



Kenwood ACADEMY

Health & Safety Policy

Including Fire Safety and Anti-Arson, Moving and Handling, Academy Security & Sun Safety

Date Published	September 2022
Version	1
Approved Date	November 2023
Review Cycle	Annually
Review Date	November 2024

An academy within:



“Learning together, to be the best we can be”

1. Aims

1.1. Our aims are to:

- 1.1.1. Provide and maintain a safe and healthy environment;
- 1.1.2. Establish and maintain safe working procedures amongst staff, pupils and all visitors to the Academy site;
- 1.1.3. Have robust procedures in place in case of emergencies;
- 1.1.4. Ensure that the premises and equipment are maintained safely, and are regularly inspected.

2. Legislation

- 2.1. This policy is based on advice from the Department for Education on [health and safety in Academies](#) and the following legislation:
- 2.2. [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings;
- 2.3. [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- 2.4. [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- 2.5. [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health;
- 2.6. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;

- 2.7. [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- 2.8. [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- 2.9. [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- 2.10. [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- 2.11. The Academy follows [national guidance published by Public Health England](#) when responding to infection control issues.
- 2.12. This policy relates to Kenwood Academy and reflects local needs and priorities. Nexus Multi-Academy Trust has an overarching health and safety policy for the Trust as a whole.

3. Roles And Responsibilities

3.1. The Trust Board of Directors

- 3.1.1. The Trust Board of Directors has ultimate responsibility for health and safety matters in the Academy, but will delegate day-to-day responsibility to the Chief Executive Officer and Headteacher.
- 3.1.2. The Trust Board of Directors has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Academy premises.
- 3.1.3. The academy trust, as the employer, also has a duty to:
- 3.1.3.1. Assess the risks to staff and others affected by Academy activities in order to identify and introduce the health and safety measures necessary to manage those risks
 - 3.1.3.2. Inform employees about risks and the measures in place to manage them
 - 3.1.3.3. Ensure that adequate health and safety training is provided

3.1.4. Responsibilities for ensuring these measures are in place have been delegated to the Trust Chief Executive Officer and the Academy's local governing board.

3.2. Headteacher

3.2.1. The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the Academy building and premises are safe and regularly inspected;
- Providing adequate training for Academy staff;
- Reporting to the local governing body on health and safety matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
- Ensuring all risk assessments are completed and reviewed;
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary;
- Engaging with the Trust's appointed Competent Person.

3.3. Health and safety lead

3.3.1. The nominated health and safety lead is the Academy office manager.

3.4. Staff

3.4.1. Academy staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- 3.4.1.1. Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- 3.4.1.2. Co-operate with the Academy on health and safety matters;
- 3.4.1.3. Work in accordance with training and instructions;
- 3.4.1.4. Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;

- 3.4.1.5. Model safe and hygienic practice for pupils;
- 3.4.2. Understand emergency evacuation procedures and feel confident in implementing them.

3.5. Pupils and parents

- 3.5.1. Pupils and parents are responsible for following the Academy's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6. Contractors

- 3.6.1. Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Control Of Substances Hazardous To Health (COSHH)

- 4.1. Academies are required to control hazardous substances, which can take many forms, including:
 - Chemicals
 - Products containing chemicals
 - Fumes
 - Dusts
 - Vapours
 - Mists
 - Gases and asphyxiating gases
 - Germs that cause diseases, such as leptospirosis or legionnaires disease
- 4.2. Control of substances hazardous to health (COSHH) risk assessments are completed by the Academy office manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- 4.3. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

4.4. Hazardous products are stored in locked cupboards which can only be accessed by staff.

4.5. Any hazardous products are disposed of in accordance with specific disposal procedures.

4.6. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

4.7. **Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

4.8. **Legionella**

- The Office Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the Academy's water log book.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: regular checks of water temperature, disinfection of shower heads.

4.9. **Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the Academy and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the Academy site.

5. Equipment

- 5.1. All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- 5.2. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- 5.3. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

5.4. Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Academy office manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

5.5. PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the site supervisor
- PE equipment is tested annually for defects and a report provided to the Academy

5.6. Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

5.7. Specialist Equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In Academy, staff promote the responsible use of wheelchairs.

