



KICKSTART ACADEMY

Health and Safety Policy

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Aims

Kickstart Academy is committed to providing a safe, healthy, and supportive environment for all pupils, staff, visitors, and contractors. We recognise our legal and moral duty of care and aim to prevent accidents, injuries, and work-related ill health by maintaining safe premises, safe working practices, and a culture of shared responsibility.

We will:

- Comply with all relevant health and safety legislation and guidance.
- Communicate this policy to all staff and ensure understanding (SharePoint and Padlet).
- Identify, assess, and control risks through effective risk management.
- Maintain buildings, equipment, and systems safely.
- Provide appropriate training, instruction, and supervision.
- Encourage early reporting of hazards and incidents.
- Promote good physical and emotional wellbeing in the workplace.
- Monitor and review performance continuously.

The Headteacher holds overall responsibility for the day-to-day implementation of this policy.

Legislation

This policy aligns with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- COSHH Regulations 2002
- RIDDOR 2013
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- DfE Health and Safety Advice for Schools
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

Roles and Responsibilities

1 Local Governing Body

- Oversee compliance with statutory health and safety duties.
- A Link Governor, who is Kickstart's Safeguarding Governor, has been appointed and for strategic reasons Health and Safety falls under the Safeguarding Governor's remit.
- Review this policy annually.

2 Headteacher

- Holds operational responsibility for health and safety.
- Ensures safe premises and working conditions, including ensuring there is enough staff to safely supervise pupils.

- Implements risk assessment procedures and ensures compliance.
- Reports health and safety matters to governors and the Trust COO, including RIDDORs.
- Ensures adequate training and allocation of resources.

3 Site Manager / Health and Safety Coordinator

- Maintains site safety, building security, alarms, and emergency procedures.
- Conducts routine audits and records outcomes.
- Supports staff with risk assessments and contractor management.

4 Staff

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Follow policies, procedures, and training.
- Model safe practice for pupils.
- Report hazards, incidents, or concerns immediately.
- Use equipment and PPE safely.
- Notify parents where there has been an accident or a student has been injured.

5 Pupils and Parents/Carers

- Follow health and safety rules.
- Report concerns to staff.
- Support the school in promoting safe behaviour.

6 Contractors and Visitors

- Must sign in, wear identification, and comply with site rules.
- Provide risk assessments where relevant.
- Will be supervised unless appropriately vetted or pre-approved.

7 Learning Community Trust

Board of Trustees

- Holds strategic responsibility for health and safety across all academies.
- Must ensure adequate resources, a safe working environment, and access to competent health and safety advice.

Chief Executive Officer, Learning Community Trust

- Has overall responsibility for health and safety across the Trust.
- Ensures the Board receives effective health and safety leadership and is kept informed about key issues and system performance.

Chief Operating Officer (COO)

- The CEO may delegate health and safety responsibilities to the COO.
Key duties include:
- Ensuring effective systems and procedures support safe working practices across academies.
- Identifying training needs and ensuring staff competence.
- Leading academy-level health and safety consultation meetings and ensuring actions are recorded and addressed.
- Overseeing termly site-specific safety meetings with relevant service representatives.
- Appointing Responsible Persons for high-risk activities (e.g., fire, water, gas, electric, confined spaces, hot works, science labs).
- Ensuring proper reporting, recording, and investigation of accidents and near misses, and reporting Trust-wide data to the Resources Committee.

Site Security

- The Site Manager ensures that all doors, gates, and alarm systems operate safely.
- Staff must challenge unidentified individuals on site.
- Visitors must sign in, receive an ID badge, and follow safety instructions.

Risk Assessments

- Risk assessments will be completed for all significant activities, including classroom practice, premises tasks, off-site visits, and events.
- Assessments must identify hazards, evaluate risks, and specify control measures.
- They are reviewed annually or following incidents, staffing changes, or alterations to the environment.
- Departments are responsible for maintaining up-to-date activity-specific assessments.

First Aid and Medical Needs

- The school provides an adequate number of trained first aiders.
- First aid kits are located around the site and checked regularly by the Office Manager.
- All first aid incidents must be recorded using the Trust's reporting platform (SafetyNest).
- Individual Healthcare Plans will be completed for pupils with medical needs by the SENDCo and shared appropriately.
- Emergency medication (e.g., EpiPens, inhalers) is stored safely in a lockable cupboard and accessible when needed in the Front Office at Reception. Training is undertaken by staff through the NHS.

Fire Safety and Emergency Procedures

- A fire risk assessment is reviewed every two years or following significant changes.
- Fire drills occur termly and the Fire Evacuation plan is accessible to all staff on the SharePoint.
- All staff complete Fire Safety training on National College and Fire Wardens are assigned and complete training on National College.
- PEEPs are in place for pupils or staff requiring additional support.
- Fire alarms and equipment are inspected by competent contractors.
- Staff and pupils must follow evacuation procedures promptly and calmly.
- The school maintains lockdown and critical incident procedures communicated to all staff.

