

The logo for The Kite Academy Trust features a stylized kite shape composed of four overlapping, curved bands in blue, green, red, and purple. The kite's tail is represented by a blue trapezoidal shape in the upper right corner, which contains the text 'The Kite Academy Trust' in white. The entire logo is reflected in a light blue mirror image below it.

**The Kite
Academy
Trust**

THE KITE ACADEMY TRUST
HEALTH, SAFETY AND ENVIRONMENT POLICY

P1163

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1 Introduction

The Kite Academy Trust recognises its statutory duties and accountability in relation to the health and safety of its employees and pupils. The Trust considers health, safety and environment to be of major importance and will ensure that effective arrangements exist so as to comply with this policy and to meet statutory requirements. The Trust is fully responsible for maintaining healthy and safe working conditions and for making necessary arrangements within the framework of this policy.

The Trust will, in collaboration with their employees so far as is reasonably practicable, safeguard the health, safety and welfare at work of all employees. The Trust will manage and reduce risk to the health, safety and welfare of persons not employed by the organisation but who may be affected by the Trust's activities whilst on its premises.

The Health & Safety Executive is the enforcing authority of statutory health, safety and environmental requirements; the Trust may be subject to their inspection at any time.

2 Aims

The aim of this policy is to ensure that The Kite Academy Trust:

- meets its statutory duty under the Health & Safety at Work etc. Act 1974 to have a written policy which is shared with, and available to, employees;
- provides and maintains safe and healthy environments and equipment;
- establishes and maintains safe working procedures amongst employees, pupils and all visitors;
- ensures that its premises and equipment are maintained safely and inspected regularly;
- provides safe means of access & egress;
- has robust procedures in place in case of emergencies;
- complies with all relevant health, safety & environmental legislation.

To meet the aims of this policy, the Trust will ensure that an effective safety culture exists that:

- provides managerial arrangements that ensure safe working conditions for our employees, the public and the environment in accordance with the Management of Health & Safety at Work Regulations 1999;
- facilitates consultation and communication with our employees on all aspects of health, safety & environmental matters including information, instruction, training and supervision;
- identifies work hazards and assesses risk. Precautions and controls will be put in place to minimise any risks;
- provides safety devices and protective equipment to enable employees to carry out their work effectively and safely;
- ensures the safe use, storage, handling and transport of articles and substances;
- gives due regard to best known practices.

3 Roles, Responsibilities & Accountability

Board of Trustees

The Kite Academy Trust Board of Trustees has ultimate responsibility for health, safety and environmental matters across the Trust, but delegates day-to-day responsibility to the Academy Headteacher of each site.

The Trust Board have a duty to take reasonable steps to ensure that employees, pupils and visitors are not exposed to risks to their health and safety. This applies to activities on or off the academy premises.

The Trust Board will receive updates from the Executive Team regarding the Trust's health and safety practices and compliance.

CEO

The CEO is accountable to the Board of Trustees for the management of all health, safety & environmental matters and has overall responsibility for the satisfactory implementation of the Trust's health, safety and environmental policy. The CEO will monitor compliance with health, safety and environmental procedures and accident statistics within the Trust. In the CEO's absence, the Deputy CEO will be the appointed deputy for all health, safety and environmental matters.

Academy Headteacher

The Academy Headteacher of each academy has responsibility for the day-to-day operation of health, safety, welfare and environmental matters on their academy site. Employees are responsible for their own health and safety and that of their colleagues and members of the public who may be affected by their work activities. The Academy Headteacher's day-to-day responsibilities include:

- implementing this policy;
- ensuring there are enough employees to safely supervise pupils;
- ensuring that the academy building and premises are safe and regularly inspected;
- facilitating adequate training for academy employees;
- reporting to the Estates Team on health, safety and environmental matters;
- ensuring appropriate evacuation procedures are in place and regular emergency drills are held;
- ensuring all risk assessments are completed, reviewed and communicated to employees;
- referring to the Health & Safety Schools Risk Management Team;
- monitoring cleaning and grounds maintenance standards;
- ensuring that in their absence, health, safety and environmental responsibilities are delegated to another employee.

Estates Team

The Kite Academy Trust Estates Team monitors compliance responsibilities across the Trust to ensure these are being met. The Estates Manager and Maintenance Technician Supervisor work with the Academy Headteacher and Site Manager/Maintenance Technician to monitor health, safety and environmental standards.

