

Health & Safety Policy

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Overview

It is a requirement of the ‘Health and Safety Within the Workplace Act (1974)’, and the ‘Management of Health and Safety at Work Regulations (1999)’ that all individuals must be informed of their rights and responsibilities to safety within the workplace.

Kettlethorpe High School is committed to complying with all current Health and Safety legislation to provide a healthy and safe environment for staff, pupils and visitors to attend. Kettlethorpe High School has produced policies, procedures and guidance documents to meet the regulations set out by the Department for Education, The Health and Safety Executive, The Advisory Committee for Safety and Health at Work (ACSH) and all other applicable advisory boards and committees.

The Headteacher and Board of Governors for the school have overall responsibility for ensuring health and safety at Kettlethorpe High School, however all individuals working on site have a duty to reasonable care for their own, and others health and safety on site. Kettlethorpe High School employs a Facilities and Resources Manager to oversee Health, Safety and Risk Management across the site. The Facilities and Resources Manager will work alongside the Headteacher, Senior Leadership Team, Team Leaders and staff within school to implement the Health and Safety Policy.

This policy applies to all those who work for Kettlethorpe High School, including but not limited to contractors and third parties.

Legislation and Guidance

It is a requirement for all Schools and Public Authorities to adhere to the Health and Safety legislation set out to protect those working within the education sector.

The following is a list of legislation that Kettlethorpe High School adheres to and has referenced within this document and in the production of Health & Safety toolkits, documents and templates:

- Health and Safety within the Workplace Act (1974), *Sections 7 & 8 outline statutory requirements on all staff as referenced in responsibilities and duties.*
- The Management of Health & Safety at Work Regulations (1999)
- The Fire Safety Act 2021
- Control of Asbestos Regulations (2012)
- The GDPR Act (CCTV Regulations and guidance), (2018)

- First Aid at Work Regulations (1981)
- Electricity at Work Regulations (1989)
- Gas Safety (Installation and Use) Regulations (1998)
- Control of Substances (Hazardous to Health) Regulations (2002)
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (2013), also known as 'RIDDOR'
- Management of Health and Safety at Work Regulations (1999)
- Department of Education, Health and Safety: responsibilities and duties for schools April 2022
- Manual Handling Operations Regulations (1992)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Working at Height Regulations (2005)

Kettlethorpe High School reserves the right to take guidance from additional legislation not referred to in the list above.

Statement of Intent

In accordance with the legislation published by the Health and Safety Executive, Kettlethorpe High School is required to outline a statement of intent. The Headteacher, Board of Governors, employees and associates of Kettlethorpe High School are committed to providing a safe and healthy environment for all users across the site.

Kettlethorpe High Schools educational priorities are to:

- Encourage all pupils within the school to achieve their full academic, social and personal potential.
- Provide pupils with all the necessary skills and experience, which will ensure that the widest possible range of choices become available to them in their future lives.
- Provide a sense of community in which individuals feel safe, valued, and are actively encouraged to value, respect and help others.
- Create an atmosphere and environment in which pupils can take pride of their achievements, no matter how large or small All of the priorities outlined above are only achievable within a physical environment that is deemed safe and healthy.

Kettlethorpe High School recognises that in order to achieve this the co-operation and support of all the staff within the school is required.

Health and Safety within the school is an area that Governors, the Headteacher, staff, associates, safety representatives and parents all share as a common objective. It is imperative that everyone within the school understands each other's duties, functions and responsibilities in relation to Health and Safety.

Health and Safety Aims

Kettlethorpe High Schools aims for Health and Safety are listed below (but not restricted to):

- Ensuring that the school is considered a safe place to work and study.
- To provide the correct equipment and systems to all of those working across the school to minimise the risk to health and safety, as far as reasonably possible.
- To raise awareness among everyone working within the school as to their roles and responsibilities for managing the health and safety for themselves and others.
- To provide sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own, and others health and safety.
- To ensure the dissemination of all relevant information and legislation from relevant bodies and organisations to the correct user(s).
- To regularly monitor and review safety procedures throughout the school.
- To create, review, manage and update a central repository of relevant health and safety documents, information, policies and templates.

Responsibilities for Health and Safety

Kettlethorpe High School follows guidance provided by the Health and Safety Executive to determine the responsibilities and roles of those within the school.

