Bright Futures

EDUCATIONAL TRUST

The best *for* everyone, the best *from* everyone

Health and Safety Policy

This is a Trust-Wide Policy
which applies to all the schools within the Trust

Date of Policy Approval:	**October 2025**
Owner of Policy:	**Chief Executive Officer**
Authorised By:	**Board of Trustees**
Policy Review Date:	**October 2026**
Distribution:	All staff, workers and pupils Website

The signed version of this policy is available on the Trust's website.

Bright Futures
EDUCATIONAL TRUST
The best *for* everyone, the best *from* everyone

Table of Contents

1. Health and Safety Policy Statement of Intent

Bright Futures Educational Trust's (The Trust) vision is **The best *for* everyone, the best *from* everyone and this policy is critical to ensuring that vision is lived in our schools**. The Trust recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regard to the Health, Safety and well-being of its employees and pupils within its care, visitors to the premises and others who could be affected by its actions.

The Trust understands its responsibilities under the Health and Safety at work Act 1974 (HSWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and labilities.

Through this Policy Statement of Intent and the implementation of health and safety arrangements, Principals of our academies will ensure that they are meeting the policy aims and objectives and will actively strive for continual health and safety improvements by working in consultation with staff and other partners.

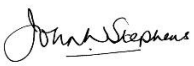
The Trust and its academies will achieve this by:

- Establishing a pro-active and positive health and safety culture;
- Encouraging ownership, accountability and responsibility at all levels;
- Ensuring that health and safety related arrangements are complied with by having Academy specific procedures, documents, safe systems of work and arrangements to assist all stakeholders to avoid hazards and contribute positively to their own health and safety whilst on Trust premises and whilst working off site;
- Assessing and elimination, reducing or managing the risks that arise out of activities, processes and operations through the risk assessment process;
- Providing adequate information, instruction, training and supervision;
- Monitoring each academy's health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement;
- Ensuring that adequate welfare facilities exist within each academy;
- Ensuring that all staff are made aware of this Policy Statement of Intent and relevant Academy arrangements;
- Ensuring this policy is effectively communicated in conjunction with related Health and Safety documents.

Whilst day to day management of health and safety is delegated to the academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Bright Futures Board of Trustees.

This policy is supported by specific topic H&S policies and a Health and Safety Handbook.

This Policy Statement of Intent will be kept under review and any amendments made to it will be brought to the notice of all relevant parties.

Signed:		**Signed:**	
Name:	**John Stephens**	**Name:**	**Robert Leggett**
Position:	**Chief Executive Officer**	**Position:**	**Chair of the Board of Trustees**
Date:	**October 2025**	**Date:**	**October 2025**

1. Health and Safety Policy

Bright Futures Educational Trust's Strategy https://www.bright-futures.co.uk/about-us/our-strategy/ underpins all aspects of this policy and the way in which it will be applied.

The specific elements of the strategy are:

- Our vision '**the best *for* everyone, the best *from* everyone**'
- Our six values; **Leadership**: We take ownership of our responsibilities and find the leader in all of us. **Integrity**: We do the right things for the right reasons, always being courageously true to our mission. **Passion**: We love what we do and feel the power of possible through innovation and creativity. **Community**: We work in collaboration with communities and wider partners celebrating diversity as our strength. **Equality**: We nurture, value, respect and empower all, understanding that equity sits at the heart of all opportunities. **Resilience**: We prioritise our wellbeing whilst embracing challenge, adapting flexibly and learning as we grow.
- Our commitments: **Children at the heart of decision making, Collaboration and strong relationships, Professional support, challenge and learning, Champion social justice and equity for all, Strong Governance & accountability, Ensuring efficiency and best use of resources for impact.**

What is the Policy for?

The policy details the Trust's approach under the Health and Safety at Work Act 1974 (HSWA) and how the effective management of safety and health plays an important role in the overall performance of its educational establishments by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

The policy is supplemented by individual procedures and practices in each Academy.

Who is the Policy for?

The Policy applies to all staff employed by the educational establishments which form part of Bright Futures Educational Trust (Bright Futures), as well as members of the Local Governing Bodies of those establishments, Trust Central staff, pupils, visitors, Members and Trustees and any contractors or consultants undertaking work on behalf of the Trust.

Policy Standards

- The Trust acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any trust premises, as well as pupils within its care and visitors to its premises.

- **Control –** those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented in line with this policy.

- **Co-operation –** Everyone has a responsibility to co-operate as individuals and as groups to take care of their own health and safety and that of others who may be affected by their

actions. Health and safety is a collaborative effort.

- **Communication –** communication of health and safety information is essential and care must be taken to continually review and improve this.

- **Competence –** developing the health and safety competence of Trustees, Principals, managers, employees, and contractors is at the heart of successful health and safety management.

These policy standards are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

2. Summary of Roles and Responsibilities

All employees must ensure they are aware of the safety precautions appropriate to the setting in which they work and study. It is therefore in the interest of all individuals to read and fully understand the Trust's Health and Safety Policy along with the supporting Health and Safety handbook.

- **The Board of Trustees** is the overall employer of all Bright Futures staff and is responsible for issuing a statement of intent, covering the general policy with respect to health, safety and welfare, along with its other statutory responsibilities;
- **The Chief Executive Officer (CEO)** (Accounting Officer) holds overall accountability as the Senior Responsible Officer (SRO) for health and safety for all educational establishments in the Trust;
- **The Chief Executive Officer (CEO)** has overall responsibility for the design and implementation of an effective system of governance of health and safety, policies, procedures and best practice that comply with health and safety legislation.
- The Academies **Local Governing Bodies** have ~~overall~~ responsibility for the implementation of the Trust's policies to their Academy, which should be done in conjunction with the Principal;
- **The Principal**—has responsibility for the management of the Academy practices and procedures, is the appropriate person with responsibility for health and safety at the Trust's educational establishment and reporting compliance to the **Local Governing Body and to the Trust's Executive Team**;
- The most senior person in each school in the **Facilities & Estates** role has the responsibility for the health and safety of facilities and the estate of the academy, reporting to the **Principal**;
- **Heads of Departments/curriculum leads** have responsibility for ensuring that safe systems of work are in place in their departments and that staff are trained on them, including where there are specific risks (e.g. in science, PE, Design Technology)
- **Union Safety or Staff Safety Representatives** have the right to participate in any Academies Health and Safety Working Group, where in existence, and to discuss health and safety issues as necessary with the **Principal**;

For Trust-operated buildings not directly part of an Academy (e.g., the Professional Development Institute and the Central Hub Offices), the designated senior leader responsible for the operations within those buildings shall be the Responsible Person for Health and Safety at that location.

