



A collaboration of schools which enhances the educational experiences and outcomes for children, maximising the benefits of working together, whilst maintaining the individual culture and ethos of each individual school

Health and Safety Policy

Author:	CEO/Estates Manager/Lead Governance Professional
Approver:	Finance & Resources
Date:	12 th November 2024
Next review:	November 2025 unless there are earlier statutory or guidance changes
Category of policy:	Trust Board

Changes history

Version:	Date:	Amended by:	Substantive changes:	Purpose:
1			New trust policy	

Aim:

- Recognising that the Trust Board and the Leadership Teams of the schools within the Trust have legal responsibilities with regard to the Health and Safety of all people on all sites of the school.
- To ensure the Trust and the schools within the Trust complies with all legal requirements for Health and Safety.
- To ensure all staff employed at the Agape Trust are aware of their responsibilities under the Health and Safety at Work Act etc 1974. Workers have a duty to take care of their own health and safety and that of others who may be affected by their actions or inaction at work.
- To encourage workers to co-operate with employers and co-workers to help everyone meet their legal requirements.
- Ensuring that staff maintain the school's commitment to high standards of work.
- Ensuring that all staff members, pupils and visitors to the school sites can go about their work and business safely and securely.
- To implement and communicate safe and appropriate procedures for all people on all sites and while working for the school while away from site.
- To identify, communicate and monitor appropriate responsibilities, training, and accountabilities for all employees.
- To monitor and review the effectiveness of these policies and keep them up to date

Reference documents:

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

1. [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
2. [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
3. [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
4. [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
5. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
6. [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
7. [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
8. [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

9. [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height.
10. The Electrical Equipment (Safety) Regulations 2016
<https://www.legislation.gov.uk/ukxi/2016/1101/contents>

The Trust follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

In our schools with an Early years provision we also follow the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

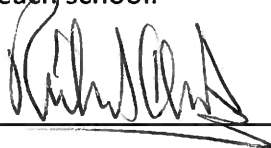
Method:

A: Setting out responsibilities for Health and Safety:

- CEO and each school's Headteacher- Headteachers have overall accountability for their schools' health and safety. The CEO has overall accountability for health and safety across the Estate. All their responsibilities are delegated to the Estates Manager and Site Controllers on a day-to-day basis.
- Estates Manager – Competent Person by experience and qualification and H&S Officer
- Site Controllers and Caretakers in the schools in the Trust - Competent Person by experience
- Trust Board – Ensuring all schools and their leadership are managing risk and creating a safe working environment and ethos (some functions will be delegated to each school's Local Governing Committee per the scheme of delegation)
- Trustees and Governors – To ensure the schools are putting in place and following safe practices in all aspects of its functions
- Deputy and Assistant Headteachers – To assist the respective Headteachers in their duties and responsibilities and to cover their role should the need arise.
- All staff members –
 - 1: To ensure they conduct themselves in a safe manner and that those they are responsible for do the same using safe working systems and PPE where required
 - 2: To comply with safety requirements of the Trust and respective school within the Trust in which they are working and standards for teaching set out in their relevant fields and any training received
 - 3: To not tamper with safety arrangements or allow those they supervise to do so
 - 4: To report any safety issues and near misses to their Line Manager
 - 5: Take reasonable care of their own health and safety and that of others who may be

- affected by what they do at work
- 6: Co-operate with the school on health and safety matters
 - 7: Model safe and hygienic practice for pupils
 - 8: Understand emergency evacuation procedures and feel confident in implementing them
 - 9: Read and work to the school's health and safety procedures, any Department risk assessments and whole school risk assessments
- All pupils, parents, volunteers and visitors -
are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any Health and Safety incidents to a member of staff.
 - Contractors -
Contractors will agree health and safety practices with the Headteacher and Site Team and/or Estates Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. They will have schemes of works in place and will follow all current CDM regulations.
- B) Manage the Health and Safety functions of the school to prevent, so far as is reasonably practicable, injuries or ill health affecting any person as a result of the operations of the school.
- C) The Trust and its schools will ensure lines of communication are open with the Trust Board, Local Governing Committees, staff body, pupils, volunteers, visitors, contractors and parents. They will achieve this by:
- a. Ensuring the website is up to date along with documents uploaded
 - b. Communication via email
 - c. Staff notice boards
 - d. Safety signage
 - e. Staff briefings, meetings and one to ones
- D) Provide safe premises and equipment, together with effective management of the activities over which we have control. This includes:
- a. Daily checks of the site by each school's team with proactive and reactive maintenance
 - b. Biannual safety checks of lifting equipment by an external contractor
 - c. Annual safety checks of PE equipment by an external contractor
 - d. Annual safety checks of LEVs and machinery by an external contractor
 - e. Pre-use check of equipment by staff (whenever used).
 - f. Monthly building checks including play equipment.
- E) Apply the principles of risk management to ensure that any necessary risk control measures are introduced and maintained in the following order:

- a. Eliminate Risks
 - b. Reduce Risks where they cannot be eliminated
 - c. Isolate Risks
 - d. Implement Control measures
 - e. Use safe systems of work
 - f. Use of PPE (provided free of charge)
- F) Create, review and implement emergency procedures and policies.
- G) Producing and maintaining appropriate records
- H) Regular meetings of the Trust and/or schools' Health and Safety Team to review health and safety policy and procedures, accidents, incidents, large works etc. The Health and Safety team could be part of the Management Team, Operations team or Senior Leadership Team.
- I) Health and safety is an agenda item for all management meetings.
- J) The school will provide safety training to everyone who needs it to safely go about their duties and the Trust and Schools' Leadership Teams will hold relevant Health and Safety qualifications
- K) Ensure that there is adequate insurance provision at all times.
- L) This policy should be read in conjunction with the associated health and safety procedures and risk assessments available at each school.

Signed by: Chair of the Trust Board  _____ **Date**

CEO  _____ **Date**