The Governors

The Governors of the school are responsible for:

- Ensure that sufficient funding is allocated from the school budget to allow the site to continue and maintain a high level of health and safety practice.
- Monitor and discuss health and safety across the school, including reviewing reports and data related to health and safety.
- Prioritising actions whereby resources are required.
- Holding the school accountable to ensure actions are taken to improve the overall standard of health and safety.
- Partake in regular meetings, and where appropriate, emergency meetings to discuss actions concerning health and safety.
- Confirm the status of compliance across the school with statutory policies and procedures.
- Review the annual health and safety report produced by the school.
- Review and ratify all policies related to health and safety.
- Provide support and attend local health and safety committee meetings, usually chaired by the Chair of the Governing Body.

The Headteacher

The Headteacher, as overall responsible person for health and safety of the school is responsible for:

- Ensure that health and safety is incorporated into the planning and organisation of all academy processes and functions.
- Ensure sufficient communication takes place between managers and employees to allow everyone to contribute to a 'safe working environment'.
- Ensure all staff members carry out correct risk assessments as appropriate to protect all those working across the school.
- Attend relevant health and safety training courses as and when appropriate.
- Ensure that sufficient training and support is available to all members of staff.
- Ensure that all staff members are aware of who their representatives are on all health and safety matters.
- Ensure that staff members delegated to carry out health and safety tasks are fully competent and aware of their roles and responsibilities.
- Investigate and oversee any accidents, incidents or near misses, as well as bringing all accidents, incidents and near misses to the attention of the Governing Body.

The Facilities and Resources Manager and Wider Facilities Team:

The Facilities and Resources Manager is responsible for the day-to-day management and monitoring of health and safety across the school. The wider facilities team will support and help carry out duties to support the school with its overall health and safety management.

The team is responsible for:

- Ensuring visual checks are carried out on a regular basis of the site, key areas of high risk and known 'hot spot' areas for accidents and incidents.
- Reporting all hazards or issues reported to them to either be rectified in house, or outsourced to a competent contractor.
- Reviewing and monitoring all risk assessments produced in school and offering support and advice on how to improve them.
- Leading on internal and external health and safety, as well as risk auditing.
- Producing reports to various key stakeholders on the school's level of compliance for health and safety.
- Providing and arranging training for staff on site to support with health and safety CPD.
- Ensuring the schools Premises Development Plan factors in key health and safety issues to improve the overall standard of health and safety on site.
- Carry out planned preventative maintenance

Team Leaders:

All Team Leaders are responsible for:

- The day-to-day management of health and safety in accordance with the school's policy.
- Drawing up and reviewing departmental procedures on a regular basis.
- Carrying out regular inspections and making reports to the Headteacher or the Headteacher's delegated representatives.
- Ensuring action is taken.
- Arranging for staff training and information.
- Passing on health and safety information received to appropriate people.
- Acting on reports from staff who have responsibility or duties relating to health and safety or from staff for whom they are responsible.

All Staff:

All staff on site are responsible for:

- Ensuring they are fully aware of their roles and responsibilities in accordance with the health and safety policy.
- Attend role-related training courses.
- Ensure that all safe working practices are always adopted.
- Undertake appropriate risk assessments within their area of responsibility, document and escalate matters to the relevant person(s) within school.
- Alert all appropriate person(s) in the event of an accident, emergency or near miss and support with any incident management and report writing.
- Report any issues related to health and safety that they feel they are not able to resolve themselves.
- Ensure they work in a safe manner and use all appropriate equipment (including PPE).

Pupils:

All pupils on site are expected to:

- Ensure they are aware of all key emergency procedures and protocols, such as fire evacuation and lock down procedures.
- Act in a safe and secure manner always when on site.
- Report any hazards, issues or concerns that they see to the nearest member of staff available.

Contractors, Visitors and Associates:

All contractors, visitors and associates on site are responsible for:

- Understanding and operating within the safety guidance provided by the school when working/ attending site.
- Work safely and securely on site, ensuring not to leave any dangerous equipment unattended at any given point.

- Provide risk assessments and appropriate safety documents when carrying out any work of a high level of risk.
- Report any issues, hazards, concerns, accidents or near misses to the relevant person.

