



Health & Safety Policy

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Head Office:
20 Stourbridge Road
Halesowen
West Midlands
B63 3US
Tel: 0121 550 0224
Email: info@bradley-enviro.co.uk



1. Introduction

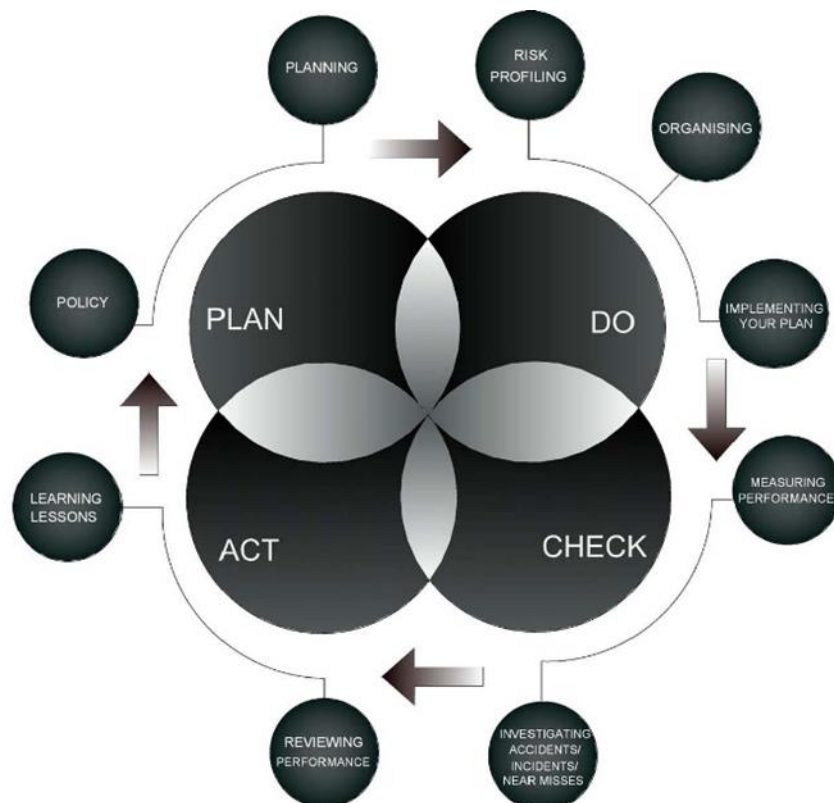
The purpose of this Health and Safety Policy is to define the health and safety management system of KHFC ED Ltd. (herein after may also be referred to as the Academy) and will ensure compliance with the requirements of the Health and Safety at Work Act 1974 section 2(3). It consists of the Academy health and safety Policy Statement, Organisation and Arrangements for ensuring that the policy objectives are implemented.

The overriding aim of the Academy is to protect persons from the risk of injury or ill-health arising from all our activities. In doing so, we will comply with our legal obligations and ensure that employees and non-employees also discharge duties placed on them.

The objectives of this health and safety Policy are to:

- Provide a framework for the effective management of health and safety at work.
- Detail the Academy's position with respect to the health and safety of employees and non-employees who may be affected by our work activities.
- Detail the Academy's organisation and procedures for ensuring that the policy objectives are met.
- Provide the means of monitoring the effectiveness of the health and safety management system.

It is a legal requirement that an organisation's health & safety policy is reviewed on a regular basis, in order that it remains current and valid. It is the policy of Academy that our own health & safety policy is reviewed on at least an annual basis, and more frequently where circumstances (legislation or activities, for example) require it.



2. Document Control

To ensure that this document contains the most up to date information with respect to this Academy's health and safety management system, a record will be kept of the status of information, including any amendments.

The following policy document was reviewed by J. Stupmanis (BECL) to confirm that the policy remains valid in line with current legislation and guidance. Issue dates applied to the policy sections will be updated when the original content is no longer valid and will be denoted in Document Control Record section.

Signature:  Date: 20/06/2024 Next review date: 20/06/2025

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3. Health & Safety Policy Statement

KHFC ED Ltd. (Academy) is committed to achieving the highest standards of health and safety throughout its business; as such we will, as a minimum, comply with any relevant Health and Safety Legislation and any other standards or requirements related to our activities.

The Academy recognises its duty to ensure as far as is reasonably practicable, the Health, Safety and Welfare of all our employees and others that can be affected by our activities, maintaining the fulfilment of our legal and other occupational health and safety requirements.

We will ensure, as far as is reasonably practicable, the Academy will:

- Provide adequate control of health, safety & well-being risks, including the safeguarding of children and adults at risk arising from our work activities and maintain safe and healthy working conditions.
- Ensure that all employees and managers understand their responsibilities in respect of occupational health and safety, well-being and the safeguarding of children and adults at risk.
- Provide suitable and sufficient resources necessary to eliminate hazards and reduce risk.
- Provide and maintain plant and systems of work that are safe and without risks to health.
- Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide information, instruction, training, and supervision as is necessary to ensure the Health and Safety at work of all persons.
- Ensure all areas under our control are maintained and in a safe condition for means of access to and egress without risks to health.
- Provide and maintain a working environment that it is safe, without risk to health, and adequate with respect to facilities and arrangements for the welfare of all persons.
- Investigate the causes of accidents, incidents and near misses.
- Consult with employees and others affected by our activities on matters relating to occupational health & safety, well-being and the safeguarding of children and adults at risk

We will ensure that this policy and associated objectives are communicated and understood throughout the Academy and that a positive approach to health and safety is promoted. This policy shall be reviewed annually as part of our review process.

Signed:

Date:

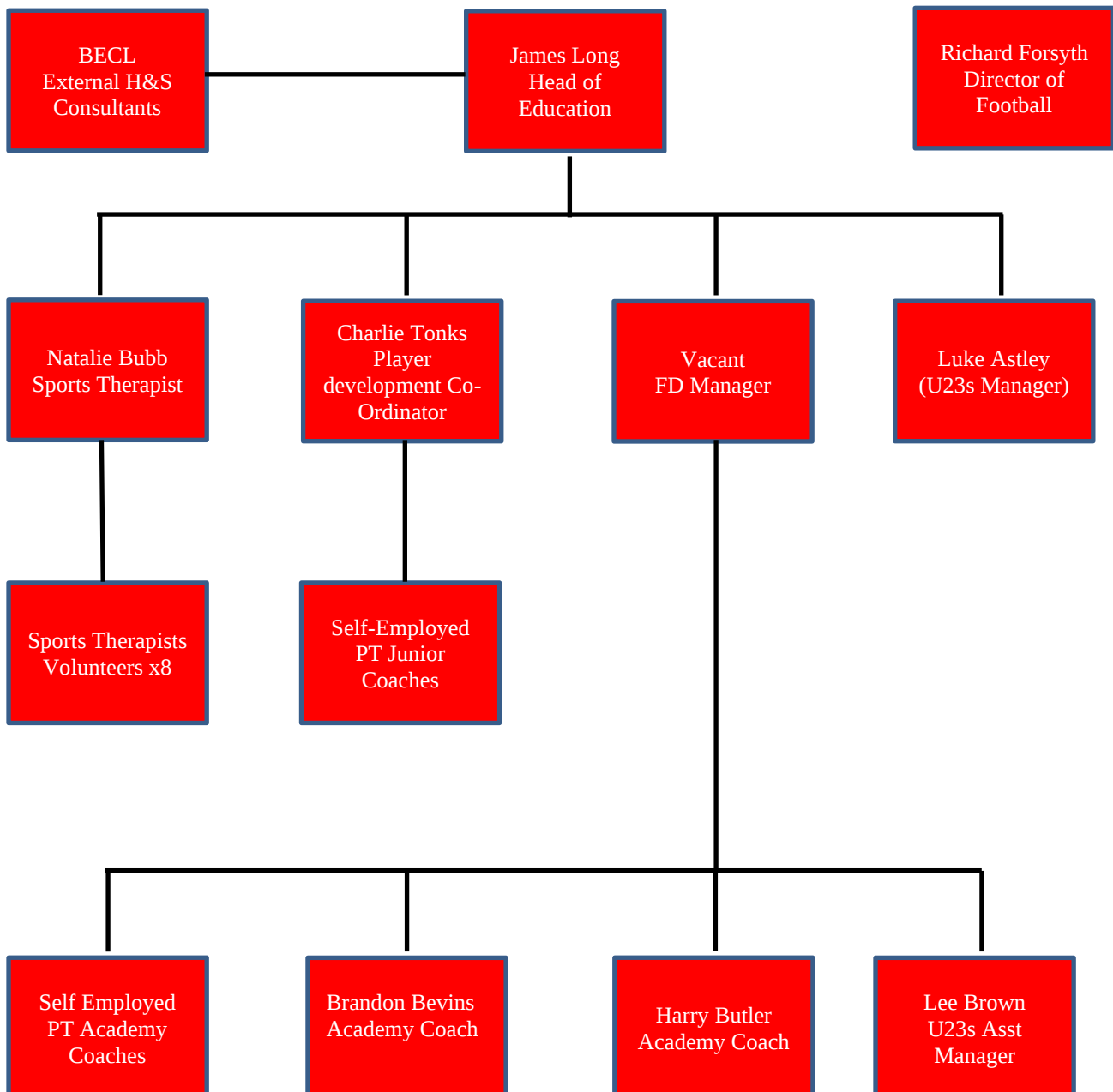
Print Name:

Position:

4. Organisational Structure

The Academy will ensure that the objectives outlined in the health and safety policy statement are achieved, this section describes the Academy's organisation for safety, including the responsibilities of individuals at all levels of the organisation.