This individual is accountable for ensuring compliance with the Trust's Health and Safety Policy, implementing safe systems of work, and reporting any issues or incidents to the Trust's Executive

Team. Where such buildings are located on the grounds of an Academy, the Principal of the host Academy retains responsibility for the safety of the shared estate, but not for the operational H&S responsibilities of the Trust-operated building.

3. Roles and Responsibilities in detail

3.1 The Board of Trustees

The Board of Trustees is responsible for ensuring that:

3.1.1 The Health and Safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students,

3.1.2 The CEO, Executive Team, Principals and Trust Central Leaders are aware of their health and safety accountabilities and responsibilities,

3.1.3 Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.

3.1.4 Sufficient funds are set aside with which to operate safe working practices.

3.1.5 Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

3.2 The Chief Executive Officer (CEO) (Accounting Officer)

The Chief Executive Officer is responsible for ensuring that they:

3.2.1 Inform and advise the Board of Trustees of the resources required to comply with statutory requirements and make adequate arrangements to set the agreed budget at academy level;

3.2.2 Ensure effective arrangements for the monitoring and audit of Health and Safety are in place across the trust academies;

3.2.3 The Trust utilises a Health and Safety provider system to support the delivery, tracking, and oversight of audit actions and recommendations. This system enables consistent reporting across all academies and Trust-operated sites, ensuring that findings from audits, inspections, and assessments are recorded, monitored, and addressed in a timely and transparent manner. The CEO is responsible for ensuring that this system is effectively used across the Trust and that progress against identified actions is regularly reviewed and reported to the Executive Team and the Trust Board.

3.2.4 Provide an annual report to the Board of Trustees on all matters affecting health and safety. This review process should;

a. Review the Health and Safety Policy to ensure it is still relevant and fit for purpose
b. Examine whether risk management and other H&S systems have been effectively reported
c. Report H&S short comings, weaknesses in systems and the effects of these
d. Report key actions for academies and progress of these as identified in H&S audits and committee meetings or general reports
e. Decide actions to address any weaknesses and a system to monitor their implementation
f. Consider immediate reviews in the light of major shortcomings or events
g. Set the direction for the trust for effective health and safety management

3.2.5 Receive termly health and safety reports from each academy including risk assessments, accident levels inclusive of any reportable accidents (RIDDOR), near misses, minor injuries;

3.2.6 Ensure action is taken on any areas identified during H&S management processes, such as through inspection, committee meetings or assessments;

3.2.7 Eliminate accident potential as far as is reasonably practicable across the academy through the creation of a positive health and safety culture across the Trust;

3.2.8 Ensure that local governing bodies know and understand their individual responsibilities regarding health and safety;

3.3 Principals

The Principal is responsible for ensuring that:

3.3.1 They are accountable to the Board of Trustees via the CEO for the effective implementation of this policy.

3.3.2 This H&S policy objectives are fully met.

3.3.3 Appropriate tasks for the day-today implementation of the policy are delegated to the members of the Senior Leadership Team (SLT) and/or Facilities, particularly in high risk areas such as Facilities, and high risk departments (Science, PE, Technology, Performing Arts etc.). This responsibility includes undertaking risk assessments;

3.3.4 Ensure that all Health & Safety audits, inspections, and assessments are recorded and monitored through the Trust's designated Health & Safety provider system. The Principal is responsible for reviewing audit outcomes, ensuring that actions and recommendations are addressed in a timely manner, and updating the system accordingly. Progress against these actions should be monitored regularly and reported periodically to the Trust's Executive Team.

3.3.5 Adequate ring-fenced funding is allocated to individual departments for their health and safety requirements;

3.3.6 Adequate resources provided to ensure compliance with legislative requirements are provided, including the statutory Planned Preventive Maintenance (PPM) programme;

3.3.7 The academy implements the pupil behaviour policy that will ensure as far as is reasonably practicable the health and safety of pupils on site and when engaged in academy activities off site;

3.3.8 All fire safety controls are in place as outlined in the fire safety policy. This includes the completion of fire risk assessments and subsequent actions by a competent person, statutory checks (in conjunction with the premises team) and practicing emergency procedures.

3.4 Health and Safety Lead for the site – This may be the Principal

The H&S lead for the site will:

3.4.1 Work in conjunction with the Health and Safety committee, where present, and Health and safety consultants to advise the Principal on Health and Safety topics and policy. Acting on behalf of the Principal they have responsibility for implementing and monitoring the policy, including through Heads of Department. This includes ensuring that all audit findings, actions, and recommendations are accurately recorded and tracked using the Trust's designated Health & Safety provider system, and that progress is monitored and reported in line with Trust expectations.

3.4.2 This is achieved by:

a. Providing a robust management structure for managing health and safety issues across the academy;

b. Ensuring that health and safety arrangements and performance are formally evaluated, monitored, reviewed and reported to the CEO and local governing body on a termly basis. Copies of reports of any externally commissioned health and safety reviews should be provided to the CEO.
c. Ensuring that H&S topics are kept up to date and suitably communicated with all relevant persons including risk assessment findings, this policy and all H&S policy topics. This includes the display of an HSE law poster and insurance certificate in a prominent area visible to all staff (e.g. staffroom or reception area);
d. Ensuring all staff are provided adequate information, instruction and training on health and safety issues appropriate for their role;
e. Ensure the provision of an appropriate number of specialist staff with responsibilities for health, safety and welfare, ensuring appropriate contingency arrangements are in place during the absence of such staff to meet the relevant statutory requirements;
f. Ensuring risk assessments are completed and reviewed annually for all activities conducted by the academy and areas of the academy;
g. Ensuring safe working practices arising from risk assessments are compliant with H&S requirements, implemented and are effective;
h. Ensuring a robust accident and incident reporting system is in place with all incidents suitably investigated with formal reports completed where required;
i. Ensuring that the circumstances of accidents are properly reported to the statutory authority and the Trust's Executive team, under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and that reasonable steps are taken to prevent or reduce the likelihood of a recurrence;
j. Ensuring emergency procedures are in place, regularly tested and changes made where required. This includes the implementation of the trust critical incident plan;
k. Ensuring the activities of contractors are adequately monitored and controlled in conjunction with the facilities officer/premise manager where present.
l. Ensuring that the Control of Substances Hazardous to Health (COSHH) responsibilities are understood and actions implemented where appropriate (http://www.hse.gov.uk/pubns/indg136.pdf);
m. Establish a health and safety committee/working group, chaired by the H&S lead or another senior member of staff.