6. Lone Working

6.1. Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site supervision duties
- Site cleaning duties
- Working in a single occupancy office

6.2. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

6.3. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

6.4. The lone worker will ensure that they are medically fit to work alone.

7. Working At Height

7.1. We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

7.2. In addition:

- Site staff retain ladders for working at height;
- Pupils are prohibited from using ladders;
- Staff will wear appropriate footwear and clothing when using ladders;
- Contractors are expected to provide their own ladders for working at height;
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained persons.

8. Manual Handling

8.1. Kenwood Academy considers the moving and handling of children and young people very carefully. The Academy has a duty of care for keeping children and young people safe against ensuring that staff are competent, resourced and equipped to practice high standards of moving and handling.

8.2. For children and young people at Kenwood Academy the use of a mechanical lifting technique is appropriate and secure. However, the use of a mechanical lift may not be suitable for all circumstances and other manual handling techniques may be necessary. At all times any manual transfers or lifts should be risk assessed. Kenwood Academy promotes the independence of all children and young people and this is not exempt to moving and handling.

8.3. There are many health and safety legislations that moving and handling or manual lifting fall under: including, Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Manual Handling Operations Regulations 1992, Workplace (Health, Safety and Welfare) Regulations 1992 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

8.4. Under each legislative act it is advised to avoid hazardous manual handling operations, so far as reasonably practicable. Assess those handling operations that cannot be avoided and take action to reduce the risk of injury from those operations so far as reasonably practicable.

8.5. Therefore each move or handling technique must be risk assessed. It is the responsibility of staff to work with appropriate professionals, such as physiotherapists or Occupational Therapists, to ensure that risks are assessed for the children and young people that they care for, for specific therapies and input. Risk assessments should be reviewed regularly and at least once per year. They should also be reviewed at any point there are any changes i.e. changes in the child or young persons mobility or health, changes to staffing or equipment, or changes in Health and Safety law. Risk assessments will result in a safe system of work and should consider the child or young person, the equipment to be used, the environment and staffing ratios. At all times risk assessments should be adhered to and be available to all staff at all times. Risk assessments are monitored by Senior Leaders regularly throughout the year.

8.6. Where a health professional prescribes a treatment or programme for an individual child or young person that includes moving and handling, that health professional will supply the risk assessment. The health professional will also provide training to Academy staff on how to carry out the treatment or programme and ensure that staff are competent to do so. At any time advice on safe systems of work and practice can be sought from the appropriate staff and other professional agencies where appropriate.

8.7. Where a child or young person does not have a specific moving and handling plan or a health programme, then that child or young person should not be moved, handled and particularly lifted or carried. However, there are circumstances that this may not be possible and only in these circumstances moving and handling maybe permitted:

- Upon awaiting assessment of or delivery of a sling
- When children have a specific physiotherapy programme relating to walking or weight bearing
- At times when a young child may need comfort
- When a young child may need assistance onto play equipment

8.8. However, in these circumstances, risk assessments and safe systems of work still need to be carried out, and it may be necessary to seek advice from the Headteacher or other appropriate staff or professional agencies. Lifting of children or young people should not become routine practice. If it is necessary to move, handle or lift a child or young person in an emergency situation, then advice from the Medical Lead and Health and Safety Lead

should be sought where possible and at the very least the manual lift thought out prior. This prevents any risk of harm to children, young people and staff.

8.9. All Academy staff receive regular moving and handling training, where this a requirement of their role.

8.10. Any new staff, apprentices, supply staff or volunteers will not move or handle any child or young person at the Academy, nor assist in any moving and handling technique, until they have received both theory and practical training. The specific staff may receive more bespoke linked to a specific child. The training programme is monitored by the Academy Office Manager and forms part of the Academy's Safeguarding Training Plan. All training records are kept up to date and are held centrally by the Business Administrative Team.

8.11. Staff need to be physically able to carry out manual handling. Manual handling may present a risk to those who have existing or new health problems or who are new or expectant mothers. In each case, individual capabilities any limitations will be risk assessed and a safe system of work produced.

8.12. All equipment (e.g. fixed hoists, mobile hoists, mobile hoists, slings) must be appropriate and fit for purpose. If any damage is apparent then the equipment should not be used and the Medical Lead and Academy Office Manager should be notified immediately.

8.13. Children and young people that have limited mobility and require assistance when moving should have an emergency evacuation plan and this should detail specific areas i.e. personal care. This plan should be available to all staff. It is the responsibility of the Class Teacher to ensure that these are complete. In the event of a fire, it is advisable for a member of staff to check the vicinity or surrounding area. If fire is visible then it is clear that children or young people should be moved as quickly and safely as possible. If fire is not visible, then children and young people should be moved and handled as described in their specific risk assessment as fire doors will prevent the spread of fire for a suitable amount of time.