Organisational Structure



Roles and Responsibilities:

- The Academy has a Designated Safety Officer (DSO) to manage and organise staff/volunteers to adhere to the above aims and the guidelines outlined within this policy.
- The Senior Management Team (SMT) have the same responsibilities as the DSO should the DSO be indisposed or unavailable for queries regarding health and safety, all concerns should be primarily directed to the DSO.
- The DSO is responsible for responding to all health and safety concerns raised by staff/volunteers including Safeguarding, Radicalisation and Extremism, Data Protection and Diversity and Inclusion complaints.
- The staff employed at the Academy are all responsible for the safety and security of any person or child under the age of eighteen in their care and should maintain a professional working relationship.
- The DSO, in addition to the SMT, should
 - Regularly review the safety and security of the learning environments to ensure no health and safety breaches occur.
 - To act upon referrals from employees/volunteers and students.
 - To ensure staff/volunteers and students comply with the agreed procedures.
 - To ensure access to this policy and other health and safety information as legally required.
 - To ensure that appropriate logs and records of incidents are completed and acted upon.
 - To ensure adequate first aid cover is always provided.
 - Ensure a high profile of health and safety in relation to all activities, procedures, persons including financial planning, personnel decisions, and in-service training.
 - Ensure that policies relating to health and safety are in place and updated regularly.
 - Ensure that safety standards for purchased goods and equipment are met.

Responsibilities of employees:

- Take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.
- Co-ordinate with the employer, as far as is necessary to enable the employer to comply with his/her duties under health and safety law.
- Not to interfere with intentionally or recklessly, or misuse equipment provided for the purposes of health, safety, and welfare.
- Act in a safe manner and ensure safe use of any machinery, equipment, dangerous substances, and personal protective equipment in accordance with any relevant information, instruction and training provided.
- Inform his/her manager of any health and safety hazards or defects they become aware of.
- Familiarise himself/herself with the company health and safety policy and procedures, rules, and other safety documentation i.e., risk assessments, safe systems of work and always comply with their requirements.
- Report all accidents/incidents, occupational diseases and near misses/dangerous occurrences via the appropriate means to their line manager.
- Ensure that equipment provided is maintained and in good condition.
- Avoid any improvising that may lead to unnecessary risk.

- Actively promote health and safety and suggest ways of eliminating hazards.
- Attend any training designed to further health and safety.
- Familiarise him/ herself with the company's emergency procedures.

Responsibilities of visitors:

- Sign-in upon arrival and sign out at the point of egress.
- Take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions.
- Co-operate with their host contact within the organisation and follow any safety instructions that have been given.
- To immediately report to his/her contact any accidents, dangerous occurrences, cases of ill health or near misses.
- Not to interfere with intentionally, recklessly or misuse equipment provided in the interest of health, safety, or welfare.
- Be aware of and understand fully the company's emergency procedures including the evacuation procedure in the event of an emergency.

Responsibilities of contractors:

- To ensure the health, safety, and welfare of their all persons whilst on site.
- To always comply with the health and safety requirements of the Academy.
- To ensure that any work activities are safe and without risk to the health, safety, and welfare of any person.
- To ensure that their employees are aware of the fire precautions and emergency procedures for the site.
- To be alert to health and safety hazards and to take suitable and sufficient steps to correct or control problems that may arise.
- To immediately report any accidents, dangerous occurrences, cases of ill health or near misses to the Academy.
- To provide evidence that all plant, equipment, articles, and substances, required to be used whilst on the Academy's site are safe and without risk to health. If necessary, to provide copies of certificates of testing, inspection, and examination copies of risk assessments.
- To liaise and always co-operate with the Academy.
- Ensure that their work activities do not present a risk to the health, safety, and welfare of all persons on the site.
- Follow any previously agreed working methods and practices.
- Ensure that working areas are left in a clean and tidy condition at break times, at the end of the working day or at any other times when they will leave the working area.
- Unless otherwise agreed, not use any client facilities including welfare facilities, rest rooms and equipment.
- Provide any method statements, risk assessments and safe systems of work or any other relevant health and safety documentation required for the work to be completed safely.
- Provide adequate levels of supervision for the duration of the work.

Responsibilities of the Health and Safety Advisor:

Bradley Environmental Consultancy Limited (BECL) are a health and safety consultancy who are employed by KHED Ltd. to provide competent health and safety advice and assistance when requested to do so by the Company.

The following services are provided as part of this service:

- Aid and guidance in the production of any method statements, risk assessments and safe systems of work or any other relevant health and safety documentation required for the work to be completed.
- Assistance with the Academy in producing the Academy Health and Safety Policy and procedures.
- Assist the Academy to identify the risks and hazards associated with the Academy's work activities and the assisted production of relevant health and safety documentation i.e., risk assessments, method statements and safe systems of work.
- Assist in the provision of any identified information, instruction, and training.
- Monitoring the effectiveness of the Academy's health and safety management systems by conducting site and management audits and monitoring accident and incident statistics and investigating such accidents and incidents.

5. Channels of Communication

The Academy will ensure that the employees/volunteers will be provided with information, instruction, training, and supervision as appropriate to enable them to work safely. A copy of the health and safety policy statement and standalone policies will be made available to each employee/volunteer together with any significant findings of risk assessments that affect their work.

Regular meetings will be held between the senior management team, employees/volunteers, or their representative(s) to discuss health and safety matters that may arise from time to time. Additionally, any relevant information on such matters will be directly communicated to employees/volunteers by the senior management team on an on-going basis.

In return, employees/volunteers may discuss health and safety matters with the senior management team and/or their immediate manager on an on-going basis and must report any health and safety hazards, defects or matters causing concern.

Any relevant information concerning health and safety matters will be brought to the attention of any other persons who may be affected by our activities, as appropriate.

6. Inspection, Auditing and Monitoring

The Academy will proactively monitor our operations with periodic formal inspections (which may be subcontracted to appropriate specialists) to ensure that they are adhering to the required safety standards and that all obvious hazards are removed or where unable to be removed the residual risks are suitably controlled as far as is reasonably practicable.

The Academy also reactively monitor and investigate all accidents and incidents; these may result in ill-health or injury and the statistics will be reviewed as required or at least annually and written Health and Safety documentation and procedures will be amended, as necessary. If high accident and incident statistics become apparent from a certain area of activity, a safety survey will be conducted – looking into the whole health and safety function to identify any causes and prevent re-occurrence.

Our Health and Safety documentation is a fluid system and is updated following any significant changes to internal plant or process, following legislative changes, if accidents deem it necessary, under any other circumstance that deems change is necessary, or at least annually.

Amendments will be annotated in the Document Control section.

7. Accident Reporting & Investigation

Accident Reporting & Investigation

We will ensure, as far as is reasonably practicable that all injury accidents, however minor, are recorded within the accident book or on an accident form stored on the Academy's internal system. All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause severe injury, the investigation is conducted by a Senior Manager with the assistance of a Health and Safety Representative. Employees/Volunteers will be provided with information, instruction, and training on the action to be taken in event of an accident, incident or occupational disease including arrangements for reporting to their manager.

If an employee/Volunteer is at work but working away from the premises or working outside normal hours, any accident or incident that they are involved with should be reported to their line manager/deputy, at the earliest opportunity after first aid has been administered. Where the injured party is unable to report the incident then their manager/safety officer should do so.

If an employee informs their manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained, as necessary.

The Academy's Health and Safety Representative is responsible for recording and reporting incidents which fall within the recording and/or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). If the injury, dangerous occurrence, or occupational disease is deemed reportable, then the Incident Contact Centre must be notified by the Health and Safety competent person:

By calling the HSE Incident Contact Centre (ICC) (0345 300 9923) (Monday to Friday 08:30-17:00 only) **for fatal and major injuries only**; or

- Reporting on-line at <http://www.hse.gov.uk/riddor/report.htm>
- Those accidents/incidents deemed necessary as required by RIDDOR, a summary of which follows.
- Deaths.
- Reportable Specified injuries.
- Over 7-day injuries.
- Reportable dangerous occurrences.
- Reportable diseases.
- Report of a flammable gas incident.
- Report of a dangerous gas fitting

All such incidents and any other incidents of a similarly serious nature are also reported to our insurers. All accident records and associated information are filed confidentially and retained a minimum retention period of 3 years. Data protection requirements will be adhered to.

Accident trends, learning points and the outcome of investigations surrounding serious incidents are discussed at regular senior management meetings where details of previous accidents are analysed and plans to prevent reoccurrence presented.

