



Health, Safety, and Welfare Policy

Document control	
Date for Review	December 2024
Authorised By	Trust Board
Published Location	Trust Website
Document Owner	H&S Lead

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1 Statement of Intent

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

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

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

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

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

Employees have a legal duty to act safely and not to endanger themselves or others with their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. TKAT commits to implementing Health & Safety at Work etc. Act 1974, ISO 45001 and UK Statutory Instruments as well as any future health and safety legislation. TKAT's competent health and safety representative will provide to the schools' leadership regular information on updates, changes, and arrangements about any revisions to safety legislation.

TKAT supports the view that a positive health and safety culture significantly benefits all schools' excellent performance and safety. A positive and proactive approach for students will be encouraged, supported, and developed through risk education and

awareness. The organizational structure will ensure that sufficient resources are available to all staff and other interested parties as required and regularly reviewed against its health and safety objectives; the Policy and its arrangements can be implemented effectively.

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

I have overall responsibility for the day-to-day health and safety within Khalsa Academies Trust. It will ensure that suitable, competent resources are made available for effective health and safety management and performance monitoring.

Signed: (CEO)

Print Name: Anita Notta

Date:

2 Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years, and colleges'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- School Uniform Policy
- Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Bomb Threat Policy
- Lockdown Procedure
- Visitor Policy
- Contractors Policy
- Manual Handling Risk Assessment
- Working at Heights
- Lone Worker Risk
- Staff Wellbeing Policy
- Display Screen Equipment (DSE)
- COSHH Policy
- Asbestos Management Policy (TKAW Only)
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Whole-School Food Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Smoke-Free Policy
- Data Protection Policy
- Adverse Weather Procedures
- Minibus Policy
- Educational Visits and School Trips Policy

