



# THE KING'S SCHOOL

GRANTHAM

## Health and Safety Policy

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## 1 Aims

1.1 This is the Health and Safety Policy of The King's School (**Academy** or **We**).

1.2 The aims of this policy are as follows:

1.2.1 to apply high standards in the management and control of all our operations, to include matters of health and safety, in order to ensure that health and safety is an integral part of the Academy's culture and staff, pupils and those who visit the Academy or may otherwise be affected by the Academy's operation are safe.

## 2 Policy statement

2.1 Our statement of general policy is:

2.1.1 to provide a culture of safety, equality and protection;

2.1.2 to provide adequate control of the health and safety risks arising from our work activities;

2.1.3 to consult with our employees, pupils and anyone else affected on matters affecting their health and safety;

2.1.4 to provide and maintain a safe place of work and safe plant and equipment;

2.1.5 to ensure safe handling and use of substances;

2.1.6 to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations;

2.1.7 to provide information, instruction and supervision to employees;

2.1.8 to ensure all employees are competent to do their tasks, and to give them adequate training;

2.1.9 to prevent accidents and cases of work-related ill health;

2.1.10 to maintain safe and healthy working conditions;

2.1.11 to review and revise this policy as necessary at regular intervals

2.1.12 to reflect new risks based on risk assessments

2.1.13 to ensure that adequate resources are available for the management of health and safety issues.

2.2 In accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the Academy's operations. Although pupil welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the Academy.

2.3 We will safeguard and promote health, safety and welfare by:

2.3.1 taking a proportionate and holistic approach to risk management;

2.3.2 ensuring that the Proprietor and Senior Leadership Team of the Academy are aware of and understand the Academy's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in the Academy;

2.3.3 ensuring that key staff have clearly established roles and responsibilities;

2.3.4 keeping paperwork to a minimum, with the significant hazards identified, their risks adequately controlled, and precautions clearly documented where needed;

- 2.3.5 consulting with staff and safety representatives and pupils, where appropriate, to find practical solutions to health and safety issues;
  - 2.3.6 ensuring that practice and compliance is regularly monitored, feedback given, and lessons learned.
- 2.4 Any references to legislation in this policy include any subsequent amendments to that legislation.
- 3 Scope and application**
- 3.1 This policy applies to the whole Academy.
- 3.2 The policy applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the Academy.
- 4 Regulatory framework**
- 4.1 This policy has been prepared to meet the Academy's responsibilities under:
- 4.1.1 Health and Safety at Work etc. Act 1974;
  - 4.1.2 The Workplace (Health, Safety and Welfare) Regulations 1992;
  - 4.1.3 The Management of Health and Safety at Work Regulations 1999;
  - 4.1.4 The Electricity at Work Regulations 1989;
  - 4.1.5 The Work at Height Regulations 2005;
  - 4.1.6 Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended);
  - 4.1.7 The Fluorinated Greenhouse Gases Regulations 2015;
  - 4.1.8 The Gas Safety (Installation and Use) Regulations 1998;
  - 4.1.9 The Health and Safety (Display Screen Equipment) Regulations 1992;
  - 4.1.10 The Lifting Operations and Lifting Equipment Regulations 1998;
  - 4.1.11 The Manual Handling Operations Regulations 1992;
  - 4.1.12 The Control of Substances Hazardous to Health Regulations 2002 (**COSHH**);
  - 4.1.13 The Control of Asbestos Regulations 2012;
  - 4.1.14 The Control of Pollution (Oil Storage) (England) Regulations 2001;
  - 4.1.15 The Regulatory Reform (Fire Safety) Order 2005;
  - 4.1.16 The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (**RIDDOR**);
  - 4.1.17 The Health Protection (Notification) Regulations 2010;
  - 4.1.18 The Construction (Design and Management) Regulations 2015;
  - 4.1.19 The Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**);
- 4.2 This policy has regard to the following guidance and advice:
- 4.2.1 Leading health and safety at work (The Health and Safety Executive (HSE), June 2013);
  - 4.2.2 Health and safety: responsibilities and duties for schools (DfE, April 2022);
  - 4.2.3 Health and safety on educational visits (DfE, November 2018);
  - 4.2.4 Keeping children safe in education (DfE, September 2023) (**KCSIE**);
  - 4.2.5 Good estate management for schools (DfE, April 2022);

