

Health & Safety Policy Statement

Trust Policy & Procedures

Accountable Trust Committee	Audit & Risk
Policy Area	Risk
Responsible Officer	Estates Manager (Health & Safety)
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Related Documents	

Trust policies Asbestos Management Policy
Intimate Care Policy
Staff Code of Conduct Policy
Premises Lettings Policy Framework
Risk Management Policy

School policies Child Protection and Safeguarding Policy
First Aid Policy
Health and Safety Policy
Lettings Policy

Related documents Governor check list (Appendix 1)
Health and Safety Policy Template for Schools

Document Control

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05/10/21	1.0a	Key contacts/cover page update
26/04/22	1.0b	Reference company name change to Learning Partners Academy Trust
14/02/23	1.0c	Update to role of Partnership Head of Estates
03/05/2024	1.0d	Update to role of Estates Manager (Health and Safety)
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Key Contacts

Trust 01483 977230

CEO JMayhew@learningpartners.org
Chair of Trustees Alsherwood@learningpartners.org
Head of Operations ABenson@learningpartners.org
Estates Manager (Health and Safety) SCave@learningpartners.org

Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction

This policy applies to all schools within Learning Partners Academy Trust (the “trust”).

This document:

- Defines the trust’s approach to managing health and safety across the trust
- Defines the roles and responsibilities of all individuals within the trust with respect to health and safety.
- Outlines the further work that schools are expected to take in respect of managing and documenting their approach to health and safety.
- Outlines the monitoring approach that will be applied across the trust.
- Seeks to demonstrate the trust’s commitment to health and safety and to meet the requirement of Section 2(3), 3 and 4 of the Health and Safety at Work Act 1974 and other statutory and common law duties, including a written statement of general policy on health and safety.

This health and safety policy statement is the lead document for health and safety within the trust and applies to all staff, pupils, governors, hirers, visitors, and contractors.

The primary aim of this policy is to ensure that all staff, pupils and visitors in our schools are kept safe. The trust does not seek to implement a ‘blame culture’ and encourages the reporting of all health and safety incidents and concerns without fear of consequences.

Where isolated incidents have arisen from genuine and reasonable mistakes or accidents and are appropriately reported, disciplinary action will not be taken. Where incidents are the result of deliberate, reckless, or negligent acts, are repeated, or are not reported, disciplinary action may be considered.

2 Policy Statement

The Board of Trustees of the trust recognises its health and safety responsibilities under the Health and Safety at Work Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, pupils, hirers, visitors, and contractors using the school premises or participating in school-sponsored activities.

The trust believes that the prevention of accidents, injury or loss is essential to the safe and efficient operation of its academies and the education of its pupils and students.

The trust will ensure, so far as is reasonably practicable, the safety of all staff, pupils, hirers, visitors, and contractors and any other person who may be directly affected by its operations by:

- Ensuring significant health and safety risks arising from its activities are adequately controlled
- Providing and maintaining safe plant, equipment, and systems of work
- Managing and maintaining a safe and healthy working and learning environment

- Ensuring that staff receive appropriate training and are competent to carry out their designated responsibilities
- Providing sufficient information, instruction, and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work
- Involving employees in health and safety decisions through consultation and co-operation

The trust will maintain appropriate health and safety management systems, arrangements, and organisational structures, monitoring and reviewing its performance in line with legislation.

The trust's policy will be implemented with the full co-operation of trustees, local governing bodies (LGBs) and staff.

All employees have duties under the Health and Safety at Work Act 1974 and must actively support the trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in disciplinary action in line with the trust's Disciplinary Policy.

The trust will provide and maintain consultation on health and safety matters and will co-operate with agreed safety representatives.

This policy statement will be reviewed on an annual basis to sustain its compliance and effectiveness.

3 Roles and Responsibilities

3.1 Board of Trustees

As the employer, The Board of Trustees has strategic responsibility for health and safety within all areas of the academies' undertakings. They shall ensure that:

- Sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment.
- Competent health and safety advice is available to assist line management and comply with regulatory controls.
- Appropriate monitoring procedures are in place to ensure compliance with this policy and to identify incidents and issues as they arise.

3.2 Chief Executive Officer (CEO)

The CEO has overall responsibility for health and safety throughout the trust and for ensuring that the objectives of this health and safety policy are implemented. Whilst overall responsibility for health and safety cannot be delegated, the CEO may choose to delegate certain tasks to other members of staff, such as headteachers for each school site.

The CEO shall ensure that the Board of Trustees:

- Oversees the provision of health and safety leadership focused on the management of significant risk.
- Through the Estates Manager, (Health and Safety) monitors overall performance of the health and safety management system and is kept informed of, and alerted to, relevant health and safety issues and/or areas of potential non-compliance.