3 Health and Safety Organisation

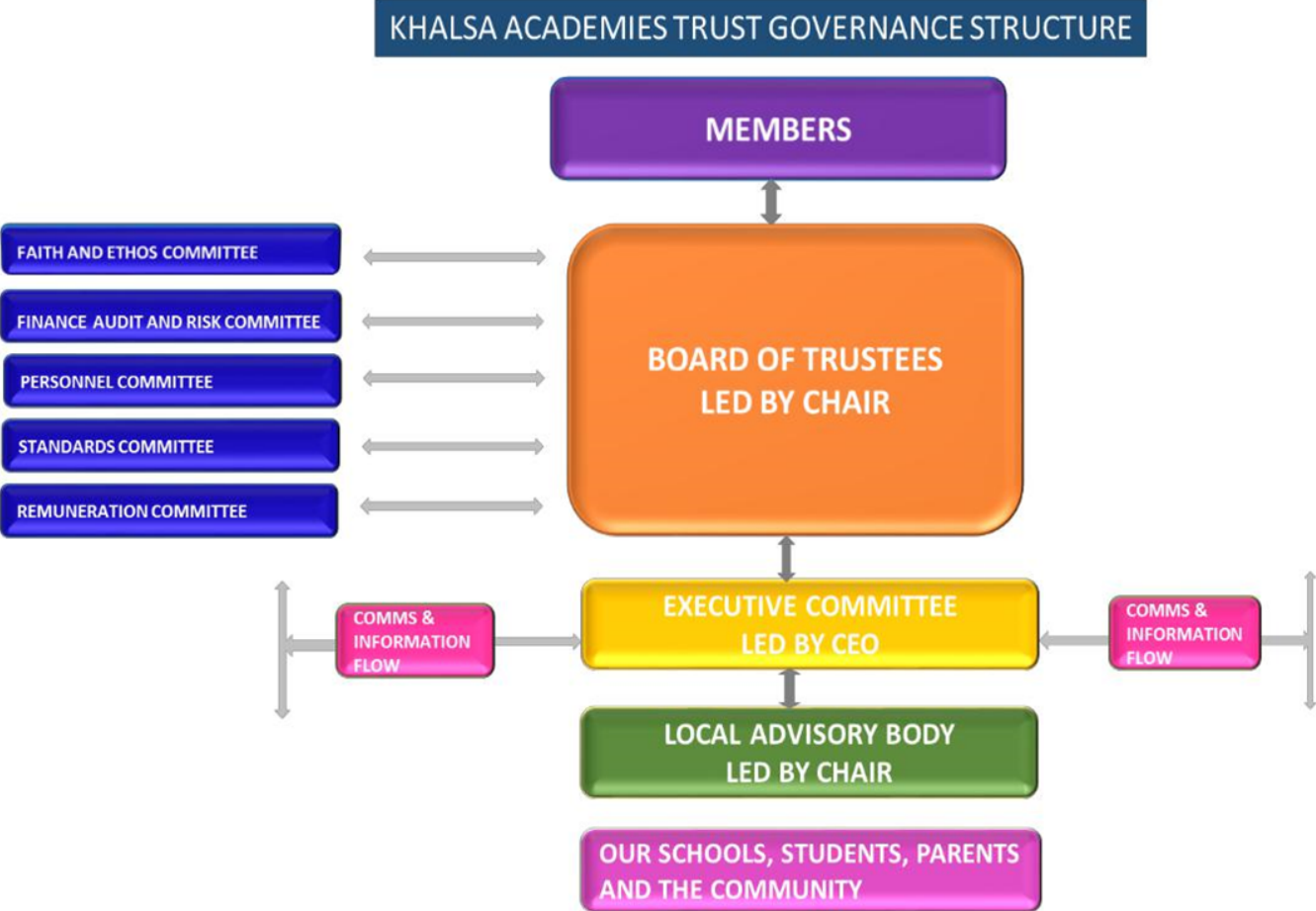
3.1. Overview

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

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the TKAT Board of Trustees. Each school, supported by the TKAT central team, will manage its own Health and Safety procedures that fully integrate with this Policy. Principals are responsible and accountable for implementing and complying with this school policy, although health and safety roles and responsibilities can.

be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

3.2 Organizational Structure Chart



4 Organizational Roles and Responsibilities

4.1 Board of Trustees

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

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

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

The TKAT Board of Trustees' responsibilities is to:

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for the TKAT.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for TKAT.
- Ensure that its decisions reflect its health and safety intentions, as articulated in TKAT Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.

- Ensure TKAT suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure that TKAT Finance and Audit Committee effectively discharges its delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritized risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in managing fire risk, asbestos, legionella, electrical safety, and other areas of health and safety.
- Ensure there are effective business continuity and emergency plans in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity, or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

4.2 Finance and Audit Committee

The Finance and Audit Committee's responsibilities are to review, recommend to the Board and implement the Trust health and safety strategic plan; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all Health and safety matters.

The Committee's responsibilities are to inform and advise the Board of Trustees on:

- Review of the health and safety policy
- Risk mitigation.
- Recommendations from health and safety audits and compliance audits
- Incidents are reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines 2013.
- Monitor and report to the Board of Trustees on the Trust's health and safety systems' effectiveness.
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties in this Policy's context.
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.

4.3 TKAT Finance and Audit Committee

The Finance and Audit Committee and the senior TKAT Members of Staff with responsibility for health and safety within schools across the Trust and, as such, is responsible for ensuring that systems are in place and adhered to minimize the likelihood of enforcement action penalties, and prosecutions.

The Finance and Audit Committee:

- Ensure that sufficient resources are allocated and authorised within the organization's budget to meet statutory procedures and standards for health and safety in the school.
- Consider the impact of health and safety in all strategic and operational decision-making.
- Implement ways to reduce the likelihood of people being harmed by TKAT activities.
- Monitor findings from Health and Safety audit, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate, and prioritized risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Agree with the Finance and Audit committee about a program of health and safety inspections.
- Ensure the development and implementation of the overall health and safety strategic plan.
- Ensuring all staff receive adequate health & safety training.
- Be the point of contact with the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money.

