David Ross Education Trust

Broadening Horizons

Health and Safety Policy

(Website Version – Site Holds Signed Version)

Document Management Information

Applicable to:	This policy is applicable to all employees, pupils, Trustees, Governors of the Trust and members of the public who use Trust facilities.
Dissemination:	A copy of this policy will be accessible via the Trust's Policy Centre and the Estates, Facilities and Operations Intranet. A copy of the policy statement is to be displayed on Health and Safety notice boards. A signed copy of the Health and Safety policy document and associated procedures is to be kept in the academy main office and must be readily available.
Review Frequency:	This policy will be reviewed annually (unless statutory guidance states more frequent).
Policy Author:	Brian Edwards, Health and Safety Manager.
Executive Policy Owner:	Jonathan French, Director of Operations.
Approval by:	Trust Board.
Approval Date:	18 September 2025
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Revision History

Document version	Description of Revision	Date Approved
0.1	Approved document.	15 September 2021
0.2	Removal of reference to 'wellbeing', amendment of roles and responsibilities, and amendment of review period.	14 September 2022
0.3	Appendix D updated to include RPS. Appendix E Trust Model Risk Assessment List updated.	28 September 2023
0.4	Para 5.7.1 – add BCP & Lockdown procedure reference to HS Emergency Documentation. Add High Risk Curriculum Departments (Science, Art, DT, Food, PE) to Secondary Curriculum. Para 5.8.1 & Appendix E – amended title for Non-Teaching Time Risk Assessment.	19 September 2024

Document version	Description of Revision	Date Approved
0.5	Para 4.12 – added statement regarding recording staff awareness/acknowledgement of risk assessments pertinent to role. Para 7.1.3 – Primary/Secondary Executive teams structure updated Appendices A & B – Structures changed Appendix E – Risk Assessment Template List updated	18 September 2025

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1. Introduction

1.1. As a responsible employer, the David Ross Education Trust (herein referred to as the Trust) is committed to honouring our legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 associated regulations and codes of practice, whilst continuing in our mission to provide a world class education to our pupils and supporting, recognising and championing the expertise and efforts of our teaching, educational and operational support staff.

1.2. The Trust recognises and accepts our responsibilities and duties to conduct our operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

1.3. In compliance with the Management of Health and Safety at Work Regulations 1999, where significant risks are identified, risk assessments will be undertaken, and arrangements will be made for any necessary preventative and protective measures to be put into place, as far as is reasonably practicable, using a sensible risk management approach.

1.4. To achieve these objectives, we will strive to:

- Conduct all activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working and learning conditions.
- Ensure that any hazardous equipment and substances across the Trust are managed and used safely and wherever possible replaced with less hazardous alternatives, whilst enabling an exciting and innovative curriculum to be delivered.
- Ensure that a systematic approach to the identification of risks is undertaken promoting the principles of sensible risk management, with resources appropriately allocated based on priority of risk.
- Provide suitable information, instruction, training and supervision to our staff, pupils and all others who may require it.
- Reduce the number of accidents, incidents, and cases of work-related ill health with specific focus on those incidents that may cause serious and significant injury or long-term ill health.
- Promote a positive Health and Safety culture that is demonstrated by open communication and consultation and our managers and staff leading by example to instil a whole Trust commitment to the importance of Health and Safety both within our workplaces and academies and extending into our wider communities to support “working safely, it’s just what we do”.
- Ensure that all Trust staff and pupils’ safety needs are considered and supported.
- Monitor, review and modify this policy and any arrangements at regular and suitable intervals.

1.5. At the Trust, Health and Safety is everyone’s business. We expect all staff and stakeholders to play their part in recognising, supporting, and reinforcing our health, safety and wellbeing commitments.

1.6. This policy statement shall be brought to the attention of all members of staff. A copy is to be displayed on the Health and Safety notice board. A reference copy of the full Health and Safety policy document and associated procedures is to be kept in the academy office and must be readily available.

1.7. This policy has been subject to consultation with the recognised Trade Unions, and this statement, with the accompanying organisation arrangements, will be reviewed on an annual basis or earlier should there be a need based on significant organisational or legislative change.

2. Policy Scope

2.1. This policy applies to all employees, pupils, Trustees and Governors of the Trust, as well as members

of the public in use of the Trust facilities.

