



The Active Learning Trust
ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS

HEALTH & SAFETY POLICY

Document Control - Policy Amendments

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Policy Review

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Contents

Document Control - Policy Amendments	2
1. Statement of Intent	4
2. Aims.....	5
3. Objectives.....	6
4. Responsibilities	7
5. Consultation	14
6. Organisation.....	14
7. Risk Assessment.....	14
8. Security	15
9. Health and Safety Management Arrangements	15
10. Training	16
11. Measuring Performance	17
12. Status Review	17
13. Equal Opportunities	17

1. Statement of Intent

1.1 The Active Learning Trust recognises and accepts its responsibility for providing a safe and healthy environment for all staff, students, visitors, and other persons affected by its activities. The Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other regulations, approved codes of practice and guidance made under this legislation. The Trust will achieve this by:

- Ensuring appropriate policies and procedures are in place and kept up to date.
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving performance.
- Ensuring health and safety management is an integral part of decision making and is considered across all activities.
- Accessing competent technical support from health and safety **competent persons** and where necessary external specialist external advice and assistance will be obtained.
- Supporting academies with sufficient resources to ensure safe working environments are maintained.
- Communicating and consulting with staff and their trade union representatives.
- Periodically reviewing the health and safety policy as academy activities and the associated risks change.

1.2 A **competent person** is the person who has responsibility for advising the Headteacher and other senior managers in the discharge of their responsibilities under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with relevant officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers). The competent person for all Active Learning Trust academies is **Handsam Ltd**.

1.3 The responsibility for implementing the health and safety policy rests with the Local Governing Body and the Headteacher of each academy, however all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. All staff within the trust have an obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with health and safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and other who may be affected by their actions, inactions or omissions.
- not interfering with or misusing equipment that has been provided in the interests of health and safety.
- assisting in any investigation regarding accidents, dangerous occurrences or near misses.

2. Aims

2.1 The Active Learning Trust and its academies aim to ensure that so far is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work.
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of students and the health, safety and security of visitors to the academy, including parents, contractors and their employees and members of the public affected by the work of the academy.
- Arrangements are in place in the academy to ensure that no work is carried out by the academy or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place.
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the academy site affected by their work.
- Senior leaders in the academy are suitably trained.
- Sufficient resources are provided to enable suitable and sufficient safeguards to be put in place for ensuring the health and safety of anyone on the academy site or outside the academy if engaged in academy business.
- Sufficient funds are provided for the appropriate training of relevant staff in health and safety systems and safeguards.

3. Objectives

3.1 The Active Learning Trust and its academies objectives are to:

- Have regard to the Trust's statement of intent and the provisions of the Health and Safety Policy.
- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced).
- Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students, contractors, volunteers and visitors in their departments.
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students.
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students, contractors, volunteers and visitors and where necessary appropriate training will be given.
- Ensure the provision of means of access and egress which are safe and without risks to health.
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- Ensure that the academy develops, produces and maintains up-to-date fire safety procedures and documentation and that all employees and students (and as far as is practicable, visitors) are familiar with them.
- Develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students.
- Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels.
- Appoint a competent person as the academy's Health and Safety Manager (HSM) to support the implementation of the academy's health and safety policies and procedures.
- Appoint a nominated governor to be its health and safety representative.
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff.
- Make reports as directed to the Governing Body on the implementation of its Health and Safety Policies and procedures.

4. Responsibilities

4.1 This policy is largely dependent upon the total co-operation of every person who works in the Active Learning Trust academies. The Trust expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

4.2 **The Active Learning Trust** – has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within academies. It will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and students.
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of their responsibilities.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Adequate time and resources are given to individuals to fulfil their roles as defined by this policy.
- The estate is managed effectively, taking into account the DfE guidance on [Good Estate Management for Academies](#).
- Health and safety performance is monitored and targets for improvement are set.
- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.
- The Trust's Health and Safety Policy is reviewed annually.

4.3 **The Local Governing Body** – for each academy is responsible for supporting, advising and challenging the leadership team in implementing the Health and Safety Policy and good practices. They will do this by:

- Nominating a governor to liaise with the Headteacher and senior leaders to promote a positive culture of sensible health and safety management through all academy activities which affects those involved in those activities whether students, staff, visitors or contractors.
- Scrutinising health and safety performance and effectiveness in the academy through reports presented by the Headteacher to ensure that statutory duties with respect to health and safety are met.
- Ensuring that risk assessments of the premises and working practices have been carried out and documented.
- Reviewing incident trends and accident investigations through reports presented by the Headteacher.
- Undertake training to fulfil their role effectively.