8. Asbestos (General)

The Academy will manage, as far as reasonably practicable, all asbestos containing materials (ACM) falling under its control in such a manner as to minimise the risk of any person being exposed to asbestos fibres. The Academy will aim to achieve this policy by:

- Identifying ACM within relevant buildings. Where it is not reasonably practicable to identify ACM, for example ACM that may be in inaccessible areas, then the Academy will presume that asbestos is present and manage accordingly.
- Risk assessing each identified ACM considering the likelihood, and the number of people that might be exposed, in the event of an uncontrolled release of asbestos fibres.
- Implementing appropriate control measures to reduce the risk of exposure of people to asbestos fibres from each ACM. The following general principles will be applied:
 - Where ACM is assessed as being in good condition then this will be left in situ and managed.
 - Where ACM is assessed as posing a risk to health it will be, as far as is reasonably practicable, removed or encapsulated.
 - Where removal or encapsulation is not reasonably practicable then access to the ACM will be managed to reduce the risk of exposure as low as is reasonably practicable.
 - Implementing a system of monitoring of each remaining ACM at intervals determined by the risk assessment.
 - Conducting a Refurbishment and Demolition survey as an integral part of the planning process for any refurbishment or demolition works conducted in Academy owned, managed, or occupied premises.
 - Planning, managing, delivering, and monitoring all work that could result in the release of asbestos fibres. In the case of works that involve the removal or encapsulation or other activities that will lead to the release of asbestos fibres, regardless of asbestos type, these will only be conducted by organisations licensed to conduct such works by the Health and Safety Executive (HSE).
 - Devising and implementing emergency procedures to reduce the risk of exposure of people as low as is reasonably practicable in the event of an unplanned and/or uncontrolled release of asbestos fibres.
 - Providing suitable and sufficient information, instruction, training and supervision to employees and contractors to reduce the risk of uncontrolled release of asbestos fibres as low as is reasonably practicable.
 - Review this policy and any associated procedures at regular intervals, or following any uncontrolled release of asbestos fibres, to ensure that it is working efficiently and effectively.
- If the Academy are not responsible for maintaining and repairing all or part of the property, or does not have control of the building, the person who has these responsibilities must conduct the above actions.

- Where the above applies (i.e., the Academy are not defined as the 'duty holder' under the Control of Asbestos Regulations (CAR) 2012), the company still have an obligation to determine what type of asbestos, contained in what material and in what condition is present or is liable to be present in the premises.
- In addition, the Academy will not conduct work which could expose any employee, or others affected by our works to asbestos unless a suitable and sufficient assessment of the risk is undertaken in compliance with CAR 2012.
- Hazardous waste produced at our premises will be disposed of in the correct manner according to relevant legislation.
- The Health and Safety Executive (HSE) Approved Code of Practice (ACOP) L143: Managing and working with asbestos, explains the duties of building owners, tenants and any other parties who have any legal responsibility for the work premises. It also sets out what is required of people who have a duty to cooperate with the main duty holder.

9. Cooperation and Coordination

The Academy accepts and understands that on certain projects/activities we may be one of many groups engaged in activities at any location.

To clarify- Staff/volunteers/students may attend other sites, other groups may be attending our site. Also, there may be contractors or groups of contractors working at our site.

In the interest of maintaining good cooperation and coordination practices the Academy have drafted this Policy.

At the inception of any activity the Company will be aware whether it will be the sole group engaged on site or if indeed sharing the site with other groups. Steps will be taken to ensure lines of communication are setup between all parties.

If it is established that Contractors are going to be operating in proximity with each other or on site when there are other persons present, then steps will be taken to ensure lines of communication are setup between all parties.

10. Contractor Management

The Academy will ensure, as far as is reasonably practicable, that:

- Consideration is given to health and safety when selecting contractors to undertake work on our behalf.
- Contractors are provided with relevant information on health and safety risks arising from our premises and work activities.

Responsibilities

The following responsibilities will apply to all contractors who undertake work on our behalf:

- Contractors will be asked to complete a contractor questionnaire and submit it on an annual basis, a current health and safety policy, up to date risk assessments, method statements/safe systems of work and or any other piece of health and safety documentation deemed necessary. A designated person will review each completed questionnaire. Only approved, competent and experienced contractors will be permitted to undertake work on our behalf. Upon request contractors will be expected to produce any relevant staff training certificates and compliance testing certificates for any equipment being used.
- On induction the Academy will provide the contractor with relevant information on any specific health and safety hazards on the premises/site to which he or his employees may be exposed in connection with the proposed work. We will also inform the contractor of relevant health and safety arrangements, including procedures for signing in/out, health and safety inductions, accident reporting, emergencies, and welfare facilities.
- Contractors are responsible for providing any equipment, including access equipment that may be required. Contractors will not be permitted to use equipment or facilities provided by the Academy unless agreed in advance with a designated person. The Academy contact will maintain a line of communication with the contractor's contact person on an on-going basis.
- Contractors will be actively monitored throughout the duration of any contract by the person(s) who requested the work to take place, thus ensuring that all work is completed in a safe manner and that they adhere to their own method statements and risk assessments.

11. Communicable Diseases

The Academy has implemented arrangements to limit the spread of Communicable Diseases.

The Academy has specific responsibilities under the **Health and Safety at Work Act 1974**. All persons may also be subject to action by the authorities arising from Government-issued guidance and legislation in respect of Communicable Diseases. The company will ensure the health, safety and welfare of all staff and any other relevant parties, as far as is reasonably practicable by conducting the following:

1. Providing adequate ventilation by ensuring that there is a supply of fresh air to indoor spaces where there are people present. This may be achieved through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both.
2. Conducting frequent cleaning of surfaces. All persons should be advised to use hand sanitiser and to clean their hands frequently.
3. Keeping all staff members, students and visitors up to date on how we are using and updating safety measures.
4. Ensure any RIDDOR reportable infections e.g. legionella are reported to the HSE.

12. Display Screen Equipment

The Academy will ensure, as far as is reasonably practicable, that:

- Display Screen Equipment (DSE) workstations are set up to conform to safety standards; and that DSE 'users' can work safely.
- Employees/volunteers are trained and provided with such information, instruction, and supervision as is necessary to ensure they can complete DSE work in a safe manner.

Definition of a User:

A "User" is defined as an individual who habitually uses DSE equipment as a significant part of their work (i.e., there is no alternative available to complete the job, there is no choice in use or non-use, skills are required, the DSE is used for spells of one hour plus and the job requires faster data transfer with a high level of concentration).

Responsibilities

- Where necessary DSE users will complete a workstation assessment which will be reviewed at least annually or whenever significant changes take place to the equipment being used, the system of work or the location of work etc.
- Any risks to DSE 'users' will be reduced to the lowest extent reasonably practicable by implementing remedial measures within a reasonable time by the manager/ supervisor.
- DSE 'users' will be provided with adequate health and safety training. Where appropriate, users will be trained in the use of software for conducting their job.
- Work on DSE will be arranged in such way as to enable 'users' to take breaks as necessary by conducting non-DSE work such as paperwork, the use of a telephone or work away from the workstation.
- At the user's request, arrangements will be made for an eye and eyesight test to be conducted at the Academy's expense. Where a test requires the user to wear 'special corrective appliances' such as spectacles or lenses (not those normally required for reading or driving etc.) to carryout DSE work, the Academy will contribute to the basic cost in accordance with the charges prescribed by the NHS. Tests will be repeated at intervals determined by a qualified optometrist.

13. Diversity and Inclusion Policy

KHFC ED Ltd. is committed to achieving the highest standards of Diversity and Inclusion throughout its business; as such we will, as a minimum, comply with any relevant Legislation and any other standards or requirements related to our activities.

The Academy recognises its duty to ensure as far as is reasonably practicable, the Health, Safety and Welfare of all our employees and others that can be affected by our activities, maintaining the fulfilment of our legal and other occupational health requirements.

To fulfil our obligations there is a stand-alone Diversity and Inclusion Policy (Policy 2).

We will ensure that this policy and associated objectives are communicated and understood throughout the Academy and that a positive approach to is promoted. This policy shall be reviewed annually as part of our review process.

14. Driver Safety

The Academy will ensure, as far as is reasonably practicable, that:

- We will take all reasonable precautions to ensure the health and safety of our employees and other persons who may be affected by our activities with respect to transport.
- We will inform, instruct, and train persons regarding safe movement of transport on the Academy site and provide safe procedures for the loading and unloading of vehicles.
- We promote driver safety for all persons who drive company vehicles, personal vehicles or hired vehicles while engaged in Academy transport.
- Reduce the severity and frequency of losses associated with company vehicles.