2.2. It is the responsibility of all individuals in the Trust to familiarise themselves with this policy and comply with its provisions.

3. Legal and Regulatory Framework

3.1. This Policy takes its legal framework from the following legislation and statutory guidance:

- Health and Safety at Work Act (1974)
- Academy Trust Handbook (2025)
- Management of Health and Safety at Work Regulations (1999)

4. Arrangements

4.1. The following arrangements will be implemented to ensure that the Trust and its academies fulfil their responsibilities and provide the foundation for securing the Health and Safety of employees, and all users of the site.

4.2. **Setting Health and Safety objectives –** The Trustees, with the assistance of the Executive Leadership Team, will review progress of Health and Safety objectives at Trust level. Further reviews will be undertaken by the Executive Leadership Team during quarterly Finance and Resources Committee and termly Health and Safety Management meetings. Where necessary Health and Safety improvements will be identified and included within the Trust Health and Safety Management Work Plan and Risk Register.

4.3. Specific academy objectives and action plans will be set and led by Principals during their Health and Safety Committee meetings. These will be primarily led by the findings of the Trust Health and Safety audits, compliance monitoring and the analysis of local incident data and inspection regimes.

4.4. **Financial Resources** - The Trust Board and Executive Leadership Team in conjunction with the Chief Finance Officer, the Estates, Facilities and Operations (EFO) Team and academy Principals will review the Trust and individual academy budgets to determine, in the light of past performance, whether adequate resources are being deployed to maintain adequate Health and Safety management and control. Where deficiencies are identified, the reallocation of sufficient resources will be discussed and agreed.

4.5. **Provision of an effective joint consultative process** - The Trust and Academy Health and Safety Committees and Consultative Meetings will meet at least once per term in line with their terms of conditions, the Committees/Groups will ensure that Health and Safety concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. See **Appendix C** – Summary of Trust/Academy Health and Safety Committees/Groups.

4.6. **Establishing adequate Health and Safety communication channels** - Communication channels will be established for the exchange of Health and Safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings.
- Academy Health and Safety Committee.
- Provision of information relating to safe systems of work and risk assessments.
- Provision of training.
- Regular updates via HR newsletters and Core Comms communications.
- Communications with relevant specialist advisors and bodies.

4.7. Where Health and Safety issues cannot be resolved at local level, they will be escalated through the

management structure as appropriate to the Senior Executive Team and the Trust Board as applicable.

4.8. **Specialist advice and support** - The Trust has ensured that it has access to competent technical advice on Health and Safety matters to assist in meeting the Trust and individual academy objectives; this has been achieved by the appointment of a Trust Health and Safety Manager supported by a range of other technical experts across the Trust and a third contract with external experts.

4.9. **All other significant risks will be managed through the Trust's Health and Safety procedures and risk assessment process** - Infrequent or general hazards not covered within these specific procedures and risk assessments will be managed in line with the relevant Health and Safety legislation and through sensible risk management.

4.10. Procedures **for the safe management of staff, pupils and activities:**

- Risk management and assessment
- First aid
- Incident reporting and investigation
- Fire safety
- Control of hazardous substances
- Dealing with Health and Safety emergencies
  - Business Continuity Plan
  - Lockdown Procedure
- Moving and handling and lifting equipment
- Working at height and access equipment
- Lone working
- Prevention of work-related violence
- Display screen equipment (DSE)
- PE and outdoor fixed play equipment
- Primary curriculum
- Secondary curriculum
  - Science
  - Art, DT and Food Technology
  - PE
- Training
- Refilling portable gas burners
- Swimming pool operations

4.11. **Procedures for the safe management of estates:**

- Premises maintenance and statutory inspections
- Site and grounds maintenance
- Security
- Vehicle, pedestrian management
- Asbestos management
- Water hygiene management
- Electrical safety
- Gas safely
- CDM and contractor management

4.12. **Risk Assessments** - The Trust has produced and provided a range of model risk assessments for use across the Trust. Academies and Core Teams are required to have in place risk assessments that assess significant and foreseeable risks either by the review and tailoring of relevant model risk assessments and update them to reflect local circumstances, practices and arrangements, or by ensuring that the hazards identified within the Trust's model risk assessments are covered within their own. Trust staff must be aware of the risk assessments pertinent to their role and acknowledgement/awareness of these risk assessments must be recorded.