Health and Safety Auditing

Kettlethorpe High School is required by law to commission an annual health and safety audit. In addition to the external health and safety audit, Kettlethorpe High School will also undertake internal supplementary audits to ensure awareness of the current level of compliance, areas of concern and improvement strategies.

External Health and Safety audits are carried out by **Wakefield Council**.

Kettlethorpe High School recognises the importance of consulting and cooperating with staff in the provision of a 'safe working environment' and 'safe working ethos'. Kettlethorpe High School has adopted the following terms of reference in relation to health and safety auditing:

- To examine internal and external health and safety reports and results.
- Discuss areas of improvement and concerns raised by audits.
- Review health and safety arrangements, processes, procedures, policies, documents and templates on a regular basis, and implement new tools in association with appropriate legislation.
- Keep up to date with current and new legislation, interpret and implement relevant actions across the school.
- Monitor and review health and safety training, support and communication across the school.
- Undertake termly site visits to assess each site's health and safety conditions.
- Regularly review Risk Assessment documents, procedures and processes.
- Monitor and review all accidents, incidents and near misses.
- Implement best practise in response to all accidents, incidents and near misses.

Training and Awareness

Kettlethorpe High School aims to provide the best possible training and support to all staff working across the school. Where possible it will:

- Provide convenient training sessions to fit around staff members' work schedules.
- Provide 'drop-in' sessions during whereby staff may ask questions and discuss concerns regarding health and safety.
- Provide external training for advanced and technical areas of health and safety.

- Issue regular updates to school policies, guidelines and documents.
- Keep staff informed via bulletins, tools and documents, easily accessible always.

Health & Safety training records will be maintained in a log along with renewal dates to ensure that all health and safety training is kept up to date.

Risk Assessments

Kettlethorpe High School is required by law to undertake risk assessments and investigations for any acts that are deemed to pose a risk to anyone within the school (including external school activities such as Educational Trips and Visits).

Kettlethorpe High School has created a process for managing all risk assessments to track and monitor risk across all the academies within the school. The risk assessment process is outlined as follows:

- Curriculum lesson planning and schemes of work documentation will be used to record risk assessments.
- The school will also undertake activity, person and specific risk assessments, and where appropriate, document Safe Systems of Working (SSOW) as and when required to do so.
- The school will ensure that risk assessments are easily accessible to all those who require them, as well as providing guidelines for use and advice for completing.
- All the school's risk assessments will be regularly reviewed by the Facilities and Resources Manager who will update them in line with current legislation.

All educational trips and visits will be subject to a written risk assessment process. All risk assessments will be reviewed:

- At regular intervals.
- After accidents, incidents and near misses.
- After any significant changes to the workplace or premises.
- After any significant changes to working practises or staffing arrangements.
- After any form of notice has been served.

Workplace Safety

Kettlethorpe High School will take reasonable steps to ensure that the premises are safe for pupils, staff and visitors. This means keeping classrooms, corridors and communal areas tidy, organised and free of hazards. Appropriate clothing and good conduct will also be expected in school to contribute towards good health and safety practise.

Any hazards noticed by pupils, staff, contractors or visitors must be reported to the school.

Display Screen Equipment (DSE)

Kettlethorpe High School recognises the importance of health and safety surrounding the use of DSE and complies with 'Health and Safety (Display Screen Equipment) Regulations 1992'. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g. upper limb aches and pains caused by poor posture).
- Backache.
- Fatigue and stress.
- Temporary eye strain.

Kettlethorpe High School adopts the following precautions to ensure a safe system of work for staff, pupils, volunteers and visitors across the site:

- Work areas are risk assessed and reviewed on a frequent basis.
- Individual DSE risk assessments are carried out by a competent person for staff who are identified or those who request it.
- Staff and pupils are trained on how to use Display Screen Equipment and the risks of working for a prolonged period.
- To report any issues or concerns to a line manager, HR Manager or Facilities and Resources Manager.

Manual Handling

Kettlethorpe High School complies with 'Manual Handling Operations Regulations (1992)'. The school will provide information, guidance and training on safe manual handling for day-to-day tasks, and will, as is reasonably possible, avoid the need for staff to undertake manual handling operations at work which could involve a risk of injury.