- 4.2.6 Advice on standards for school premises (DfE, June 2018);
  - 4.2.7 Asbestos management in schools (DfE, October 2020);
  - 4.2.8 Safe storage and disposal of hazardous materials and chemicals (DfE, November 2017);
  - 4.2.9 Emergency planning and response guidance (DfE, June 2022);
  - 4.2.10 Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (HSE, EDIS1 (revision 3), October 2013);
  - 4.2.11 Using contractors: a brief guide (HSE, INDG368 (revision 1), March 2013);
  - 4.2.12 Approved Code of Practice Legionnaires' Disease L8 (HSE, November 2013)
  - 4.2.13 Guidance on the management of outdoor learning, off-site visits and learning outside the classroom (OEAP);
  - 4.2.14 Investigating Accidents and Incidents (HSE, HSG245 2004);
  - 4.2.15 How to report a serious incident in your charity (The Charity Commission, updated June 2019);
  - 4.2.16 School and college security (DfE, November 2019);
  - 4.2.17 Controlling access to school premises (DfE, November 2018);
  - 4.2.18 Actions for schools during the coronavirus outbreak (DfE, February 2022).
- 4.3 The following Academy policies, procedures, documents and resource material are relevant to this policy:
- 4.3.1 Safeguarding and child protection policy and procedures;
  - 4.3.2 Risk assessment policy for pupil welfare;
  - 4.3.3 Administration of medicines and supporting pupils with medical conditions policy;
  - 4.3.4 Educational visits policy;
  - 4.3.5 First aid policy;
  - 4.3.6 Behaviour policy;

## 5 Definitions

- 5.1 Where the following words or phrases are used in this policy:
- 5.1.1 References to the **Proprietor** are references to the King's School Academy Trust.
  - 5.1.2 References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).
  - 5.1.3 References to **school days** mean Monday to Friday, when the Academy is open to pupils during term time. The dates of terms are published on the Academy's website.

## 6 Publication and availability

- 6.1 This policy is published on the Academy website.
- 6.2 This policy is available in hard copy on request.
- 6.3 A copy of this policy is available for inspection from the Head's PA during the school day.

## 7 Responsibility statement and delegation of tasks

- 7.1 As an employer, the Governing Body has overall responsibility for health and safety at the Academy.
- 7.2 The Trustees / Governors acting on behalf of the Proprietor are committed to protecting the health and safety of those affected by the Academy's operation, including but not restricted to its employees, pupils and visitors to the Academy's premises.
- 7.3 The Proprietor delegates responsibility for health and safety matters affecting the academic staff and pupils to the Head and responsibility for health and safety matters affecting the non-academic staff to the School Estates Lead.
- 7.4 To ensure that efficient discharge of its responsibilities under this policy, the Academy has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Proprietor	As required, and recommended to be at least annually
Monitoring the implementation of the policy, ensuring its accessibility and availability	School Business Leader	As required, and recommended to be at least annually
Reporting any suggested policy amendments to the Proprietor	School Estates Leader	As required, and recommended to be at least annually
Seeking input from interested groups (such as pupils, staff, and parents) to consider improvements to the Academy's processes under the policy	School Estates Leader	As required, and recommended to be at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating proportionality and effectiveness	School Estates Leader	As required and at least termly
Monitoring the incident reports and records created in relation to the policy and identifying any action to be taken in response and evaluating proportionality and effectiveness	School Estates Leader	As required and at least termly
Monitoring any correspondence from regulators / enforcement action taken against and / or relating to the Academy and reporting to the Proprietor	School Estates Leader	As required, and recommended to be at least annually

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Formal annual review	Proprietor	At least annually, ideally termly, and as required
Overall responsibility for content and implementation	Proprietor	As a minimum annually

- 7.5 To ensure the health and safety standards are maintained / improved, the following people also have responsibility in the following areas:

<b>Name</b>	<b>Responsibility</b>
Rob Wicks – Head of Department for Biology	Science
David Slipper – Design and Technology Technician	Design and Technology
Fran Ball – Teacher of Mathematics and Staff Common Room Representative.	Staff Room
Matt Hulme – Head of Department for Physical Education	Physical Education and Games

- 7.6 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law. All employees must:
- 7.6.1 co-operate with supervisors and managers on health and safety matters;
  - 7.6.2 undertake their work in accordance with training and instructions;
  - 7.6.3 not interfere with anything provided to safeguard their health and safety;
  - 7.6.4 take reasonable care of their own health and safety;
  - 7.6.5 inform the Academy of any situation representing a serious and immediate danger, so remedial action can be taken; and
  - 7.6.6 report all health and safety concerns to an appropriate person (as detailed in this policy).
- 7.7 In addition, teachers and other staff have a common law duty to act reasonably in all the circumstances.
- 7.8 All pupils and visitors must:
- 7.8.1 co-operate on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
  - 7.8.2 take reasonable care for their own health and safety and that of others at the Academy;
  - 7.8.3 observe standards of dress consistent with safety and / or hygiene;
  - 7.8.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety; and

7.8.5 report all health and safety concerns to a member of staff.