3.3 Estates Manager (Health and Safety)

The Estates Manager (Health and Safety) monitors health and safety matters across the trust and ensures compliance is achieved with regards to the management of the trust's estate through making sure:

- Accidents across the trust are monitored and investigated when necessary, including reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and policies updated as required.
- Appropriate training is provided to Estates team staff to ensure they are competent to deal with risks in their area of responsibility. This will be monitored through review of the strategic plan, performance reviews, reports from Every Compliance software, reports from iHasco training software, good working relationships with the schools within the trust to ensure information is shared, and mentoring.
- Heads of school, and Estates teams are aware that Risk Assessment and Method Statements (RAMS) are required and should be reviewed before any building work can take place on site.
- Training and information is delivered to Heads of school and school business managers, so they clearly understand their responsibilities under the Health and Safety at work act 1974
- Metrics are produced to monitor number, type, and severity of issues to ensure clear oversight of health and safety trust wide.
- Schools are supported with Health and Safety queries offering advice and guidance.
- Schools are audited through agreed on-site visits.

3.4 Local Governing Bodies (LGBs)

Local Governing Bodies are responsible for the implementation of the trust's policy and ensuring effective health and safety management systems within their school. They shall ensure that:

- Local arrangements are developed in line with trust's model policy and guidance, and set out in detail the roles, responsibilities, and duties of named individuals who will coordinate, manage and carry out the local procedures, under the overall supervision of the headteacher
- Sufficient resources are allocated to meet health and safety obligations
- Health and safety performance is subject to regular monitoring and review
- Staff are involved and consulted on relevant health and safety matters

- All staff know and accept their individual responsibilities regarding health and safety and that health and safety training programmes are in place and monitored
- A member of the LGB is responsible for championing health and safety issues. This individual liaises with the school and provides information to the LGB
- Any deficiencies or weaknesses brought to the attention of the LGB are rectified
- Regular health and safety audits are carried out, using the trust template (Appendix 1 of this policy)
- Attend Governor health and safety training.

3.5 Headteachers

The headteacher of each academy has responsibility for the day-to-day operation and management of health and safety, as delegated by the Board of Trustees, within all areas of the school's undertakings. They shall ensure that:

- The policies and procedures adopted by the trust are fully implemented and followed by all staff to ensure compliance with all health and safety legislation within the school
- The policy and other appropriate health and safety information is communicated to all relevant people including contractors
- Health and safety matters are given due consideration with other commitments and form an integral part of their activities
- Health and safety performance, incidents and areas of non-compliance are reported to the LGB and Executive Team. This includes health and safety guidance received from enforcement authorities.
- Staff are provided with adequate information, instruction, and training to ensure competency
- Consultation arrangements are in place for staff and their trade union representatives (where appointed)
- Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions
- Monitoring of purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- School premises, plant and equipment are maintained in a safe and serviceable condition
- In their absence, health and safety responsibilities are delegated to another member of staff. The delegated deputy should be noted in the school Health and Safety Policy
- Staff well-being is considered.
- Appropriate evacuation procedures are in place, regular fire drills are held at least termly, lockdown drills are practiced annually or as set out by the school's own Health and Safety Policy.

Whilst overall responsibility for health and safety on the school site cannot be delegated, the headteacher may choose to delegate certain tasks to other members of staff.

3.6 School staff with staffing responsibilities

The headteacher may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the school. These staff will:

- Apply the trust's health and safety policy to their own department or area of work
- Ensure staff under their control are aware of and follow relevant published health and safety guidance
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health, safety and welfare issues referred to them, informing the headteacher of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report / record these inspections
- Be given sufficient time, resources and training to complete their duties and responsibilities as listed above.

Under the Health and Safety at Work Act 1974 all staff (including volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions. All employees have responsibility to:

- Always comply with the trust's health and safety policy and locally defined procedures.
- Fully cognisant of the emergency procedures in respect of fire, first aid and other emergencies and able to implement the procedures.
- Report all accidents and incidents in line with the school procedures.
- Co-operate with and support management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Take part in health and safety training and development and health surveillance programmes, as required.