4.13. **As per Appendix E, all academies as a minimum should have the following operational risk assessment in place:**

- General hazards
- EYFS (settings with nursery and early year's provisions)
- Higher risk curriculum activities covering PE, Science, Art, Design and Technology (including Food Technology)
- Management of Non-Teaching Time (lunch, breaks, after school clubs)
- Office and reception activities
- Site team activities (excluding PFI Academies)
- First aid
- Stress Management
- On-site vehicle and pedestrian management
- Off-site trips and visits (specific)

4.14. Estates related risk assessments such as fire, legionella and asbestos are completed as part of the statutory management of Trust premises by externally sourced approved contractors.

4.15. A range of additional model risk assessment are available to be adapted as relevant to an individual setting, see **Appendix E**.

5. Training and awareness

5.1. The Trust will ensure that all individuals outlined in 2.1 understand their responsibilities under this policy by providing appropriate training, education, and guidance. The level of training and the nature of the education and guidance may vary depending upon the role as relevant to the policy.

5.2. Heads of Service and academy Principals will consider Health and Safety training on an annual basis within their local monitoring arrangements. For academies this will be completed as part of the termly Health and Safety Committee meetings.

5.3. Training standards have been set across the Trust with all staff having mandatory Health and Safety training assigned dependent on role.

5.4. Annually, the Trust produces an academy Health and Safety training matrix that sets out the required level of Health and Safety training for all Trust employees, and appropriate volunteers. Delivery of the training is overseen by the Trust Health and Safety Manager in conjunction with the HR department.

6. Record keeping

6.1. The Trust will retain records evidencing compliance with this policy and its associated Risk Assessments and procedures, as set out in the Trust's Data Retention Policy.

6.2. Records kept in connection with conflicts of interest and related party transactions must be compliant with the Trust's policy on General Data Protection Regulation ("GDPR") Compliance.

7. Roles and Responsibilities

7.1. Trust Wide Responsibilities

7.1.1. Trust Board

The Trust Board accepts their overall legal accountability as the employer to ensure compliance with Health and Safety legislation across the Trust and to ensure that risks particularly to staff, students/pupils, visitors, and contractors are managed so far as is reasonably practicable. To enable the Trust Board to meet this requirement, the responsibility for day-to-day Health and Safety management within academies is delegated through the Trust's management structure.

The Trust Board clearly acknowledges that good Health and Safety is about keeping things simple, being proportionate and focusing on the real risks and will ensure that the Trust's policies and procedures are clear and concise with assessment of risk being sensible, practical, and implementable.

To ensure a positive approach is taken to Health and Safety, the Trust Board will:

- Ensure that the Trust has access to competent Health and Safety advice, including access to external specialists as required.
- Determine the Trust's Health and Safety policy and endorse and monitor its implementation in consultation with employee representatives/Trade Unions and appointed Health and Safety Representatives in the workplace.
- Establish clear lines of accountability for Health and Safety to support the implementation of this policy as part of day-to-day Trust operations.
- Ensure there is a clear structure for Health and Safety planning, measuring compliance, reviewing performance, and auditing and monitoring the Health and Safety policy and its supporting procedures.
- Discuss Health and Safety as a standing item on every Finance and Resources Committee agenda with an annual report to the Trust Board. Trustees will receive regular reports and updates to enable them to assess the effectiveness of the policy and ensure that any necessary changes are made.
- Ensure that sufficient resources to manage Health and Safety including the provision of training are allocated as part of wider Trust financial planning.
- Hold the Chief Executive Officer to account for their performance with the requirements detailed within the Health and Safety policy and its supporting procedures.
- Support and develop a culture of "working safely, it's just what we do."

7.1.2. Chief Executive Officer and Senior Executive Team

The Chief Executive Officer (CEO) holds overall responsibility for implementing health and safety procedures. To support the CEO in the discharging of their duties under the Health and Safety at Work Act 1974 and associated legislation, the Executive Leadership Team, and other designated roles both within the Core Team and within individual academies have delegated specific Health and Safety responsibilities.