Responsibilities

- All drivers will follow all statutory road rules whilst driving as set out in the current Road Traffic Regulation Act.
- All drivers must hold a full UK driving licence suitable for the vehicle in use. A copy of which will be held in a secure location on an Academy computer and checked on an annual basis to ensure the driver's suitability to drive.
- All non-commercial vehicles used for company work will be subject to a monthly inspection by the driver; this will be recorded on the company vehicle inspection form and submitted to a nominated person.
- Vehicles used by multiple operators should be inspected daily prior to use and recorded on the company daily vehicle inspection form and submitted to a nominated person.
- The Academy will ensure that all vehicles are in a road worthy condition including road tax and MOT's and that vehicle are serviced, by an approved dealer, at the appropriate intervals depending on their vehicles type.
- Drivers must ensure they take suitable rest breaks during prolonged periods of driving (i.e., for 2 hours constant driving a 15-minute break should be taken).
- The use of mobile phones in moving vehicles is forbidden. Drivers will find a suitably safe place to park the vehicle before conducting the telephone conversation. Drivers will be reminded that they are still considered in control of the vehicle if the engine is on.
- In the event of adverse weather conditions (snow, ice, and flooding, high winds) drivers will consult with the SMT before commencing with their journey to deem whether it is both safe and necessary to travel.
- The picking up of unauthorised passengers is prohibited.
- Any driver that is prescribed medication which could have an adverse effect on their ability to safely drive will not be permitted to do so. Professional advice from either the prescribing pharmacist or Doctor must be sought.
- Seat belts must be always worn by the driver and passengers.
- Any Academy vehicles will be smoke-free and display the relevant 'Smoke-Free' signage. This includes non-work-related travel.

15. Drugs and Alcohol

The academy will ensure, as far as is reasonably practicable, that:

- The consumption and use of drugs and alcohol is prohibited in the workplace during working hours.
- Drug and alcohol problems are dealt with effectively and consistently so that all persons are protected and those affected are encouraged to seek help. We expect all of those to whom this applies to support this policy and in doing so comply with the rules below.

For the purposes of this policy, drug and alcohol problems are defined as those, which incorporate a variety of behaviours caused, by drugs or alcohol, which may be problematic to the individual and/or to the organisation for which the individual works.

This policy applies to all persons including contractors (including agency and self-employed), consultants and employees of other organisations when working on our site.

Professional assistance and support can be made available to those to whom this policy applies, and we would urge anyone who feels that they may have a drug or alcohol problem to come forward (with a friend, or trade union colleague) to discuss this confidentially with their relevant supervisor or manager.

The Academy reserves the right to conduct drugs and alcohol testing when workplace safety is at risk. This policy applies to all persons.

- You must not be in possession of any illegal drugs or alcohol whilst on our site.
- Under any circumstances, you must not be under the influence of drug or alcoholic substances whilst on our site. Note that, as previously consumed drug or alcoholic substances may affect your abilities. Also, you may still be under the influence. The Academy retains the right to summarily dismiss on the grounds of gross misconduct.
- If you are on drugs for any medical reason, you must inform your supervisor or manager prior to attending site.
- If your supervisor or manager believes that you are under the influence of drugs or alcohol whilst on our site, you will be asked to leave, having been advised of the support available to you and your rights in accordance with our disciplinary procedures.
- There may be circumstances where we would ask you to provide an alcoholic or illegal drug substance test sample. This may be as part of an initiative to conduct random testing or whenever there is reasonable cause to believe, or suspect, that an employee is intoxicated. Any refusal to provide a test sample may lead to disciplinary action.

16. Electrical Safety

The Academy will ensure, as far as is reasonably practicable, that:

- The fixed electrical installation (e.g., wiring circuits, sockets, and switchgear) is installed and maintained by a competent person.
- Electrical appliances comply with current safety requirements and are sourced from reputable suppliers. Portable electrical appliances will be maintained in safe working order.
- Employees/volunteers know what to do if they become aware of defects to the electrical installation and appliances at work.
- Employees/volunteers are instructed that any repair or maintenance on the electrical system is only to be conducted by a competent person.
- Enough sockets will be provided to prevent circuit overloading and use of extension cables.

Responsibilities

- The electrical system will be installed in accordance with the latest edition of the IET Regulations and practical guidance published by the NICEIC or equivalent, by a competent person.
- Electrical contractors will be vetted prior to the commencement of work to verify their competence to undertake the work.
- The manager will ensure that a comprehensive testing program of all portable appliances is in place and that any testing is completed by a suitably competent person.
- A register of portable electrical appliances will be established.
- Portable Appliance Testing (PAT) will be conducted, in line with HSE guidance by a competent person, to ensure that they are maintained in a safe working order.
- Where any inspection or test identifies any faults, then this must be rectified as soon as practical by a competent person. If repairs cannot be conducted immediately, equipment must be taken out of use and clearly marked as faulty. Where any equipment cannot be economically repaired then it must be safely disposed of.
- Employees/volunteers becoming aware of damage to the fixed electrical installation or appliances must report this to a member of the SMT.
- Under no circumstances should any person attempt to repair or maintain the electrical system or appliances unless they are trained to do so and competent.
- Electrical appliances will be disconnected before cleaning or adjusting.
- It will be the responsibility of the user to ensure visual inspections are completed of all electrical appliances before use.

17. Equipment Safety

The Academy will ensure, as far as is reasonably practicable, that:

- Equipment and safe systems of work are provided and maintained in such a way as to be safe and without risks to health.
- Equipment is suitable for its intended use, can be used safely. Necessary inspections (following legislative requirements) are completed and is only used by persons who have received adequate information, instruction and training and contains safety markings, as necessary.

Responsibilities

To ensure the safety of all persons we will implement the following procedures with respect to the provision and use of all equipment.

- All equipment will be purchased from reputable suppliers and where relevant reference will be made to the appropriate industry standard such as British Standards.
- Prior to the purchase of such equipment, consideration will be given to its intended use, the location and method of use, the user or operator, as well as any likely health and safety risks associated with its use.
- Where equipment is purchased from new, it will be checked to ensure that it carries the CE mark (where appropriate) to indicate compliance with European safety requirements and that it is supplied with any declaration of Conformity/Incorporation and user's manual.
- Where equipment incorporates dangerous parts such as rotating components, we will ensure that these are provided with guards or other protective devices and that a safe system of work is implemented in its use.
- Work equipment will be maintained and inspected in line with manufacturers guidance, legislative requirements, and regulatory guidance by a competent person prior to use and thereafter.
- Work equipment will only be used for operations for which, and under conditions for which, it is suitable.
- Contractors who provide their own equipment will have their equipment checked prior to the commencement of work to ensure its suitability.
- Users of work equipment will be provided with adequate health and safety instruction and supervision.
- User of work equipment will be provided with adequate health and safety information, training, and supervision. Documented instructions to ensure safe use of work equipment will be provided.
- Signature received on relevant health and safety training documentation as required.
- Users will conduct a visual inspection of all work equipment prior to use. Any damaged/faulty equipment will be reported at the first opportunity to the SMT, removed from service, clearly marked as damaged/faulty and will remain out of service until fully repaired by a competent person.

18. Fire Safety & Emergencies

The Academy will ensure, as far as is reasonably practicable, that:

- The Regulatory Reform (Fire Safety) Order 2005 is complied with, where appropriate. Fire Marshals and deputies will be appointed and trained. Proactive measures are taken to prevent a fire starting. Where a fire does start, we will ensure that it can be detected quickly, and everyone evacuated from the premises safely. Suitable firefighting facilities and equipment are provided and maintained in good working order.
- Employees and non-employees know what to do in the event of a fire.

Responsibilities

- The responsible person will ensure that a fire risk assessment is conducted by a competent person, which will be reviewed at least annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises, new activities, or an incident.
- All persons will be informed of the fire safety procedures on their commencement of appointment.
- All persons who visit other premises or sites have a duty to make themselves aware of the fire procedures and evacuation routes for the site at which they are attending.
- This should be supported with the location of fire / manual call points – to be aware of how to raise the alarm and extinguisher location - to aid exit where necessary.
- The Academy will not encourage individuals to fight fires with extinguishers or other recognised firefighting equipment unless they have been trained to do so and it is safe.
- The Academy will instruct staff to get out of the area/building affected by the fire, attend the fire assembly point and stay out until advised by a competent individual that re-entry is safe.
- Fire drills will be conducted every 6 months to ensure that the procedures in place are suitable and sufficient, the findings will be recorded, and any findings will be actioned accordingly.
- Fire safety facilities will be inspected and maintained in line with manufacturer's guidance or relevant British Standard documentation. In-house checks/ inspections will also be conducted on such facilities and systems.
- All flammable substances will be stored in a safe manor away from sources of ignition.
- Adequate standards of housekeeping will be kept of all areas preventing the accumulation of hazardous materials in relation to fire.
- Fire exits maintained and access routes kept clear.

On suspecting or discovering a fire:

Raise the alarm.

- Call the Fire service.
- Make work area safe by shutting windows and doors; and isolating power supplies if possible and safe to do so.
- Leave the building by the nearest available exit route.
- Do not stop to collect personal belongings.
- Go directly to the designated Assembly Point and await further instructions.
- Do not re-enter until instructed to do so.
- Premise will be checked by fire marshals to ensure premises have been fully evacuated.

19. First Aid

The Academy will ensure, as far as is reasonably practicable, that adequate first aid equipment and facilities are available for all persons visiting our site that may be injured or become ill. As a result, we have undertaken an assessment of first aid needs to determine the numbers of first aiders, appointed persons and the first aid facilities required.

First-aiders will attend an appropriately selected three-day course (FAW), and any appointed persons will attend a one- day emergency first aid at work course (EFAW), both provided by an external contractor who is competent and suitably qualified to deliver training. Following this appropriate refresher training of appointed persons will be conducted.