A suitable risk assessment will be carried out with staff to manage risk, implement control measures and ensure a safe system of work. The school expects staff, when manual handling within their role, to:

- Safeguard their own health and safety whilst at work and those of any persons who may be affected by their actions.
- Follow safe systems of work as outlined within the risk assessment.
- Attend or complete training as appropriate.
- Report all accidents, incidents and near misses to the MAT's Premises and Compliance Officer.
- Inform their line manager if they are unable to perform manual handling duties.
- Ensure they do not try to perform a manual handling operation which they believe is beyond their physical capability.

Slips, Trips and Falls

Slips, trips and falls are the most common cause of injury at work and the most reported injury by members of the public. They can lead to both minor and major injuries and sometimes fatal accidents. Accidents happen for several reasons, they typically involve:

- Members of staff or pupils moving around site quickly or running.
- Wearing unsuitable footwear.
- Uneven floor surfaces.
- Poor lighting leading to limited visibility.
- Spillages and wet floors.
- Obstructions (e.g., cables, bags, boxes).

The school aims to reduce the risk of slips and trips by:

- Ensuring suitable cleaning regimes are in place.
- Ensuring appropriate footwear is worn on school site by staff and pupils.
- Ensuring that all areas around site have suitable lighting.
- Ensuring that sufficient storage space is available.

Working at Height

Kettlethorpe High School complies with 'Working at Height Regulations (2005)'. The school will provide suitable information, guidance and training on safe working at height practise. The school understands that some activities will require working at height and in these cases a suitable risk assessment must be completed. Before working at height, staff are expected to do the following:

- Assess the risks.
- Ensure that the right equipment and PPE has been selected.
- Ensure that equipment has been suitably checked and serviced before use.
- Ensure that the space is safe and secure with no hazards or obstructions.

Mental Health and Wellbeing

All staff have a responsibility to maintain an environment that is conducive to the physical and mental well-being of themselves and others.

Those who have management responsibility for others, including teachers for pupils, should consider carefully workloads and the scheduling of work in an endeavour to ensure that stress levels do not become harmful.

Staff have the right and ought to have the opportunity to discuss with their appropriate Team Leaders, or with SLT and the staffing deputy, when they feel that their physical or mental health is at risk.

Fire Safety Management

Kettlethorpe High School is required by law to carry out risk assessments for all its premises to ensure that they are safe in case of a breakout of fire (also known as a 'Fire Risk Assessment' or 'FRA'). An outbreak of a fire in a school can be extremely serious and

dangerous. Under the 'Fire Safety Act 2021', all schools are required to have an up-to-date fire risk assessment.

The Facilities and Resources Manager is responsible for carrying out risk assessments and ensuring that they are up to date, with support from appropriate external contractors where appropriate. The Facilities and Resources Manager will work with all key stakeholders to ensure the completion of up-to-date risk assessments.

The Facilities and Resources Manager will ensure that all findings from the fire risk assessments are communicated quickly and effectively to the appropriate parties, as well as ensuring that all significant hazards have been addressed. The Facilities and Resources Manager will also ensure that there is a clear process in place for tracking and reviewing all risk assessments associated with fire.

Kettlethorpe High School follows a strict fire drill process. A fire drill is undertaken once per term and within one month of new starters joining (pupils). The Facilities and Resources Manager is responsible for ensuring that all fire drills are carried out within set guidelines with support from school and will complete a 'Fire Drill Form' and track any issues from the drill and alert the relevant people.

Kettlethorpe High School has a 'Fire Logbook' in which it records all fire drills, fire alarm testing, emergency light maintenance and checks, fire extinguisher maintenance, fire officer visits and any appropriate issues that need recording.

The Facilities and Resources Manager is responsible for ensuring that the 'Fire Logbook' is kept up to date. A copy of the 'Fire Precautions Logbook' and a fire risk assessment will be accessible at all times and held by the Facilities and Resources Team.

Displays, storage areas, escape routes, staircases and other applicable areas must be fully flame retardant and will be checked regularly by the Facilities and Resources Team. Any hazardous and combustible materials will be monitored to ensure that they do not encounter sources of heat or any other source that may be deemed harmful. Risk assessments will be undertaken to ensure that all such materials are stored, managed and handled correctly. This will be managed by the department leads and overseen by the Central Premises Team.