3.5 Facilities officer/ Premises manager

The person responsible for **Facilities and Estates** in the academy, will report to the Principal and H&S lead on managing, co-ordinating and monitoring of some health and safety matters within the school relating to the premises, in particular the key activities below:

3.5.1 Ensure compliance with this policy and its associated procedures at all times, including such areas as, cleaning, catering, security, waste management, electrical, maintenance and small and large scale building and construction works. This extends to on-site contract activities;
3.5.2 Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;

3.5.3 Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Principal/Head of school and the Health and Safety Lead;

3.5.4 Advising on health and safety matters (including safety of buildings, plant and equipment used and operated by the trust);

3.5.5 Ensuring that the Principal is informed of any breach of health and safety statutory requirements and immediately when there is a Health and Safety Executive (HSE) involvement;

3.5.6 Ensure that contractors are managed in accordance with the Trust managing contractors policy;

3.5.7 Promote an attitude of safety and safe working by adopting standards of best practise across the facilities and estates team;

3.5.8 Ensure the provision of sufficient information, instruction, training and supervision to enable employees to manage risks, avoid hazards and contribute positively to their health and safety.

3.5.9 Ensure that the Control of Substances Hazardous to Health (COSHH) responsibilities are understood by the facilities team and actions implemented where appropriate (http://www.hse.gov.uk/pubns/indg136.pdf);

3.5.10 Assist in carrying out regular safety inspections of the Academy and its activities and make recommendations on methods of resolving any problems identified.

3.5.11 Complying with fire safety regulations, such as completing statutory checks, maintenance of equipment and completing actions identified by the competent person during the annual fire risk assessment.;

3.5.12 Managing the premises to comply with current legislative requirements and timescales including all of the following inspections:

a. Fire Risk Assessments (FRA)
b. Legionella Risk Assessments (LRA)
c. Asbestos Management Plan
d. Statutory Compliance Audit
e. Health and Safety Audit (including training)
f. Specialised Areas – Science, PE, Technology etc.

3.5.13 Ensuring the hirers, contractors and others carry out their activities in a safe and proper manner and their acts and omissions do not compromise the safety of the academy, taking appropriate action where necessary;

3.5.14 Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required with remedial work carried out as required;

3.5.15 Maintaining an appropriate cleaning, catering and waste management schedule and other activities to Trust wide tender specification requirements;

3.5.16 Providing equipment, facilities and services to promote health and safety throughout the academy;

3.5.17 Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers.

3.6 Staff holding posts/ positions of special responsibility

This includes the Senior Management Team, Lead first aider and the office manager/Secretary. Where these roles are not in place, responsibilities fall the H&S lead. They must:

3.6.1 Ensuring that suitable personal protective equipment (PPE) is provided and used correctly;
3.6.2 Ensure that first aid facilities are maintained
3.6.3 Ensure that arrangements within the below policies are followed;
   a. Supporting students with medical needs
   b. First aid

3.7 Heads of Faculty/ Department Heads

Heads of faculty/ Department Heads are responsible for managing H&S within their areas. They must:

3.7.1 Apply the Trust's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Principal/ Head of school for the application of the health and safety procedures and arrangements in their areas of responsibility;
3.7.2 Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks. These policies must address;
   a. COSHH requirements, including storage of hazardous substances
   b. Provisions of PPE
   c. Prevention of misuse of equipment
   d. Security arrangements
   e. Arrangements surrounding radioactive materials where present
3.7.3 Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Principal and the Health and Safety Lead;
3.7.4 Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. A checklist from the HSE may be useful to partially fulfil this;
3.7.5 Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety;
3.7.6 Maintaining a suitable system in place for reporting accidents, near misses, investigating them where they fall into the Department Heads area of responsibility and identifying lessons learned to the Principal and H&S lead;
3.7.7 Ensuring that the Principal is informed of any breach of health and safety statutory requirements and immediately when there is a Health and Safety Executive (HSE) involvement;
3.7.8 Ensure that all employees within their respective departments follow the requirements of subject specific health and safety requirements, for example CLEAPSS for science, DATA/ CLEAPSS for Technology topics or AFPE for PE;
3.7.9 Managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

3.8 All employees, staff and volunteers

All workers have a legal duty under the Health and Safety at Work Act 1974 to take reasonable care for the for the health, safety, and welfare of themselves and others who may be affected by their acts

or omissions at work. This includes a responsibility to avoid actions or inactions that could endanger their own or anyone else's health, safety or well-being. Responsibilities include:

3.8.1 Ensuring that they are familiar and up to date with the Trust's health and safety policy and academy procedures relevant to their work;
3.8.2 Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred;
3.8.3 Make recommendations to their Principal, Health & Safety Lead or Head of Dept/Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
3.8.4 Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work;
3.8.5 Follow safe working practices and instructions relating to safe practice and be aware of all risk assessments appropriate control measures relevant to their area of work;
3.8.6 Integrate all relevant aspects of health and safety into the teaching process, exercising effective supervision of their pupils and providing sufficient information to enable them to keep themselves safe and others whom may be affected by their activities;
3.8.7 Cooperating fully with the employer and other persons to enable them carry out their health and safety responsibilities;
3.8.8 Ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to the head of faculty / senior manager and that piece of equipment should not be used;
3.8.9 Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
3.8.10 Be aware of the first aid provision at their workplace and understand the fire / emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required;
3.8.11 Attend such training and information opportunities as necessary to enact this policy and act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them;
3.8.12 Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received;
3.8.13 Ensuring that all equipment is properly used, together with the appropriate equipment guards and personal protective equipment;

3.9 Contractors and visitors

3.9.1. All visitors (including contractors) must report to reception and sign in on arrival.
3.9.2. Visitors and contractors must report any injuries to their host as soon as possible.
3.9.3. Where parts of the premises are used by external providers for activities not under the direct control of the Principal (e.g. catering services), the provider in charge of those activities shall be responsible for ensuring safe working practices within the areas they occupy and operate. This arrangement must be subject to the explicit agreement of the Trust Board and clearly documented, including defined boundaries of responsibility and compliance with the Trust's overarching Health & Safety standards.
3.9.4. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Headteacher/Principal of any risks that may affect the premises, staff, students and visitors.