## 8 Risk assessment: health and safety

- 8.1 We promote and safeguard the health and safety of employees, pupils and others through the systematic assessment of risks posed by the Academy's operation.
- 8.2 Risk assessments of the Academy's activities will be carried out to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the Academy's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.
- 8.3 Risk assessments will be concise and focused on removing / controlling risks.
- 8.4 Risk assessments will be conducted / reviewed for new and / or expectant mothers, employees aged under 18 and night and / or lone workers.
- 8.5 Risk assessments will include key areas of risk including:
- 8.5.1 supervision arrangements, Academy trips, hazardous or adventure activities;
  - 8.5.2 personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety;
  - 8.5.3 use of high-risk areas, such as gymnasias, , machinery, laboratories and workshops.
- 8.6 A risk assessment has been undertaken to identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable and make the Academy COVID-secure.
- 8.7 Risk assessments are the overall responsibility of the School Estate Leader who will delegate their completion to the following people as follows:

Name	Risk assessment responsibility
School Estate Leader	Repair and Maintenance tasks, Daily tasks
Heads of Department	Education based activities

- 8.8 The findings of the risk assessments will be reported to the School Estate Leader
- 8.9 Action required to remove / control risks will be approved by the Head
- 8.10 The School Estate Leader will be responsible for ensuring the action required is implemented.
- 8.11 Risk assessments will be reviewed on a regular basis (at least biennial) or when the activity changes, whichever is soonest.
- 8.12 Further guidance on risk assessment can be found in Appendix 1.

## 9 Risk assessment: welfare issues

- 9.1 Our specific arrangements for safeguarding and promoting pupils' welfare are set out in:
- 9.1.1 Risk assessment policy for pupil welfare
  - 9.1.2 Safeguarding and Child Protection Policy and procedures, Behaviour Policy and Anti-bullying Policy.



## 10 Consultation with employees

- 10.1 We will consult with employees either directly or through their elected representative(s) and / or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety and addressing complaints in relation to the Academy's health and safety processes. Meetings are held bi-annually for representatives.
- 10.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.
- 10.3 Employee representative(s) are:
- Fran Ball
  - David Slipper
  - Rob Wicks
  - Matt Hulme
  - Joe Dickenson
  - Dawn Copeman (Union representative)
- 10.4 The representatives will be appointed to the Academy's health and safety committee and regular, minuted meetings will be held.
- 10.5 We will also consult with pupils, where appropriate.

## 11 Information, instruction and supervision

- 11.1 The health and safety law poster is displayed in the Cabin and leaflets are also available from the School Estate Leader and Reception.
- 11.2 Further notices relating to first aid and fire safety will be displayed as appropriate.
- 11.3 We will display a certificate of employers' liability insurance at Reception and in the Cabin.
- 11.4 Health and safety advice is available from the School Estate Leader.
- 11.5 Supervision of young workers / trainees will be arranged / undertaken / monitored by a member of the The Senior Leadership Team (SLT)
- 11.6 The School Estate Leader is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## 12 Competency for tasks and training

- 12.1 All employees are provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 12.2 We ensure that regular guidance and training is arranged on induction and / or at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles, such as training in first aid and evacuation procedures and the assessment of risk.
- 12.3 We will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate. The level and frequency of training depends on the role of the individual member of staff.
- 12.4 Job specific training will be arranged / provided by the Senior Leadership Team (SLT).

- 12.5 The Academy will provide further training if risks change and refresher training when skills are not frequently used.
- 12.6 Written staff training records are kept by the School Estate Leader.
- 12.7 Training will be identified, arranged and monitored by the Proprietor and the School Estate Leader.

### 13 Off-site visits

- 13.1 Procedures for off-site visits, including residential visits and academy-led adventure activities, as set out in the Academy's educational visits policy.

### 14 Workplace safety

- 14.1 We will ensure that the Academy's premises are safe and in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of pupils cared for and the activities provided on the premises.
- 14.2 We will ensure that the Academy's premises and the accommodation and facilities are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.
- 14.3 We will take all reasonable steps to ensure that the Academy's premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of Academy's premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.
- 14.4 The School Estate Leader will arrange periodic site inspections and the maintenance and repair of Academy's premises and grounds, including matters such as tree safety.
- 14.5 The School Estate Leader will arrange for periodic inspections of the Academy's premises to ensure that the Academy premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 14.6 We will promote effective infection control by ensuring that the Academy's premises are kept clean and tidy.
- 14.7 We will ensure that access to high-risk areas, including laboratories, workshops, and gymnasias and out of bounds areas of the grounds is appropriately controlled and restricted.