The identity of the first aid personnel and the location of the first aid equipment will be brought to the attention of all persons during health and safety training and by means of suitable signage in a prominent position. New members of staff / volunteers and visitors to our premises are informed of the location of First Aiders, First Aid kits and the procedure to follow in the event of accident or illness at the point of induction.

First aid equipment and facilities will meet the current version of the British Standards. First aid supplies and equipment will be subject to quarterly inspections to ensure they hold sufficient stock levels that are in date. Regular inspections will be conducted by nominated first aiders who will report any deficiencies immediately to their line manager. Where company vehicles are provided or where personal vehicles are used for Academy use, the Academy will provide an appropriately equipped travel first aid kit which is checked on a quarterly basis by the user of that vehicle.

20. Gas Safety

The Academy will ensure, as far as is reasonably practicable, that:

- Gas services and appliances i.e., heaters and boilers will be designed, installed, and maintained in good working order.
- We will take all reasonable precautions to ensure the health and safety of our employees and any other persons who may be affected by our work activities with respect to gas safety. In this respect the term gas refers to mains gas, liquefied natural gas and liquefied petroleum gases, i.e., propane and butane.

Responsibilities

- Gas installations and appliances will be professionally designed, installed, and maintained by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998, regulatory guidance, manufacturer's instructions, and current standards. Detailed records required by the regulations and in relation to the above will be maintained.
- Portable and transportable gas appliances are inspected and evaluated frequently as required in line with legislation, regulatory guidance, manufacturer's guidance, and current standards. (The frequency will depend on the environment in which the appliance is used and the conditions of usage).
- Gas installations are maintained in a safe condition by conducting annual safety checks and regular maintenance as required
- Only appliances which conform to the appropriate standards will be used.
- Only individuals or firms registered on the Gas Safe Register may install and maintain appliances. We will confirm that all engineers are suitably qualified by checking their engineer is against the gas safe register on the following website: www.gassaferegister.co.uk;
- A risk assessment and where required a safe system of work for maintenance, inspection or testing are promoted and implemented by a competent person, to ensure that all appliances and services are without risk to all persons.
- A suitable emergency plan will be created to deal with gas leak, gas fires, or explosions. They can occur because of a leak on a main, service pipe, installation pipe work or appliance.
- An emergency notice will be displayed at the primary meter giving the required procedure to be adopted in the event of a gas escape.
- Should the risk assessment deem it necessary, a decent quality audible carbon monoxide alarm will be fitted and maintained to provide early warning. Ensuring the alarm complies with British Standard EN 50291 and carries a British or European approval mark.
- All gas fittings and pipes must be protected from damage, by providing an additional seal or coverage, to prevent any rusting or exposing the pipes.
- All incidents or accidents concerning gas or gas installations are properly reported and investigated with suitable preventative measures implemented.

Gas Leak/escape

- If a gas leak (or suspect gas leak) is discovered the procedure should be as below:
- Open doors and windows, shut off the gas supply, call national grid and ensure investigations and repairs are completed by a gas safe registered engineer.
- Suitable arrangements will be in force to report incidents involving gas appliances, which are reportable under the RIDDOR regulations.
- All other incidents will need to be recorded within internal incident forms and investigations will need to be conducted.

21. GDPR and Privacy Policy

KHFC ED Ltd. is committed to achieving the highest standards of GDPR and Privacy throughout its business; as such we will, as a minimum, comply with any relevant Legislation and any other standards or requirements related to our activities.

The Academy recognises its duty to ensure as far as is reasonably practicable, the Health, Safety and Welfare of all our employees and others that can be affected by our activities, maintaining the fulfilment of our legal and other occupational health requirements.

To fulfil our obligations there is a stand-alone GDPR and Privacy Policy (Policy 3).

We will ensure that this policy and associated objectives are communicated and understood throughout the Academy and that a positive approach is promoted. This policy shall be reviewed annually as part of our review process.

22. Legionella

The Academy is committed to reducing, as far as is reasonably practicable, the foreseeable risks of exposure of any person to legionella bacteria. The Academy will aim to achieve this policy commitment by following the principles set out in the publication “Legionnaires’ disease.

The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 (Fourth Edition). Health and Safety Executive (HSE).” This will include:

- Appointing one or more Responsible Person (Legionella) to have responsibility for managing identified water use and storage systems.
- Conducting a suitable and sufficient risk assessment of all activities and water systems to identify and evaluate foreseeable risks of exposure to legionella bacteria.
- Identification of any particular “at risk” groups of people who may be at greater risk of harm if exposed to legionella bacteria.
- Recording the significant findings of each such assessment.
- Producing and implementing written arrangements (a legionella management plan) to avoid, so far as is reasonably practicable, exposure to legionella bacteria. Where it is not possible to avoid this risk then the plan will identify the measures for controlling the risk of such exposure and to ensure that such controls remain effective.
- Keeping appropriate records of any management and any associated monitoring activities.
- Allocating sufficient resource to ensure that foreseeable risks of exposure to legionella bacteria are managed. This will include the appointment of suitable numbers of competent people to advise on legionella management matters and to assist with the development and implementation of the legionella management plan.
- Providing suitable and sufficient information, instruction, training, and supervision to relevant persons to enable them to perform their duties under this policy and any associated procedures and to reduce the risk of legionella growth and transmission and foreseeable exposure of any person to legionella bacteria.
- Ensuring that all new water systems are designed, specified, installed, and commissioned to avoid, where reasonably practicable, the foreseeable exposure of people to legionella bacteria or, where avoidance is not practicable, to ensure that such risks are reduced to a tolerable level.
- Managing all works on existing hot and cold-water systems to ensure that foreseeable risks of legionella exposure are managed.
- Ensuring that all work on hot and cold-water systems are only conducted by suitably competent people.
- Undertaking periodic audits to ensure that all relevant duties under this policy and applicable legislation are being managed effectively.

Responsibilities

There will be a duty holder for legionella management. This may have delegated responsibility for undertaking aspects of these duties through line management and identified roles.

Hot and Cold-Water Systems

The Academy will ensure that:

- Suitable resources are allocated for the management of legionella risk in hot and cold-water systems. This includes the written appointment of relevant people within their line management chain to deputise for them where necessary and the allocation of sufficient budget to manage legionella risk at least in accordance with legal requirements.
- Suitable and sufficient risk assessments are undertaken of all water systems.
- Risk assessments are undertaken by suitably competent persons.
- A bespoke legionella management plan is developed for each system by a suitably competent person. The legionella management plan will include:
 - An appropriate schematic detailing the water system and its key components.
 - A written record of the system risk assessment. This will include consideration of any “at risk” groups who might potentially be exposed to legionella bacteria.
 - A written schedule for minimising the risk of legionella within each system. This will include a prioritised action plan and a mechanism for escalating remedial work where the risk assessment, or any subsequent monitoring regime, identifies a significant risk of legionella growth or transmission.
 - A written schedule and procedures for inspection, maintenance, and disinfection, where applicable, of each system.
 - A written schedule for monitoring the effectiveness of control measures for each system.
- SMT are made aware of any control measures identified in the legionella management plan that they may be responsible for implementing (for example, the periodic flushing through of certain outlets).
- The legionella management plan is implemented and is subject to periodic audit (at least annually).
- System risk assessments are reviewed at a maximum of two-year frequency.
- Appropriate actions are taken to remediate any matters arising from system inspections, testing, and monitoring.
- People working on water systems are competent to do so and comply with this policy and all other relevant water hygiene and safety legislation
- Suitable and sufficient information, training, supervision, and instruction is given to any person authorised to work on water systems.

Each Responsible Person (Legionella) may, subject to written agreements or contracts being in place, engage competent third parties (for example another Responsible Person (Legionella), external consultants or contractors) to conduct one or more of the tasks associated with managing legionella risk.

However, it should be noted that this appointment does not remove the overall responsibility on the Managing Director for ensuring that legionella risk is managed in those water systems that they retain.

The SMT will:

- Cooperate with the Duty-Holder and appointed Deputy / Responsible Person (Legionella) to enable them to meet their responsibilities under this policy.
- Ensure that any control measures that they are responsible for implementing (for example, flushing through of certain local outlets) are conducted in accordance with the directions of the legionella management plan.

- Alert the Responsible Person (Legionella) to any redundant or little used hot and cold-water outlets within their areas.

Where a Responsible Person (Legionella) role exists, then that person will be responsible for ensuring that:

- Equipment and/or systems that pose a foreseeable risk of legionella growth and/or transmission are identified.
- Risk assessments are conducted for each such system or piece of equipment. The risk assessment should identify appropriate control measures to avoid, as far as is reasonably practicable, the growth and/or transmission of legionella bacteria or, where this is not reasonably practicable, to reduce the risk of legionella exposure to a tolerable level. Control measures should also consider any “at risk” groups who might be exposed.
- A written scheme is prepared for each type of equipment or system and is implemented.
- Suitable monitoring is undertaken to ensure that the written scheme works and is being implemented correctly.

Responsible Persons (Legionella) should appoint suitable deputies to assist them to meet their duties. Any such appointments should be made in writing.