3.9.5. All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.

3.9.6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

3.10 Pupils

While academy staff carry the main responsibility for health and safety provision, and the correct implementation of academy policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able carry out their roles effectively. As members of the academy community, pupils, in accordance with their age and aptitude, take the responsibility of:

3.10.1 Listening to and following instructions from staff;

3.10.2 Ensuring that their actions are safe for themselves and will not harm others in any way;

3.10.3 Use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

3.10.4 Ensure the correct and appropriate use of protective clothing, appropriate safety equipment and devices provided;

3.10.5 Reporting health and safety concerns or incidents to a member of staff immediately;

3.10.6 Acting in line with the academy code of conduct, including standards over dress consistent with safety and/or hygiene.

Pupils that are found to be a risk to their own, (or that of others), health and safety should be assessed as to whether they should be excluded from certain academy activities, and may be dealt with under the academy's behaviour policy if circumstances require it. Pupils are expected to follow the academy code of conduct as this supports and maintains good health and safety around the academy.

3.11 Health and Safety Committee

3.11.1 The academy's Health and Safety Committee provides a forum for joint employer/employee discussions of Health and Safety matters. This Committee will meet once per term as a minimum. All employees are encouraged to bring health and safety risks/issues/concerns to this Committee either directly or through their safety representative; (in addition to adhering to the formal reporting procedures described in this policy)

3.11.2 The Committee will review all health, safety, fire safety and security matters, including a review of policy at least annually;

3.11.3 The committee will review assigned actions to ensure progress is made on health and safety issues as outlined in the meeting minutes. Committee members will take ownership of these actions;

3.11.4 The Committee will advise Principal and/or the senior leader responsible for health and safety, of any current issues;

3.11.5 The Health and Safety Committee will comprise the principal or H&S lead, premises manager, lead first aider, Staff Representatives from various areas such as high risk departments and general areas;

3.11.6 Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

4. Health and Safety Arrangements

4.1 Accident and Incident Reporting

4.1.1 All staff are required to ensure that all accidents are reported to Principal (or designated responsible person) who will ensure that the accident is investigated and reported to the Local Governing Body and the Health and Safety Executive as appropriate.

4.1.2 All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated, and appropriate steps are taken to prevent a more serious reoccurrence.

4.1.3 Individual academies have specific reporting systems in place. Members of staff must be aware of their workplaces reporting procedures and follow these at all times.

4.1.4 Where applicable, employees are aware of what incidents fall under the RIDDOR requirements. Each academy has arrangements in place to ensure that all potential RIDDOR reportable incidents are reported within required timeframes. Guidance on types of incidents can be found here.

4.2 Asbestos

The following academies have asbestos present within their sites.

- Altrincham Grammer School for Girls
- Acre Hall Primary Academy
- Barton Clough Primary Academy
- Elmridge Primary Academy
- Lime Tree Primary Academy
- Marton Primary Academy

It is the Policy of the Trust to ensure that, as far as reasonably practicable, no persons are exposed to risks to their health due to the exposure of any asbestos-containing materials (ACM) that may present within the premises. This includes students, teachers, staff, visitors, contractors and others who are reasonably expected to be on the premises.

Please refer to the Trust's Asbestos Policy which conforms with the general requirements of the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012. The Policy and procedures will apply to all buildings and all individual's therein, without exception.

4.3 Contractors

4.3.1 The Trust central team is responsible for the selection and management of contractors in accordance with the Trust's Managing Contractors' Policy. Academies will only use contractors that have been vetted centrally.

4.4 Curriculum Safety (including off-site learning activities)

4.4.1 All Heads of Department/curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

4.4.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

4.4.3 Separate policies are in place for each high risk practical area covering local arrangements with regard to health and safety (PE, DT, Art, Science, Food technology, Performing Arts).

4.4.4 Guidance from CLEAPSS, AfPE, DT Association and other lead bodies should be adopted as appropriate.

4.4.5 For trips and visits, all academies should comply with the Trust's Trips and Visits Policy- Trips and Visit Policy.docx

4.5 Display screen Equipment

4.5.1 DSE users are employees who use display screen equipment regularly (daily and for continuous periods of an hour or more). For all DSE users a self-assessment will be completed with any actions addressed.

4.5.2 All DSE users are entitled to request an eye test paid for by the trust every 2 years in line with legal rights.

4.5.3 Where spectacles are required due to work related activities the trust will fund the cost of a basic NHS spectacles. Any cost over and above the basic spectacle will need to be funded by the individual.

4.5.4 Consideration should be given for users Working From Home, who use display screen equipment regularly for periods of an hour or more, to undertake a DSE assessment with any actions addressed.

4.6 Educational visits, Journeys and events (is this consistent with our revised policy?)

4.6.1. Principal is responsible for appointing a trained Educational Visits Coordinator (EVC), who undertakes refresher training every three years, and providing them with suitable training and the necessary resources for them to complete their duties. (N.B. DfE guidance states that if there is no other EVC then the Principal is de facto EVC).

4.6.2. Principal and the EVC are responsible for ensuring that all academy outings are managed in accordance with the academy policy for Educational Visits

4.6.3. Staff involved in Educational Visit should be familiar with each academy's Educational Visits Policy.

4.6.4. All events taking place on an academy site must be risk assessed by a trained assessor to ensure all hazards and appropriate controls are considered. Such events may include open days, sporting events and performances amongst others.