4.4 **Headteacher** – or when absent a nominated deputy is responsible for the overall implementation of the Health and Safety Policy. They are responsible for:

- The health, safety and welfare of staff, students, contractors, visitors and any other person using the premises.
- Ensuring safe working conditions for all of the above (staff, students, contractors, volunteers and visitors).
- Ensuring safe working practices and procedures throughout the academy including those relating to the provision and use of machinery and other apparatus.
- Ensuring that staff are consulted appropriately on issues that affect them.
- Implementing a Student Behaviour Policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in academy activities off-site.
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the academy.
- Ensure that there is a suitable system in place for reporting accidents, near misses and concerns about staff or student welfare.
- Ensuring that liaison with contractors is maintained and that regular reports are obtained.
- Carrying out periodic safety reviews and audits.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out.
- Determining in consultation with the Health and Safety Lead which risk assessments should be considered exceptional and be written, taking into account the government's advice (see 'Risk Assessment' section below).
- Ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided.
- Encouraging staff, students and others to promote health and safety and to suggest ways of reducing risks.
- Delegating to the Health and Safety Lead appropriate tasks for the day-to-day implementation of the policy.
- Ensuring that the health and safety management system is used effectively by relevant users.
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate.
- Liaising with the nominated governor and making termly progress reports and an annual health, safety and security status review and presenting it to the Governing Body.
- Ensuring that sufficient resources are provided to ensure as far as is reasonably practicable the health, safety and welfare of staff, students and visitors.

4.5 **Health and Safety Manager** – will be a suitably qualified and **competent person** (as defined above). The competent person for all Active Learning Academies is **Handsam Ltd**. They are responsible for:

- Offering support and guidance in all health and safety related matters.

- Advising the Headteacher on which risk assessments should be in place having taken into account the government's advice.
- Providing a suitable system for reporting accidents, near misses and concerns about staff and student welfare.
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the academy).
- Carry out audits to inspect the level of health and safety at the academy and provide advice on improvements needed.

4.6 **Health and Safety Lead** – will be nominated by the Headteacher to act as the lead for all health and safety matters. They should have appropriate training and the capacity to co-ordinate and manage day-to-day health and safety matters. They are responsible for:

- Ensuring all staff have the appropriate level of training suitable for their role.
- Reporting regularly to the Headteacher on health and safety matters.
- Assisting the Headteacher in compiling reports and the annual status review.
- Ensuring suitable and sufficient risk assessments are carried out and appropriate controls are implemented.
- Liaising with representatives from the Active Learning Trust and following guidance where appropriate.
- Liaising with any contractors and making reports to the Headteacher on the progress of the contractual requirements.
- Engaging external health and safety experts, i.e. the Health and Safety Manager (Handsam) as appropriate, receiving their reports and taking any necessary action.
- Meeting with staff health and safety representatives.
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the Trust's statement of intent and the Health and Safety Policy.
- Ensuring that contractors and persons hiring any part of the premises are aware of the Health and Safety Policy.
- Ensuring that all necessary safety signs and notices are displayed.
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users.
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with the Fire Safety Policy.
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate.
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

4.7 **Heads of Department** – will be appropriately trained and responsible to the Headteacher through the Health and Safety Lead for implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge their responsibility they will:

- Familiarise themselves with the Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility.
- Use the health and safety management system to record completion of the relevant tasks.
- Make and regularly review a departmental Health and Safety Policy.
- Set up and implement safe methods of work.
- Ensure that the academy's Student Behaviour Policy is implemented within the department as appropriate.
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice.
- Instruct all staff, students and others under their jurisdiction in safe working practices.
- Carry out regular safety inspections of their areas and keep records of those inspections.
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks.
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use.
- Make available appropriate protective clothing and equipment, first aid and fire appliances.
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures.
- Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled.
- Provide appropriate health and safety information to relevant persons.
- Report any health and safety concerns to the Health and Safety Lead.
- Assist the Health and Safety Lead in compiling an annual status review.

