



King's Academy  
**Rowner**

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## Health and Safety Policy

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## 1. Aims

Our schools aim to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

## 2. 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. The school follows national guidance published by Public Health England when responding to infection control issues. This policy complies with our funding agreement and articles of association.
- [The Control of Asbestos](#)

### 3.1 Introduction

To comply with the Governing Board's Statement of Intent the Academy's normal management structure have additional responsibilities, as detailed below.

#### 3.1.1 The Governing Board:

The Local Governing Board reports on Safeguarding, Stakeholders and Standards to the Trust. However, King's Group Academies, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the Health and Safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.
- Review the Health and Safety Policy biennially.

The Governor who oversees Health and Safety is Mrs Sue McAdam.

#### 3.1.2 The Headteacher:

The Headteacher has the following responsibilities and must ensure that: -

- The implementation of the Health and Safety Policy.
- The Policy is communicated to staff and others requiring the information.
- Appropriate information on significant risk activities is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their representatives if there is an uptake.
- All staff are provided with adequate information, instruction and training on Health and Safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place for identified risk factors.
- Emergency procedures are in place.
- Equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents and investigations.
- Arrangements are in place to monitor premises and performance.
- All accidents are investigated and any remedial actions are implemented.
- They report to the Governing Board at least annually on the Health and Safety



performance of the school.

### **3.1.3 The School Health and Safety Coordinator:**

The School Health and Safety Coordinator has the following responsibilities: -

- Coordinate and manage the annual risk assessment process for the school.
- Coordinate the annual general workplace monitoring inspections and performance monitoring process.
- Make provision for the inspection and maintenance of work equipment throughout the Academy.
- Advise the Headteacher of situations or activities which are potentially hazardous to the Health and Safety of staff, pupils and visitors.
- Ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.
- Carry out any other functions required by the Senior Leadership Team or Governing Board.

### **3.1.4 Teaching/Non-teaching Staff Holding Positions of Special Responsibility:**

This includes Headteachers, Assistant Heads, subject leaders, admin staff, lunchtime staff, technicians and site assistants.

They have the following responsibilities:

- Apply the school's Health and Safety Policy requirements to their own area of work and be directly responsible to the Headteacher for the application of the Health and Safety procedures and arrangements.
- Carry out Health and Safety risk assessments of the activities they are responsible for.
- Ensure that all staff under their control are familiar with any Health and Safety procedures for their area of work.
- Attempt to resolve health, safety and welfare problems from members of staff or refer them to the Headteacher.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections.
- Ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own Health and Safety.

### **3.1.5 Teachers:**

Teachers are expected to: -

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies.
- Follow particular Health and Safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.

- Make recommendations to the Headteacher or Health and Safety Coordinator on Health and Safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on Health and Safety in line with national curriculum requirements for safety in education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the School Office.

### **3.1.6 Health and Safety Representatives:**

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996.

The Governing Board recognises the role of appointed Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on Health and Safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their Health and Safety functions.

However, they do not carry out Health and Safety duties on behalf of the Headteacher or Governing Board.

### **3.1.7 All Employees:**

All employees have individual legal responsibilities to take reasonable care for the Health and Safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must: -

- Comply with the academy's Health and Safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Cooperate with school management in complying with relevant Health and Safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces.
- Report all incidents in line with the current incident reporting procedure.
- Act in accordance with any specific Health and Safety training received.
- Inform their Line Manager of what they consider to be shortcomings in the academy's Health and Safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Cooperate with the appointed Safety Representative(s).



### **3.1.8 Pupils:**

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

## **4. Procedures and Arrangements**

### **4.1 Introduction**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Board's Statement of Intent.

### **4.2 Risk Assessments**

- a) General risk assessment will be completed on Safesmart - will be co-ordinated by the Headteacher/Site Assistant/Paediatric First Aider as relevant.
- b) New and expectant mothers risk assessment - will be carried out by the Line Manager and/or Headteacher (who is likely to know about pregnancy in the first instance)
- c) Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by teachers to be co-ordinated by Outdoor Leader and use EVOLVE.
- d) Fire safety assessment - A site-specific fire risk assessment will be carried out by the Site Assistant and Local Fire safety advisor.
- e) Manual handling assessments - Manual handling risk assessments will be co-ordinated by the Site Assistant.
- f) Hazardous substances – the Site Assistant is responsible for identifying and assessing hazardous substances within their area of responsibility. Violence - Assessment of the risks of violence to staff will be carried out by the Headteacher or Assistant Headteacher.

### **4.3 Notifying Parents/Carers**

The Academy will inform parents of any accident or injury sustained to the head or anything significant by a pupil via text or a phone call. First Aid is recorded on Arbor.

### **4.4 Emergency Procedures**

#### **4.4.1 Critical Incidents**

The Hampshire KGA 'Emergency Response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures.



#### **4.4.2 Fire and Evacuation Procedures**

Fire and Evacuation Procedures are details in the Fire Safety Policy

#### **4.4.3 First Aid**

First Aid procedures are detailed in the Medical Conditions and First Aid Policy.

#### **4.4.4 Incident/Accident Reporting**

Details of the school accident reporting procedures are contained within the Medical Conditions and First Aid Policy.