23. Lone Working

The Academy will ensure, as far as is reasonably practicable, that:

- The need for lone working will be avoided as far as is reasonably practicable.
- Ensure that all suitable measures are in place to allow all persons who are required to conduct lone working, can do so in a safe manner.
- All persons are informed of what they must do to work alone as safely as possible.
- All lone working conducted by staff is assessed and undertaken in as safe as manner as possible, with staff and management fully aware of the location and the foreseeable risks of the activity.

To assist the Academy to fulfil their duties, lone workers have been deemed as the following:

“A person whose activities involve a substantial percentage of their time operating in situations without the benefit of interaction with other persons or without supervision.” This would include.

- People who work outside normal hours.
- People working from home.
- People working separately from others in a building or on a remote part of a site.
- People who work away from a fixed base without colleagues.

When meeting alone with children or young people, the following procedures should be adhered to.

- Staff working with children and young people must have a current Enhanced DBS check.
- Any staff members conducting lone working and their manager must be familiar with their local safeguarding and child protection policy and the local Safeguarding Children's Board guidance for managing safeguarding concerns.

Responsibilities

- A system of reporting back to management is in place ensuring that all lone workers return to base or home upon completion of work, this system operates in the following way
- Prior to the commencement of work, the management will establish the suitability of the proposed site for lone working.
- The management will be responsible for undertaking the risk assessment, will take in to account the age, sex, vulnerability, and fitness, of the potential lone workers and give due care and consideration. When persons are completing considerable risk activities or lone working on a frequent basis, steps will be taken to reduce the risks and consider any specific risks, the risk of violence, location of the workplace and the equipment and materials required.
- All staff lone working will contact their manager at agreed intervals / times.
- All persons working off premises will possess an operational mobile phone.
- All persons will check in at commencement of activities and cessation of working day as a minimum.
- All persons will be informed of the risks of the activities they are undertaking through risk assessment findings and discussions with their manager during the pre-start work briefings.
- When the risk assessment shows it is not possible to conduct the activity safely alone or the activity is deemed considerable risk, means for providing assistance or postponement of the activity will be implemented.

- Lone working will only be approved for persons who are hold the relevant experience, knowledge, and competence to conduct the activity and are deemed fit and healthy to do so.
- Persons will conduct a site-specific risk assessment to identify any hazards and risks not previously identified, where any hazards / risks are identified, and adequate controls measures cannot be put in place to conduct the activity safely then the work will not commence, and the manager will be notified.
- Where required supervision will be provided.
- Any person working from home must arrange to contact their manager at the start and end of their working period.

If contact is not maintained as agreed with the manager, then the following emergency procedure will be implemented.

- Attempting to contact the employee by phone etc.
- Calling employee's home.
- Contact known locations in reverse order.
- Contact manager.
- Call police.

All persons are made aware of the importance of reporting in, as emergency procedures will be implemented if texts, e-mails, or calls are not received.

24. Manual Handling

The Academy will ensure, as far as is reasonably practicable, that:

- The need for hazardous manual handling operations is avoided as far as is reasonably practicable.
- Where loads presenting a significant risk must be handled, we will look at redesigning the task or the load. (E.g., break download into lighter, more manageable loads).
- When unavoidable a suitable and sufficient risk assessment will be conducted, and all reasonable precautions will be taken to reduce the risk of injury.
- Persons involved in the manual handling operations are provided with suitable information, instruction, training, and supervision regarding manual handling.

Responsibilities

- Manual handling assessments will be conducted by an appropriately trained employee with assistance from Bradley Environmental where requested. This will take place prior to operations involving the handling of heavy or awkward loads or loads that present a significant risk. The findings of the risk assessment will be provided to all relevant persons.
- Once this risk assessment has been conducted, suitable control measures will be put in place to reduce the risk to as low as reasonably practicable. Suitable lifting aids will be provided and maintained, where deemed necessary by the risk assessment and all employees expected to use them will receive training in their use.
- Staff will receive initial and regular update training on correct lifting techniques.
- Assisted / team lifting is encouraged in preference to individual lifting.
- Suitable storage facilities will be made available to reduce the risk associated with manual handling.
- Care will be taken in the placement of articles and equipment on shelving/racking to reduce the hazards associated with manual handling. With item being placed at appropriate heights to avoid the need to stooping or reaching above shoulder height.
- If shelving or racking is seriously damaged, it will be unloaded and suitably isolated by means of tape or signage to prevent its subsequent use, pending repairs.

25. Risk Assessments and Method Statements

Risk Assessments

The Academy will ensure, as far as is reasonably practicable, that:

- We will conduct risk assessments for all activities where there is foreseeable risk to health to all persons who could be affected by our activities. The risk assessments will identify the associated hazards, identify who might be harmed and how, evaluate the risks and assess the existing control measures, the findings will be recorded, and the assessments will be reviewed and revised as required or at least annually.

Responsibilities

- Risk assessments will be conducted on all tasks that present a significant risk. Risk assessments will only be conducted by a competent person, with further specialist advice sought where required. The findings will be recorded in a suitable and sufficient manner. All findings and control measures applied will be communicated to all relevant persons.
- Risk assessments will be reviewed at minimum on an annual basis but may also be reviewed following changes in our activities, procedures, use of equipment/materials, or following any adverse events, changes in legislation or other factors that may lead to the risk assessments not being current. All changes will be communicated to all necessary persons.
- All Persons must follow the control measures set out by the risk assessment to ensure that they are working in a safe way. Persons involved must follow all stages of the risk assessment and method statements or safe systems of work when written, to ensure that the specific task is conducted as safely as possible. If any of the stages cannot be completed in a safe manner i.e., because the activity has changed, then this must be reported to the SMT who will take the appropriate action. Lack of compliance will result in disciplinary action.
- Documented records will be kept showing staff have received and understood information on the finding and controls of the assessments.

Method Statements

The Academy will ensure, as far as is reasonably practicable, that:

- Method statements/safe systems of work will be produced where deemed necessary following a suitable and sufficient risk assessment of the activities conducted within the business. These documents will only be completed by a person deemed competent to the specific areas of activity.

A method statement / safe system of work is defined as:

- “A formal procedure, which will allow a specific activity to be conducted safely, after systematic examination of that task has identified and eliminated all the associated hazards or at least minimised the risks.”

Responsibilities

- Method statements / safe systems of work will be put into place when the hazards identified, in our risk assessments, cannot be eliminated and unacceptable residual risk remains.
- The method statement will describe in a logical sequence exactly how an activity is to be conducted in a safe manner and without risks to health. It will include all the risks identified in the risk assessment and the measures needed to control those risks. This will allow the job to be planned and resourced.

Method statements will be written by a competent person and will consider the following:

- Co-ordination of the activities.
- Layout of plant and appliances for special tasks.
- The method of using specific equipment.
- The method of conducting particular activities.

The instruction of trainees and inexperienced persons in particular tasks outside their normal experience.

- The sequence in which the activities are to be conducted.
- The provision of warnings, notices, and the issue of special instructions in particular cases.
- The procedure for introducing changes into normally accepted routines and practices (including explanations of why the changes are necessary).
- A contingency plan to deal with foreseeable emergencies.
- An auditing or monitoring regime to ensure the above is working.

Consideration to the use of method statements / safe systems of work will be given to the following:

- Elevated risk, complex or unusual activities is to be undertaken

Whether method statements / safe systems of work are used or not, the company will ensure as far as is reasonably practicable that risks are controlled.

The findings of the method statements will be communicated to all relevant persons, with documented records kept showing persons have received and understood the information contained within the method statement/ SSoW.

26. Personal Protective Equipment

The Academy will ensure, as far as is reasonably practicable, that:

- Suitable Personal protective equipment (PPE) is provided when the risk presented by an activity cannot be adequately controlled by other means. We will take all reasonable precautions to ensure the health and safety of all persons who work with PPE, providing information, instruction, training, and supervision regarding its use and maintenance.

Responsibilities

Managers will assess risks associated with our activities to identify the requirement for PPE.

- All PPE selected will carry 'CE' marking and will comply with the 'Personal Protective Equipment at Work Regulations 2022' to indicate compliance with safety requirements.
- Where appropriate, we will provide suitable PPE and plan for any maintenance, cleaning, and repair.
- Where a need for PPE has been identified, all persons are expected to wear it as required. Staff are made aware of this through risk assessments and communication with their manager.
- Persons will be informed of the risks against which the PPE is being used and provide adequate training and/or instruction on its correct use.
- All Respiratory protective equipment (RPE) users will undergo a valid face fit test at intervals in line with current legislation.
- Where two or more items of PPE are to be used at the same time, we will ensure that they are compatible and as effective when used together as they are when used separately.
- We will arrange for adequate accommodation for the correct storage of PPE and replace any PPE, as necessary.
- Where PPE it is provided to meet a statutory obligation, this will be provided by the company.
- All persons must use PPE properly and in accordance with any training and/or instructions they have been given. Any loss or obvious defect to the PPE must be reported as soon as possible.

Persons will receive I.I.T.S (information, instruction, training, and supervision) regarding:

- When PPE must be worn and hazards it protects against.
- Correct usage.
- Inspection and maintenance.
- Replacement procedures.