Safeguarding and supervision

- Adequate supervision ratios are maintained during lessons, transitions, break times, and off-site visits.
- Staff must remain vigilant and report safeguarding concerns in line with the Safeguarding Policy.
- Unsupervised or high-risk areas must not be accessible to pupils.

COSHH (Control of Substances Hazardous to Health)

- COSHH assessments are completed and reviewed for hazardous chemicals.
- Hazardous substances include chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases and germs.
- Substances must be stored, labelled, and disposed of safely.
- Pupils must not handle hazardous substances.
- PPE will be provided and used as required.

Gas Safety

- Only Gas Safe registered engineers complete installation/maintenance.
- All rooms with gas appliances are routinely checked for ventilation.

Legionella

- The Trust acts as the Duty Holder.
- Water risk assessments take place every two years.
- Site Manager conducts operational checks (e.g., temperature, flushing, descaling).

Asbestos

- Kickstart Academy currently has no asbestos on site.
- If this changes, Trust protocols for monitoring, contractor notification, and emergency actions will be implemented.

Equipment Safety

- All equipment is maintained and inspected regularly.
- PAT testing is completed in line with Trust schedules.
- PE equipment receives regular safety checks.
- Staff using computers receive DSE assessments.
- Pupils must receive instruction before using equipment.

Electrical Equipment

- PAT testing completed according to Trust schedules.
- Staff inspect equipment visually before use.
- Electrical repairs only completed by qualified persons.

PE Equipment

- Staff instruct pupils carefully on safe use.
- Equipment is checked routinely; defects are reported immediately.

Display Screen Equipment (DSE)

- DSE risk assessments for eligible staff.
- Reasonable adjustments (e.g., screen overlays, enlarged fonts) are provided.

Lone Working

- Staff should avoid high-risk tasks when working alone.
- Working late or off-site must be communicated to a member of the senior leadership team.
- Staff should follow the Trust's Lone Working Policy.

Working at Height

- Only trained and competent staff may use ladders or access elevated areas.
- Pupils must not work at height under any circumstances.

Manual Handling

- Staff receive training in safe manual handling techniques.
- Mechanical aids must be used for heavy or awkward loads.
- Risk assessments are required for repeated or high-risk manual handling tasks.

Off-Site Visits

- All visits must follow the Educational Visits Policy.
- All trips and risk assessments are quality assured and approved by the training Educational Visits Coordinator and Headteacher.
- Risk assessments must be completed before travel.
- Staffing ratios, first aid provision, and transport safety are essential requirements.
- Minibus drivers must hold MIDAS certification.

Additional Areas

- **Lettings:** Hirers must comply with site rules and health and safety requirements.
- **Car Parks:** All staff and visitors must follow signage and parking procedures.
- **Violence at Work:** Zero tolerance of abusive behaviour; incidents must be reported immediately.
- **Smoking/Vaping:** Prohibited anywhere on site.
- **Infection Control:** Follow UKHSA/Public Health England guidance.
- **Expectant Mothers:** Risk assessments and reasonable adjustments provided.
- **Occupational Stress:** Staff wellbeing is supported and signposted.
- **Accident Reporting:** All incidents recorded in the Accident and Near Miss books held in the Admin Office; serious incidents escalated appropriately.
- **Training:** Induction for new staff plus role-specific ongoing training.
- **Monitoring:** Regular audits, inspections, and annual review inform improvement action.

- **Kitchens and Food Technology Safety:** Staff must have advanced training and knowledge of equipment safety, fire safety, food hygiene, allergen awareness, PPE, and monitoring for kitchen and food tech areas.
- **Specialist Schools and Additional Needs Provision:** Staff implement tailored risk assessments, staff training for SEN and disabilities, environment adaptations, emergency procedures, medical/personal care protocols, behavioural support, and communication needs.
- **Mental Health & Wellbeing:** The school promotes wellbeing, reduces workplace stressors, and provides support systems including Occupational Health referrals.
- **Emergency Preparedness (Beyond Fire):** See business continuity plan for lockdown procedures, severe weather response, utility failures, and bomb threat protocols.

Monitoring and Review

- The Site Manager and Headteacher conduct regular health and safety inspections.
- Termly H&S consultation meetings are chaired by the Headteacher with adequate representation including trade unions where applicable.
- Incident trends, audit outcomes, and risk assessment reviews inform ongoing improvements.
- This policy is reviewed annually by governors and annually by the Headteacher in line with LCT Health and Safety policy updates.

Appendix

Fire safety checklist

Yes/No

Are fire regulations prominently displayed?

Is fire-fighting equipment, including fire blankets, in place?

Does fire-fighting equipment give details for the type of fire it should be used for?

Are fire exits clearly labelled?

Are fire doors fitted with self-closing mechanisms?

Are flammable materials stored away from open flames?

Do all staff and pupils understand what to do in the event of a fire?

Can you easily hear the fire alarm from all areas?