The Estates Team is responsible for monitoring that all statutory compliance testing is completed and documented. The Estates Team is also responsible for monitoring all routine servicing is completed, with any remedial works carried out in a timely manner. This includes all electrical, gas and fire safety equipment.

The Estates Team will ensure that termly health and safety inspections are carried out at all academies within the Trust. These inspections are carried out and the Academy Headteacher/Governors may be invited by Site Manager/Maintenance Technician and Maintenance Technician Supervisor. Corrective actions will be taken to rectify, manage/monitor all faults/problems identified by these inspections.

Site Manager/Maintenance Technician

Each academy's Site Manager/Maintenance Technician conducts daily internal and external health and safety checks and monitors the standard of cleaning and grounds maintenance services. The Site Manager/ Maintenance Technician liaises with relevant employees to ensure health and safety risks are properly controlled throughout the academy. The Site Manager/Academy Headteacher is the first point of contact for any identified health and safety issues to ensure that the matter can be investigated properly and dealt with effectively. The Site Manager/ Maintenance Technician will liaise with

contractors, providing them with information on any hazards, such as asbestos, electrical services etc. that they may come across whilst working on academy premises. The Site Manager/ Maintenance Technician will also monitor contractors to ensure they work in a safe manner so that the health and safety of employees and pupils are not at risk. Support is available from the Estates Team.

Employees

All employees of The Kite Academy Trust have a duty of care to adhere to this policy and are required to:

- take all reasonable precautions to ensure their own health and safety and that of others who may be affected by their acts or omissions;
- comply with their statutory obligations under the Health & Safety at Work Act and all other relevant legislation;
- be aware of and observe the Trust's health, safety and environmental procedures at all times;
- be aware of the academy's red Emergency Information File located in the main academy office;
- understand emergency evacuation procedures and feel confident in implementing them;
- work in accordance with training and instructions;
- wear and use correctly all protective equipment, safety devices and systems provided;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- encourage colleagues to adopt a positive attitude to health and safety;
- model responsible, safe and hygienic practice for pupils;
- ensure that their ability to work has not been compromised by deliberate actions such as the consumption of alcoholic drink, drugs, lack of sleep or rest;
- drive on academy business in a safe and careful manner at all times (please see The Kite Academy Trust Driving & Transportation Policy);
- inform the Academy Headteacher/Site Manager/ Maintenance Technician of any incidents or situations that have led, or could lead, to injury, ill health or damage to plant or equipment so that remedial, preventative action can be taken;
- make suggestions for improving health and safety within the academy.

Employees Responsible for Pupils, Colleagues and/or Areas of Work

These employees are required to:

- Have a general responsibility for the application of this policy to their area of work and are directly responsible to the Academy Headteacher for the application of existing safety measures and procedures within that area of work;
- Establish and maintain, where necessary, safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Resolve any health and safety problem that any colleague may refer to them and refer to the Academy Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out a regular safety review/inspection of their area of work and activities for which they are responsible and submit a report to the Academy Headteacher, who will refer important issues to the Estates Team as appropriate;
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;

- Seek advice and guidance, where appropriate, from the Academy Headteacher, Site Manager or Estates Team;
- Propose to the Academy Headteacher requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

Special Obligations of Teachers for Pupils in Classroom

The safety of pupils in classrooms is the responsibility of the class teacher; the teacher has traditionally carried this responsibility for the safety of pupils when they are in their charge. If for any reason a teacher considers they cannot accept this responsibility, they should discuss the matter in advance with the Academy Headteacher before allowing practical work to take place.

A class teacher is expected to:

- exercise effective supervision of pupils;
- know all of the emergency procedures and to carry them out (e.g. first aid, fire, prison escape);
- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- induct pupils as appropriate on their first introduction either to an area where special codes of behaviour apply or to a new system of working;
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs etc. are not enough);
- integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety with appropriate documentation in exercise books;
- follow safe-working procedures personally;
- ensure the wearing of protective clothing use of guards and the observance of special safe procedures etc. where necessary.

This section also applies to student teachers and any other person who, from time to time, may be with pupils in the academy.

Pupils and Parents

Pupils and parents are responsible for following the academy's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to an employee.