4.7 Electrical Safety

4.7.1 The Trust central team is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

4.7.2 The Trust central team will also ensure that all portable electrical equipment is tested (PAT) in accordance with the timescales recommended by the Health and Safety Executive.

4.7.3 All staff must be familiar with trust/ academy procedures and report any problems to the Premises Manager.

4.7.4 Staff must not bring electrical equipment into the academy or other Trust-operated building without the permission of Principal/Health and Safety Lead, and before use that equipment must be PAT tested.

Such equipment must undergo examination before use on academy grounds.

4.8 Fire Precautions and Emergency Procedures

4.8.1 Principal is responsible for ensuring:

a) That a Fire Risk Assessment is completed and reviewed annually
b) The academy emergency plan and evacuation/invacuation procedures are regularly reviewed
c) All staff complete Fire Safety Awareness training
d) A Fire/evacuation drill is completed every term and an invacuation review/drill is completed annually
e) The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs

4.8.2 The Premises Manager in conjunction with the trust central team is responsible for:

a) The maintenance and inspection of fire safety systems and reporting significant findings to the Principal
b) The maintenance of exit/escape routes and signage.

c) Supervision of contractors undertaking hot work.

4.8.3 All staff must be familiar with the Trust / Academy Fire Risk Assessment, the emergency evacuation plan and the Fire Management policy.

4.9 First aid

4.9.1 All staff must be familiar with the arrangements for First Aid provision, the First Aid policy and Supporting Students with Medical Needs Policy.

4.9.2 Each Principal is responsible for maintaining the academy policy and ensuring its implementation.

4.10 Hazardous substances

4.10.1 The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

4.10.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and COSHH assessment. These must only used by authorised persons trained in the safe use of the product.

4.10.3 All staff are reminded that no hazardous substances should be used without the permission of Principal. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

4.10.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

4.10.5 Substances used in D&T, Art, Food technology, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS where applicable. Heads of departments are responsible to ensure these are in place.

4.11 Harassment, violence and aggression

4.11.1 Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the academy community, and all visitors can be confident that they are operating within a safe environment.

4.11.2 Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.

4.11.3 Guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed.

4.11.4 Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault.

4.11.5 Individual student risk assessments or Care Plans will be completed when necessary.

4.11.6 Regular reviews to monitor the effectiveness of the control measures are completed;.

4.11.7 The design of the academy premises will take into consideration the risks of violence, aggression and harassment.

4.11.8 Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.

4.11.9 Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure.

4.11.10 If a member of staff is subject of workplace harassment, aggression or violence, the academy will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

4.11.11 To enhance the learning environment and achieve a safe and secure community, the academy will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

4.11.12 A suitable behaviour policy is in place and enforced by staff.

4.12 Health and safety committee/ groups

4.12.1 To ensure effective controls, monitoring and staff engagement in health and safety matters across academies, a committee/working group will be established per site with an overarching committee in place for the trust. The key requirements of this forum are that it will be:

a. chaired by the Principal or another senior member of staff such as the H&S lead,
b. oversee all risk assessments and their monitoring and renewal,
c. ensure adequate communication and consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety,
d. ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them,
e. ensure that staff are consulted appropriately on issues that affect them,
f. ensure that health and safety arrangements and performance are formally evaluated, monitored, reviewed and reported to the CEO and local governing body on a termly basis. A template report format is provided at appendix 4. Copies of

reports of any externally commissioned health and safety reviews should be provided to the CEO,

g. oversee any statutory reporting.

4.12.2 The H&S committee will ensure actions are assigned and completed within appropriate timeframes to improve H&S topics within the academy.

4.12.3 Please see appendix 3 for the terms of reference.

4.13 Lettings/ shared use of premises and use of premises outside of normal hours

4.13.1 The Principal is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Safety Policy and the lettings policy.

4.13.2 The Premises Manager and lettings coordinator is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

4.14 Lone working

4.14.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision. This is avoided where possible.

4.14.2 Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

4.14.3 Any member of staff working after hours must notify Principal and Premises Manager of their location and intended time of departure.

4.14.4 Lone workers should not undertake any activities which present a significant risk of injury. Such tasks include;

a. Working at height
b. Manual handling of heavy or bulky items
c. Working in trenches or ducts or other confined spaces
d. Transport of injured persons
e. Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during academy occupancy times or when there is more than one responsible member of staff on site for the duration of the meeting;
f. Late meetings must finish promptly and not leave one member of staff alone on site;
g. Staff must not approach, or let into the buildings, unauthorised persons when lone working.

4.15 Maintenance and inspection of Equipment

4.15.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Trust central team via the PPM register.

4.15.2 Where Curriculum Leads/Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

4.15.3 All faulty equipment must be taken out of used and reported to the Premises Manager. Staff must not attempt to repair the equipment themselves.

4.16 Maintenance and inspection of the site

4.16.1 The Premises Manager is responsible for ensuring the safe maintenance of the academy premises and grounds and for ensuring cleaning standards are maintained.

4.16.2 The Premises/Site team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to Principal.

4.16.3 All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately in writing using the individual reporting systems appropriate to each academy. When the matter is urgent, this should be communicated by phone/radio.

4.16.4 Premises staff/ H&S lead completes a termly HS11 internal H&S site audit with findings discussed during H&S committees and reported to the trust board.

4.17 Manual handling and lifting

4.17.1 Principal will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

4.17.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.

4.17.3 Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

4.17.4 Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

4.17.5 Each academy will provide information, instruction and training on safe manual handling operations.

4.18 New and Expectant Mothers

4.18.1 Staff that are a new or expectant mother should notify their line manager and HR as soon as practicable.

4.18.2 The Principal Head of Service (Central Teams) is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

4.18.3 The relevant manager in conjunction with HR should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

4.18.4 The academy should consider these risks when completing the risk assessment:

a. Working with hazardous substances
b. Stressful environments
c. Movement around the site (including stairs and distances between classrooms etc.)
d. Doing duties that involve physical effort which might be too arduous;
e. Standing for long periods
f. Inherent risks in certain departments, e.g. PE, Science
g. Manual Handling
h. Working in a confined working space
i. Using an unsuitable workstation
j. Infectious diseases
k. The provision of appropriate sanitary and rest facilities.