8.14. If children or young people are to go out of the Academy then mobility and personal care needs should always be considered. Advice can be sought from the Medical Lead and where appropriate a member of the team may

accompany the child or young person out of the Academy. A pre visit to the out of Academy location is advisable to assess the environment and a risk assessment must be carried out.

- 8.15. If a child or young person can transfer from their wheelchair on to a vehicle seat then this should always happen when travelling. It is safer for children and young people to travel in a fixed minibus seat than in their own wheelchair. Risk assessments, safe systems of work and training need to be in place before carrying out any transfer.
- 8.16. Families are not permitted to move or handle their own or any other children or young people whilst inside the Academy; if this does occur it will invalidate the Academy's insurance. If families transport their child to and from the Academy and carry or lift their child into a chair or buggy then this equipment must be brought to their car by members of staff. This will reduce the distance that the child is being carried and also adheres to insurance policies.
- 8.17. If a member of staff notices or is aware of unsafe practice when a child or young person is being moved or handled then they have a duty of care to respond and report this. If a child or young person is at immediate risk then that staff member must intervene. The 'incident' will be investigated by in line with Trust policy.

9. Off-Site Visits

9.1. When taking pupils off the Academy premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them;
- All off-site visits are appropriately staffed;
- Staff will take an Academy mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details;
- The Academy's Educational Visits Policy is followed.

10. Lettings

- 10.1. This policy applies to lettings. Those who hire any aspect of the Academy site or any facilities will be made aware of the content of the Academy's health and safety policy, and will have responsibility for complying with it.

11. Violence At Work

- 11.1. We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
- 11.2. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

12. Smoking

- 12.1. Smoking is not permitted anywhere on the Academy premises.

13. Expectant And New Mothers

- 13.1. Risk assessments will be carried out whenever any employee or pupil notifies the Academy that they are pregnant.
- 13.2. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:
- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
 - If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

14. Occupational Stress

- 14.1. We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- 14.2. Systems are in place within the Academy for responding to individual concerns and monitoring staff workloads as part of our commitment to the DfE Education Staff Wellbeing Charter.
- 14.3. The Trust's Stress Policy contains further information on this subject.

15. Accident Reporting

- 15.1. An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident.
- 15.2. Information about injuries will also be kept in the pupil's educational record.
- 15.3. Records held in the first aid and accident book will be retained by the Academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- 15.4. **Reporting to the Health and Safety Executive**
- 15.5. The Academy office manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Academy must also seek advice from the Trust Competent Person, ProActive.
- 15.6. The Academy office manager will report all such accidents/incidents to the Trust Chief Executive Officer, who will inform the Health and Safety

Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

15.7. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to Academies include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion
- Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE \(http://www.hse.gov.uk/riddor/report.htm\)](http://www.hse.gov.uk/riddor/report.htm)

16. Training

- 16.1. Our staff are provided with health and safety training as part of their induction process in addition to whole Academy health and safety training presented by the Academy's approved contractor ProActive.

- 16.2. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

17. Site Safety

- 17.1. Kenwood Academy will, in accordance with Section 175 of the Education Act 2002 and Government Guidance 'Safeguarding Children and Safer Recruitment in Education' 2006, safeguard and promote the welfare of all children and young people at this Academy.
- 17.2. We recognise that the children and young people within our Academy are some of the most vulnerable within the country. We all have a duty of care for the wellbeing and welfare of our children and young people.
- 17.3. Kenwood Academy recognise and accept our responsibility to provide a safe and secure environment for children, young people, members of staff and visitors to the Academy. The Academy's security procedures will operate within the framework described in this policy.
- 17.4. Those listed below have been given specific responsibilities for Academy security:

Security Issue	Name	Specific Duties
Day to day implementation and management of policy	Headteacher / Academy Office Manager	Inform staff Monitor performance Review arrangements
Securing Academy entrance / exits as detailed in this policy	Named staff	Unlock / lock gates at the directed times
Checking the condition and maintaining the safe operation of physical and electrical devices (locks, gates, key pads, fences).	Named staff	Part of normal duties to check physical integrity of security devices.
Control of visitors	Named staff	Follow Visitors to Academy Policy, signing in procedure, check identity and issue badges.
Control of contractors	Academy Office Manager	

Security of money	Academy Office Manager Academy Administration staff	
Security Risk Assessment	Headteacher / Academy Office Manager	Review annually

17.5. The Academy has agreed the following arrangements to ensure the safety and security of staff, children, young people and other persons using the Academy premises.