Contractors

Contractors will agree health and safety practices with the Site Manager/ Maintenance Technician and Academy Headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. This includes signing to confirm they have read the Asbestos Management Plan and holding permits for hot works.

4 Strategic Risk Management

The Kite Academy Trust participates in the Surrey County Council Services for Schools Health & Safety Schools Risk Management service. This includes:

- Telephone and Email Helpdesk service;
- Emergency Out of Hours Services;
- Health & Safety advice & support;
- Training;
- Monitoring and inspection of health and safety management systems;
- Incident and accident reporting, support and monitoring (OSHENS and RIDDOR);

- Accident investigation support;
- Access to EVOLVE (dedicated school journey website);
- Membership of The Royal Society for the Prevention of Accidents (RoSPA);
- Membership of Consortium of Local Education Authorities for the Provision of Science Services.

5 Risk Assessment

Under the Management of Health & Safety at Work Regulations 1999, The Kite Academy Trust has a legal duty to assess what activities carried out on its premises might cause harm to people and to ensure that reasonable steps and controls are in place. This is facilitated through a risk assessment procedure based on the HSE's 'Managing risks and risk assessment at work' guidance, and takes into consideration all employees, pupils, contractors and visitors. The aim of the risk assessment procedure is to reduce the risk of an activity to as low as possible.

Risk assessments are completed by competent persons who have received appropriate training. For each academy, the Academy Headteacher and Site Manager/ Maintenance Technician are the personnel trained to complete all risk assessments. Risk assessments will be documented using the Trust's risk assessment template which follows the recommended five steps for risk assessment:

1. Identify the Hazard
2. Assess the Risks
3. How to Control the Risks
4. Record the findings
5. Review controls

The template uses a matrix system which indicates a high, medium or low risk rating.

Generic assessments will not be used. All risk assessments will be signed and dated and subject to review every two years, as a minimum. Risk assessments will also be reviewed following an incident or near miss or where there are changes to personnel, equipment or environment.

Risk assessments will be completed for pupils with additional needs and/or behavioural risks, and for employees with disabilities, as appropriate.

When completing a risk assessment, the Academy Headteacher/ Site Manager/ Maintenance Technician/ Other will consult with those people who are at risk from the activity. All persons affected by the risk assessment will be required to read and sign to confirm their awareness and understanding of the assessment where possible.

Each academy will keep a local risk assessment register in the form of the following table:

Activity	Date RA Completed	Assessor	Location	Review Date
Sports Day	10/06/2020	Academy Headteacher	Sports Field	10/06/2025

6 Emergency Provision

Each academy has an individual Red Emergency Information File which details procedures and arrangements to be used in the event of an emergency. The red Emergency Action File is located in the main academy office and is reviewed annually by the Academy Headteacher, supported by their Admin Team.

7 Safeguarding

The Kite Academy Trust recognises that incidents may have both health and safety and safeguarding implications. These may include, but are not limited to:

- incidents of violence or aggression involving pupils, employees, parents, contractors or visitors;
- accidents resulting from unsafe behaviour or environmental neglect;
- injuries sustained during off-site activities;
- any situation where a pupil's behaviour places themselves or others at significant risk.

To ensure that all such incidents are managed appropriately, the Trust will ensure that health and safety procedures and safeguarding procedures operate in a fully integrated and coordinated manner.

In accordance with Keeping Children Safe in Education, all employees receive safeguarding training as part of their induction, and annually thereafter, and will follow the Trust's safeguarding procedures at all times.

Please see The Kite Academy Trust Safeguarding & Child Protection Policy.

8 First Aid

Each academy appoints designated first aiders, at least one of which has a paediatric first aid certificate, with responsibility for:

- Acting as first responders to any incidents, assessing the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

Each academy has first aid kit(s) in areas around the academy, a full first aid kit in the office/medical room and ensures that there are adequate medical supplies in all kits. All employees at the academy must know where the first aid kits are stored.

Parents/carers are responsible for ensuring that the academy has their correct, up-to-date contact details. As a minimum, **three** emergency contacts must be provided for each child in contact priority order.

An accident form will be completed by the relevant person on the same day or as soon as possible after an incident resulting in an injury; as much detail as possible should be supplied when reporting an accident.

Records held of administered first aid/accidents are retained by the academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then disposed of securely.

Please see The Kite Academy Trust First Aid Policy.