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

The Finance and Audit Committee must ensure that:

- Adequate arrangements are in place to carry out and record compliance inspections, surveys, and risk assessments and recommend remedial action to the Principal.

- When awarding contracts, health and safety are included in specifications & contract details, and contractors are provided with a copy of the Trust Health & Safety Policy.
- Central Trust contracts are in place to ensure that premises, plant, and equipment are maintained in a safe working condition.
- The correct procedures for awarding, checking competency, managing, monitoring, and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- School asbestos registers and asbestos management plans are maintained and readily available.
- Systems are established to ensure that all contractors engaged by TKAT meet the health and safety requirements, including relevant body registration, method statements, risk assessments, COSHH, accident records, and safeguarding checks & Public liability certificates.
- Reasonable attempts to identify the hazards arising out of any contractors work is undertaken.
- Health and safety information is provided to contractors, e.g., asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- There is a program of servicing and inspection of the workplace.
- There is a program to ensure that all safety systems are checked and serviced, e.g., fire alarm, fire doors, firefighting equipment, smoke detectors, etc.
- There is a program to ensure that the use of showers and all water systems are checked and maintained to ensure the control of legionella.
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015)

4.4 Principal

Each Principal is responsible and accountable for implementing and complying with this Policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school. All staff and students understand their responsibilities and adhere to TKAT Health and Safety Policy.

The Principal is responsible for:

- Ensuring that there are adequate arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional contractors not appointed by TKAT.
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.

- They ensure that a school Health and Safety Committee is established, and that the Committee meets a minimum of twice per year. Where two or more schools share a site, a single committee can be selected if there is representation from all schools.
 - Reporting to Finance and Audit Committee any hazards which cannot be rectified within the establishment's budget.
 - Ensure that risk assessments are undertaken for any activity with significantly associated hazards and that a written record of these assessments is kept and reviewed regularly.
 - Ensuring that the school appoints a named Educational Visits Co-Ordinator (EVC), who has received relevant training to carry out the role (where the school carries out educational visits).
 - It is ensuring that there are adequate health and safety management arrangements for educational visits.
 - Appointing a named first aid coordinator for the school
 - Ensuring that there is an adequate number of appropriately trained first aiders and Fire Marshalls in the school in line with HSE Guidance
 - Ensuring that Health and Safety arrangements within the school are aligned to TKAT Health and Safety Policy
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, and visitors.
- Informing The Estates, Compliance and Health & Safety Officer (ECHOS) of all RIDDOR reportable incidents within 24 hours of the incident occurring.

4.5 Line Managers

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

- Applying TKAT Health and Safety Policy to their own department or area of work. Developing, publishing, and sharing with team members specific Health and Safety procedures for high-risk activities within their department, such as Science, Design and Technology, PE, and Art.
- Maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS², AfPE³, and ensuring that all staff know and use such advice.
- Ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff.

- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition, and used and that any other identified safety measures in the risk assessment are implemented.
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Principal of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out and recording regular inspections of their areas of responsibility ensures that equipment, furniture, and activities are safe. Reporting any defaults in line with school procedure where required.
- Checking the adequacy of fire precautions and procedures in liaison with the Principal. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards in all areas of their responsibility
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available.
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

4.6 Premises Teams

- The Premises Team has a crucial role within the school regarding Health and Safety, so he/she must be trained in all aspects of personal safety.
- Liaising as necessary with other relevant staff, the Premises team will take primary responsibility to:
- Ensure that all communal areas, particularly those associated with fire escape routes, are reasonable and practicable, kept free from obstructions, and that all fire escape doors are correctly identified with signs and accessible when the school is in use.
- Decide for the safe working of contractors on-site, ensuring so far as is reasonable that their work is segregated from the main school users.
- Ensure that snow and ice are cleared to maintain safe access and egress to all buildings.