#### **4.4.5 Bomb hoaxes and bomb alerts**

The Head, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

Staff will respond to the schools lockdown procedure which is known to staff.

#### **4.4.6 Gas Leaks:**

Any member of staff discovering a suspected gas leak should make an informed judgment based on how strong the smell is as to whether they immediately evacuate the building and telephone 'British Gas Transco (Telephone number: 0800 111 999).

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

#### **4.4.7 Chemical Spills:**

- a) All staff should follow guidance contained in the CLEAPSS Hazards.
- b) Other areas should follow procedures as identified in relevant COSHH assessments

### **5. Health and Safety Training**

#### **5.1 Induction Training**

Health and Safety induction training will be provided for all new employees by the Site Assistant under the direction of the Head or Principal.

Note: The following professional bodies offer school-specific training:

- CLEAPSS offer a range of courses for Science and Design & Technology
- The Association of British Theatre Technicians (ABTT) offer a range of courses for drama
- National Society for education in Art and Design (NSEAD)
- Training & Development Agency for Schools (TDA) national CPD database
- Design & Technology Association (DATA): Teacher accreditation scheme

#### **5.2 Training Updates**

Staff will receive regular and/or updated Health and Safety training as required.





## **6. Inspection and Testing**

### **6.1 Statutory Inspections:**

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors.

### **6.2 Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out by an approved contractor.

### **6.3 Equipment Maintenance – curriculum**

Subject Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

### **6.4 Ladders and access equipment:**

The Site Assistant will be responsible for inspection and maintenance of ladders and other access equipment.

## **7. Health and Safety Monitoring**

### **7.1 Inspection of Premises:**

- a) General workplace Inspections will be co-ordinated by the Site Assistant in conjunction with the Executive Head Teacher.
- b) Monitoring inspections of individual classrooms will be carried out by teachers or Senior Leaders.

## **8. Consultation and Communication of information**

### **8.1 Consultation**

- a) The Board's Audit and Risk sub-committee meet at least termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by academy management.
- b) The Trade Unions' appointed Safety Representative(s) on the staff are displayed in the Staffroom.

### **8.2 Communication of information**

- a) The Headteacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.



- b) The Health and Safety Law poster is displayed in the Staff room and other key areas in each school.
- c) Health and Safety advice is available from the Health & Safety Co-ordinator or the KGA Health and Safety Officer.

## **9. Premises Management**

### **9.1 Building maintenance**

- a) General building maintenance is carried out by the Site Assistant.
- b) The Site Assistant will be responsible for ensuring that all identified general building maintenance is carried out by either the site team or other approved contractors.

### **9.2 Control of Contractors**

- a) All contractors must report to reception where they will be requested to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- b) The Site Assistant is responsible for monitoring areas where the contractors' work may directly affect staff and pupils and for keeping records of all contractor work.

## **10. Other Procedures**

### **10.1 Managing medicines**

Prescribed medication will be administered to pupils following guidance contained in the Administration of Medicines Policy. All Admin Staff and members of the senior leadership team have been nominated as responsible persons for control of the administration of medicines to pupils.

### **10.2 Educational visits**

Educational visits will be organised following DfE guidance.

### **10.3 Equipment**

The school complies with the Waste Electrical Equipment Directive (WEEE Directive) introduced into UK law in January 2007 by ensuring the appropriate disposal of equipment of this nature. In particular, IT equipment is disposed of in negotiation with the KGA Hampshire Central IT Team.

### **10.4 Lone Working**

Lone working may include:

- Late working
- Home or site visits



- Weekend working
- Site Assistant duties
- Site cleaning duties
- 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 staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

### **10.5 Working at Height**

We will ensure that work is properly planned, supervised and carried out by competent people with

the skills, knowledge and experience to do the work. In addition:

- The Site Assistant retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff 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, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

### **10.6 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 lifting an item could result in injury or exacerbate an existing condition, they must ask for assistance. The Academy will ensure that proper mechanical aids and lifting equipment are available in the Academy. and that staff are trained in how to use them safely. Staff 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.

### **10.7 Violence at Work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line



Manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

### **10.8 Smoking**

Smoking is not permitted anywhere on the school premises. The school has signage to ensure that it is clear that it is a no-smoking site.

### **10.9 Infection Prevention & Control**

The Academy follows national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice. The Academy will follow the recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

### **10.10 New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman 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 woman comes into contact with measles or German measles (rubella), she should inform her 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 woman should inform her antenatal care and GP as this must be investigated promptly.

### **10.11 Occupational Stress**

We are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

### **10.12 Asbestos**

KA Rowner recognises the health hazards arising from exposure to asbestos and is committed to ensuring that strategies, policies and procedures are in place to manage the risk to employees, students, visitors and other users of our sites. Asbestos is a naturally occurring mineral used in a range of building materials to make them more rigid and fire-resistant. Any buildings built or refurbished before the year 2000 may contain asbestos. Please reference our Asbestos Management Plan.



## **11. Reference Documentation**

All reference documentation relating to this policy and the Trust's Health & Safety management systems can be accessed via the Headteacher.

## **12. Management of Policy**

The KA Rowner Governing Board has overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.