### 15 Vehicle safety

- 15.1 We will ensure that there is adequate segregation of pedestrians, including pupils, staff and visitors, and vehicular traffic on the Academy's site.
- 15.2 The School Estate Leader will ensure that all of the Academy's vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 15.3 The School Estate Leader is responsible for ensuring that the Academy's vehicles are properly taxed, licensed and insured.
- 15.4 The School Estate Leader will ensure that drivers of the Academy's vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that journeys are properly planned, supervised and risk assessed and that adequate records are maintained.
- 15.5 This policy should be read in conjunction with the Transport / Minibus policy.

### 16 Safe plant and equipment

- 16.1 The School Estate Leader will be responsible for identifying all equipment / plant needing maintenance.

- 16.2 The School Estate Leader will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 16.3 Any defects or problems found with plant / equipment should be reported to The School Estate Leader and the plant / equipment should be immediately taken out of use until it has been made safe.
- 16.4 The School Estate Leader will check that new plant and equipment meets health and safety standards before it is purchased.
- 16.5 We will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 16.6 We will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

## 17 **Inspection and testing regime**

- 17.1 The School Estate Leader will ensure that all equipment and systems including mains and portable electrical equipment, emergency lighting, gas appliances and fittings, local exhaust ventilation, pressure systems, oil storage systems, lifting equipment and glazing, used at or by the Academy are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the Academy and that records of inspection, maintenance and testing are retained.
- 17.2 In particular, the Academy will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989, the Gas Safety (Installation and Use) Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998, the Control of Pollution (Oil Storage) (England) Regulations 2001.
- 17.3 The School Estate Leader will ensure that a risk assessment will be carried out to assess the risk of Legionella and relevant preventative control measures implemented in accordance with HSE Approved Code of Practice L8, and that inspections and assessments are carried out in respect of the Academy's air conditioning in accordance with the Fluorinated Greenhouse Gases Regulations 2015 and the The Energy Performance of Buildings (Certificates and Inspections)(England and Wales)(Amendment) Regulations 2012.

## 18 **Visual display units (VDUs) and display screen equipment**

- 18.1 We will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992.

## 19 **Manual handling**

- 19.1 We seek to avoid the need for **Manual handling** (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.
- 19.2 Where Manual handling cannot be avoided, we will seek to reduce the risks related to Manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992.

## 20 **Emergency procedures: fire and evacuation**

- 20.1 We will carry out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded, and staff and safety representatives will be informed of these.

- 20.2 The School Estate Leader is responsible for ensuring that fire risk assessments are undertaken annually or less where there is reason to suspect they are no longer valid or where there has been a significant change to the premises, for example, a change of use.
- 20.3 The School Estate Leader is responsible for ensuring that the findings of the risk assessments and any recommendations by the Fire Service are implemented. Escape routes are checked by a member of Estates weekly. Fire doors must be free of obstruction and easily opened from the inside.
- 20.4 Fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are maintained and checked by a member of Estates weekly in order to ensure they are in working order.
- 20.5 Alarms are tested at least once per week and recorded.
- 20.6 The School Estate Leader is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.
- 20.7 In addition, the Academy will ensure that there are sufficient fire marshals (or deputies in their absence) on site at all times and that they are appropriately trained.
- 20.8 The fire marshals are:  
Simon Heath-site team member  
Jim Anderton-site team member
- Following an alarm the team will be despatched to the location of the alarm, one of the team will report to the SEL and they will sweep the building in which the alarm has sounded. The toilets, Academy wide, will be monitored by the SEL and marshalls dispatched to any closed cubicle doors.
- 20.9 In addition to the Academy's procedures regarding fire, we will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the Academy's premises at risk. Emergency planning templates can be found in the DfE guidance: Emergency planning and response for education, childcare, and children's social care settings. This includes:
- 20.9.1 security-related incidents;
  - 20.9.2 serious injury to a pupil or member of staff;
  - 20.9.3 significant damage to the Academy property;
  - 20.9.4 severe weather;
  - 20.9.5 criminal activity;
  - 20.9.6 the effects of a disaster in the local community;
  - 20.9.7 public health incidents.
- 20.10 We will ensure that staff and pupils are trained in what to do in an emergency. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.
- 20.11 All health and safety and fire emergencies should also be reported to The School Estate Leader who can be contacted on 1476 539940.
- 20.12 Where an evacuation is considered necessary, the main Academy fire bell will be activated, and the Academy's emergency routine followed.
- 20.13 The Assembly points are:  
Main Site-The quad

Playing Fields-Sports hall car park

20.14 Emergency evacuation and fire drills will be tested at least once per full term (i.e. 3 times a year) and the results recorded.

## 21 Accidents, first aid and work-related ill health

21.1 This policy should be read in conjunction with the Academy's First Aid Policy.

21.2 We will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the Academy's premises and on Academy arranged trips and visits at all times.

21.3 Risk assessments will be undertaken to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The Academy's risk assessment will also identify where specialist health surveillance is needed.