- Ensure that proper investigations are undertaken, and reports made for any accidents or potential accidents involving staff /public and equipment for which he\she is responsible.
- Ensure that all security doors, e.g., to motor rooms, boiler rooms, are identified and secured against unauthorised entry.
- Ensure that all fabric, fixtures, and fittings on the site are maintained in a safe and secure condition so far as is reasonable.
- Ensure that all fixed and portable electrical equipment receives inspection \ maintenance per guidance.
- Ensure that "risk assessments" required by the management of health and safety regulations are carried out as appropriate in respect of work carried out by his\her staff.
- Report to the Principal any circumstance preventing him\her from carrying out his\her health and safety responsibilities.
- All fire appliances are properly maintained, checked, and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed.

4.7 Other Employee Duties

Under the Health and Safety at Work Act, 1974, all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety while at work and others who may be affected by their actions. All employees have a responsibility to:

- Comply with TKAT Health and Safety Policy
- Report all accidents and incidents & Near Misses under RIDDOR 2013
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools' management if something happens that might affect their ability to work safely, e.g., suffering an injury, taking prescribed medication, or becoming pregnant.
- Ensure that they only use equipment or machinery that they are competent. / Have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

4.8 Health and Safety Advice for Visitors and Volunteers

PERSONAL SECURITY

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

SMOKING

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

FIRE PRECAUTIONS

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

FIRST AID

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

COSHH

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

SAFEGUARDING

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

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

4.9 Contractors

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 requires every employer to have sufficient information and control of contractors working on their behalf.

Please see the TKAT management of contractors Policy.

4.10 First Aid Coordinators

The First Aid Coordinator will be responsible for:

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

4.11 Administration of Medication

The School Administrators / Office Manager will be responsible for:

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

The Educational Visits Coordinator's responsibilities are to:

- Coordinate off-site visits and ensure that adequate health and safety management arrangements are in place for pupils, staff, and volunteers.

- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of offsite visits, staff, pupils, and parents/carers of pupils to ensure that the visit's key learning objectives can safely be achieved.

TKAT will seek competent Health and Safety advice to assist in discharging its health and safety responsibilities. Currently, the service is provided by Priory Community Services.

A summary of the Service Level Agreement is as follows:

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

5 Arrangements for Health, Safety, and Welfare

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

5.1 Health and safety poster

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

5.2 Accident Reporting, Recording, and Investigation

- All accidents must be reported in an accident book or designated form, held on each school site.
- Any accidents that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) will be actioned by the Principal, who will also inform the TKAT Director of Projects Compliance.
- Fatal or significant injuries must be reported immediately to the Principal, TKAT CEO, and HSE.

- Details of all accidents will be brought to the school's health and safety committee's attention, where they are discussed, and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

5.3 Asbestos

Please refer to the school's Asbestos Management Plan for further advice and guidance. A copy of this must be held by the school's Premises team/site manager.

5.4 Bodily Fluids & Clinical Waste

All staff notifies the site team of any spillages or accidents. The site team will use spill kits to clean these up and disposes of the waste in conjunction with the proper procedures in conjunction with COSHH 2002.

5.5 Contractors and Visitors

All visitors and contractors must report to the school reception. They will be signed in and be given an identity/visitors' badge. On leaving the site, they will be required to sign out at reception. Contractors must inform the Estates, Compliance and Health & Safety Officer or site team of the work/actions carried out and any further necessary work.

All contractors coming onto site must provide the following prior to work commencing a copy of the contractor's public liability certificate, Risk assessments for the job being completed and method statements for the job being completed. During this process the contractor must complete the contractor induction form.

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

5.6 COSHH (Control of Substances Hazardous to Health) (COSHH 2002)

- An inventory of all hazardous substances used on site must be held by the Site Manager/ Premises team and reviewed regularly. This is also for department heads who may use chemicals to also keep a register.
- All regularly used products will have material safety data sheets (MSDS).
- The site team will manage the arrangements for the delivery of hazardous substances to schools.
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant risk of harm from the product in its use, miss- use, quantities, or storage, will require a risk assessment to be undertaken.
- COSHH risk assessment forms are available on the HSE website.

