



SEPTEMBER 2023

# HEALTH AND SAFETY POLICY



SERVE CHALLENGE EMPOWER

## *Document Control*

Version	Date	Action
1	23/10/2019	Consultation with JCNC
2	23/10/2019	Approved at Trust Board
3	3/12/2020	Revised to reflect organisational changes and approved at finance, HR and Operations Committee
4	2/12/2021	Revised to reflect organisational changes
5	15/9/2022	Revised to reflect organisational changes and approved by Trust Board
6	14/9/2023	Reviewed and approved by the Trust Board

**This policy is a Trust-wide policy and applies without exception to all staff, students, trustees and governors who attend or work at all academies in the Trust or in the central Trust structure.**

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# 1. POLICY

## 1.1. The Challenge Academy Trust - Statement of Intent

This document sets out the Health and Safety Statement of Intent for The Challenge Academy Trust (TCAT). The purpose of which is to encourage the ownership, commitment and compliance at all levels of the trust and to provide a framework to establish and review Health and Safety policies, objectives and guidance across the academy schools. TCAT is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

The Trust's Board at TCAT fully recognises the importance of Health and Safety and is committed to both its legal and moral Health and Safety obligations. The Board will support this by demonstrating top level commitment to Health and Safety Policy, individual responsibilities and staff training whilst ensuring that Health and Safety is represented at Board meetings as an agenda item. The Board sees the development of a positive safety culture across the academies as an essential part of TCAT's continued success.

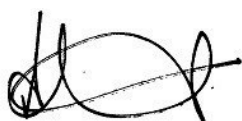
TCAT Trustees will ensure that Health and Safety Management Systems are put in place across the Trust to ensure that the commitments below can be met. All Trustees, Local Governing Bodies, Senior Leadership Teams, staff and pupils will play their part in its implementation.

The Trust will, as an essential part of its business process aim to:

- a) Maintain compliance with any statutory national laws, regulations or best practice placed upon it by external regulatory bodies. To manage, develop and improve its Health and Safety related policies, strategies and processes to meet these responsibilities.
- b) Providing a safe and healthy working and learning environment for everyone who may be affected by its activities.
- c) Conduct a regular programme of inspections and assessments to assess risk, identify and eliminate unsafe conditions/practices and to control and reduce hazards as far as reasonably practicable.
- d) Make provision adequate First Aid arrangements, welfare facilities and wellbeing at work. Promptly investigate every accident, incident, occupational health issue and near miss to determine their cause and prevent re-occurrence.
- e) To report, where required, any accident or incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- f) Provide and maintain safe routes of access/egress as required under The Regulatory Reform (Fire Safety) Order 2005.
- g) Ensure that this policy statement is communicated and maintained across all levels of the organisation.
- h) Ensure that all employees agree, as part of their contract of employment to comply with the individual duties placed upon them by law. Failure to comply with Health and Safety duties, regulations, local procedures etc. will be regarded as a serious breach and may lead to disciplinary action being taken.
- i) Review and/or revise the Health and Safety policy and statement annually or at times of significant change.

It is also the duty of every TCAT employee to:

- a) Exercise reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions or omissions. To report any unsafe act, condition or occurrence at the earliest opportunity.
- b) Co-operate with each academy Principal, as far as may be necessary, to enable TCAT to carry out its legal duties in respect of Health, Safety and Welfare matters.
- c) Not to intentionally or recklessly interfere with any rules or equipment provided by the academy in the interests of Health, Safety or Welfare.



Signed:.... Andy Moorcroft.....  
(Chief Executive Officer)



Signed:....Howard Platt.....  
(Chair of Trust Board)

## 1.2. Academy – Statement of Intent

This section details the academy's arrangements for the effective management of health and safety. A copy of TCAT's current general statement of Intent can be found in Part 1.1.

Academy is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health. We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Health and Safety Handbook. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including The Central Executive Team/Trustees.

The Governing Body's monitoring of health and safety standards will include the scrutiny of accident statistics and reports, including reports on 'near misses', so as to ensure year on year improvement especially where *avoidable* accidents are concerned.

Academy recognises its duties under the Health & Safety at Work etc. Act 1974 and the subordinate regulations made under that Act. The Academy will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the Academy.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, or process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in the system's operation.