Kettlethorpe High School will ensure that all internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be monitored and checked on a regular basis to ensure that the door, and the closing mechanisms are all operating correctly.

Permission to Work (Including Hot Working)

Kettlethorpe High School is required by legislation to operate a 'Permission to Work' permit process, which also covers hot working conditions. The school's permission to work process

must be carried out when any work will be conducted that is deemed to be 'intrusive' to the structure of any of the buildings across the trust.

The Facilities and Resources Manager will oversee the process to ensure it is carried out effectively. Any permissions to work processes will be recorded in the schools Premises Manual. The Facilities and Resources Manager will ensure that the hot working process is carried out and implemented effectively in accordance with the 'Premises Manual'.

Asbestos

Kettlethorpe High School is required by law to have an effective and thorough process for managing and recording any known areas of asbestos. Asbestos is a naturally occurring mineral that has previously been used within the construction process of buildings and other products in the pre-2000's. Asbestos was used as a natural fire retardant and insulant, however, has been deemed hazardous post 2000. The school acknowledges and understands that asbestos is only deemed hazardous to individuals if it is found to be disturbed or damaged. If asbestos is found in a good condition it poses no risk to individuals.

The Facilities and Resources Manager takes the management of asbestos seriously and ensures that the school maintains an accurate and up to date register of the whereabouts of all known asbestos areas across all sites. This is done in an '**Asbestos Register**' which is kept by the Premises Team.

Under the Control of Asbestos Regulations (2012), the Headteacher, as duty holder, is held responsible and accountable for the management of asbestos across the site. Kettlethorpe High School operates a management of asbestos structure to delegate the internal management of asbestos throughout the school and trust.

The Facilities and Resources Team will work with the relevant stakeholders to ensure that the asbestos register is kept up to date and accurate. They will also inform all relevant staff working in known asbestos areas or proposing to carry out work in these areas.

An asbestos survey and asbestos management plan are kept within the asbestos register and always stored with the Facilities and Resources Team unless stated otherwise. Kettlethorpe High Schools permission to work process will also be included to inform all relevant staff of any intrusive planned work to the structure of the buildings across the trust. Where invasive building work is planned to be carried out a detailed asbestos survey will be carried out at the planning stages of any new work. No new work will be undertaken until a full in-depth asbestos survey has been completed. This survey will cover the full scope of all the work planned. The Facilities and Resources Team will ensure that asbestos reporting is always considered at the planning stages of any invasive work considered across the trust and will ensure that contractors are fully briefed.

The Facilities and Resources Team will, when it is appropriate to do so:

- Review the condition of asbestos materials.

- Review and update any asbestos hazard risk assessments.
- Record and update any floor plan changes.

The Facilities and Resources Team is responsible for ensuring that any asbestos hazards are identified in appropriate reports and logged accordingly and for ensuring that all relevant persons are informed about the high-risk areas.

Legionella Risk Management

Kettlethorpe High School recognises that Legionnaires disease is a type of pneumonia. This is an uncommon but incredibly serious disease. Legionnaires disease does not spread on a person-to-person basis, it is caught when small droplets of water are inhaled that contain the Legionella bacterium. Most people who inhale the bacteria do not become ill, however the risk of the disease is nevertheless treated as a high-risk matter.

Outbreaks of Legionnaires disease occur when in-built water systems are at an optimum temperature to encourage the growth of the bacteria. Schools may therefore be at risk in relation to their domestic water systems.

A Legionella survey is carried out by the Local Authority, as an approved contractor, and is stored with the Facilities and Estate Team.

Kettlethorpe High School implements a Legionella Maintenance Programme to prevent the occurrence of bacteria growth. The Legionella Maintenance Programme can be found within the logbook that also includes a Legionella Survey Report. Additional information on Legionnaires disease or the management process can be obtained by contacting the Facilities and Resources Team.