17.6. Information and Communication

17.6.1. All staff must be aware of the Academy's security procedures, especially staff that have been given a specific role to play. All staff induction will include the Academy's security policy and will be recorded on the employees training profiles. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the Academy's security arrangements as a condition of sharing use of the building.

17.7. Controlled access and egress during the Academy day

17.7.1. Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Kenwood Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

17.8. Buildings

17.8.1. The Academy will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and young people and ensure the personal safety of staff.

17.8.2. The access control procedures for the building are:

- Where possible, entrances to buildings are operated by a fob system.
- This door is controlled by appropriate staff.

17.9. **Grounds**

17.9.1. Where possible, the Academy is secured by means of physical restrictions such as fencing.

17.10. **Supervision of pupils**

17.10.1. The Academy's overall safeguarding policy requires that at times the security of pupils is achieved by competent supervision by authorised Academy staff.

17.10.2. Start and end of the Academy day – The transfer of children and young people from classrooms to transport is supervised by members of staff.

17.11. **Cooperation with third parties, extended services and community groups**

17.11.1. Our Academy security arrangements have taken into account any other third parties that use the Academy building or grounds. In most circumstances the arrangements for the Academy in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

17.11.2. All community groups are given information/instruction on safety procedures. For further information please refer to the Trust Charges & Remissions Policy.

17.12. **Supervision of contractors**

17.12.1. Contractors and maintenance personnel will not always have been subject to DBS checks and should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given Academy badges/lanyards and be expected to wear them.
- All will only carry out work agreed at the start of the contract and at the times agreed.
- All will be supervised at all times by Academy staff when in close proximity to pupils. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

- Regular external visitors and contractors to the Academy have been contacted to provide details of their disclosure information. If returned this information is kept on the Academy's Single Central Record.

17.13. **Physical security measures**

17.13.1. The Trust has considered the need to use physical measures such as fencing and external CCTV to ensure the safety of staff and pupils. The Trust will review the provision of physical security measures on a regular basis in the form of an Academy security risk assessment.

17.14. The risk assessment will take into account:

- The location and layout of the Academy
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented
- The cost of physical security improvements and the availability of funding

17.15. Where justified by consideration of the risk, the Headteacher will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the Academy to ensure the safety of staff and pupils. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

17.16. **Locking arrangements**

17.16.1. Gates are appropriately locked and unlocked by named staff. The Academy Office Manager has a set of Academy keys and can undertake this responsibility in the absence of other staff. They remain locked all night and at weekend. All entrances have security locks in place.

17.17. **CCTV**

17.17.1. The Academy has some external CCTV in place for site security. Please refer to the Trust CCTV policy for further information.

17.18. **Valuable equipment**

17.18.1. All items above the value of £50.00, electrical items or those of a desirable nature are recorded on the Academy's inventory. All items above the value of £2000 are recorded on the Fixed Asset Register.

17.19. **Personal Property**

17.19.1. Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Staff and pupils are discouraged from bringing to Academy any valuable personal property. Lost property should be handed to the Academy office.

17.20. **Medicines**

17.20.1. Medication that is sent in to the Academy should be in a suitable and labelled container. These containers will be stored securely in the medical room.

17.21. **Risk Assessment**

17.21.1. A security risk assessment will be completed annually by the Academy Office Manager. The findings will be used in the review of this security policy.

18. Fire Safety and Anti Arson

18.1. The remit of the Academy with regard to fire safety is the safety of all students, staff and visitors.

18.2. Therefore, it is the policy of the Academy that all its employees will observe the principles of fire safety at all times to ensure that:

- The risk of a fire starting is minimised;
- When a fire is detected the alarm is raised immediately;
- The spread of the fire is delayed and contained for as long as possible;
- Occupants are aware of the basic requirements of fire safety and means of escape;
- Staff are appropriately trained in the evacuation procedures;
- Fire drills are conducted as appropriate;
- The procedures for action in the event of fire are contained.