Signed: 

(Principal)

Signed: 

(Chair of Governing Body)

Date : September 2023  
Review Date: September 2024

## 2. ORGANISATION

### 2.1. Trust Structure

Overall and final responsibility for Health and Safety is that of:

#### The Trust Board

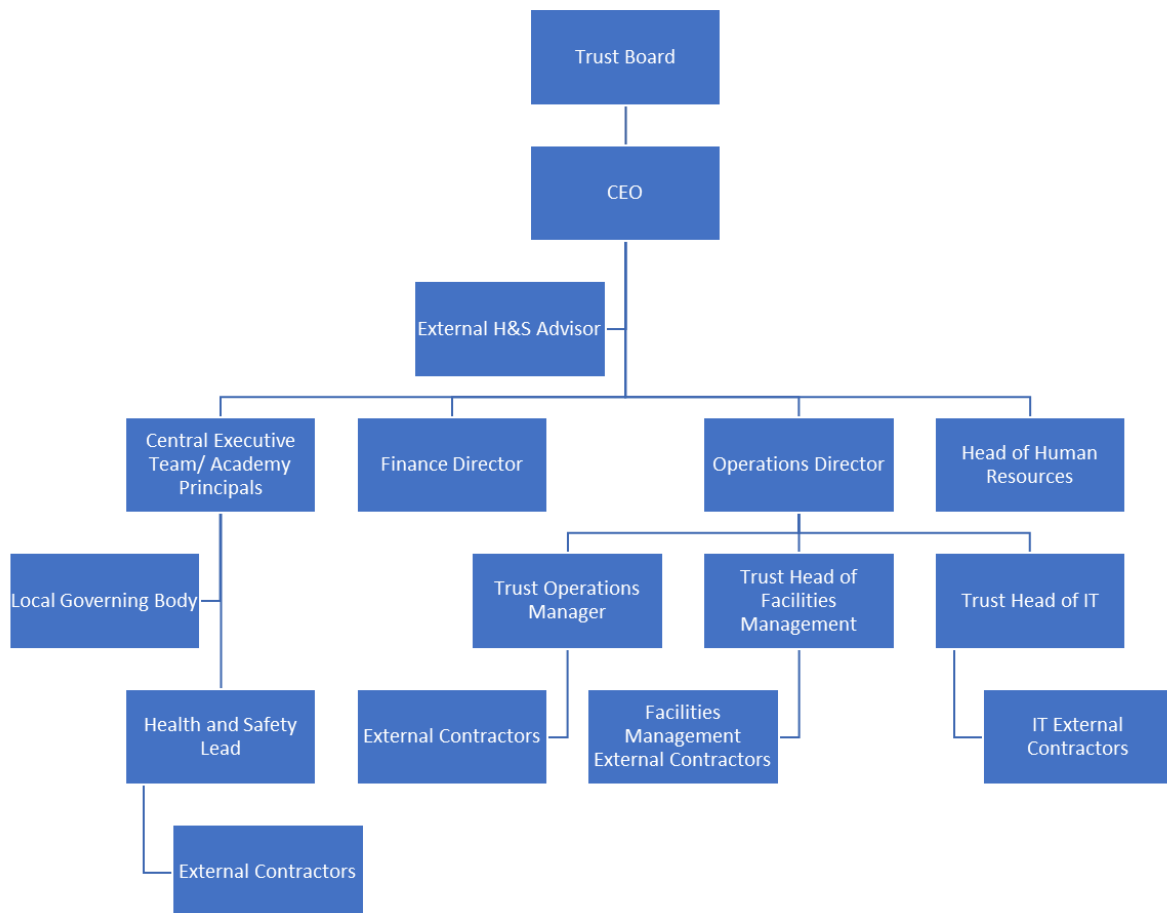
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

#### The Central Executive Team and Academy Principal

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
The Trust Board	Strategic Planning
JCNC	Strategic Planning & Monitoring
Operations Director H&S Lead	Strategic & Operational Implementation and monitoring
Director of Finance	Strategic Monitoring
Head of HR	Strategic & Operational Implementation and monitoring
Trust Operations Manager	Strategic & Operational Implementation and monitoring
Trust Head of Facilities Management	Strategic & Operational Implementation and monitoring
Trust Head of IT	Strategic & Operational Implementation and monitoring
The Governing Body	Strategic implementation and monitoring
Principal / Head Teacher	Strategic implementation and monitoring
Academy H&S Lead	Operational Implementation

The simple organisational chart below shows the Trusts' arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.





