"Unlocking the Future"

TKAT Health and Safety Statement

Policy Level and Description:	1	TKAT Statutory Policy NO CHANGES TO THE CORE TEXT ALL Schools require a policy on this topic/area. Only changes to highlighted sections are allowed to the core text – changes will be limited to school name and very limited school-specific details - LGBs to adopt, implement and monitor this policy.	
Reviewed by: ***(Trust Officer)***	Amanda Snow COO	**Reviewed by:** ***(School representative)***	Phil Sherwood Executive Head
Approved by: ***(Trust Committee/Trust Board)***	FAPP	**Approved by:** ***(LGB/LGB Committee)***	LGB
Trust approval date: ***(dd/mm/yyyy)***	24/02/2026	**LGB/LGB Committee approval date:** ***(dd/mm/yyyy)***	March 2026
Review due: ***(mm/yyyy)***	02/2027		

POLEHAMPTON
HEALTH AND SAFETY STATEMENT

The Trust is committed to providing and maintaining a safe and healthy working environment and each school is committed to ensuring the premises and activities do not adversely affect the health and safety of our pupils or any other people. The school's aim is to integrate health and safety into everything we plan and do so that it becomes an intrinsic part of our culture.

The Executive Headteacher/Headteacher/Head of School and the Local Governing Body recognise and accept their responsibilities by:

- providing adequate control of the health and safety risks arising from the school's work activities
- consulting with our employees on matters affecting their health and safety
- providing and maintaining safe plant and equipment
- ensuring the safe handling and use of substances
- providing information, instruction and supervision for employees
- ensuring all employees are competent to do their tasks, and to give them adequate training
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- implementing emergency procedures for evacuation in case of fire or other significant incident
- implementing an annual review and revision as necessary of this statement including the organisation for its implementation and the health and safety procedures.

ROLES AND RESPONSIBILITIES

The Keys Academy Trust requires that the Executive Head Teacher/Headteacher/Head of School and Local Governing Body, as far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction, and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and the Executive Head Teacher/Headteacher/Head of School, in a condition that is safe and without risk to health and to provide and maintain means of access to and from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school buildings, locking down the school site or evacuating the school site.
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties, where appropriate;

9. provide and maintain adequate welfare facilities and seek advice from the competent person of the Local Authority Health and Safety team through its service level agreement with the Trust, as appropriate.

Responsibility of the Governors and Executive Head Teacher/Headteacher/Head of School

The Trust has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Executive Head Teacher/Headteacher/Head of School.
The Local Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

1. monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure for the school and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school's safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
4. make arrangements for the implementation of the school's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken. (Premises Manager, Chair of Finance and Premises Committee, Executive Head Teacher/Headteacher/Head of School and Operations Manager will inspect all school premises and property at least once a term);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe during this Health and Safety inspection
8. report to The Keys Academy Trust, any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Executive Head Teacher/Headteacher/Head of School in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Operations Manager, shall:

1. assist the Headteacher/Head of School and Executive Headteacher in the implementation, monitoring and development of the health and safety policy within the school;
2. monitor general advice on safety matters given by the Local Authority, Diocese and other relevant bodies and, with the assistance of the Premises Manager/Site Controller/relevant person, advise on its application to the school and its grounds;

3. co-ordinate arrangements for the design and implementation of safe working practices within the school and its grounds;
4. with the Premises Manager/Site Controller/relevant person, investigate any specific health and safety problem identified within the school and its grounds and take or recommend (as appropriate) remedial action;
5. to ensure methods of working are provided when appropriate and to cease activity on a temporary basis for further consideration by the governors and should methods be thought to be provided;
6. assist in carrying out regular health and safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to health and safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. They will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally.
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, report health and safety concerns through appropriate channels
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and business insurance is in place.
12. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;

13. co-operate with the Governors and Executive Headteacher/Headteacher/Head of School and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare;
14. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher/Head of School;
15. ensure that tools and equipment are in good condition and report any defects to the Headteacher/Head of School;
16. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
17. ensure that offices, general accommodation and vehicles are kept tidy;
18. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head of School.

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should report the problem to the Head of School.
WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE EXECUTIVE HEADTEACHER/HEADTEACHER/HEAD OF SCHOOL.
Please also note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of staff.

Parents and pupils - awareness of health and safety
All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. children are to adhere to the school uniform policy; ensuring clothing is in appropriate condition e.g., footwear is in suitable condition to avoid slipping
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Local Governing Body and Executive Headteacher/Headteacher/Head of School will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school's Health and Safety Policy.

Responsible Persons

Title	Name
Child Protection Lead	DSL
Governor for Health and Safety	Noted on website
School Safety Coordinator	Ops Manager
General risk assessors	Ops Manager
DSE Workstation Assessor	Ops Manager
Contractor co-ordinator	Ops Manager
Incident reporting co-ordinator	Ops Manager
COSHH Assessor	Ops Manager
Manual Handling Assessor	Ops Manager

Emergency Co-ordinator for fire and evacuation	Heads and Ops Manager

ARRANGEMENTS

There is a Health and Safety Policy which covers the following in more detail:

Planning and Risk Control

- Risk Assessment
- COSHH
- Display Screen Equipment Assessment
- Fire Risk Assessment
- New and Expectant Mothers
- Educational Visits

Competence and Training

- Training and Development for Health and Safety
- Health and Safety Advice

Communication and Consultation

- Information Dissemination
- Staff Consultation
- Reporting Deficiencies or Concerns

Emergency Preparedness

- Fire Detection, Alarms and Firefighting Equipment
- Fire and Emergency Evacuation Procedures
- First Aid Provision

Health

- Administration of Medicines
- Employee Health and Wellbeing
- Infection Prevention and Control
- Pupil Vulnerable to Infection
- Exclusion Periods for Infectious Diseases

Premises

- Access, Egress and Housekeeping
- Asbestos Management
- Contractors on Site
- Control of Hazardous Substances
- Electrical Distribution Systems
- Gas Safety
- Grounds
- Legionella
- Lettings
- Site Security
- Smoking and Vaping
- Swimming Poll Management
- Vehicle Movement
- Weather Extremes
- Working Environment

Equipment

- Display Screen Equipment
- Electrical Testing
- PE and Playground Equipment
- Personal Protective Equipment
- Work Equipment

School Activities

- Food Technology
- Forest School
- Lone Working
- Manual Handling
- Off-Site Activities
- Supervision of Pupils
- Violence at Work
- Visitors
- Working at Height

Checking

- Monitoring Arrangements
- Audit
- Accident Investigation and Reporting
- Reporting to the Health and Safety Executive
- Notifying Parents
- Reporting to the Trust
- Reporting to the Child Protection Agencies
- Reporting to Ofsted