To ensure the Health and Safety of all staff and pupils, and others affected by the Trust's undertakings are managed, the CEO and Executive Leadership Team will:

- Carry out the duties as delegated by the Trust Board.
- Ensure that all policies and procedures developed for the management of Health and Safety across the Trust are simple, sensible, proportionate, and accessible.

- Ensure that all staff with Health and Safety responsibilities have been provided with sufficient instruction, information, and where appropriate trained to undertake their roles.
- Ensure that suitable arrangements are in place to monitor the effectiveness of Health and Safety arrangements and act as required where deficiencies are identified.
- Ensure that there are sufficient resources available to manage both proactive initiatives and reactive situations.
- Monitor the effectiveness of Health and Safety initiatives within Executive Leadership Team meetings and as part of the Health and Safety Management Committee.
- Champion a positive Health and Safety culture, leading by example and recognising and celebrating good practice identified to embed the ethos of "working safely, it's just what we do."

7.1.3. **Primary and Secondary Executive Teams**

The Directors of Education, Executive Principals (Secondary) and Regional Directors (Primary) hold a responsibility for the monitoring of Health and Safety within academy settings, ensuring the Trust policies and procedures are communicated, managed, and implemented at an operational level. Where Health and Safety matters are related to Estates and Facilities and non-educational operations, this responsibility is further delegated to, supported, and monitored by the Estates, Facilities and Operations Team.

To ensure that the Health and Safety of all staff and pupils, and others affected by the academy undertakings are managed Primary and Secondary Executive Teams will ensure that:

- Academy Principals fully understand the Health and Safety responsibilities they hold at their individual academy.
- Support and guidance are given to Principals and their Senior Leadership Teams to ensure that they are always undertaking their responsibilities with regards to the Trust's Health and Safety policy and supporting procedures.
- Academy activities whether on or off-site have been appropriately considered and risk assessed in line with a sensible risk management approach.
- Any Health and Safety related reports provided to support the management of Health and Safety within our academies are duly considered and acted upon as required.
- Resources, equipment, and training required to deliver the educational curriculum in a safe manner are sufficiently funded and available within academies.
- Any Health and Safety deficiencies or concerns that cannot be managed within the academy are escalated to the Executive Leadership Team and, as necessary, the Trust Board to agree and find resolution and to access sufficient resources.
- Ensure that Principals are always fully satisfying safeguarding requirements, in line with the Trust's Safeguarding and Child Protection Policy and the Department for Education Guidance.
- Health and Safety performance is monitored and reviewed as part of routine monitoring arrangements for academy progress and improvement.
- Champion a positive Health and Safety culture, leading by example and recognising and celebrating good practice identified to embed the ethos of "working safely, it's just what we do."

7.1.4. **Human Resources Team**

In support of this policy, the Human Resources Team has the delegated responsibility for the management of employee's wellbeing, as laid out in the Trust's Stress and Wellbeing Policy.

To ensure the wellbeing of all staff the Human Resources Team will:

- Review and monitor employee sickness absence identifying trends and take appropriate actions to address.
- Provide support to both employees and line managers in managing sickness absence, return to work meetings and strategies.
- Support with the implementation of the Trust's Stress and Wellbeing Policy and Procedure, and the delivery of training to ensure line managers are equipped to be effective in dealing with employee wellbeing.
- Provide an annual calendar of events to support the strategy and focus areas.
- Provide access for all staff to support services and third parties who provide support to both employees and line managers on matters relating to wellbeing.
- Manage an Occupational Health Service to support employees remaining in work and returning to work during or after periods of ill health.

7.1.5. **Estates, Facilities and Operations (EFO) Team**

The Director of Operations has the delegated responsibility for the strategic management of Health and Safety of the Trust's Estates, Facilities, and non-Education related operations. The discharging of these duties is supported and delegated within the team to managers with designated roles:

- Health and Safety Manager
- Head of Estates and Capital Programmes
- Hard Facilities Manager
- Soft Facilities Manager
- Operations Manager (Primary)

To ensure the management of Health and Safety of all persons accessing the Trust's Estate, the EFO team under the direction of the Director of Operations will:

- Inform the CFO and CEO of the resources (including financial) required to meet the Trust's obligations for Health and Safety matters within the EFO remit, including the provision of all equipment, resources and training required.
- Lead in the review of the Trust's Health and Safety Policy and ensure that relevant arrangements are in place through supporting procedures to manage key risks including business continuity planning and responses to serious and imminent danger.
- Working with the Directors of Primary and Secondary Education, ensure that each academy has adopted the Trust's Health and Safety Policy and supporting procedures, providing technical expertise and assistance as required and supporting local implementation.
- Support with the development and provision of key risk assessments for adaptation at local level to manage and control Trust wide and site-specific risks.
- Ensure that all accidents, incidents, diseases, dangerous occurrences, and near miss incidents are recorded, reported, and investigated in line with the Trust's procedures and as necessary report specific incidents to the HSE under RIDDOR requirements.
- Ensure all serious incidents are appropriately investigated, including the implementation of appropriate post investigation actions.
- Collate and analyse incident data, recommend, and support implementation of improvements to address unsatisfactory data.
- Ensure that Health and Safety training (excluding specialised education specific training) is available to ensure relevant persons are competent.

- Lead the Trust's Executive Health and Safety Management Committee to ensure Health and Safety across the Trust is regularly monitored, reviewed and improvements communicated with executive staff.
- Lead the monitoring and auditing of Health and Safety compliance across the Trust and as required, implement measures and controls to address breaches, deficiencies and gaps identified, escalating significant non-compliance issues to the Executive Health and Safety Management Committee, Executive Leadership Team, and Trust Board as appropriate.

7.1.6. **Estates Specific Responsibilities**

- Monitor the safe condition of the Trust's Estate and lead the development and delivery of Estates and Facilities specific Health and Safety Improvement plans.
- Support with the implementation of relevant controls to ensure our sites and buildings are adequately secured in line with the Trust's Safeguarding and Child Protection Policy and the Department for Education Guidance.
- Ensure that there is a clear and robust approved contractor procedure in place to ensure any persons providing services to the Trust are deemed to be competent to do so.
- Ensure that all works which are arranged by the EFO Ream are undertaken by competent contractors in compliance with applicable legislation and delivered in a safe manner.
- Provide guidance on managing Health and Safety across the EFO functions and specifically the management of statutory inspections, asbestos, legionella, fire, electricity and management of contractors including adhering to the Construction Design and Management (CDM) Regulations.
- Ensure that where third party contracts are in place for the provision of Trust services and specifically for catering, cleaning, waste management and planned preventative maintenance, sufficient due diligence has been completed to ensure that the contract will be delivered in line with relevant Health and Safety legislative and statutory requirements.
- Regularly monitor the performance of third-party contracts and address any identified deficiencies.
- Ensure that where any part of the Trust's estate is hired to external persons, groups or organisations, robust arrangements are in place to manage the access and use of our facilities and equipment safely.

7.2. **Core Team Responsibilities**

7.2.1. **Heads of Service/Line Managers**

Heads of Service and line managers within Core Services will have a general responsibility to support the Directors in discharging their duties and will ensure that all necessary Health and Safety activities, requirements and standards are undertaken and met within their respective areas of control. In particular they will:

- Make themselves familiar with and conform to the Trust's Health and Safety Policy and supporting procedures, including any instructions and requirements for safe methods of work.
- Proactively undertake risk assessments and oversee risk assessments undertaken by staff under their supervision using sensible risk management.
- Ensure that all incidents that occur within their area of responsibility are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.
- Ensure any staff under their supervision are provided with comprehensive and relevant information on the risks to their health, safety and wellbeing identified by the assessment, and the preventive and protective measures.

- Ensure that staff are suitably trained and supervised.
- Complete inductions for all new employees at the commencement of their employment and for any temporary or agency staff and inexperienced workers.
- Ensure that staff and pupil wellbeing is considered and supported as an integral part of curriculum delivery in line with the Trust's Stress and Wellbeing policy.

See **Appendix A** – Trust Core Team Health and Safety responsibility structure.

7.3. Individual Academy Specific Responsibilities

7.3.1. Principals (including Heads of School)

Without limiting the accountability and responsibility of the Trust and other specifically assigned persons, Principals are responsible for the day-to-day management of Health and Safety within their academy setting and all their educational undertakings.