## 2.2 Organisational Responsibilities

The overall responsibility for Health and Safety in The Challenge Academy Trust is that of the Trust Board.

The day-to-day responsibility for ensuring that this policy is implemented is delegated to the Central Executive Team and to the Principal/ Head teacher of each academy.

Each Academy has its own Health and Safety Policy which ensures that the principles in this document are implemented within each school. Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in each academy.

To comply with the Governing Body Statement of Intent, health and safety responsibilities are assigned as follows:-

### **The Trust Board**

The Trust Board maintain strategic oversight across the trust and set the trust's vision and policies. They are accountable for the performance of all academies within the trust and have a responsibility to ensure that across the Trust:

- A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Trust.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- 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 in order to assist line management and comply with regulatory controls
- Health and safety performance of the Trust is monitored
- The Health and Safety Policy and performance is reviewed annually.

### **The 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 Statement are implemented. The CEO shall ensure that the Board of Trustees:

- Oversees the provision of health and safety leadership focused on the management of significant risk
- Monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues.
- Provide strong leadership with a visible and active commitment to ensure health and safety organising and planning
- Establish downward communication systems and management structures
- Appoint responsible persons to organise, plan, implement, measure, review and audit The Haven's Health, Safety and Welfare Policy and procedures.
- Adequate resources are available for the effective implementation of the policy including the appointment of and access to the Trust Health and Safety Advisor.



## **The Central Executive Team**

The Central Executive Team is responsible for the implementation of the Trust's policy and ensuring effective health and safety management systems within the Trust. They shall ensure that:

- The Trust policy is distributed and accessible to all employees and are familiar with their roles and responsibilities within the Health, Safety and Welfare Policy
- A robust health and safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and legislative compliance is established and maintained
- All employees, contractors, commissioners and commissioned services are aware of their roles and responsibilities in relation to health, safety and welfare and of the procedures and practices they are expected to follow
- Health and safety is a standing item on management meetings to monitor compliance / address issues arising
- The effectiveness of the Policy and action plans to remedy any areas for improvement / non-compliance are monitored
- Adequate resources are available for the effective implementation of the policy.

## **Financial Director**

In addition to the CET's responsibilities, the Finance Director also has specific duties within their role. In particular:-

- The Finance Director has specific responsibility to support the provision of the most cost-effective solutions for meeting appropriate Health and Safety provisions.
- The Finance Director will ensure statutory insurance and appropriate additional insurance cover is in place to meet the organisation's needs.
- Providing sufficient resources to enable staff and students to comply with the Health & Safety Policy

## **Operations Director**

In addition to the CET's responsibilities, the Operations Director also has specific duties within their role. The primary task of the Operations Director is to advise the CET on health and safety matters and to assist Academy Principals in coordinating, facilitating and implementing their statutory responsibilities. These tasks need not necessarily be carried out personally by the Operations Director, but can be delegated to the Operations Manager, the Trust Head of Facilities Management and the Trust Head of IT.

Health and Safety responsibilities for the Operations Director include:

- Responsible for the review and strategic implementation of the TCAT Health and Safety Policy.
- Working with the Academy Health and Safety Leads and/or External Health and Safety Advisor on all health and safety matters on behalf of the Trust.
- Working with the Principal, Local Governing Body and Health and Safety External Advisor as appropriate to quality assure and monitor the Health and Safety systems in each academy
- The Operations Director oversees the development of procurement standards for goods, equipment and services that prevent the introduction of health and safety hazards.
- Delivery of Construction Design and Management (CDM ) Services.
- Develop assessment and performance of the health and safety arrangements of partners, key suppliers, contractors and delivery sub-contractors.
- Acting as the main point of contact for all facilities management Health and Safety issues across all academies and provide suitable resources where appropriate.
- Ensuring that the Trust and academies work with facilities management suppliers as appropriate to proactively monitor the condition of the Trust estate including full condition surveys on a 5 yearly cycle supported through annual site reviews with academy facilities teams.
- Reporting to the Trustees / CET on the Health and Safety performance of the academies as a whole
- Working with the Head of Human Resources:
  - Establish effective ways of meeting health and safety responsibilities
  - Ensure the employees fulfil their health and safety responsibilities at each academy
  - Establish administrative procedures that encourage employees to report unsafe conditions and unsafe practices to their supervisors without fear of being disciplined
  - Coordinate first aid training and the provision of first aid to employees
  - Facilitate health and safety induction for new members of staff

### **Trust Operations Manager**

The Operations Manager works with the Operations Director, Head of Facilities Management, Trust Head of IT, Academy Principals and Academy Health and Safety Representatives in coordinating, facilitating and implementing their statutory responsibilities. These tasks need not necessarily be carried out personally by the Operations Manager, but can be carried out by the Trust Head of Facilities Management, the Trust Head of IT, the local Facilities Managers and external contractors.