9 Site Security

The Site Manager/ Maintenance Technician is responsible for the security of the academy site in and out of academy hours where and when appropriate. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

A list of key holders for each academy is held by both the academy and the Business Services Team. Key holders will respond to an emergency (where applicable). The Academy Headteacher is responsible for creating/ managing and monitoring the key holder list and will make local arrangements for responding to callouts/alarms, ensuring that lone working arrangements responsibilities are met.

10 Fire

At each site, the Academy Headteacher is responsible for Fire Safety and must attend and pass an approved Fire Safety course. The Academy Headteacher's responsibilities include:

- ensuring that a fire risk assessment of the academy is completed, to identify what is required to prevent fire and keep people safe, and reviewed annually;
- ensuring a personal emergency evacuation plan is in place for any child, employee or visitor with a disability that may cause them difficulty in evacuating the building;
- appointing one or more 'competent persons' (depending on the size of the academy) to assist with the fire prevention. This will typically be the Site Manager/ Maintenance Technician;
- ensuring new employees are trained in fire safety and all employees and pupils are made aware of any new fire risks;
- providing employees with clear and relevant information on the risks to them identified by the fire risk assessment, the measures taken to prevent fires, and how these measures will protect them if a fire breaks out;
- ensuring that the premises, any equipment provided in connection with firefighting, fire detection and warning are adequately maintained;
- ensuring emergency exits, assembly points and assembly point instructions are clearly identified;
- ensuring that all weekly/monthly fire equipment checks are carried out;
- ensuring emergency evacuations are practiced at least once a term;
- appointing Fire Marshalls.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately;
- Fire extinguishers may only be used by employees, and only then if employees are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

Please also see The Kite Academy Trust Fire Policy and the individual academy sites Red Emergency Information File for more information.

11 Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals;
- Products containing chemicals;
- Fumes;
- Dusts;
- Vapours;
- Mists;
- Gases and asphyxiating gases;
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of Substances Hazardous to Health (COSHH) records are maintained by the Site Manager/ Maintenance Technician and held on site. Personal protective equipment is available, where necessary.

Hazardous products are used and stored in accordance with instructions and guidance on the product label.

All hazardous products must be kept in their original containers, with clear labelling and product information. Any hazardous products must be disposed of in accordance with specific disposal procedures. Guidance for emergency procedures, including procedures for dealing with spillages, must be displayed near where hazardous products are stored and routinely used.

12 Gas Safety

Installation, maintenance and repair of gas appliances and fittings is carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly inspected and maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

13 Legionella

Legionellosis is the diseases caused by legionella bacteria including the most serious, Legionnaires' disease, which is a potentially fatal form of pneumonia.

The academy is responsible for carrying out a suitable and sufficient assessment of the risk of exposure to legionella bacteria from work activities and water systems on the premises, and any precautionary measures required. This assessment is completed by an external contractor.

The Academy Headteacher of each academy is the Duty Holder and must attend a legionella control and awareness course. Their duties include:

- identifying and assessing sources of risk;
- adequately managing any risks;
- preventing or controlling any risks;
- keeping and maintaining the correct records.

The Site Manager/ Maintenance Technician, nominated by the Academy Headteacher, will attend an approved legionella awareness course and assist in the control of legionella. This includes completing monthly legionella testing and maintaining an up-to-date register of all readings.

The academy retains certain information in relation to legionella management, including records that detail:

- the appointed 'responsible person(s)' for conducting the risk assessment, writing the written scheme and implementing the written scheme;
- significant risk assessment findings;
- the results and date of any inspection, test or check carried out.

Records should be kept during and, at least, two years after the relevant period.

A water risk assessment is carried out by an accredited company every 2 years. The Site Manager/ Maintenance Technician is responsible for ensuring that the identified operational controls are conducted and recorded in the academy's water log book.

This risk assessment will be reviewed every 2 years. When significant changes have occurred to the water system, further professional advice is sought. The risks from legionella are mitigated by temperature checks, heating of water, disinfection of showers, etc.

14 Asbestos

Asbestos is the common name for a variety of naturally occurring silicate minerals that are fibrous in structure. Asbestos was used as a building material in the United Kingdom from the 1950s through to the 1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. Any building built before 2000 (including schools) could therefore contain asbestos.