- The site team will maintain a record of hazardous substances used by the cleaning contractor and other contractors.
- Any decanted substances should display the product name, information, dilution rates, and safety information.
- The Science, D & T, and Art departments must have their departmental procedures and arrangements for storing, using, handling, and producing hazardous substances.
- Reference should be made to Science, D&T, or Art Health and Safety Policies.

5.7 Radioactive Sources

This section is not relevant to our schools.

5.8 Defect Reporting Procedures

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

5.9 Display Screen Equipment (DSE)

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

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

5.10 E-Safety

Please refer to the E-Safety Policy.

5.11 Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the site team, resolving them, or making them safe. Any faulty fittings (e.g., cracked sockets, etc.) should be isolated until repaired.
- The site team arranges portable appliance testing (PAT).
- Staff members are asked not to bring in their own appliances unless necessary; if they wish to, they must have approval from the Principal and ensure that the appliance is assessed and approved by the site manager for use. Damaged, faulty, or broken appliances are never brought in or used. Staff members take their appliances home at the end of the day.
- The site manager arranges the periodic inspection of fixed electrical installations.
- Where it is necessary to use an electrical extension lead, this must be only as a temporary measure. Extension leads should be fully unwound.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.
- Any defects with fixed or portable electrical equipment should be repaired by an external contractor who is qualified and competent to complete the work at a suitable and safe time period.

5.12 Fire and Emergency Procedures

- All fire appliances and installed fire safety systems will be checked in line with recognized best practices and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests site team.
- Fire alarms will be tested every week using a different call point each time, and the results should be recorded. This is the responsibility of the school's site manager or Premises team.
- Portable firefighting equipment and emergency lighting will be visually checked monthly, and the results should be recorded. This is the responsibility of the school's site manager or Premises team.
- Fire Drills will be held a minimum of once a term. A record must be kept of each drill to include evacuation time, observations, and follow-up required, which must be reported to the Health & Safety Committee. This is the responsibility of the school's site manager or Premises team.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape, and assembly points during fire drills. These instructions must be given on the first day of employment as part of the induction process.
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment. This is the responsibility of the Estates, Compliance and Health & Safety Officer.
- All Fire detection equipment and fire fighting equipment including Fire doors, Hydrants, Dampers, AOV's (Automatic Opening Doors) and magnetic release doors should be tested and serviced in line with their manufacturers specification.

5.13 First Aid

This is covered in the Organization and Responsibilities of this Policy.

5.14 Glass and Glazing

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

5.15 Health and Safety Committees

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

The Health & Safety Committee must include: -

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

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

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

5.16 Health and Safety Training

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school. Health and safety training are managed by the Principal and monitored by the central Trust team. The Trust recognizes that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The health and safety officer will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.

- Having responsibility for the storage and accountability for potentially hazardous materials.

5.17 Infectious Diseases

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

5.18 Lettings

Conditions for lettings are set out in the Letting policy

Please refer to the Lettings Policy for further advice and guidance

5.19 Lone Working

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

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

5.20 Manual Handling

Staff must: -

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

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

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

5.21 Personal Protective Equipment

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

5.22 Risk Assessments

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
Risk Assessments are available for staff to view and are stored on the shared drive. Blank risk assessment forms can be found on the HSE website.
- Senior leaders / Heads of the Department should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments, or additions to risk assessments.
- Risk assessments will be reviewed regularly. High-risk faculties, e.g., Science, Art, DT, PE, should review their Risk Assessments annually as a minimum; specific Risk Assessment for expectant mothers will be undertaken.
- All educational visits will have recorded risk assessments.
- All risk assessments must be signed yearly to read and understand the risk as part of the staff declaration along side the health and safety policy

5.23 Safeguarding

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

Please refer to the Safeguarding Policy for further advice and guidance.

5.24 Educational Visits

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

- Activities will be led by appropriate Group Leaders who will ensure that where necessary pre-site visits are made and complete the required Risk Assessments before departing.