4.8 **Site Manager** – is responsible for:

- Implementing the Trust's statement of intent, Health and Safety Policy and any other appropriate policies and procedures.
- Ensuring the security of the premises.
- Maintaining an appropriate cleaning schedule.
- Ensuring that site staff are competent to carry out their responsibilities.
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers.
- Ensuring that other site and cleaning staff are adequately supervised.

- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment.
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the academy.
- Liaise with the Health and Safety Lead on all health and safety issues affecting their area of work.

4.9 **Catering Manager** – where academies manage their own catering facilities the Catering Manager is responsible for:

- Implementing the Trust's statement of intent, Health and Safety Policy and any other appropriate policies and procedures.
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas.
- Supervising and training staff appropriately.
- Training and instructing all catering staff in the emergency procedures.
- Carrying out regular reviews of the procedures and informing the Health and Safety Lead of any issues of concern.
- Recording results of the monitoring and review of procedures.
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues.
- Assisting with the making of the annual status review.

4.10 **All Staff** – have a duty to:

- Know and understand the academy and any departmental health and safety policies and procedures.
- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions.
- Understand and use the academy reporting systems.
- Take reasonable precautions in safeguarding themselves and others.
- Observe all health and safety rules and procedures set out by the academy and use all health and safety equipment provided.
- Participate in assessing risks and the management of identified risks.
- Follow all relevant codes of safe working practice and local rules.
- Alert the Health and Safety Lead to any potential hazard noticed.
- Report all accidents, incidents or near misses that have led or may lead to illness, harm or damage.
- Ensure that students' behaviour is regulated in accordance with the academy's Student Behaviour Policy.
- Report any unsafe working practices to the Site Manager and Health and Safety Lead.
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the academy's Safeguarding Policy and procedures.

- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge of the machine.
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision.
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work.
- Use the health and safety management system as appropriate.
- Participate in any relevant paid training.
- Read this Health and Safety Policy and sign and date through the compliance software to indicate that they have done so.

4.11 **Staff Safety Representative** – will have the right:

- Investigate potential hazards and to examine the causes of accidents in the workplace.
- Investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- Make representations to the Headteacher and Health and Safety Manager, as appropriate, on general matters affecting the health, safety and welfare of employees.
- Carry out workplace health, safety and welfare inspections.
- Have paid time off to carry out their functions and to receive health and safety training.

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in not obliged to carry out any or all of the above functions.

4.12 **School Nurse** – is responsible for:

- Notifying the staff when a child has been identified as having a medical condition who will require support in the academy.
- Collating information provided by parents and professionals.
- Drawing up any student healthcare plans.
- Ensuring that students with medical conditions are properly supported in the academy, including supporting staff on implementing a child's health plan.
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs.
- Liaising with staff, parents and professionals to provide suitable healthcare plans in accordance with current guidance.
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the academy policy and current guidance.

- Working with the Headteacher to determine the training needs of academy staff and agreeing with who would be best placed to provide the training.
- Confirming to the Headteacher that academy staff are proficient to undertake healthcare procedures and administer medicines.
- Ensuring that appropriate records are kept and are accessible.
- Reporting as required to the Headteacher and Health and Safety Lead.

5. Consultation

- 5.1 **Staff** – the Headteacher will consult safety representatives of staff unions recognized by the academy and any staff representatives elected to represent staff who are not members of recognised unions.
- 5.2 **Staff Meetings** – Health and Safety will be a standing item on the agendas of all departments, pastoral groups and any formal management meetings in the academy. Any points raised will be minuted and reported promptly to the Health and Safety Lead.
- 5.3 **Students** – health, safety and welfare will be discussed by students as part of academy council meetings. Any concerns raised will be reported to the Health and Safety Lead. The Headteacher may also decide to involve students further in the management of health, safety, welfare and security.
- 5.4 **Parents** – may be consulted on issues that they may be expected to have views and concerns on, (e.g. security, safeguarding of students, road safety). The academy may determine the amount and manner of the consultation.

6. Organisation

6.1 Structure

- The Trust has overall responsibility for the Health and Safety Policy.
- The Headteacher has overall responsibility for the internal management of the academy policies and procedures and reports to the Governing Body.
- The Health and Safety Lead has the responsibility for the day-to-day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the Headteacher.
- Heads of areas/departments have responsibility for health and safety within their areas.
- Regular (at least termly) department and team meetings will be held with reports going to the Health and Safety Lead.