The Control of Asbestos Regulations (CAR) 2012 applies to all work with asbestos in the UK. The accompanying Approved Code of Practice L143 describes how such work should be undertaken.

When asbestos is in good condition, it does not pose any significant health risks. The danger arises when asbestos is damaged either through impact and scrapes sustained by any building over the years or disturbed by cutting, drilling or ripping. It is therefore important that areas containing asbestos are not disturbed and any damage to these areas are reported to the Academy Headteacher immediately for appropriate action to be taken.

Regulation 4 of the CAR 2012 places a number of responsibilities on the 'Duty Holder', who is the Academy Headteacher of each site. The Academy Headteacher must attend an approved asbestos management course and has responsibility for the maintenance and repair of all asbestos materials, including:

- ensuring the academy asbestos register is kept up to date;
- ensuring there is a system in place for all contractors to read and sign the asbestos register before commencing work;
- appointing a nominated person to assist in the day-to-day control of asbestos.

Buildings within The Kite Academy Trust have a low detection rate of asbestos, as documented on the individual academy asbestos register within the Asbestos Management Plan (AMP). The fabric of the buildings must not be disturbed (i.e. by wall fixings, drawing pins etc.) without prior consultation with the Site Manager/ Maintenance Technician.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors are required to sign to confirm they have read the AMP.

Contractors are advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

The AMP is held in each main academy office and held electronically.

15 Contractor Requirements

In accordance with the HSE 'Managing Contractors: A Guide for Employers', all contractors engaged by the Trust must provide appropriate documentation prior to commencing any work, including an appropriate risk assessment and method statement (RAMS), evidence of competence, insurance and disclosure barring service (DBS) checks.

Contractors must not begin work until they have completed a site induction, been informed of all relevant hazards (including the Asbestos Management Plan) and confirmed that they understand and will comply with the Trust's health and safety requirements.

16 Cleaning

Adequate cleaning of our premises is a legal requirement and the Trust is committed to ensuring the highest possible standards of cleanliness so as to provide a pleasant environment for employees and pupils and minimise the spread of infections.

Cleaning standards will be established in cleaning schedules to ensure the required levels of cleanliness required and the legal requirements for compliance with health and safety regulations. Cleaning standards are monitored regularly by the Site Manager/ Maintenance Technician and Academy Headteacher.

All spillages of blood, faeces, saliva and vomit, nasal and eye discharge must be cleaned immediately, wearing personal protective equipment. Spillages should be cleaned using a product which combines detergent and disinfectant, ensuring it is effective against both bacteria and viruses. Disposable paper towels or cloths should be used and disposed of as clinical waste after use. Employees required to

undertake any cleaning will receive appropriate training and will have access to the required personal protective equipment.

In the event of an outbreak of infection, due consideration will be given to enhanced or more frequent cleaning, as advised by the local Health Protection Team and UK Health Security Agency/ Office for Health Improvement & Disparities. Particular attention will be given to surfaces that are touched regularly, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters and will be cleaned more regularly than normal.

To reduce the risk of spreading an infectious illness, areas used by a person displaying symptoms should be cleaned with disinfectant using disposable cleaning materials and wearing disposable gloves and aprons. If an area has been heavily contaminated, such as with visible bodily fluids, eye, nose and mouth protection should also be worn. PPE should be double-bagged, and disposed of in accordance with relevant guidelines. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. Cleaning contractors will be notified by academy staff so that enhanced cleaning may be undertaken.

Please see The Kite Academy Trust's Infection Control Policy.

17 Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical Equipment

All employees are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the employee who so directs them.

Any potential hazards will be reported to the Site Manager/ Maintenance Technician immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained employees can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Any electrical equipment brought in from home by an employee to be used in an academy must be visually inspected by the Site Manager/ Maintenance Technician before being used.

PE Equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Employees check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Academy Headteacher and/or Site Manager/ Maintenance Technician.

Annual safety checks are carried out by the Local Authority Surrey 1215/Universal.

Display Screen Equipment

All employees who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Employees identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Please see The Kite Academy Trust Wellbeing Policy for further information.

Specialist Equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. Employees promote the responsible use of wheelchairs on academy sites.

Oxygen cylinders are stored in a designated space, and employees are trained in the removal storage and replacement of oxygen cylinders (if applicable).