- 18.3. Fire exits doors are clearly labelled and specifically kept unobstructed to enable the prompt exit of occupants from the building. Internal fire doors are kept closed when appropriate to prevent the spread of fire. Internal fire doors will be closed immediately in the event of fire, as their main purpose is to restrict the spread of smoke and fumes.
- 18.4. **FIRE EXITS** - All fire exits are kept free from obstruction at all times and unlocked during normal occupancy.
- 18.5. **FIRE INSTRUCTIONS** - Fire instructions are posted in every room in the Academy in order that visitors may be aware of the procedures in the event of fire.
- 18.6. **FIREFIGHTING APPLIANCES** - Notices have been posted next to all firefighting appliances and in all teaching areas giving instructions for action in event of a fire. The Academy office manager or premises staff will also issue a copy of the procedure to contractors who are working on the site.
- 18.7. **FIRE DRILLS** - Fire evacuation practices are held once each term, and the times of drill may vary. A record is kept of all fire drills noting the date, time and the total time to evacuate the building, and notes made of any problems encountered.
- 18.8. **FIRE ALARM TESTS** – Appropriate staff test the fire alarm on a weekly basis. Should any defect be detected it is immediately reported to either the Head Teacher or Office Manager who will contact the appropriate alarm company or section immediately to arrange for speedy repair. Defects will also be recorded in the Fire Log, which is kept in the office.
- 18.9. Fire-fighting appliances are checked regularly by professionals to ensure that they function correctly and meet the required standards. All checks are recorded in the Fire Log. Fire-fighting appliances are clearly labelled as to their correct individual uses.
- 18.10. Extinguishers are provided to deal with the different types of fires that might occur in the Academy.

Water Extinguisher

Signal Red

Best For

Fires involving organic solid materials such as wood, cloth, paper, plastics, Coal etc.

Danger

Do not use on burning fat or oil or on electrical appliances

How to Use

Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

Powder Extinguisher (Multi-Purpose)

Blue Label

Best For

Can be used on fires involving organic solids, liquids such as grease, fats, oil, paint, petrol, etc but not on chip or fat pan fires. Can also be used on gas fires.

Danger

Safe on live electrical equipment, although does not penetrate the spaces in equipment easily and the fire may re-ignite. This type of extinguisher does not cool the fire very well and care should be taken that the fire does not flare up again. Smouldering material in deep seated fires such as upholstery or bedding can cause the fire to start up again. Do not use on domestic chip or fat pan fires. There is danger of inhalation if powder extinguishers are used within buildings.

How to Use

Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a hand control, wait until the air clears and if you can still see the flames, attack the fire again.

Foam Extinguisher (AFFF)

Cream

Best For

Fires involving solids and burning liquids, such as paint and petrol but not suitable for chip or fat pan fires. Safe on fires caused by electricity if tested to 35kV (dielectric test) and a 1m safety distance is adhered to.

Danger

Do not use on chip or fat pan fires.

How to Use

For fires involving solids, point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out. For fires involving liquids, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.

Wet Chemical

Canary Yellow

Best For

Wet chemical fire extinguishers are ideal for Class F fires, involving cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil and butter.

Danger

Check manufacturer's instructions for suitability of use. These extinguishers are usually not recommended for class B fires such as petrol, although Gloria has produced a 3l wet chemical extinguisher [with B rating](#).

How to Use

Apply the wet chemical using the extended applicator in slow circular movements, which give a gentle, yet highly effective application. Apply the fine spray onto the burning fat until the surface of the burning cooking oil changes into a soapy like substance which prevents re-ignition. The gentle application helps to prevent burning oil splashing out of the container. Make sure that you empty the entire content of the wet chemical extinguisher onto the oil/fat, as the fire can re-ignite otherwise.

Carbon Dioxide Extinguisher

Black

Best For

Live electrical equipment, although it allows re-ignition of hot plastics. Now mainly used on large computer servers, although care has to be taken not to asphyxiate people when using the extinguisher in small server rooms.

Danger

Do not use on chip or fat pan fires, as it carries burning fat out of container. This type of extinguisher does not cool the fire very well and you need to ensure that the fire does not start up again. Fumes from CO2 extinguishers can asphyxiate if used in confined spaces: ventilate the area as soon as the fire has been controlled. Only use CO2 extinguishers with frost-free horns, as the hand holding the horn can otherwise be frozen to the horn, as the gas is getting very cold during the discharge.

