: Refer to your Fire Plan.			
3. Ensure the new starter is shown where the fire extinguishers and fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing.			
Guidance: Staff in higher risk areas should receive practical extinguisher training. Refer to your fire plan.			
4. If applicable, discuss the need for a Personal Emergency Evacuation Plan (PEEP) with the employee.			
Guidance: Further information for PEEPs is available on the intranet.			

<u>Welfare Facilities and First Aid</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
1. Point out the location of the nearest first aid box, first aid room (if provided), defibrillators and explain who the First Aiders are and how to contact them.			
2. Point out the location of toilets, washing facilities, kitchen and rest areas, lockers, etc (as appropriate).			

3. Ensure they are made aware of any pupils within their care who require medication whilst on site and whether help is required to administer.			
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<u>Accidents and Hazard Reporting</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
1. Explain the accident, incident and assault reporting procedures and the importance of reporting all such incidents, including near misses.			
2. Explain what a hazard is, and to whom any hazard should be reported.			

Guidance: A hazard is anything with the potential to cause harm (e.g. working at height). It should be reported to the relevant supervisor/manager.

<u>Risk Assessment</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
1. Explain what risk assessments are and the importance of having them in place.			

Guidance: A risk assessment is a careful examination of what, in a workplace, could cause harm to people, in order to establish whether enough precautions have been taken or whether more must be done to prevent such incidents.

2. Identify the risk assessments relevant to the employee's job and give them a copy or advise where a copy can be found.			
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Guidance: Refer to the location of relevant risk assessments within the new starter's work location (i.e. hard copy file or shared drive).

<u>Electrical Equipment</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
1. Ensure the employee is aware of the hazards associated with any electrical equipment within their work environment			

(e.g. office equipment) and direct them to the relevant guidance. Advise the employee of the procedure for reporting any electrical equipment faults and that they should not use any faulty equipment until it has been rectified by a competent person.			
2. Explain that no personal electrical equipment will be allowed on site without prior permission of the headteacher and that any such equipment must be PAT tested before use.			

<u>Work Outside Normal Hours and Lone Working</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
1. Explain that lone working should be avoided whenever possible and outline your establishment's procedures for lone working.			
Guidance: If lone working is unavoidable, a suitable and sufficient risk assessment should be carried out to include emergency contact numbers (e.g. for Manager and Emergency Services).			
2. Where appropriate, explain which work activities the new starter is not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations.			
3. If the employee will be working out of hours, ensure information is provided for all available escape routes, as some areas may be locked outside normal working hours.			

<u>Site Security and Personal Safety</u>	<u>✓</u>	<u>✗</u>	<u>Comments/Action</u>
1. Inform the new starter of the physical security measures in place within the premises.			

Guidance: This could include palisade fencing and gates, coded door locks, panic alarms etc.

- | | | | |
|---|--|--|--|
| 2. Inform the new starter of the procedures to follow on discovering an intruder on site or what action to take on hearing a panic alarm (if fitted). | | | |
|---|--|--|--|

Guidance: Refer to internal policies and procedures.

Individual and Job Specific Information (examples – delete if not applicable)	✓	✗	Comments/Action
1. Explain any job specific health and safety responsibilities to the employee.			
2. Ensure the employee receives appropriate training for their role (any training needs should be identified against their job description), e.g. DSE assessment, use of substances, safe lifting/handling techniques.			
3. Identify and issue any appropriate Personal Protective Equipment (PPE) or additional work equipment required.			
4. If the employee is required to drive as part of their role, ensure they have access to the Driving Policy and require them to read and understand its contents.			
5. Ensure that steps have been taken to address any special requirements (e.g. physical disability, diagnosed allergies etc.) to enable the new employee to carry out their role.			
6.			

7.			

Supervisor/Manager's Name (print)		Position	
Supervisor/Manager's Signature		Date	
Employee's Signature		Date	