21.4 The appointed first aiders are:

- Julie Parker
- Sarah Potter
- Claire Orme
- Matt Hulme

21.5 The main first aid boxes are kept at:

- Main reception
- Sports hall office

There are other kits around other departments in the Academy which are recorded and maintained by the Estates department.

21.6 All accidents are to be reported to The School Estate Leader and recorded on the Academy's accident forms (see section 28 below).

21.7 The accident forms will kept by the School Estate Leader in the Finance & Estates office.

21.8 We will take reasonable care to ensure that the health of our employees is not placed at risk. In doing so, the Academy will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other, and the demands placed on staff.

21.9 All work-related ill health including work-related stress should be reported to the HR Officer.

21.10 All work-related ill health including work-related stress will be considered by the HR Officer as to whether the employee is advised to access occupational health services. The occupational health services at the Academy is appointed by The HR Officer and covers all aspects of occupational health.

## 22 Living safely with respiratory conditions, including COVID-19

22.1 As COVID-19 becomes a virus that we all have to learn to live with, the Academy will continue to manage the risks associated with COVID-19.

22.2 The Academy will implement the following general control measures in response to COVID-19:

- 22.2.1 Ensuring good hygiene;
- 22.2.2 Maintaining appropriate cleaning regimes;
- 22.2.3 Keeping occupied spaces well ventilated;

- 22.2.4 Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
- 22.3 The Academy has risk assessments and procedures in response to COVID-19 which are kept under regular review, and these can be found on SharePoint. Like all risk assessments, these documents are 'living documents' and will be reviewed and updated as the circumstances and the public health advice changes.
- 22.4 The Academy will assess risk reduction measures in the following priority order:
- 22.4.1 elimination;
  - 22.4.2 substitution;
  - 22.4.3 engineering controls (e.g. design measures that help mitigate risk);
  - 22.4.4 administrative controls (e.g. floor markings or signage).
- 22.5 Having gone through this process, personal protective equipment (PPE) should be used in line with UK Health Security Agency guidance.
- 22.6 The Academy will actively monitor whether the controls in place are effective and working as planned.

### 23 Safe handling and use of substances

- 23.1 We will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, we will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.
- 23.2 All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
- 23.3 The School Estate Leader will be responsible for identifying all substances which need a COSHH assessment.
- 23.4 The School Estate Leader will be responsible for undertaking COSHH assessments.
- 23.5 The School Estate Leader will be responsible for ensuring that all actions identified in the assessments are implemented.
- 23.6 The School Estate Leader will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 23.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.
- 23.8 All staff will ensure that hazardous substances are locked away after use and an up-to-date inventory maintained.

### 24 Asbestos

- 24.1 We recognise that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on the Academy's premises by complying with the Control of Asbestos Regulations 2012 and in particular by:
- 24.1.1 complying with our duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate;

- 24.1.2 preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
  - 24.1.3 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
  - 24.1.4 preparing and implementing a written plan of action for managing the risks posed by ACMs or presumed ACMs known as an Asbestos Management Plan;
  - 24.1.5 regular inspections, reviews and / or monitoring, as appropriate;
  - 24.1.6 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the Academy;
  - 24.1.7 ensuring that all employees who may come into contact with ACM or presumed ACM are adequately trained;
  - 24.1.8 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency;
  - 24.1.9 ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by the School Estate Leader and there are appropriate control measures in place to ensure that staff, pupils or any other users of the Academy's premises are not exposed to asbestos;
  - 24.1.10 ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- 24.2 If anyone disturbs or suspects that they have disturbed ACM, they should:
- 24.2.1 not disturb it further under any circumstances;
  - 24.2.2 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
  - 24.2.3 immediately report it to the School Estate Leader who will take appropriate action; and
  - 24.2.4 ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

## 25 **Work at height**

- 25.1 We will take all reasonable steps to ensure the health and safety of any person working at height in accordance with the Working at Height Regulations 2005.]

## 26 **Hirers, visitors and contractors**

- 26.1 All hirers, visitors and other users of the Academy's premises (to include parents, contractors, delivery people and inspectors) must:
  - 26.1.1 observe the rules of the Academy;
  - 26.1.2 ensure that they report to Reception where their identity will be checked, a pass issued, and their host notified or alternatively have consulted with the Academy regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the Academy;
  - 26.1.3 ensure that they are familiar with the Academy's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