18 Lone Working

Lone working may include:

- Late working;
- Home or site visits;
- Weekend working/holiday;
- Keyholders;
- Site Manager/ Maintenance Technician duties;
- Site cleaning duties i.e. cleaning operatives;
- Working in a single occupancy office.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other employees are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the employee is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

19 Working at Height

Work at height will be properly planned, supervised and carried out by competent people with the required skills, training, knowledge and experience. In addition:

- The Site Manager/ Maintenance Technician retains ladders for working at height;
- Pupils are prohibited from using ladders;
- Employees will wear appropriate footwear and clothing when using ladders;

- Contractors are expected to provide their own ladders for working at height;
- Before using a ladder, employees are expected to conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained persons.

20 Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The Trust will ensure that proper mechanical aids and lifting equipment are available on site, and that employees are trained in how to use them safely.

Employees and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;
- Take the more direct route that is clear from obstruction and is as flat as possible;
- Ensure the area where you plan to offload the load is clear;
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

21 Curriculum Safety & Off-site Visits

It is recognised that some curriculum areas represent an increase in risk; these areas hold specific health and safety procedures and arrangements which are reviewed by the Academy Headteacher and communicated to the relevant employees.

When taking pupils off the academy premises, risk assessments will be completed including activities to be undertaken. All off-site visits are appropriately staffed. Employees will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.

For academies without Early Years Foundation Stage children, there will always be at least one first aider on trips and visits.

For academies with Early Years Foundation Stage children, there will always be at least one first aider with a current paediatric first aid certificate on trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

The Trust's academies follow Surrey/Hampshire County Council's emergency response schemes for offsite incidents which provide a network of support for a group facing an emergency. Employees leading an offsite visit must carry the relevant guidance to ensure the emergency procedure is followed.

The Trust has a service level agreement with the Surrey County Council EVOLVE service that can be utilised by all academies within the Trust to support risk assessments for off site visits.

Please see The Kite Academy Trust's Off-site Policy.

22 Lettings

Those who hire/use any aspect of the academy site or any facilities will be made aware of the content of this policy and local arrangements/procedures and will have responsibility for complying with them.

Please see The Kite Academy Trust Income & Lettings Policy.

23 Violence at Work

The Health and Safety Executive's definition of violence at work is "any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment." This means verbal abuse or threats count just as much as a physical attack.

We believe that employees should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our employees.

All employees will report any incidents of aggression or violence (or near misses) directed to themselves to their Academy Headteacher / Line Manager immediately. This applies to violence from pupils, visitors or other employees.

24 Smoking & Vaping

Smoking and Vaping are not permitted anywhere on Trust premises.

25 Infection Prevention & Control

The Kite Academy Trust's Infection Control Policy provides guidance to prevent and manage infections on our sites.

The Trust follows national guidance published by the UK Health Security Agency and Office for Health Improvement & Disparities when responding to infection control issues and encourages employees and pupils to routinely follow good hygiene practice.

During an outbreak of an infectious illness, epidemic or pandemic, additional measures and procedures will be put in to practice to minimise the spread of the infection and ensure our sites are safe. These will include daily cleaning procedures that follow national guidance and are compliant with the COSHH. Enhanced cleaning will be undertaken where required.

Please see The Kite Academy Trust's Infection Control Policy.

26 New & Expectant Mothers

Risk assessments will be carried out whenever an employee notifies the academy that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks include:

- Chickenpox can affect a pregnancy if the mother has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant mother comes into contact with measles or German measles (rubella), they should inform their antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant mother should inform their antenatal care and GP as this must be investigated promptly.

Please see The Kite Academy Trust's Infection Control Policy.

27 Occupational Stress

The Kite Academy Trust is committed to promoting high levels of employee health and wellness, and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the academy for responding to individual concerns and monitoring employees' work.

Wellness support, including an employee assistance programme (EAP), is provided for all staff by www.healthassured.com.

Please see The Kite Academy Trust's Wellbeing Policy.

28 Accident & Incident Reporting

All Accidents/Incidents

All employees and contractors are personally responsible for reporting accidents, incidents and near misses to the Site Manager/ Maintenance Technician or academy office.

The Academy Headteacher or Site Manager/ Maintenance Technician is responsible for investigating accidents and completing the accident record.

Union Health and Safety representatives may also investigate accidents involving employees, to whom they have a duty of care, and report to the Academy Headteacher.