Principals will be responsible for the implementation of the Trust's Health and Safety policy and supporting procedures and will:

- Make themselves familiar with any documentation and/or instruction referring to the Health and Safety Policy and supporting procedures and maintain an up-to-date file of relevant information that is clearly communicated to all staff and is freely and easily accessible.
- Specifically ensure that they are knowledgeable of pertinent documents including emergency action plans, the fire risk assessment, the legionella risk assessment, and asbestos management plans, as applicable.
- Ensure Health and Safety, procedures, action plan and risk management are implemented as an integral part of business, operational planning, and service delivery.
- Ensure that they and their Senior Leadership Teams (SLT) champion the importance of Health and Safety within the academy and strive to embed a culture of "working safely, it's just what we do" by having it as a standing item on SLT and staff meetings and through visible leadership.
- Ensure that where Health and Safety responsibilities are delegated, this is clearly communicated and recorded (see **Appendix D**).
- Ensure that emergency plans and arrangements are in place to cover incidents such as fire or other major incidents requiring the evacuation or invocation of buildings and/or site.
- Ensure sufficient first aid provisions are available to deal with any emergencies that occur either on-site or as part of off-site activities/educational visits.
- Ensure that all incidents are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.
- Lead and support the proactive identification and controlling of hazards on site using sensible risk management, with significant risks and controls consulted on, documented, and communicated to all relevant persons in line with the Trust's essential risk assessment criteria.
- Allocate sufficient time and resources to ensure that staff have received the appropriate training to undertake their roles safely in line with the Trust's academy training matrix.
- Ensure that staff and pupil wellbeing is considered and supported as an integral part of curriculum delivery in line with the Trust's Stress and Wellbeing policy.
- Ensure that robust arrangements are in place to plan, assess, undertake, and review any off-site activities and educational visits in line with the Trust's Educational Visits Policy, making sure a designated Educational Visits Coordinator is assigned and trained to oversee.
- Ensure that all academy staff are always satisfying safeguarding requirements, in line with the Trust's Safeguarding and Child Protection Policy and the Department for Education Guidance.

- Undertake monitoring of Health and Safety arrangements through the Academy Health and Safety Committee and other proactive and reactive monitoring systems and ensure the provision of adequate resources to achieve compliance.
- Ensure that any contractors directly procured are on the Trust's approved contractor list and suitable and sufficient arrangements to manage and monitor works are in place.
- Work cooperatively and in collaboration with the Core Team, with recognised Trade Unions and staff Health and Safety representatives and other interested third parties as required on Health and Safety matters.
- Inform the Director of Operations/Health and Safety Manager of any Health and Safety issues that cannot be easily resolved within the academy.
- Inform that Chief Financial Officer if they believe financial resources are preventing compliance with the Trust's Health and Safety policy and supporting procedures.
- Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with Health and Safety policies and/or procedures.
- In addition to their statutory duties, the Principal and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

7.3.2. **Senior Leadership Team**

The Senior Leadership Team (SLT) at the academy will have a general responsibility to support the Principal in the discharge of their duties and will ensure that all necessary Health and Safety activities, requirements and standards are undertaken and met within their respective areas of control.

Under the direction of the Principal, members of SLT will be responsible for the implementation of the Trust's Health and Safety policy and supporting procedures and in particular will:

- Make themselves familiar with and conform to the Trust's Health and Safety Policy and supporting procedures, including any instructions and requirements for safe methods of work.
- Proactively undertake risk assessments and oversee risk assessments undertaken by staff under their supervision using sensible risk management and specifically focussing on education specific and staff and pupil specific risk assessments.
- Check and document that the working environment is safe; equipment, products and materials are used safely; Health and Safety procedures are effective and complied with and that any necessary remedial action is undertaken appropriately.
- Ensure all incidents that occur within their area of responsibility are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.
- Ensure any staff under their supervision are provided with comprehensive and relevant information on the risks to their Health and Safety identified by the assessment, and the preventive and protective measures.
- Ensure that staff are suitably trained and supervised.
- Complete inductions for all new employees at the commencement of their employment and for any temporary or agency staff and inexperienced workers.
- Ensure that staff and pupil wellbeing is considered and supported as an integral part of curriculum delivery in line with the Trust's Stress and Wellbeing policy.
- Ensure that they always satisfy safeguarding requirements, in line with the Trust's Safeguarding and Child Protection Policy and the Department for Education Guidance.