The Facilities and Resources Team are responsible for ensuring:

- That the recommendations and remedial actions from all reports are implemented.
- That all appropriate personnel are sufficiently trained.
- That all appropriate personnel understand what actions are required following a report and ensure that any relevant work required to improve legionella is completed.
- That a competent person reviews the Legionella Survey Report every twelve months/or when any changes occur that may impact legionella.
- That all activities in the Legionella Maintenance Programme are up to date and are delivered on time.
- That all required documentation is kept up to date is stored correctly.

Accidents, Incidents and Near Misses

Kettlethorpe High School recognises that, even in a safety conscious school, accidents may still occur. Kettlethorpe High School outlines in this section how it handles all accidents, incidents and near misses across the site.

The Facilities and Resources Manager will ensure that all accidents, incidents and near misses are effectively reported and recorded. Where accidents are required to be reported to the Health and Safety Executive, this will be done within the required legal time limit. If a Health and Safety consultant is required to support actions and decisions, a competent advisor will be brought in by the school.

Kettlethorpe High School ensures that all staff are aware that they have a responsibility to report and record all accidents that occur on site in line with the school's policies and procedures. The Facilities and Resources Manager will ensure that staff are aware of the requirements to complete a report and where to find the necessary documents and support. A staff member with designated responsibility for first aid will ensure that the accident book/log is kept up to date.

The Facilities and Resources Manager will review all accident reports to identify any common themes or patterns. Relevant reports will be referred to the senior leadership team for them to decide whether an investigation should be taken further. All actions will be done in line with the schools' policies and procedures.

In serious cases, the Facilities and Resources Manager with the support of the Headteacher will carry out an in-depth investigation to identify the cause of an accident and to ascertain whether better practise can be implemented. This will usually involve completing a risk assessment to mitigate the identified risk.

An investigation may be launched by external authorities in cases of accidents, incidents or near misses that fall under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR)'. Accident reports will be reviewed, and witnesses may be interviewed. This may happen in cases including but not limited to:

- Deaths.
- Specific injuries.
- Injuries that lead to incapacitation of staff for over 7 consecutive days.
- Non-fatal accidents for non-workers that result in a visit to hospital.
- Occupational diseases.
- Dangerous occurrences and near misses.

First Aid

Kettlethorpe High School is required by law to have a detailed and thorough first aid process in place across the site. The school recognises that under the First Aid at Work Regulations (1981) it has a responsibility to provide sufficient and appropriate equipment and facilities across the site.

Kettlethorpe High School also undertakes risk assessments to facilitate arrangements for first aid. The school maintains a list of qualified first aid trained staff across its sites. The administration team within school keeps a record of first aid qualifications as well as tracking renewal dates on all certificates. Records of training and renewal dates are also kept by the designated training company. The school carries out a risk assessment to evaluate the level of first aid required across all departments throughout the trust. First aid provisions for each department are readily accessible to ensure quick a response to an injury.

Kettlethorpe High School has a 'First Aid' Policy that outlines guidance and information on how first aid is managed in school. This can be found on the school's website.

Electricity

Kettlethorpe High School is required by law to have sufficient policies and procedures in place to manage electricity across the site. The school acknowledges that electricity has the potential to cause serious harm, and even death in some instances when not handled correctly. The Electricity at Work Regulations (1989) states that all electrical systems and appliances must be frequently inspected and maintained to a sufficient standard. The school has a responsibility to maintain and repair any faulty electrical equipment on its premises.

Fixed installations (i.e., sockets, light fittings and general wiring throughout any of the premises) are tested at least every five years by a competent electrician. All testing is recorded and held by the Facilities and Resources Team. Portable electronic equipment will be inspected, tested and maintained in accordance with current HSE guidance and that of the Institute of Electrical Engineers. Personal electronic equipment may only be brought on site by staff once it has been approved by the Facilities and Resources Manager. This will then be classed as school equipment and may only be used once it has passed a personal appliance test (PAT). The Facilities and Resources Manager is responsible for arranging the testing and maintenance of portable electronic equipment in the school including all equipment brought in by staff. All testing certification and documentation will be held by the Facilities and Resources Team. All fixed electrical testing and personal appliance testing will be carried out by a suitable and competent person(s).

Gas

Kettlethorpe High School is required by law to have procedures in place to correctly manage gas across all its sites. Under the Gas Safety (Installation and Use) Regulation (1998), there is a requirement for all gas appliances (i.e., central heating boilers, gas water heaters) to be checked, serviced and maintained by a competent (Gas Safe registered, formally CORGI registered) contractor on an annual basis.