Health and Safety responsibilities for the Operations Manager include

- Working with the Operations Director, Head of Facilities Management, Academy Health and Safety Leads and/or External Health and Safety Advisor on all health and safety matters on behalf of the Trust.
- Leading the Trust-wide Estates Management and Health and Safety Hub meetings
- Oversight of Trust-wide and academy Health and Safety procedures and documentation ensuring they are updated periodically or when activities change.
- Supporting the development of assessment and performance of the health and safety arrangements of partners, key suppliers, contractors and delivery sub-contractors.
- Working with the Trust Operations Director to act as a point of contact for Health and Safety issues across all academies and provide suitable resources where appropriate.

## **Trust Head of Facilities Management**

The Trust Head of Facilities Management works with the Operations Director, Trust Head of IT, Academy Principals and Academy Health and Safety Representatives in coordinating, facilitating and implementing their statutory responsibilities. These tasks need not necessarily be carried out personally by the Trust Head of Facilities Management but delegated to local Facilities Managers and external contractors.

Health and Safety responsibilities for the Trust Head of Facilities Management include

- Working with the Operations Director, Trust Operations Manager Academy Health and Safety Leads and/or External Health and Safety Advisor on all health and safety matters in relation to Facilities Management on behalf of the Trust.
- Supporting the Trust Operations Manager in leading the Trust-wide Estates Management and Health and Safety Hub meetings
- Oversight of Trust-wide and academy Health and Safety procedures and documentation in relation to Facilities Management ensuring they are updated periodically or when activities change.
- Supporting the development of assessment and performance of the health and safety arrangements of Facilities Management partners, key suppliers, contractors and delivery sub-contractors.
- Responsible for identifying assets and monitoring the maintenance contracts via the Trust's asset management system in conjunction with the academy H&S lead
- Working with the Trust Operations Manager to act as a point of contact for all Facilities Management Health and Safety issues across all academies and provide suitable resources where appropriate.

## **Trust Head of IT**

The Trust Head of IT works with the Operations Director, Trust Head of Facilities Management, Academy Principals and Academy Health and Safety Representatives in coordinating, facilitating and implementing their statutory responsibilities. These tasks need not necessarily be carried out personally by the Trust Head of IT but delegated to local IT Managers and external contractors.

Health and Safety responsibilities for the Trust Head of IT include

- Working with the Operations Director, Trust Operations Manager Academy Health and Safety Leads and/or External Health and Safety Advisor on all health and safety matters in relation to IT on behalf of the Trust.
- Leading the Trust-wide IT Hub meetings
- Oversight of Trust-wide and academy Health and Safety procedures and documentation in relation to IT ensuring they are updated periodically or when activities change.
- Supporting the development of assessment and performance of the health and safety arrangements of IT partners, key suppliers, contractors and delivery sub-contractors.
- Working with the Trust Operations Manager to act as a point of contact for all IT Health and Safety issues across all academies and provide suitable resources where appropriate.

## Head of Human Resources

Human Resources policies play an important role in ensuring employee health and safety standards are maintained. Responsibilities for the Head of Human Resources include:

- Understand the health and safety responsibilities of academy staff at all levels of employment.
- Implementation of personnel management policies to ensure everyone employed in the academy trust is aware of his/her responsibility.
- Integrating workplace health and safety in human resources management which include:
  - Preventing work related injuries and illnesses;
  - Developing appropriate hiring, training and performance appraisal practices;
  - Recruiting and retaining the best employees who care about their own well-being and the well-being of co-workers.
  - Ensuring that the health and safety policies and procedures conform with the applicable occupational health and safety legislation and accepted best practices in similar organizations;
  - Ensuring that the organisation has processes in place to monitor sickness absence and provide support employees particularly in relation to workplace stress through the provision of occupational health and wellbeing services
  - Establishing procedures for enforcing company safety rules;
  - Helping reduce costs associated with losses due to absenteeism injuries, Workers' Compensation, disability, and health care;
  - Maintaining records of injuries, illnesses and workers' compensation;
  - Providing advice to employees and the employer in matters of occupational health and safety
  - Facilitating health and safety induction for new members of staff.
- Guiding the Trust through various disciplines i.e. Discipline, Grievance, Capability/Performance to Absence Management and advising Headteachers/ Principals on first steps of performance management process linked to above points
- Monitoring sickness absence of staff and highlight to Operations Director/Heads of school concerns linking to work-related illness and advising Headteachers/ Principals on first steps of performance management process linked to above points
- Keeping the H&S Consultant and Operations Manager aware of absence that may be reportable to the HSE under RIDDOR
- Ensuring suitable processes are in place to eliminate discrimination and promote equality when dealing with academy staff.