3.7 Central Trust staff

Under the Health and Safety at Work Act 1974 all central trust staff (including consultants, volunteers, students on work experience and temporary workers) have general Health and Safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions. All employees have responsibility to:

- Always comply with the trust's health and safety policy and procedures and the school's policy and procedures when on a school site
- Report all accidents and incidents to the Estates Manager (Health and Safety)
- Co-operate with and support management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Take part in health and safety training and development and health surveillance programmes, as required

4 Operation and arrangements

4.1 Schools

Each LGB should review the School Health and Safety policy statements and arrangements to ensure they are in - line with trusts model policy and guidance. These local arrangements will provide detailed operational arrangements for health and safety and will as a minimum meet the standards and requirements set out in this policy. The trust provides a recommended template for schools to adopt which reflects the trust's Health and Safety policy.

These policies will include arrangements defined in the following sections (in some cases, it may be appropriate for an entire section to be marked as Not Applicable):

1. Risk Assessments
2. Accident and Incident Reporting
3. Health and Safety Monitoring and Inspections
4. Fire Evacuation and other Emergency Arrangements
5. Fire Prevention, Testing of Equipment and Electrical Safety
6. First Aid and Medication
7. Offsite Visits
8. Health and Safety Information and Training
9. Personal Safety / Lone Working
10. Tools, Plant and Equipment
11. Flammable and Hazardous Substances
12. Asbestos Management (in line with the trust's Asbestos Policy)
13. Contractors Working on Site
14. Work at Height
15. Moving and Handling
16. Display Screen Equipment
17. Catering and Food Safety
18. Playground Safety and Supervision
19. Vehicles and Transport
20. Stress
21. Legionella and Water Assessment
22. School Swimming and Pools
23. Work Experience
24. New and Expectant Mothers
25. Access Control and Security
26. Lettings
27. Infectious Diseases
28. Curriculum Specific Arrangements
29. Housekeeping, Cleaning and Waste Disposal
30. Violence at Work

4.2 Central trust team

The CEO will ensure that organisational arrangements are in place for staff employed by the trust, including consultants. These arrangements will comply with the health and safety arrangements for the place of work for staff, whether this be on a school site or elsewhere, and may, if appropriate, simply mirror the existing arrangements in place for staff on that site. This will include risk assessments, accident reporting arrangements, first aid, induction, display screen equipment workstation assessments, etc.

4.3 Job descriptions / contracts and performance management

Suitable clauses to highlight health and safety responsibilities may be included in all employee contracts and job descriptions appropriate to individual roles. Performance management may be used to set and measure performance against health and safety targets and objectives (where appropriate for the job description of the employee concerned).

Performance management is also used to identify health and safety training needs and monitor competency.

4.4 Risk assessments

Each school shall conduct and record risk assessments and ensure findings are brought to the attention of relevant staff. Risk assessments will be reviewed periodically and following any significant changes. Risk assessment training should be undertaken by all staff likely to write risk assessments. This training should be recorded.

4.5 Induction and training

All new members of staff will be provided with induction training appropriate to their role and needs.

Health and safety should be a regular agenda item for staff meetings and INSET training days.

4.6 Staff who have 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 (such as first aiders, fire wardens etc).

4.7 Monitoring

Proactive health and safety monitoring is a line management function. In addition, the trust will measure performance by audit, inspection and accident / incident reporting and investigation. Performance will be reviewed and reported at trustee meetings on a formal and regular basis.

A programme of health and safety audits may be delivered across all schools with each school required to develop, maintain and report on health and safety action plans to ensure continuous improvement.

5 Appendix 1 – Governors Checklist

Monitoring area	Yes/No	Comments	Proposed actions
Does the school have an appropriate health and safety policy and is it reviewed annually?			
Is there a plan detailing what the school would do and their response in the event of an emergency? (Refer to DfE emergency planning guidance)			
Has the school appointed, or arranged support from a competent person(s) with the necessary skills, knowledge, and experience to give sensible guidance about managing health and safety risks?			

<p>Is a system in place to assess risks and implement proportionate control measures?</p> <p>Are these risk assessments reviewed?</p>			
<p>Are statutory compliance items such as fire alarm testing, water temperature checks, minibus inspections etc. being completed?</p>			
<p>Is there provision within budgets for health and safety training?</p>			
<p>Do staff receive training on how to write risk assessments?</p>			

<p>Are site team personnel fully trained in asbestos, fire safety, ladder safety, legionella, COSHH, general workshop safety, health and safety essentials, lone working, manual handling, risk assessment, slips, trips and falls, working at height?</p> <p>Is this information reported to governors?</p>			
<p>Are the schools reporting and reviewing accidents, via OSHENS identifying trends and acting upon them?</p> <p>Is this information reported to governors?</p>			
<p>Are first aiders both medical and mental health displayed throughout school?</p>			
<p>What systems are in place to manage stress within the workplace?</p>			

Date completed

Name of governor

Name of governor.....

Name of governor.....