4.18.5 Further information can be found in the Trust Maternity Booklet

4.19 PE and Playground Equipment

4.19.1 The Curriculum Lead for/Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

4.19.2 The Premises Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and termly by the Premises team. Formal reports are completed following inspections which are discussed at H&S committee meetings and provided to the CEO.

4.19.3 Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

4.19.4 Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

4.19.5 All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

4.19.6 Students must not use the PE or playground equipment unless supervised.

4.19.7 Any faulty equipment must be taken out of use and reported to the Head of Department or the Premises team.

4.19.8 All playground and gym equipment will be inspected annually by a qualified RP11 inspector, with any remedials being delivered as soon as reasonably practicable and any such equipment taken out of use until repairs are able to be made.

4.20 Personal Protective Equipment (PPE)

4.20.1 Where the need for PPE has been identified in risk assessments, it is the Principal's responsibility to ensure adequate supplies of suitable PPE.

4.20.2 Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

4.20.3 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Principal

.

4.21 Risk Assessments

4.21.1 It is the Principal's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the academy undertakings.

4.21.2 The Principal is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

4.21.3 All members of staff with responsibility for departmental 'safety areas' e.g. premises or activities, are required to complete a risk assessment. This includes premises, educational visits (EVC) and curriculum (heads of department).

4.21.4 All risk assessments should seek to identify measures to avoid the risk in the first instance and if this is not possible to then identify what control measures can be put in place.

4.21.5 Control measures could include staff training, written instructions for the activity, supervision, providing equipment, specifying that more than one person should undertake the activity, determining a 'safer' time of day to undertake the task, pre-agreed contact during the task (e.g. lone working).

A template for a risk assessment is provided to all staff with responsibilities for creating risk assessments. The template is available on the Bright Futures Intranet here.

4.22 Security

4.22.1 The Premises Manager is responsible for the security of the academy site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

4.22.2 The Premises Manager is also responsible for the security of the site after normal school hours use and lettings.

4.22.3 Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception. Staff will be required to wear their Academy Identity Badges at all times.

4.22.4 Meetings with parents known to present a potential risk (e.g. by being verbally abusive or threatening in their behaviour) should only be held virtually or by phone. If this is not possible, then these should take place in a more open area area where assistance is available. The Principal should be notified in advance of these meetings where possible.

4.22.5 Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Principal

4.23 Smoking

4.23.1 It is illegal to smoke anywhere within the premises.

4.23.2 Signage to indicate that smoking is not permitted id displayed in conspicuous areas.

4.24 Stress and Wellbeing

4.24.1 The Board of Trustees, The Executive Team and Trust Leaders are responsible for taking steps to reduce the risk of stress in the academy by taking measures to ensure colleagues are supported through:

a. An environment in which there is good communication, support, trust and mutual respect.
b. The provision of training to enable them to carry out their jobs competently.
c. Control to plan their work and seek advice as required.
d. Involvement in any significant changes.
e. Clearly defined roles and responsibilities.
f. Consideration of domestic or personal difficulties.
g. Individual support, mentoring and referral to outside agencies where appropriate.
h. Each academy has at least one mental health first aider

4.24.2 All employees must ensure that they read the Trust Staff Attendance Policy, Wellbeing Strategy and including understanding the support that is available to them via our Employee Assistance and Occupational Health programmes.

4.25 Training and development

4.25.1 The Principal is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training. Such training should be completed within *one month* of being assigned.

4.25.2 All new staff will receive specific information and training as part of their induction process.

4.25.3 All staff will receive Health and Safety, Fire Safety awareness training on an annual basis appropriate to their role.

4.25.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

4.25.5 Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

4.26 Trust reporting requirements

4.26.1 To fulfil statutory requirements, the Executive team requires management information from each academy.

4.26.2 At the end of each term, each academy must provide a written summary report to the CEO containing the following:

a. Dates of H&S committee meetings that term and brief note of the key actions
b. Any health and safety training undertaken during the term
c. Any Health and safety audits during the term and the key findings
d. Accident reporting: Broken down into staff, pupils, visitors, contractors; number of reportable incidents and a summary, number of non-reportable incidents and a summary; number of near misses and a summary. Summary of any new controls put in place as a result.
e. Planned preventative maintenance programme-update for the term
f. Emergency procedure drills (fire drills, lockdowns) and any resulting actions

A template for the report can be found on the Bright Futures Intranet here.

4.27 Water hygiene management (control of Legionnaire' disease)

4.27.1 The Trust will ensure that competent persons are engaged within each academy to manage the water system and control the spread of legionella bacteria. These persons will be the Premises Manager supported by specialist external contractors.

4.27.2 The Trust will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out for each site to identify and

assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

4.27.3 Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.

4.27.4 The Trust and individual academies will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

4.28 Working at height

4.28.1 The Premises Manager is responsible for the purchase and maintenance of all ladders on the premises.

4.28.2 All ladders conform to BS/EN 131 standard.

4.28.3 The Principal is responsible for completing risk assessments for all working at height tasks on the premises.

4.28.4 Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

4.28.5 When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

4.28.6 Only staff who have completed suitable working at height training can conduct work at height.

4.28.7 Only staff who have undergone instructor led working at height training are permitted to use lean-to ladders.

4.29 Work Experience Placement

4.29.1 The Trust recognises the wide range of benefits of work experience placements. It aims to ensure these are safe, beneficial, and appropriate for students while meeting health and safety (H&S) requirements.

4.29.2 Roles and responsibilities have been set out to ensure an efficient and effective process for ensuring the safety of students, staff, and organisations that provide placements.

4.29.3 The Principal/ is responsible for ensuring the school implements this policy effectively and consistently.

4.29.4 Heads of Departments and SLT are responsible for:

- Ensure this policy is fully implemented in their areas of responsibility

- Approve all work experience placements, ensuring they meet safety and educational objectives.
- Provide staff with the necessary time, tools, and training to manage placements effectively.
- Ensure teachers/tutors and placement coordinators undertake relevant health and safety training.
- Create a feedback mechanism for staff and students to share placement experiences for future assessments.
- Review work experience arrangements periodically to ensure they remain compliant with legal and safety standards.
- Address any concerns, complaints, or incidents arising from placements promptly and effectively.
- Ensure that work experience placements align with the Trust's broader educational goals and priorities.