## **Central MAT Staff**

Under the Health and Safety at Work Act etc. 1974 all central MAT 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 MAT staff have responsibility to:

- Comply with the Trust's Health and Safety Policy and procedures at all times and the academy's policy and procedures when on an academy site
- Report all accidents and incidents in line with the Trust's reporting procedure TCAT Health and Safety Statement
- 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

## **Academy Health and Safety Representatives**

- The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union, Health and Safety Representatives will be allowed to support the investigation of accidents and potential hazards, support employees in pursuing complaints and support school inspections within directed time, but wherever practicable and as far as possible, outside teaching time. They will be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Trust, Principal or Local Governing Body.

## **External Health and Safety Consultant**

The Trust uses the services of an external consultant, Adele Partridge, CMIOSH and OSCHR Registered Consultant to provide Health and Safety Competent Person advice. The role of the health and safety consultant is to promote a positive health and safety culture in the academy trust. The primary responsibility is for ensuring that risks in the trust are controlled and that each academy is successfully meeting safety standards. The health and safety consultant will advise and support each academy on matters of safety, health and hygiene at local level. TCAT trustees have appointed an external Health and Safety Consultant who will be involved with:

- Assisting each academy to organise their risk register and maintain suitable risk assessments for activities being carried out.
- Undertaking annual inspections of each academy to ensure that policies and procedures are being suitably implemented.
- Providing reports to trustees on annual basis systematically to show effectiveness and suitability of the Safety Management Systems across the academy schools.
- Reviewing maintenance records to show that statutory compliance is suitably managed at each academy and feeding back findings to the Trustees on termly basis.
- Monitoring accident data and assisting the Operations Director with investigation of accidents in conjunction with academy staff

## **Local Governing Body**

The Local Governing Body has responsibility to monitor the health and safety performance for the Academy at a local level and to support the Principal by ensuring:

- Information on statutory requirements and best practice with regards to health and safety policy and supporting documents are taken into account through liaison with the Principal and the Trust's nominated External Health and Safety Consultant.
- A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Academy.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Health and safety performance of the Academy is monitored.
- The Health and Safety Policy and performance is reviewed annually.

## **Principal**

The Principal, with support from the Academy Health and Safety Lead, is responsible for the day-to-day operation and management of the health and safety systems as delegated by the Board of Trustees within all areas of the academy's undertakings. The Principal shall be responsible for:

- Showing commitment to the Trust's and Local Governing Body's Statement of Intent.
- Promoting and implementing the Health and Safety Policy.
- Ensuring that the Policy is communicated to all relevant persons.
- Ensuring appropriate information on significant risks is given to staff, students, visitors and contractors.
- Ensuring appropriate consultation arrangements are in place for staff, students and their trade union representatives.
- Providing sufficient resources to enable staff and students to comply with the Health and Safety Policy.
- Reporting on Health and Safety matters to the Local Governing Body and Central Executive Team.

## **Academy Health and Safety Lead**

The Health and Safety Lead is responsible for supporting the Principal / Head Teacher in the implementation of the Policy and shall be responsible for:

- Ensuring that all staff are provided with adequate information, instruction and training on health and safety issues.
- Making suitable arrangements for the identification of hazards and the completion of risk assessments.
- Ensuring safe systems of work are in place to protect staff, students and others affected by their actions.
- Ensuring that emergency procedures are in place and are tested on a regular basis.
- Ensuring that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensuring records are kept of all relevant health and safety activities, for example, assessments, inspections, accidents, etc.
- Ensuring arrangements are in place to monitor Health and Safety performance.
- Ensuring that accidents are investigated and that remedial action is completed.
- Reporting to the Principal on the health and safety performance of the Academy.
- Ensuring that adequate evacuation procedures are in place (including for persons who require assistance during an emergency evacuation)
- Ensuring the adequate provision of appropriately trained staff to support emergency evacuation.