Group Leaders will be responsible for ensuring Staff are fully briefed

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

Please refer to the Educational Visits Policy for further guidance.

5.25 School Transport

- Where staff and authorised volunteers are required to drive the minibus, they must undertake MIDAS training.
On an annual basis, checks are carried out to see that drivers hold a current and valid driver's license and MIDAS certification. Depending on the vehicle section 19 checks and class of license will be required.

5.26 Snow Removal

The Principal will decide whether to open the school in the event of adverse weather. The Site Manager / Premises team is responsible for clearing snow and gritting suitable pathways to allow access to the school site.

Please refer to the Slips, trips & falls Risk Assessment for further guidance and adverse weather procedure

5.27 Smoking

The schools are non-smoking sites.

5.28 Staff Consultation

The Principal will make arrangements for full and proper consultation with employees on health and safety matters. The central Trust team will coordinate consultation that impacts on staff across the Trust.

5.29 Wellbeing

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

5.30 Violence to Staff

- Principals are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Principal.
- Staff is asked to complete an incident report form, which will also record such episodes.

- TKAT may refer any incidents of violence or aggression towards staff to their legal advisor.

5.31 Water Hygiene

- TKAT holds a copy of the Legionella Risk Assessment.
- TKAT employs an external contractor to carry out the requirements of water testing under L8 guidance;
- External Contractor to conduct monthly water temperature checks and water disinfections.

5.32 Working at Height

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

- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks.
- Risk Assessments before the commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.
- Staff should only use the equipment they are trained to use unless it is low-level kick stools or steps and should wear the appropriate clothing and footwear.
- Pupils are not permitted to use access equipment. Information, instruction, and supervision will be provided to specific pupils that may use access equipment for school-related activities.
Contractors are expected to provide their own equipment and not be permitted to use the school's equipment.

5.33 Work Equipment

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

5.34 Work Experience/placement students

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

5.35 Site health and safety inspections

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

5.36 Compliance

TKAT Finance and the audit committee manage the school's compliance arrangements.

Where appropriate, the following arrangements apply: -

5.37 Play Equipment

Gym Equipment

- All staff should check PE apparatus before use and report any defects to the Site Manager / Premises team.
- Any faulty equipment must be taken out of use and, if appropriate labelled 'Do not use.'
- The PE equipment is inspected annually by a external contractor.

Outdoor play equipment

- External play equipment will only be used when appropriately supervised.
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any imperfections should be reported immediately to the Site Manager / Premises team to take remedial action.
- Any faulty equipment must be taken out of use and, if appropriate labelled 'Do not use.'

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

- Risk Assessments must be carried out for play equipment.

5.38 Kiln

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

5.39 Monitoring /Audit

The TKAT will establish systems for tracking health and safety performance. We will regularly conduct internal and external audits of our risk control measures and safety management

system. We will continuously monitor our behaviours at all levels to help ensure that we develop and maintain a successful health and safety culture.

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

- By continual management awareness during normal supervisory activities, any observations being reported to the Risk and Audit Committee as appropriate. • Monthly audit as outlined in the TKAT Premises Management Policy
- By individual personal awareness during regular duties.
- Management will also conduct a formal review of the Health and Safety system at least annually as stated. This will be undertaken at the Management Review Meeting and include Accident/Near Miss & Lost Time statistics, where appropriate.
- Compliance Software will be used (I AM Compliance) to track and monitor compliance from a trust level and school. This system will also incorporate the schools First Aid reports and site ticket system.

5.40 Management Review

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

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

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

The Health, Safety, and Welfare policy will be formally reviewed annually by the Finance & Audit Committee. Any identified amendments will be brought to the Estates, Compliance and Health & Safety Officer and TKAT Board's attention for ratification. If any other time alterations are required, arising from legislative or company Policy or structural change, the appointed person's approval will be required. The amended Policy would be brought to the TKAT Board formal ratification.

6. Monitoring and review

The Principal of each school is responsible for monitoring the implementation and effectiveness of this Policy. The Board of Trustees will review it at agreed intervals.