4.29.5 Teachers/Tutors should:

- Assess students' abilities, interests, and specific needs (e.g., health conditions or learning difficulties).
- Match students with placements that align with their capabilities and career aspirations.
- Complete a pre-placement assessment form to evaluate the chosen placement's suitability.
- Share essential information about the student (e.g., health and safety needs, behavioural considerations) with the placement provider.
- Perform follow-ups with placement providers to ensure ongoing compliance with health and safety requirements.

4.29.6 Placement Coordinators should:

- Liaise with placement providers to confirm their compliance with health and safety requirements.
- Use the employer assessment form to verify the suitability of placements.
- Maintain detailed records of all assessments, communications, and action plans for quality assurance.

4.29.7 Workplace Assessor/Placement Coordinator is responsible for:

- Complete training for the role, such as H&S and Fire Basics, Risk Assessment, RIDDOR, Accident Reporting and any other relevant training.

- Conduct the workplace assessment using the Work Experience Placement Assessment Form.
- Verify the placement employer's compliance with the form and escalate any non-compliance issues with the Placement Coordinator or the Teacher/Tutor.
- Ensure that the environment is safe and suitable for the student, considering their age, abilities, and any specific needs.
- Document findings, highlighting any required actions or conditions to be met before placement approval and follow up with placement providers to ensure any conditions or recommendations are addressed.

4.29.8 Students should:

- Attend any pre-placement inductions or briefings provided by the school or placement provider.
- Follow all instructions and health and safety and fire safety guidelines during the placement.
- Report any concerns or incidents promptly to their designated school and placement contact.

4.29.9 Placement Employers should:

- Complete the employer assessment form to confirm compliance with health and safety standards.
- Provide an induction covering workplace-specific risks, policies, and emergency procedures.
- Ensure students are adequately supervised, with tasks and activities tailored to their age, skills, and experience.

4.29.10 Pre-Placement Process

- Student Assessment -Teachers/tutors assess students' interests, abilities, and needs to identify a suitable workplace.
- Workplace Assessment - The designated Workplace Assessor evaluates the employer using the attached assessment form and determines the placement's suitability.
- Information Sharing - Teachers/tutors share relevant student information with the placement provider, ensuring they are aware of any special considerations.
- Approval and Monitoring -Heads of departments/principals approve placements and periodically review their effectiveness and compliance with this policy.

4.29.11 Work Experience/Trainee Assessment

- Complete a desktop review of the placement's suitability and consider special requirements (e.g., health conditions, learning needs).
- Record and evaluate any concerns or restrictions (if any).
- Decide if the student is suited for the proposed placement and provide reasons.

4.30 Home Working

4.30.1 The Trust supports an agile approach to working and allows staff to work from home where appropriate.

4.30.2 The Trust has the same health and safety responsibilities for those workers who periodically work from home as for any other worker

4.30.3 The Trust will ensure that a risk assessment is conducted for any individual who regularly has the opportunity to work from home to

- ensure that they have and are able to maintain a safe working environment
- They are using equipment safely
- Ensure their wellbeing is supported.

4.30.4 Individuals will ensure that they

- raise any concerns around their home working arrangements with their line manager in a timely manner
- Participate in any risk assessment process as required including workstation assessments
- Report any defects or faults with Trust equipment as soon as possible,

5. Conclusions

5.1 This Health and Safety policy reflects the Trust's and academy's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

5.2 This Policy is supported by other associated policies that explain how the trust and individual academies manage specific issues:

a. Educational Visits Policy (individual to academy)
b. First Aid policy (trust wide)
c. Supporting students with medical needs Policy (trust wide)
d. Managing Contractors Policy (trust wide)

e. Fire Safety Management Policy (individual to academy)
f. Fire emergency procedures (individual to academy)
g. Control of Infections Policy (trust wide)
h. Asbestos Management Policy (trust wide)
i. Managing Wellbeing Policy (trust wide)
j. Curriculum Policies (individual to academy high risk departments)
k. Staff Attendance policy –Trust wide (relevant for work related illness)
l. Reporting accidents- academy specific procedure
m. E-Safety- Trust policy
n. Lockdown procedures- academy specific
o. Critical Incidents Policy – Trust wide
p. Critical Incident Plan – academy specific