### **Contractors**

Contractors are responsible for:

- Adhering to Academy's policies and procedures
- Following Academy's site safety rules at all times.
- Ensuring that any equipment used on Academy premises is in safe working condition and has up to date PAT testing.
- Providing documented risk assessments and safe systems of work including method statements or work instructions.
- Liaising with the Estates and Facilities Manager before work is commenced.
- Arranging site specific or Academy-required inductions prior to works commencing
- Reporting defects or health and safety issues to the Estates and Facilities Manager immediately.
- Reporting accidents on Academy premises to the Estates and Facilities Manager.

### **Operational Responsibilities**

Each Academy Health and Safety Policy will insert here the individual responsibilities at operational level for their academy.



## 3. CONSULTATION, MONITORING AND REVIEW

### 3.1. Consultation with employees

#### 3.1.1. The Trust

The Trust recognises that a positive approach to Health and Safety consultation can add value to the organisation.

The Trust does offer an open door policy in relation to Health and Safety management and actively encourages employee and student contributions through meetings, talks, use of notice boards and one-to-one consultation.

The JCNC is a primary way of consulting with Union Representatives and the Trust holds this Committee in high regard. The Trust recognises that effective resolution of Health and Safety issues can be reached at these meetings. The committee meet on a termly basis and minutes are taken.

The JCNC meeting minutes are made available to all employees on the TCAT Website.

To allow the Trust to carry out this duty, consultation with staff will be the responsibility of

The CEO

#### 3.1.2. The Academy

The Health and Safety Committee is a primary way of consulting with employees and the Academy holds this Committee in high regard. The Governing Body recognises that effective resolution of Health and Safety issues can be reached at Health and Safety Committee meetings. The Health and Safety Committee meet on a termly basis and minutes are taken.

Health and Safety Committee meeting minutes are made available to all employees on the shared drive (under the Health and Safety folder).

To allow the school to carry out this duty consultation with staff will be the responsibility of:

The Principal / Head Teacher

## **3.2. Monitoring**

### **3.2.1. The Trust**

This section outlines the measuring and reviewing process TCAT will adopt to monitor Health and Safety performance cross the group, ensuring that improvement can be judged and resources allocated to where they can provide the optimum impact.

#### **Measuring Performance**

Measuring performance has become a standard mechanism across all the Trust's disciplines as part of the means by which we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring at Trust level lies with the Operations Director in conjunction with the Academy's teams.

The Operations Director will lead the Health and Safety Hub in the monitoring of performance with regards to accident and near miss reporting and active/reactive reporting of the health and safety systems across the group.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

TCAT will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to external organisations such as the HSE and funding bodies. The Trustees will provide an occupational health advisory service to assess and assist staff with health and work related problems and undertake statutory health surveillance. The monitoring of work related sickness and ill health will be undertaken by the Operations Director / HR Manager in order to identify and control contributory factors so far as is reasonably practicable..

### **3.2.2. The Academy**

#### **Measuring Performance**

Measuring performance has become a standard mechanism across all the Academy's disciplines as part of the means by which we ensure that we are progressing satisfactorily. Methods for measuring performance vary from judgments borne of informal direct observation to more formal schemes for the analysis of statistical data and reports on progress against defined performance indicators.

The responsibility for day-to-day monitoring and measuring lies with the SMT members, faculty heads and the estate management team.

Documented premises inspections will be carried out at minimum on a termly basis.

The SMT Member with H&S responsibility will report routinely to the Health and Safety Committee regarding performance, by way of records on accident and near miss reports identifying any trends as appropriate.

It is important that both active and reactive monitoring techniques are used as a matter of routine to help us gauge how effectively risks are being controlled and how well a positive Health, Safety and Welfare culture is being developed.

Active monitoring consists of:

Inspections, monitoring the health and safety performance of employees

Identification on noncompliance via audits and inspections

Evaluation of the effectiveness of accident, incident reports and subsequent investigations

Monitoring of the operation and inclusion of policy and procedure  
Evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consists of:

Accident, incident and near miss analysis  
Analysis of ill-health situations with appropriate recommendations  
Responses to insurance claims and subsequent lessons learned  
Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

Where necessary remedial actions and interventions will be applied in order that we may learn from our experience enhance our systems and procedures, identify training needs and contribute to continuous and progressive improvement in performance.