27. Prevention of Extremism and Radicalisation Policy

KHFC ED Ltd. is committed to achieving the highest standards of the Prevention of Extremism and Radicalisation throughout its business; as such we will, as a minimum, comply with any relevant Legislation and any other standards or requirements related to our activities.

The Academy recognises its duty to ensure as far as is reasonably practicable, the Health, Safety and Welfare of all our employees and others that can be affected by our activities, maintaining the fulfilment of our legal and other occupational health requirements.

To fulfil our obligations there is a stand-alone, Prevention of Extremism and Radicalisation Policy (Policy 4).

We will ensure that this policy and associated objectives are communicated and understood throughout the Academy and that a positive approach to is promoted. This policy shall be reviewed annually as part of our review process.

28. Public Safety

The Academy will ensure, as far as is reasonably practicable, that:

The safety of the public will be always considered.

Where there is a foreseeable risk to members of the public affected by our activities, precautions will be taken so that risk is eliminated or controlled so far as reasonably practicable.

Responsibilities

- The presence and requirements of members of the public are considered in full when risk assessments are being conducted.
- Activities will be planned and scheduled at such a time and in a manner to eliminate the risks associated with the public, where this is not reasonably practicable the aim will be to reduce the residual risks to a minimum.
- Where possible all areas will be kept secure and the method of securing the area will be kept in a safe state, especially when working in areas where there may be people of specific risk such as children, elderly or the vulnerable.
- Where necessary, barriers will be erected to exclude unauthorised access to the area.
- At the end of the day or completion of the work, where practical, the work area will be locked so that unauthorised access is restricted.
- All work equipment will be removed from the area, locked away or disabled to ensure no unauthorised use of equipment can take place.
- The work area will be appropriately signed to ensure hazards are clearly identified.

29. Slips, Trips and Falls

The Academy will ensure that, as far as is reasonably practicable, that:

- We will take all reasonable precautions to ensure the health and safety of all persons who may be affected by our activities in relation to slip and trip risks.

Responsibilities

- The risks associated with slips trips and falls are identified in the risk assessments conducted for our undertakings.
- Good working practices will be enforced including the design of floor surfaces walkways etc. and the appropriate lighting for the workplace.
- Housekeeping checks will be conducted to identify potential hazards.
- All necessary maintenance work and appropriate cleaning will be conducted with suitable resources available to allow for this to be completed promptly.
- All persons will be instructed to keep all areas tidy and avoid leaving obstructions in walkways or working areas.
- Adequate storage facilities will be provided to prevent the build-up of unnecessary items in work areas and walkways.
- Appropriate footwear will be always worn for all tasks.
- Persons will report any hazards within the workplace to their manager that they encounter and that can otherwise not deal with themselves (i.e., clearing up a minor spillage).
- Suitable procedures, resources and equipment are in place to deal with spillages associated with the activities of the Academy.
- Nominated employees will receive I.I.T.S (information, instruction, training, and supervision) on the correct method of dealing with spillages.
- All spillages will be cleared up as a matter of urgency and appropriate signage and warning cones or barriers will be used to warn of spillages that cannot be dealt with immediately.
- Cleaning of the workplace will be conducted at a time whereby persons are not exposed to a risk of a slip, trip or fall.
- Residual moistures left on floors of toilets, kitchens etc. after cleaning will be suitably

30. Smoke Free Environment

The Academy will ensure that:

- All areas will be smoke free.

Responsibilities

All persons are obliged to adhere to and support the Smoke-free Policy.

- The policy and its implementations shall be explained and issued during inductions and to contractors on commencement of contract.
- All Academy vehicles will be Smoke-free and display relevant "No Smoking" signage.
- All entrances to the property and buildings will display relevant "No Smoking" signage.
- When visiting different sites all local rules regarding smoking will be followed.
- Non-compliance will result in company disciplinary procedures and possible prosecution as deemed by the Smoke-free (Premises and Enforcement) Regulations 2006.

31. Stress at Work

Introduction

We are committed to protecting the health, safety, and welfare of all persons involved with the Academy. We recognise that stress is a health and safety issue and acknowledge the importance of identifying and reducing stressors.

This policy will apply to everyone in the company. Managers are responsible for implementation and the Academy is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them.” This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

- The Academy will identify all stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The Academy will provide training for all managers and supervisory staff in good management practices.
- The Academy will provide confidential counselling for persons affected by stress caused by either work or external factors.
- The Academy will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Managers Responsibilities

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure effective communication, particularly where there are organisational and procedural changes.
- Ensure persons are fully trained to discharge their duties.
- Ensure persons are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that persons are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice, health, and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to persons who are experiencing stress outside work e.g., bereavement or separation.

Employees

Raise issues of concern with your manager.

Accept opportunities for counselling when recommended.

32. Substances Hazardous to Health

The Academy will ensure, as far as is reasonably practicable, that:

- Where possible we will eliminate the use of substances hazardous to health.
- Where this is not possible the company will take all reasonable steps to identify and use less hazardous substances.
- Where practicable, no substance that is classified as a carcinogen, a possible carcinogen, or a substance with limited evidence of being a carcinogen will be used within the work practices of the Academy.
- If substances need to be mixed with other materials, each must be assessed to ensure that no adverse reaction will occur.
- All new substances brought onto the Academy property by any person will be accompanied by a Material Safety Data Sheet (MSDS). The manager will ensure this takes place. The MSDS will then be made available to the person responsible for conducting CoSHH assessments.
- All persons will make full and proper use of any protective equipment supplied to them by the Academy.
- All persons will receive adequate information instruction and training in relation to substances hazardous to health used in the workplace.

Responsibilities

- A suitable and sufficient CoSHH Assessment will be conducted for substances that are deemed a risk to the health of employees and others affected by our activities.
- Where a substance is intended to be used for the first time, then the relevant MSDS needs to be obtained before it is ordered.
- A suitable and sufficient assessment will be conducted for substances that are deemed a risk to the health of persons. The findings of the assessments will be communicated to all relevant persons.
- All chemicals are labelled, stored, and used in accordance with The Control of Substances Hazardous to Health Regulations 2002 (CoSHH) / European Regulation (EC) No. 1272/2008 Classification, Labelling and Packaging of Substances and Mixtures (CLP) Persons who will be expected to use and handle chemicals/substances hazardous to health directly will receive suitable training in their use.
- All persons will receive training on chemical symbols and their associated hazards during the Academy Health and Safety induction training.
- All persons are aware of the relevant risk assessments regarding tasks that identify substances hazard to health as being a potential hazard and the appropriate control measures to take regarding these.
- A register of all substances is provided and maintained, and we will provide appropriate storage according to the properties of each chemical.
- Personal protective equipment will be worn as deemed necessary by the relevant COSHH assessment.
- The relevant emergency procedures will be instituted for all spillage/accidents involving chemicals by specially trained persons, if required.

33. Training

The Academy will ensure, as far as is reasonably practicable, that:

- Relevant persons receive adequate health and safety training on joining the organisation.
- Where necessary, we will provide specific health and safety training. The need for training will be determined by the requirements of the individual's role.
- Persons are competent to perform their duties in a safe and responsible manner without risk to themselves or others affected by their activities.

Responsibilities

Induction Training

- It is the responsibility of the management to ensure that induction training is given to all new employees/volunteers including temporary staff. Health and safety induction training will be given as soon as possible after the new person has started, which will normally be on the day they start. Induction training will include:
 - Information about health and safety within the Academy e.g., health and safety policy and safety procedures.
 - Personal responsibilities with respect to health and safety.
 - Conditions of employment relating to health and safety.
 - Fire and emergency procedures.
 - First aid and accident reporting.
 - Welfare arrangements.
 - Activity specific safety information e.g., safe use of display screen equipment.
- A signature will be required from the person to confirm that they have understood the contents. A copy of this form will be kept on their personnel file.
- It is the responsibility of the person giving the training to ensure that records are completed as soon as possible after the training.
- On completion of their induction training new persons will be shadowed/supervised by a competent member of staff to ensure procedures are followed; and identify further training needs.

On-going training

- All persons will be subject to ongoing in-house training regarding health and safety.
- Some training is a statutory requirement, e.g., for manual handling activities, fire etc. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary to conduct the activity safely. The specific needs of the individual will also be considered at this time.
- Other training needs will be identified during the review process.
- Further training needs will be identified during the annual appraisal process.
- A person's competence may gradually decline either from lack of use of their skills or complacency. Therefore, training will be repeated periodically to ensure continued competency. Information from personal performance monitoring, health and safety checks and accident/incident/near miss statistics will be used to identify when re-training is necessary. As well as in compliance with statutory requirements or best practice guidance.
- Where a person's activity involves the operation of tools/machinery or a specific job-based skill, where required formal training will be given by an approved training body or a suitably trained, qualified, and competent in-house member of staff.

- This training will also be given if a person changes jobs to ensure that they are competent to conduct their role safely.
- Persons are expected to cooperate with us fully regarding attending health and safety training courses. Should a person fail to attend a course without good reason, we retain the right to treat it as a disciplinary matter.

34. Violence and Aggression

The Academy will ensure that, as far as is reasonably practicable, that:

- All persons where required, will receive adequate information, instruction, and training in relation to the avoidance of violence at work.