7. Risk Assessment

- 7.1 All member of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be **competent** to carry out appropriate risk assessments. The Health and Safety Lead is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.
- 7.2 The Academy will determine its own risk assessment pro forma, which must be used by all staff or other designated persons. Completed assessments must be sent to the Health and Safety Lead and retained on the health and safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.
- 7.3 Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be

revisited immediately and any improvements needed will be made.

- 7.4 The Health and Safety Lead will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at academy level and which by any other outside contractors. The Health and Safety Lead has the discretion to seek advice from external bodies and will report the reasons and response to the Headteacher.
- 7.5 Risk assessments will identify measures to control risks during academy activities. Risk assessments will record significant findings of the assessment by identifying the hazards, how people might be harmed by them and what they have in place to control risk. Records of risk assessments will be made and will be focused on controls, which will be clearly explained so that others know exactly what they are required to do.
- 7.6 The Academy recognises that some activities, especially those happening away from the academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Headteacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Headteacher must ensure that the significant findings of the assessment are recorded. See DfE guidance *Health and Safety: Responsibilities and Duties for Schools*.

8. Security

- 8.1 The security elements will cover as relevant:
- The site.
 - The buildings.
 - Notices.
 - Control of visitors and contractors to the academy.
 - Locks and keys.
 - Out-of-bounds areas.
 - Dealing with trespassers.
 - Security of staff and student property.
 - Vehicles and cycles.
 - Movement around the site and buildings.
 - Transport and pedestrians arriving at the academy in the morning and leaving in the afternoon.
 - Responsibilities for security aspects.

9. Health and Safety Management Arrangements

- 9.1 The Academy will use the health and safety management system (Handsam) for recording health and safety management procedures. All relevant staff will be trained in its use.
- 9.2 The Health and Safety Lead will be responsible for the health and safety management system and will make regular reports to the Headteacher on progress of the annual cycle of health and safety management.
- 9.3 Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid

down by the Academy.

- 9.4 The Headteacher, in liaison with the Health and Safety Lead, will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

10. Training

- 10.1 The Academy will provide training opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

- 10.2 All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo induction training which will include the following health and safety matter:

- Emergency arrangements.
- Fire drills.
- First aid arrangements.
- Accident reporting.
- Good housekeeping.
- Codes of safe practice and guidance.
- Health and safety handbook and academy arrangements.
- How to meet their roles and responsibilities identified within this Health and Safety Policy.
- How to assess risks specific for their job.
- Specific hazards/responsibilities associated with work activity.
- Special needs of students including students with disabilities.

- 10.3 Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students. The Academy recognises that certain roles involve a greater element of risk which will need extra or specific training, for example using industrial machinery or managing asbestos.

- 10.4 Staff who feel they have a need for health and safety training of any kind should notify the Headteacher in writing.

- 10.5 The Health and Safety Lead will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), heads of department are responsible for:

- Checking the validity of certificates.
- Arranging refresher training when necessary.
- Keeping the Health and Safety Lead informed.

11. Measuring Performance

11.1 The Health and Safety Lead will ensure that the following are carried out as appropriate, using the academy's management system for logging purposes:

- Regular documented audits.
- Site inspections.
- Review of risk assessments and the subsequent control measures.
- Attendance at health and safety meetings.
- Information coming out of department meetings and how it is dealt with.
- Results of any external reviews/investigations.
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review.
- A system of reviewing and developing improvement plans as identified.
- Sharing experiences, findings and good practice inside the academy.

12. Status Review

12.1 The Health and Safety Lead will, at the end of the academic year, draw up a status report on each safety management area covered by the academy's review. The review will use information on the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August.
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system.
- A review of the overall decrease/increase in risks and reported incidents from the previous year.
- A review of the overall decrease/increase in accidents/incidents.
- Any other findings in the annual audit.
- Changes in the health and safety organisation, policy or structure.
- New processes and new technology introduced for health, safety and security.
- A reference to external influences: legislation, guidance, British Standards, auditors and reports.
- Any proposals for improvements.

12.2 The Headteacher will ensure that copies of the status review are shared with the Active Learning Trust Head of Estates and Director of Operations.

13. Equal Opportunities

13.1 In making, reviewing and implementing this policy the academy's Equal Opportunities Policies must be taken into account. In particular the academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the academy's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.