How to Use

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

Fire Blanket

Signal Red

Fire blankets are made of fire resistant materials. They are particularly useful for smothering flammable liquid fires or for wrapping round a person whose clothing is on fire. Fire blankets conforming to British Standard BS EN 1869: 1997 are suitable for use in the home BS 7944: 1999 is suitable for industrial use. These will be marked to show whether they should be thrown away after use or used again after cleaning in accordance with the manufacturer's instructions.

Best For

Fires involving both solids and liquids. Particularly good for small clothing fires and for chip and fat pan fires providing the blanket completely covers the fire.

Danger

If the blanket does not completely cover the fire, it will not be able to extinguish the fire.

How to Use

Place carefully over the fire. Keep your hands shielded from the fire. Do not waft the fire towards you.

19. Staff Responsibilities

- 19.1. ALL staff have duties and responsibilities in respect of fire safety and are personally responsible for complying with the fire procedures
- 19.2. The first priority of staff is the safety of the pupils in their charge. Each class should establish a class risk assessment at the beginning of each new Academy year/class group activity which identifies specific issues for that group in the event of an emergency evacuation.

- 19.3. Fire Fighting - members of staff should only consider fighting a fire after they have seen to the evacuation of the pupils in their charge and raised the alarm. They MUST inform other members of staff of their intention to fight the fire and they MUST be certain that their actions will NOT place themselves or others in danger. If they are in the slightest doubt they must evacuate the building along with their pupils.
- 19.4. ALL staff have a responsibility to ensure that shut down /close down procedures are adhered to.
- 19.5. Whenever you are the last person leaving the classroom / room at the end of the day you must ensure:
- ALL none essential electrical equipment is SWITCHED OFF.
 - ALL computers have been SHUT DOWN and SWITCHED OFF appropriately.
 - ALL windows are closed and locked if appropriate.
 - ALL lights are SWITCHED OFF.
 - ALL doors are SHUT especially all FIRE DOORS.
- 19.6. STORAGE - Paper and other combustible materials are stored away from heaters and suspended lighting.
- 19.7. ELECTRICITY - All electrical equipment is safety checked annually. When not in use and during out of Academy hours, appliances are switched off, with the exception of certain devices, such as fridges and essential charging units.
- 19.8. ROUTINE INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT - The Academy has responsibility for the maintenance of all fixed electrical systems in the building. Academy staff however, must be vigilant and report promptly any defects, which may affect and safety of these installations.
- 19.9. The Academy has responsibility for the purchase, maintenance, repair and testing of all portable electrical equipment in the building (PAT testing). An inventory of all such equipment has been drawn up and it is routinely examined in order to satisfy legal requirements and ensure safety.

20. Anti-Arson

- 20.1. No Academy is immune from the threat of Arson.
- 20.2. Reducing the arson risk will also reduce the risk of other crimes such as burglary, theft and vandalism. Statistics from the Fire Protection Association show that large fires i.e. those over £250,000 shows that Academies are top of the list of building types vulnerable to arson attacks.
- 20.3. The majority of Academy fires are at night or when the Academy is closed during holiday periods and therefore casualties are rare. Sadly, this cannot be taken for granted. Fires in Academies are most likely to be started by pupils, ex pupils or their friends or others with knowledge of the Academy.
- 20.4. Many fires are started outside Academy buildings often with material found easy to hand (such as bins or skips).
- 20.5. The Headteacher is the responsible person, supported by other named staff, the Competent Person and Chief Executive Officer.
- 20.6. To be prioritised within available budgets based on need through past incidents as programmed within the Fire Risk Assessment Significant Findings. The following 5 point action plan has been applied to the Academy:
 - 20.6.1. Deter unauthorised entry onto site (fencing, lighting, CCTV, onsite staff, random security patrols).
 - 20.6.2. Prevent unauthorised entry into the building (eliminate alcoves or light well, keep number of external doors to minimum required, approved window and door locks, effective intruder alarms, good relationships with neighbours, be part of a neighbourhood or Academy watch scheme, check all doors and windows are locked at end of each day)
 - 20.6.3. Reduce the opportunity for the offender to start a fire (secured waste bins away from building including any recycling bins, sheds or outdoor storage at least 8m from building, skirting under mobile units, waste bins not attached to buildings but secured in the grounds)

- 20.6.4. Reduce the scope for potential fire damage (consider additional fire breaks during alteration work, close all internal doors at the end of each day, protect high value equipment in out of site secure room, installing automatic fire detection systems, sprinkler systems)
- 20.6.5. Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan (suitably located and appropriate fire extinguishers, adequately trained staff, salvage plan to recover high value equipment and Academy records which may be irreplaceable.
- 20.7. Details of people who can help in an emergency are contained in the Academy's Emergency Plan.
- 20.8. The sites Health and Safety Checks are completed on a weekly and monthly basis by the appropriate staff, Office Manager and checked by the Headteacher. Any work required is actioned by the Headteacher and reported to the Local Governing Body at least termly.