The Facilities and Resources Manager is responsible for arranging the testing and maintenance of all gas appliances on site. Gas appliance inspections will be carried out by a suitable and competent person(s). All testing documentation will be retained by the Facilities and Resources Team.

Substances

Kettlethorpe High School is required by law to have procedures in place to demonstrate that it manages all forms of substances correctly within its academies. The school recognises that the Control of Substances Hazardous to Health Regulations (2002), COSHH, requires an assessment to be carried out on the work processes associated with the use of substances that are hazardous to health.

The school holds an inventory for all hazardous substances held on site. The Facilities and Resources Manager is responsible for ensuring that all appropriate personnel are suitably trained on how to manage hazardous substances. Where applicable, pupils who may need to use hazardous substances will be briefed on how to correctly use and manage them.

The Team Leaders are the authorised to approve the purchase of hazardous substances.

Site Safety and Security

Kettlethorpe High School is required by law to ensure that all of its sites are as secure and safe as possible. It takes the safety and security of staff, pupils and visitors seriously.

A Site Security Risk Assessment (SSRA) is undertaken each year by the Facilities and Resources Manager.

All issues relating to damage, including suspected damage, should be reported to the Facilities and Resources Team.

The Facilities and Resources Team will ensure that regular site visits are conducted on the inside and outside of all the premises.

All sites are protected and monitored using CCTV. More information regarding the use of CCTV across the school site can be found in the 'CCTV Policy'.

Safety Guidance Documents and Risk Advice Notes

Safety Guidance Documents (SG) and Risk Advice Notes (RAN) form part of the safe operating procedures and are used as appropriate to support in the practical day to day management of many aspects of academy safety. Copies of these documents are held with the Facilities and Resources Team.

The Facilities and Resources Manager is responsible for ensuring that operational and strategic Health & Safety documentation is up to date and communicated to staff appropriately. These documents, along with other general health and safety frameworks, toolkits and checklists are available to staff as an additional source of reference when carrying out a task (e.g., working with hazardous substances, planning an educational visit or setting up portable gas heaters in the event of a heating breakdown).

Contractors

The selection and management of contractors across the site is undertaken by the Facilities and Resources Team. It is vital that any company or persons invited to work on a school site operates under the highest level of health and safety possible and is aware of the school's policy and procedures.

When engaging a contractor, the following will be considered:

- All aspects of the work will be identified and set out in a job specification.
- Qualifications, experience and case studies.
- References (as required).
- Insurance and certification.
- Safety method statements.
- Risk assessments.
- Permits to work.
- Suitable PPE and equipment.
- Safeguarding and DBS information.

The school will provide all contractors with relevant information about the site including asbestos management plans, fire evacuation information and emergency plans.

All contractors will be inducted on to site by the caretaker, who has been trained to provide the induction.

Pandemics and Infection Control

Kettlethorpe High School understands that pandemics and infectious outbreaks are rare, however carefully planned, management systems and processes are in place to support academies in the event of such occurrences and to limit and lower the risk of infection on site.

The school monitors local, national and global situations in line with the UK Government, Public Health and World Health Organisations advice and guidance. In the event of a pandemic or infectious outbreak, risk assessments, training and guidance will be supplied by the Central Services Team and circulated to all academies to support and advise staff.

Following the Coronavirus Pandemic (COVID-19), Kettlethorpe High School has produced a pandemic and infectious outbreak management plan which will be implemented in the event of an outbreak on site. Advice and guidance will be sought from relevant professional bodies as appropriate.

Contact

Questions or concerns relating to this policy, or regarding health and safety across the school should be directed to the following people:

Miss H Senior
Facilities and Resources Manager
hsenior@kettlethorpe.wakefield.sch.uk
01924 251605 (ext. 226)

Headteacher
headteacher@kettlethorpe.wakefield.sch.uk
01924 251605

Complaints

If it is felt that concerns and complaints raised regarding health and safety have not been dealt with effectively by the team Kettlethorpe High School, the next step is to raise a complaint to the supervisory authority.

Health and Safety Executive (HSE)
[HSE: Information about health and safety at work](#)