If any pupil should become ill or suffer injury they should inform an employee. Any rendering of first aid by employees should be appropriate to their knowledge and skills.

All employees should deal with minor illness and accidents but such assistance should only be rendered as far as knowledge and skill admits. The pupil should be given reasonable reassurance and be removed from danger when necessary.

Medication supplied by parents is only administered after receipt of a written request from the parents. All medication must be prescribed by a Doctor.

All accidents reportable under either OSHENS or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must be recorded by the designated person and authorised by the Academy Headteacher.

It may be appropriate to transport a pupil either to the minor injuries department at hospital or to their home. The Academy Headteacher must know of this action, a record will be kept of all such actions and if a private car is used, this will be in accordance with The Kite Academy Trust Driving & Transportation Policy. No pupil or employee should be allowed to travel to the hospital unaccompanied. Whenever feasible, the parents should be informed so that they may take over from the employee at the hospital. The employee should remain at the hospital as long as the situation demands but it is the responsibility of the Senior Nursing Officer at the hospital to maintain contact with parents and only in exceptional circumstances should a Kite employee be required to remain.

If an ambulance is required, the 999 service should be used.

All employees should report personal accident or illness to the Academy Headteacher.

Reporting to the Health & Safety Executive

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires academies to report certain incidents arising out of, or in connection with, work to the Health & Safety Executive (HSE). The Kite Academy Trust will report and investigate, as necessary, work place accidents or incidents in accordance with these regulations. This will include the following:

- Near Miss: an event not causing harm, but has the potential to cause injury or ill health;
- Accident: an unplanned/unexpected event that results in injury or ill-health;
- 3 - 7 day Absence: a period of absence that must be recorded internally;
- 7 Day Absence: a period of absence that, when exceeded, must be reported;
- Specified Injury: one of a number of specified, reportable injuries, as defined by RIDDOR;

- Disease: one of a number of specific, reportable diseases, as defined by RIDDOR;
- Dangerous Occurrence: one of a number of specific, reportable adverse events, as defined by RIDDOR.

Reportable injuries, diseases or dangerous occurrences include:

- Death;
- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding);
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours;
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- Where an accident leads to someone being taken to hospital;
- Where something happens that does not result in an injury, but could have done.

Near-miss events that do not result in an injury, but could have done, are recorded. Examples of near-miss events include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment;
- The accidental release of a biological agent likely to cause severe human illness;
- The accidental release or escape of any substance that may cause a serious injury or damage to health;
- An electrical short circuit or overload causing a fire or explosion.

A record will be kept of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) in the academy accident log. A report will be made to the Health & Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Records of reports under RIDDOR will be retained for a minimum of 3 years in line with statutory requirements, and may be retained for longer where appropriate to support legal, insurance or safeguarding considerations.

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

Findings from investigations will form the basis of actions to prevent the accident or incident from happening again, improve claims defensibility and to improve overall risk management. Risk assessments will also be reviewed in light of investigation findings.

Notifying Parents

A designated employee will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to the Area School's Officer (ASO) and Child Protection Agencies

The Academy Headteacher, at their discretion, may notify the Area Schools Officer of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Academy Headteacher, or designated employee at their discretion, may also notify children's services of any serious accident or injury to, or the death of, a pupil while in the academy's care.

29 Transport

When on Trust or academy business, employees must drive in a safe and careful manner at all times.

When travelling by minibus, employees must conduct and record the relevant safety checks. The vehicle must be maintained and serviced in accordance with the law.

Please see The Kite Academy Trust Driving & Transportation Policy.

30 Training

Employees are provided with health and safety training as part of the induction process and as required, relevant to their role. This will include:

- In house training;
- Online e-learning courses;
- Specialised training for specialist roles;
- Off-site training courses.

Employees who work in high risk environments, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Training records are kept centrally and refresher training undertaken as required.

31 Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings;

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health;

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register;

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff;

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height;

Our academies follow national guidance published by the UK Health Security Agency and Office for Health Improvement & Disparities when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

Document Management

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Responsibility of:	CEO	Ratified by:	Trustees (12.02.26)
Signed:	 JEREMY MEEK CEO		

Appendix 1 – Academy Specific Considerations & Arrangements

Academy:

Site Specific Consideration	Required Arrangements/Process	Date for Review	Academy Headteacher Signature