- 26.2 Contractors will be selected and managed in accordance with HSE guidance and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015. All contractors who work at the Academy will be risk assessed in accordance with the Academy's safer recruitment procedures and appropriate measures put in place to safeguard pupils, this may include requiring regular contractors to confirm that they have had safeguarding training at the appropriate level to their role, implementing measures to segregate them from pupils, or to supervise them and/or to carry out appropriate checks in relation to them, including DBS checks where appropriate.
- 26.3 All contractors are required to adhere to appropriate behavioural boundaries, including complying with the appropriate provisions of the Academy's Code of conduct.
- 26.4 All contractors should be made aware of the relevant provisions in the Academy's Safeguarding and Child Protection Policy and procedures appropriate to their role at the Academy and taking into account the opportunity for contact with pupils, as a minimum this should include knowing the identity of the DSL and the duty to pass on any safeguarding concerns (through their line manager or direct to the Academy).
- 26.5 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the Academy premises.
- 26.6 The Academy will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

## 27 Security

- 27.1 We aim to provide a safe and secure environment for all employees, pupils and other visitors to the Academy's premises.
- 27.2 We restrict access to the Academy's premises / buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the Academy's premises and take all reasonable measures to deter unauthorised public access to the premises.
- 27.3 We will take appropriate steps to ensure that there are adequate security arrangements for the Academy's premises (which includes the Academy's buildings and grounds) by ensuring that:
- 27.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);
  - 27.3.2 security assessments are conducted and reviewed regularly;
  - 27.3.3 all employees and pupils are trained about the existence and operation of the Academy's security arrangements and that staff training is updated as required;
  - 27.3.4 visitors to the premises are appropriately identified;
  - 27.3.5 there are adequate supervision arrangements in place;
  - 27.3.6 all security breaches or incidents are reported to the Designated Safeguarding Lead (DSL) and to the police or other emergency services as appropriate;
  - 27.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

## 28 Protection from violence and harassment

- 28.1 The Academy will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the Academy's site is abused, threatened, or assaulted, or placed in fear for their own safety.



- 28.2 Any act of violence or harassment carried out by or against pupil(s) or staff will be treated seriously. Any alleged incident will be investigated in accordance with the relevant procedure and reported as appropriate.
- 28.3 In the event of an act of violence, harassment or serious security breach incident, steps should be taken immediately to safeguard those affected and contact the Designated Safeguarding Lead (DSL) and / or the police as appropriate.
- 28.4 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the Academy's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

### Lone workers

- 28.5 We understand the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other Academy staff).
- 28.6 Work activities involving lone workers will be risk assessed. The Academy will consider the additional hazards posed by lone working and introduce adequate control measures in response.

### 29 Reporting requirements

- 29.1 There is a legal obligation to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**). Reporting is most easily done online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). Fatal and "specified" injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reportable incidents and the timescales for reporting can be found on the HSE website.
- 29.2 The School Estate Leader is responsible for ensuring that the Academy complies with its reporting and record keeping obligations, including in relation to the reporting of accidents staff, pupils and visitors and will be the point of contact from the Academy with external agencies.
- 29.3 The School Estate Leader is responsible for reporting accidents, diseases and dangerous occurrences to the HSE or enforcing authority.
- 29.4 If anyone at the Academy is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010 (SI 2010 / 659)), the Academy will, where required, assist a registered medical practitioner in their report to the proper officer at the relevant local authority.
- 29.5 The Academy will also take all reasonable steps to comply with relevant governmental guidance in relation to specific diseases and / or work with and, follow the advice of, the Local Authority Public Health and / or the local UKHSA health protection team, as required.
- 29.6 Details of the local health protection teams can be found at <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>.
- 29.7 In the event of an outbreak arising from a significant public health incident the Academy will seek specialist advice from the UKHSA health protection team in line with the UKHSA health protection in education and childcare settings guidance and implement our Outbreak Management Plan, if required.
- 29.8 The Academy must also notify Ofsted of any serious accident, illness or injury to, or death of, any pupil or other child whilst in their care, and of the action taken in respect of it.

Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

- 29.9 The Proprietor will also consider whether the Academy is required to report the accident or incident to any other regulatory body or organisation.
- 29.10 The Academy will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any pupil or other child whilst in their care and act on any advice given.
- 29.11 The Proprietor will consider whether the Academy is required to report the accident or incident to The Education and Skills Funding Agency (**ESFA**).
- 29.12 The Proprietor will consider whether the Academy is required to report the accident or incident to the Academy's insurers.

### **30 Record keeping**

- 30.1 Details of injuries, conditions, dangerous occurrences, and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.
- 30.2 Where practicable, the Academy will retain sufficient information in relation to its staff, pupils and other visitors in order to allow it to assist with any enquiries from the public health protection authorities.
- 30.3 Following an incident or accident the Academy will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 30.4 All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.
- 30.5 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published privacy notices on its website which explain how the Academy will use personal data.