21. Sun Safety

- 21.1. Kenwood Academy believes in sun safety to ensure that children, young people and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight.
- 21.2. In order to give as much protection as possible against the dangers from the sun we are agreed on the following principles:
- Where appropriate in the curriculum, the children and young people shall be taught about ways to protect their skin from the sun.
 - As part of our dress code, children and young people are encouraged to wear appropriate clothing.
 - Under no circumstances are children and young people allowed to take off their tops at playtime.
 - Children and young people are encouraged to wear hats outdoors.
 - Children and young people will not be allowed to change into PE or beach type clothing at break times.
 - Sunbathing is not allowed during the Academy day.
 - Staff will ensure pupils are in the shade or will keep them indoors if necessary.
 - We will aim to provide additional shade areas/options.

- When the sun is extremely hot, teachers will use their own judgement whether or not to hold their lesson or break time outside.
- Consider potential sun exposure when planning Academy trips.
- Parents are asked to send in sun cream for their child. This must be labelled with their child's name. Children are not allowed to share sun cream.

21.3. The World Health Organisation (WHO) has published sun protection guidance for Academies and highlight that Academies are well-placed to teach pupils how to prevent overexposure to UV radiation: At Kenwood Academy we know that:

- Overexposure to ultraviolet (UV) radiation causes serious health effects, including skin cancer, eye damage, and suppressed immune function
- Children are at greater risk from UV radiation

21.4. There are key elements for minimising exposure:

- Providing shade structures on the Academy site
- Encouraging or requiring the use of clothing that offers protection from the sun
- The use of sunscreen on parts of the body that cannot be covered
- Scheduling outdoor activities to avoid peak hours for UV radiation, or making use of shaded and indoor facilities instead

21.5. Academy programmes are the key to prevention and Kenwood Academy understands we have a duty to teach healthy behaviours that can prevent overexposure to UV radiation. Children and young people spend much time in the Academy, and UV radiation exposure during the Academy years contributes significantly to total lifetime sun exposure.

21.6. We are aware that children and young people are especially susceptible to fashion trends and peer pressure suggesting that a suntan is healthy. However, the Academy will provide an environment that is geared towards learning and practising new skills, including "sunsafe" behaviours. Teachers will play a major role in influencing children and young people's knowledge, attitudes, and behaviour regarding sun protection, and can make a major contribution to the longterm health of their pupils.

21.7. We believe that an interdisciplinary programme is very beneficial for teaching sun protection, as information will be reinforced through a variety of sources. For example, pupils can learn about the health effects of UV

radiation in science classes, do word games about the sun in language classes, or learn about sun mythology in social studies. At the same time, sun protection can be used as a practical example to reinforce existing curriculum areas such as mathematics or environmental studies. Curriculum programmes focusing on or incorporating sun protection education can help develop communication and life skills.

21.8. At Kenwood Academy, these form part of a comprehensive approach that aims to develop positive attitudes towards risk reduction and to promote responsible decision-making, skills essential for general health and well-being. Therefore, we will also:

- Educate children throughout the curriculum about the cause of skin cancer and how to protect their skin and eyes
- Educate children to wear clothes that provide good sun protection, and use sunscreens where appropriate
- Ensure that a reminder about sun protection goes into letters to parents about visits during the relevant terms
- Hold outdoor activities in areas of shade whenever possible, and encourage children to use shady areas during breaks, lunch hours, sports and trips.
- Work towards increasing the provision of adequate shade for everybody
- Encourage staff and parents to act as good role models by practising sun safety
- Regularly remind children, staff and parents about sun safety through newsletters, letters re. visits and activities for pupils
- Make sure this policy is working. We will regularly monitor our curriculum, assess shade provision, and review the sun safety behaviour of pupils and staff (the use of hats, shade etc.)
- Encourage pupils to apply their own sun cream (supplied by home) before break/lunch time or as necessary.
- Encourage pupils to wear sunglasses to protect their eyes, as and when appropriate.