The Academy define violence/aggression as “Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.” This can include verbal abuse or threats, as well as physical attacks

Responsibilities

- A four-stage process will be followed by the company to reduce the risk of violence:
 - **Stage 1:** We will identify the hazards associated with violence/aggression by asking persons, reviewing records of incidents, grading them according to severity and predicting what might happen based on the information known.
 - **Stage 2:** We will decide on what action to take. Where violence/aggression could be a problem, we will decide who might be harmed and how, evaluate the risk, train persons, and provide them with information, record findings and review/revise the assessment.
 - **Stage 3:** We will take action.
 - **Stage 4:** We will review how well the arrangements are working by consulting with the relevant persons. Where measures are working well, we will adhere to them, but if not, amendments to the arrangements will be made.
- All roles within the Academy will be subject to a role/individual risk assessment. This assessment will consider the probability of the person being exposed to violence at work, the nature of the risk and severity. It is the responsibility of the HR Manager to ensure that risk assessments are completed in accordance with procedures.
- Persons considered to be at risk will receive appropriate information, instruction, and training on dealing with demanding situations, handling conflict, lone working, etc. as considered appropriate.
- The Line Manager will provide support to all persons who are subjected to violence/aggression. Where professional guidance is required, counselling will be sought and provided.
- The line manager will ensure that all investigations into alleged incidents are conducted in an appropriate manner and in accordance with our accident and incident reporting procedures. Where considered necessary incidents will be reported to the police.
- A record of all incidents will be kept and shared with all relevant persons or parties.
- The Academy will plan and conduct activities avoiding situations where violence is more likely to occur. This may mean that if a conflict of interest occurs between members of staff or non-employees, management will intervene as an intermediary before a potentially violent situation occurs.
- A zero-tolerance policy will be in place in relation to physical and verbal forms of abuse therefore if violence occurs from a person, it will be treated as gross misconduct and dealt with according to company procedure.
- Persons faced with potentially violent situations will be encouraged to reach a place of safety and report the incident immediately to their Line Manager.

35. Vulnerable Persons

Vulnerable people as those who are at risk of having their entitlements denied, and who lack the capacity or means to secure them. Put simply, this is any person or group of people which lacks capabilities and / or experience leading to an increased risk or different risk from the average person. Therefore, the Academy will ensure the safety of individuals who fall into vulnerable group's category.

Such groups include:

- **Disabled people.** A disability is a physical or mental impairment which has substantial and long-term adverse effects on the ability to conduct normal day to day activities.
- **Young people.** Young people are classed as anyone under the age of eighteen. They are vulnerable due to their lack of experience, knowledge, and maturity.
- **New and expectant mothers.** New and expectant mothers have different and more specific needs than the rest of the workforce.
- **Migrant workers.** Many migrant workers will not have experience in the job and language barriers can prevent them from being able to complete tasks quickly, safely, and effectively.

Responsibilities

All persons, have the same general duty to take care of their own health and safety and that of others who may be affected by their actions. Persons should also inform their Line Manager should anything change regarding disabilities in order that the employer can make any reasonable adjustments to the safety aspects of the role.

Disabled People

All persons, visitors or business users who have a disability in the workforce must be given consideration within a risk assessment. The company will consider whether the disability presents any new risks or alters any existing risk. For example:

- Is wheelchair access provided?
- Can workstations be easily accessed?
- Are toilets accessible to all disabled people?

The disabled person shall then be informed of the results of this assessment.

Disabled people themselves should be an integral part of the assessment process as it is they who will have the best and most relevant information regarding how their condition affects their activities. The person's medical specialist may also be involved, but only with the express permission of the disabled person.

As part of the assessment, the employer shall consider what changes can reasonably be made to the Academy's policies and procedures as well as any physical changes that can be made to the workplace. There may be short term and long-term changes that could be made. An example would be using a different, temporary route to the activity location whilst long term arrangements are implemented.

Disabled people will also have access to the same training and information relating to the job as every employee and may need further information regarding the safety measures put in place for them.

Young People

The Academy will ensure, as far as is reasonably practicable, that:

The completion of a suitable and sufficient risk assessment for all activities where there is foreseeable risk to health of young persons. The risk assessments will follow the process as below, the findings will be recorded, and the assessments will be reviewed and revised as required or at least annually.

Young persons are trained and provided with such information, instruction, and supervision as is necessary to ensure they can complete activities in a safe manner.

Young people may lack experience, knowledge of potential hazards and / or maturity, and the Academy will consider this when completing their risk assessments. Some regulations also state certain specifications regarding young people.

New and Expectant Mothers

The Academy will either modify existing risk assessments or produce a new one as soon as they are notified in writing by the worker. The Academy will consider how the health and safety of the worker could be affected by the pregnancy. An example would be the difficulties an individual may have with lifting or other manual handling activities. The company will ensure the fulfilment of their legal duty to provide the worker with a place to be able to raise their feet or express milk. There are wide-ranging controls for the different risks associated with new and expectant mothers:

- Short term changes to the workplace to increase comfort and improve health and safety, for example, lower back support for office chairs.
- Allocating different tasks which will be less detrimental to the expectant mother's health (at the same rate of pay).
- All new and expectant mothers will be expected to notify their line manager, by means of written notification, at the earliest opportunity; at which point a certificate of confirmation from a GP or Midwife may be requested.
- All new and expectant mothers will be subject to a specific risk assessment as soon as their condition has been reported to management. Further risk assessments will be conducted through each tri-mester of the pregnancy and on the employees return to work and any necessary controls implemented.
- The risk assessment will be compiled regarding the Management of Health and Safety at Work Regulations 1999 and using the guidance note HSG 122 'New and expectant mothers at work'.

Migrant Workers

Migrant workers may be accustomed to diverse cultures and different safety standards that will be expected of them. The person should be made aware of what is expected of them and acknowledge their duties. This could be difficult if the person does not speak fluent English, but the company will ensure that all safety related information is understood by the person, this may include producing information in additional formats/ languages. The format of the risk assessment used will be the same as expressed for young workers.

36. Safeguarding Policy for Education

KHFC ED Ltd. is committed to achieving the highest standards of Safeguarding throughout its business; as such we will, as a minimum, comply with any relevant Legislation and any other standards or requirements related to our activities.

The Academy recognises its duty to ensure as far as is reasonably practicable, the Health, Safety and Welfare of all our employees and others that can be affected by our activities, maintaining the fulfilment of our legal and other occupational health requirements.

To fulfil our obligations there is a stand-alone Safeguarding Policy (Policy 5).

We will ensure that this policy and associated objectives are communicated and understood throughout the Academy and that a positive approach to is promoted. This policy shall be reviewed annually as part of our review process.

37. Welfare Facilities

The Academy will ensure that, as far as is reasonably practicable, that:

- Wherever possible all activity locations will have suitable & sufficient welfare facilities.

Responsibilities

- To comply with this provision effective and suitable provision will be made to ensure that every work area is ventilated by sufficient quantity of fresh or purified air.
- Working temperature will be regulated wherever possible with internal temperature reaching a minimum of 16°C within an hour of work commencing.
- Staff working outside will be provided with suitable and sufficient additional warm/wet weather clothing to ensure they are not affected by adverse weather.
- Every work area will have suitable & sufficient lighting.
- Suitable sanitary conveniences will be provided wherever possible. Where possible: -
 - Separate facilities for men and women.
 - Rooms with lockable doors.
 - A means of disposing of sanitary dressings where required.
 - An adequate supply of drinking water and cups will be provided wherever possible.
 - Suitable seating area for persons to use during breaks will be provided which will be clean and located where food will not get contaminated. Washing facilities will be located nearby, and a means of heating food or water for hot drinks. Good hygiene standards will be maintained.
 - Hot and cold running water with soap or washing agent, a basin large enough to wash hands and forearms and a means of drying them.
- Where the work activity requires persons to change into and wear specialist clothing (overalls, a uniform, thermal clothing etc.), we will provide enough changing rooms for the number of people expected to use them.
- Separate use of changing facilities will be available for clean and dirty clothes and for men and women.
- Where required we will provide a room for pregnant women/nursing mothers to rest or lie down.
- We will also ensure that the facilities are kept clean and in good condition, and that there is always an adequate supply of toilet paper, soap etc. To do this an effective system to maintain the welfare facilities to a high standard, including regular cleaning will be put in place.
- Arrangements will be in place to ensure that the facilities are kept clean and tidy.
- The needs for those with disabilities will be considered where required.

38. Document Control Record

The table below is used to identify any additions, amendments or changes made to the health and safety policy.

Ref.	Title	Current Version	Amendment Date	Updated By
J239558	Full revision and reformat	04	16/06/2022	JS
J298515	Policy Review	05	20/06/2023	JS
J298515	11. Coronavirus section changed to Communicable Diseases	05	20/06/2023	JS
J298515	16. Electrical Safety IEE regulations changed to IET regulations.	05	20/06/2023	JS
J298515	32. Substances Hazardous To Health – Date of regulations changed	05	20/06/2023	JS
J368582	Policy Review	06	20/06/2024	JS