### **31 Monitoring**

- 31.1 We establish and monitor health and safety both actively and reactively. The Proprietor accepts overall responsibility for monitoring health and safety performance and for ensuring that the Academy meets the required health and safety standards.
- 31.2 At an operational level the School Estate Leader is responsible for establishing, monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations regularly and at least annually.
- 31.3 Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches and such reviews are reported to the School Business Leader This allows the Academy to evaluate its performance to ensure that it is effectively managing risks.
- 31.4 As part of the monitoring process, the Academy will ensure that appropriate corrective action is being taken in response to any review and that learning has been shared and necessary improvements put in place.
- 31.5 We will regularly (at least annually) monitor and review our health and safety policies to ensure they are reducing relevant risks.

### **32 Internal investigation**

- 32.1 The School Estate Leader is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the

root causes of an accident, to prevent a recurrence, to discipline employees or pupils, or to brief lawyers for the purpose of obtaining legal advice or to aid litigation and / or to actively monitor the effectiveness of this policy.

- 32.2 The Academy will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 32.3 Where appropriate, the Academy will seek legal advice from the Academy's solicitors before commencing an internal investigation. No admission of liability on the Academy's behalf shall be made without legal advice (if required) and prior agreement from the Academy's insurers.
- 32.4 In the event of an accident or incident the Proprietor will consider whether it is appropriate to investigate and then give authority to The School Estate Leader to commence an investigation and decide when the investigation will start.
- 32.5 Any internal investigation will be conducted fairly and objectively taking a systematic and structured approach to investigating the processes and systems.
- 32.6 Further information about the Academy's investigation process can be found at Appendix 6.

### 33 **Press and social media**

- 33.1 Proprietor will deal with any press enquiries and social media issues and no comment on the Academy's behalf shall be made without legal advice (if required) and prior agreement from the Academy's insurers.

### 34 **Injured person / their family**

- 34.1 The Proprietor will communicate with the injured person(s) and / or their family on the Academy's behalf with prior legal advice (if required) and / or prior agreement from the Academy's insurers.

### 35 **Version control**

Date of adoption of this policy	December 2018
Date of last review of this policy	September 2023
Date for next review of this policy	September 2024

## **Appendix 1 Guidance on risk assessment**

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

The law does not expect you to eliminate all risk, but you are required to protect people "so far as is reasonably practicable".

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids;
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### **Step 1: Identify the hazards**

First you need to work out how people could be harmed.

### **Step 2: Decide who might be harmed and how**

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors, and contractors.

### **Step 3: Evaluate the risks and decide on precautions**

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible, in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities
- involve or consult with workers.

### **Step 4: Record your findings and implement them**

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Outcomes should record any required action and the individuals responsible for taking this. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings. You can use the attached template (see Appendix 4) or download a template from the HSE website.

A health and safety checklist for classrooms can also be downloaded from the HSE website.

### **Step 5: Review your risk assessment and update if necessary**

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or pupils spotted a problem?
- have you learnt anything from accidents or near misses?

## **Appendix 2 Guidance on risk assessment of welfare issues**

A risk assessment in the pupil welfare context is a careful examination of what could cause harm to pupil welfare and appropriate control measures, so that you can weigh up whether the Academy has taken adequate precautions or should do more to prevent harm.

The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and / or will cause the most harm if they do.

When thinking about your risk assessment in this context, remember:

- a welfare issue is anything that may harm a pupil, to include cyber-bullying or abuse;
- the risk is the chance that a pupil could be harmed, together with an indication of how serious the harm could be if they are.

### **Step 1: Identify the issue**

First you need to work out how pupils could be harmed. This will generally be set out in the concern raised about a pupil's welfare.

### **Step 2: Decide who might be harmed and how**

Identify individual pupils or groups who might be harmed and how they might be harmed by the concern raised.

### **Step 3: Evaluate the risks and decide on precautions**

Decide what to do about the risks.

Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the pupil's welfare.

### **Step 4: Record your findings and implement them**

Make a written record of your significant findings - the issue, how pupil(s) might be harmed and what arrangements the Academy has in place to control those risks.

There is no prescribed format for this record, but any record produced should be simple and focussed on control measures and the steps the Academy proposes to take to manage the risk.

### **Step 5: Review your risk assessment and update if necessary**

Review what you are doing for the pupils identified and across the Academy generally and monitor the efficacy of the measures you have put in place on a regular basis, or as required.]

### **Appendix 3 Guidance on RIDDOR reporting**

The Academy is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**):

#### **Accidents involving staff**

The Academy will report:

- work-related accidents resulting in death or "specified' injury" (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation);
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days;
- certain work-related diseases;
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

#### **Accidents involving pupils or visitors**

The Academy will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the Academy should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit;
- the way in which equipment, machinery or substances were used;
- the condition, design or maintenance of the Academy premises.