### **3.3. Auditing**

#### **3.3.1. The Trust**

Formal audits that seek to measure performance overall against defined standards will be undertaken periodically. The objective of an audit will be to establish whether our overall health and safety management system is efficient and effective.

The Trustees receive and consider an annual report on health and safety performance for all academies compiled by the Health and Safety Advisor. The content of the report will include but not be limited to the following items:

- Summary of significant matters raised at the JCNC together with the action taken to address these matters. Statement regarding policy implications and any suggested changes to the Health and Safety Policy. Statement regarding current Health and Safety resources together with identified Health and Safety expenditure for the coming year. Summary report covering accidents, incidents and matters reported to the relevant authorities. Statement regarding Health and Safety inspections, audit reports and other monitoring activities. Summary of contact with enforcement agencies e.g. HSE, EHO, Fire Service including any enforcement notices received. Major corporate Health and Safety initiatives for the coming year and a summary of unresolved Health and Safety matters from the previous report.

The Annual report will be submitted to the Trustees in September of each year. Trustees will be provided with regular updates on a termly basis.

#### **3.3.2. The Academy**

The academy adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The day-to-day reviewing of performance is a routine responsibility of line management. The Health and Safety Committee members may be requested to carry out health and safety performance reviews.

The Health and Safety Advisor will carry out annual reviews of Health and Safety documentation and procedures to ensure that we are performing to the appropriate standard.

Performance indicators will include:

- Completion of recommended actions resulting from H&S Audits, Fire Risk Assessments, Legionella Risk assessments and Asbestos surveys.
- Completion and review of risk assessments

- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries
- Compliance with statutory maintenance tasks and completion of mandatory inspections

The Governors regularly receive reports on health and safety so that the governing body is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the academy accident and incident statistical trends over time.

## **3.4. Review**

### **3.4.1. The Trust**

There will be an annual report provided to the Trust Board which includes a summary of each Academy's Health and Safety Management Systems performance and the action plan for each Academy.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed by the Health and Safety Hub as improvements are made and achievements reached to maintain a consistent approach for effective planning.

### **3.4.2. The Academy**

Each Academy systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the Principal / Head Teacher and the Governing Body. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

## **3.5. Policies and Procedures**

### **3.5.1. The Trust**

In recognition of the wide range of Health, Safety and Welfare legislation and the specific requirements arising from this, the Trust will, from time to time, introduce policies as appropriate to enable the development and implementation of effective compliance measures.

All new Health and Safety Policies will be subject to consultation both with Trust Management and with employee representatives via the JCNC.

### **3.5.2. The Academy**

Each Academy will introduce safe working procedures consistent with this overarching Trust Policy, and may be produced by any recognised function within the Academy, subject to guidance provided as required by the SMT Member with H&S Lead and Health and Safety Advisor.

All new Health and Safety Procedures will be subject to consultation both with Academy Management and with employee representatives via the Health and Safety Committee.

# APPENDIX A: Academy Safety Arrangements

Each Academy must put in place and publish within their local Health and Safety policy/guidance documents specific arrangements to cover areas applicable to them such as

- Accidents and First Aid
- Alcohol and Drugs
- Asbestos
- Contractors
- Control of Substances Hazardous to Health (COSHH)
  - Infection Control
- Covid 19
- Display Screen Equipment
  - DSE Eyesight tests and corrective glasses
  - Homeworking
- Electricity at Work
  - Portable Appliances
- External Venues
- Fire and other emergencies
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Occupational Health
  - Occupational Health
  - Stress
  - Well-being
- Personal Protective Equipment
- Premises Management
  - Legionella Controls
  - Health and Safety Welfare
  - Raising and Resolution of Health, Safety & Welfare Concerns
- Provision and Use of Work Equipment
  - Safe Plant and Equipment
  - Machinery Guarding
  - Stop Buttons and Guards
  - Gas
- Radiation
- Risk Assessment
  - Health and Safety in the Curriculum
- Security
- Smoking
- Training, information, instruction and supervision
- Trips and Visits
  - Educational Visits
  - Work Experience Placements
  - Staff working off site
- Traffic Management / Use of Vehicles
  - Vehicles on Site
  - Use of Minibuses
  - Travelling between sites
  - Mobile phone use
- Violence, Behaviour, bullying and harassment
- Visitors
- Working at Height

This list is not exhaustive and should be amended to suite each academy in accordance to their circumstances