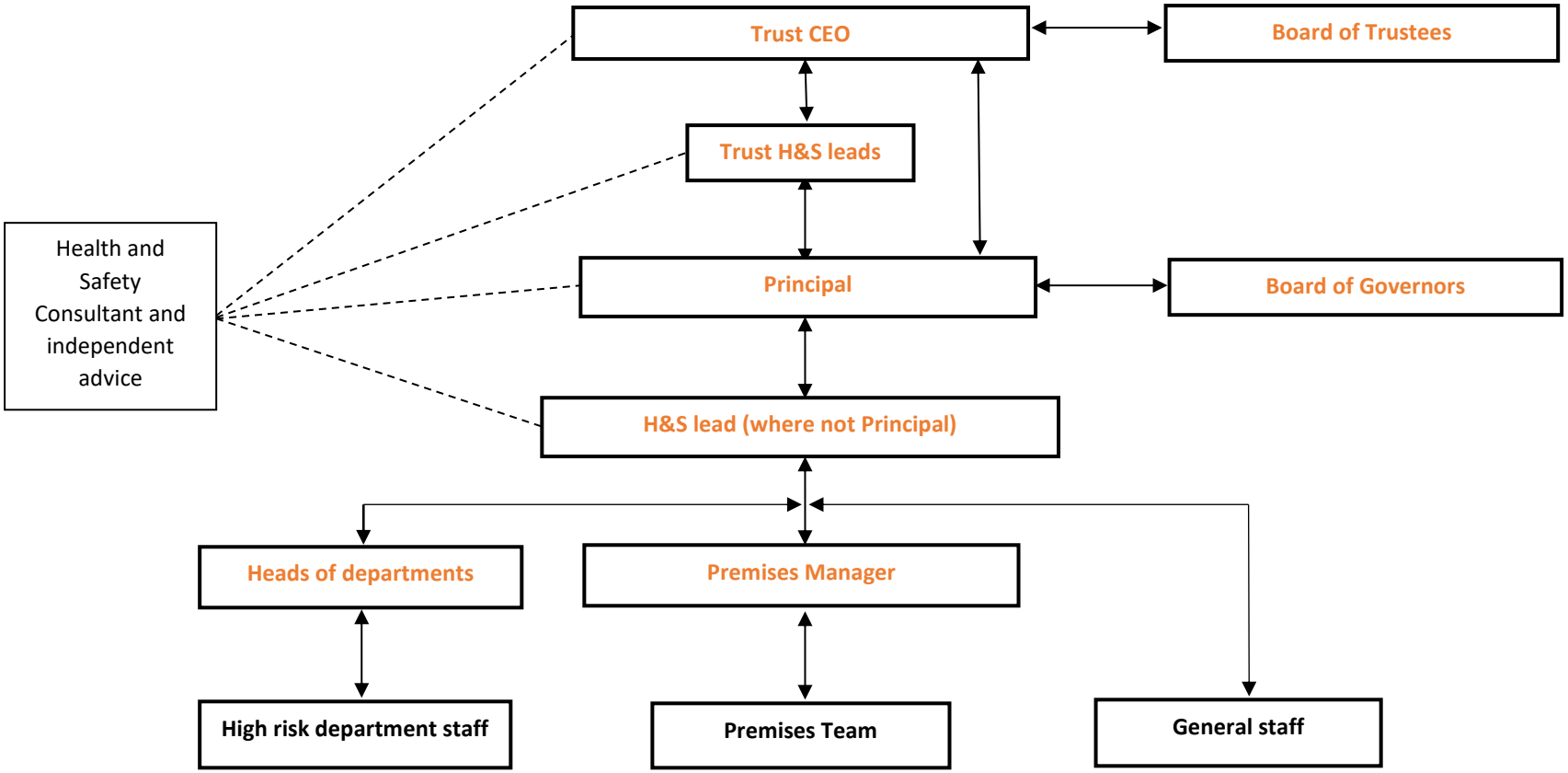
6. Further information

The Health and Safety Executive website contains a lot of useful guidance on various health and safety matters, some of which has been linked to in this document. The link to the website which covers health and safety in education is: http://www.hse.gov.uk/services/education/index.htm. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- HSE - Sensible health and safety management in schools
  https://www.hse.gov.uk/services/education/sensible-leadership/index.htm
- Department for Education - Health and safety: responsibilities and duties for schools
  https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
- National Education Union (NEU) – Health and Safety Advice
  https://neu.org.uk/health-and-safety-advice

Further Resources
The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges
https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf

7. Appendix 1- H&S Organisational Chart



8. Appendix 2 – Academy key health and safety contacts and locations schedule

This schedule should be completed by each school and displayed along with the health and safety law poster and insurance certificate in a prominent place accessible by staff.

Name of Academy

Post and responsibility	Name of person
Principal This person has overall responsibility for the structures to manage health and safety in this academy	
Local Governing Body The xx committee receives health and safety reports from the Principal/Head of school	Name the chair of the committee
Facilities and Estates contact Manages and co-ordinates health and safety matters in area of responsibility	
Curriculum Leads/Heads of Faculty/Department Heads. Manages and co-ordinates health and safety matters in area of responsibility	List several names –you may only need to list those with significant H&S responsibility such as science, PE
Health & Safety Committee/Forum The group chaired by the Principal/delegated SLT member. It is the consultation body for Health and Safety in the Academy	Name the group members
First Aid staff The staff named are the First Aiders in the academy. Those qualified in Mental Health First Aid-youth or adult are shown separately.	
First Aid Box locations in this academy	
Fire Officers Responsible for arranging fire drills and accounting for people on the premises upon evacuation in the case of fire or other emergency.	
Fire Evacuation procedures can be found at:	
Accident Book location	
Health and Safety Law poster, can be located at :	
Maintenance of academy mini-buses (where relevant)	

9. Appendix 3 - Schools Health and Safety Committee Terms of Reference

Purpose of the Health and Safety Committee

The purpose of the Academy Health and Safety Committee is to ensure effective controls, monitoring and staff engagement in health and safety matters across academies, are in place.

Role of the H&S Committee

The role of the Health and Safety Committee, per the Health and Safety Policy is to:

1. Oversee all risk assessments and their monitoring and renewal
2. Ensure adequate communication and consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety;
3. Ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them;
4. Ensure that staff are consulted appropriately on issues that affect them,
5. Ensure that health and safety arrangements and performance are formally evaluated, monitored, reviewed and reported to the Trust and local governing body on a termly basis.
6. Oversee any statutory reporting.

Standing Agenda Items

The standing agenda items of the committee are:

1. Dates of Health and Safety Committee meetings that term and brief note of the key actions
2. Health and Safety audits/inspections during the term and the key findings
3. Health and Safety training undertaken during the term
4. Accident reporting: Broken down into staff, pupils, visitors, contractors; number of reportable incidents and a summary, number of non-reportable incidents and a summary; number of near misses and a summary. Summary of any new controls put in place as a result.
5. Planned preventative maintenance programme-update for the term.
6. Fire drills and any resulting actions.
7. Health and Safety insurance claims.
8. Other relevant matters relating to health and safety.

Reporting

Per the Health and Safety Policy, at the end of each term, schools should provide a written summary report to the CEO and LGB. The report should follow the format above under agenda items. A template is provided as appendix 1

Membership

The committee will be made up of the number of staff with appropriate knowledge and experience deemed appropriate by the Principal/Head for the size and complexity of the school.

Chair

The Chair of the Committee shall be the Principal or another senior member of staff.

Quorum

The meetings will be quorate when at least fifty percent of the participants are present.

Meetings

The Committee shall meet a minimum of once a term or more frequently as if deemed necessary.

Review

This Terms of Reference shall be reviewed and approved by the Trust Executive Team annually.

Executive Approval: 2 October 2025
Trust Board Approval : 22 October 2025