Further guidance can be found in Incident reporting in the Academy (accidents, diseases and dangerous occurrences): guidance for employers (HSE, EDIS1 (revision 3), October 2013), and on the HSE website.

#### Appendix 4 Template risk assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done



## Appendix 5 Health and safety policy summary

This is the statement of general policy and arrangements for	The King's School
Overall and final responsibility for health and safety is that of	Simon Pickett [Head]
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Steven Bradley [School Estate Leader]

Statement of general policy	Responsible person (position and name)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Steven Bradley [School Estate Leader]
To provide adequate training to ensure employees are competent to do their work	Steven Bradley [School Estate Leader]
To engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health	Steven Bradley [School Estate Leader]
To implement emergency procedures - evacuation in case of fire or other significant incident	Simon Pickett [Head]
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Steven Bradley [School Estate Leader]
Health and safety law poster is displayed	Steven Bradley [School Estate Leader]
First aid box and accident book are located	Steven Bradley [School Estate Leader]
Accidents and ill health at work reported under RIDDOR	Steven Bradley [School Estate Leader]

Signed:		Date:	[•00 month year]
Subject to review, monitoring and revision by	Chantelle Hausermann	Every 12 months or sooner if work activity changes	

## Appendix 6 Investigations

Any investigation carried out will be proportionate to the level of risk identified and is likely to include the following steps:

- 1 **Gathering the Information:** this will include the Academy considering:
  - a) where and when the adverse event including an accident, incident, work-related illness or near miss happened;
  - b) who was injured / suffered ill health or was otherwise involved with the adverse event;
  - c) how did the adverse event happen.

If appropriate, any witness statements taken should be factual and avoid opinion. Any physical evidence should be preserved, if practicable, including photographs and CCTV footage. If experts are to be instructed, advice will be sought from the Academy's solicitors.

- 2 **Analysing the information:** this will include:
  - a) examining all the facts;
  - b) determining, if possible, what happened and why, for example determining the root cause of the accident or incident;
  - c) considering possible lessons learned, shortcomings and / or failings, as appropriate;
  - d) identifying suitable risk control measures;
  - e) identifying possible solutions in order to prevent a recurrence;
  - f) making recommendations, where appropriate.

### 3 **The action plan and its implementation**

The Proprietor will make decisions and act on any recommendations in any investigation report and / or any action plan and identify any trends. Any formal disciplinary action will normally be considered at this stage.

In cases of complex investigations, or where the Academy otherwise considers it necessary, the Academy may seek specialist help to support its investigations and / or instruct a third party to carry out the investigation on its behalf.

The investigation report, any action plan and / or any records created or collated as part of the investigation will be retained in accordance with the terms of this Policy and/or Academy's data retention procedures.

Further guidance in relation to investigating accidents and incidents can be found on the HSE website <https://www.hse.gov.uk/managing/delivering/key-actions/accident-incident.htm>.

**Appendix 7 Key Academy contacts**

<b>Health and Safety Officer</b>	Name: Steve Bradley Email: steve.bradley@kings.lincs.sch.uk Telephone number: 01476 539940 Mobile number: 07877 840950
<b>Education Visits Co-ordinator</b>	Name: Chantelle Hausermann Email: business.leader@kings.lincs.sch.uk Telephone number: 01476 563180 Mobile number:
<b>Headteacher</b>	Name: Simon Pickett Email: simon.pickett@kings.lincs.sch.uk Telephone number: 01476 563180 Mobile number:
<b>School Business Leader</b>	Name: Chantelle Hausermann Email: business.leader@kings.lincs.sch.uk Telephone number: 01476 563180 Mobile number:
<b>School Estate Leader</b>	Name: Steve Bradley Email: steve.bradley@kings.lincs.sch.uk Telephone number: 01476 539940 Mobile number: 07877 840950
<b>Chair of Governors</b>	Name: Paul Ross Email: paul.ross07@btinternet.com Telephone number: Mobile number:
<b>Nominated Health and Safety Trustee</b>	Name: David Armes Email: armes@themoat.org Telephone number: Mobile number:

## Appendix 8 Key external contacts

<b>HSE</b>	<a href="https://www.hse.gov.uk/contact/index.htm">https://www.hse.gov.uk/contact/index.htm</a>
<b>Academy's Health &amp; Safety Advisors</b>	Name: CQMS (Kevin Roads) Email: kev.roads@cqms-ltd.com Telephone number: 01476 566665 Mobile number: 07736 297511
<b>Academy's brokers / insurers</b>	Name: Zurich (Tabitha Jones) Email: Tabitha.jones1@uk.zurich.com Telephone number: 01243 832093 Mobile number: N/A
<b>Academy's solicitors</b>	Name: VWV (Jason Prosser) Email: jprosser@vww.co.uk Telephone number: 0117 314 5237 Mobile number: 07766 304955