7.3.3. **Curriculum Heads of Departments/Leads**

Heads of Departments within secondary academies and Curriculum Leads within primaries will have a general responsibility to support the Principals and SLT in the discharging of their duties and will ensure that all necessary Health and Safety activities, requirements and standards are undertaken and met within their specific departments.

Under the direction of the Principal, members of Heads of Department/Curriculum Leads will be responsible for the implementation of the Trust's Health and Safety Policy and supporting procedures and in particular will:

- Make themselves familiar with and conform to the Trust's Health and Safety Policy and supporting procedures, including any instructions and requirements for safe methods of work.
- Be familiar with subject specific guidance. Science, Art, Design and Technology and PE.
- Heads of Departments must refer to CLEAPSS, DATA and AfPE guides and resources to ensure their areas are safely managed in line with best practice.
- Where advised within best practice guidance (see above) develop and implement department/curriculum specific Health and Safety policies and procedures.
- Proactively undertake department/curriculum specific risk assessments and oversee risk assessments undertaken by staff under their supervision using sensible risk management and specifically focussing on education specific and staff and pupil specific risk assessments.
- Check and document that the working environment is safe; equipment, products and materials are appropriately stored, maintained and serviced as required with documented evidence held.
- Ensure that all incidents that occur within their area of responsibility are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.
- Ensure all staff under their supervision are trained and competent within their specialisms and are provided with comprehensive and relevant information on the risks to their health and safety identified by the assessment, and the preventive and protective measures.
- Inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials, and personal protective clothing as is necessary to enable them to work safely.
- Complete department/curriculum specific inductions as required for all new employees at the commencement of their employment and for any temporary or agency staff and inexperienced workers.
- Ensure that staff and pupil wellbeing is considered and supported as an integral part of curriculum delivery in line with the Trust's Stress and Wellbeing policy.
- Ensure that they always satisfy safeguarding requirements, in line with the Trust's Safeguarding and Child Protection Policy and the Department for Education Guidance.

7.3.4. **Secondary Academy Operations Managers**

The Academy Operations Manager will assist the Principal and the Head of Estates to fulfil their responsibilities by overseeing the day-to-day Health and Safety management of the premises, site and non-educational specific operations. This will include:

- Ensuring day to day operational requirements of the Trust's Health and Safety Policy and supporting procedures are implemented.
- Coordinating and monitoring the academy compliance with the Trust's academy training matrix.
- Notifying the Principal of any Health and Safety concerns and any financial implications identified.

- Being the main point of contact for academy staff for non-educational Health and Safety matters and to provide advice and support where possible or refer/seek further support from the Core Team or other external experts.
- Ensuring that all incidents that occur within their area of responsibility are reported and investigated in line with the Trust's incident reporting and investigation procedures and implement necessary additional controls to prevent recurrence.
- Developing and reviewing of risk assessments within remit or role and supporting the coordination of education specific risk assessments.
- Monitoring the condition and safety of the academy site and premises supported by the Site Team and reporting any concerns that cannot be dealt with at a local level to the relevant member of the EFO team.
- Ensuring any staff under their supervision are provided with comprehensive and relevant information on the risks to their Health and Safety identified by the assessment, and the preventive and protective measures.
- Attending the Academy Health and Safety Committee and reporting on Health and Safety.
- Ensuring that all certification and statutory inspections are kept up to date by the monitoring of site logbooks and planned preventative maintenance (PPM) schedules and taking appropriate action to resolve where deficiencies are identified.
- Working collaboratively with the EFO team on all matters relating to the academy's premises and site and non-educational operations.
- Monitoring compliance against Trust policy and procedures using internal compliance monitoring tools, external audit reports and other specific reports and assessments such as fire risk assessment, legionella risk assessment etc.

7.3.5. **Site Teams**

The Site Team, led by the Site Supervisor under the direction of the Principal or Academy Operations Manager (AOM), will lead the day-to-day management of the academy premises and site to ensure they are well maintained and safe for all occupants. This will include:

- General responsibility for the application of the Trust's Health and Safety Policy and supporting procedures relevant to their own area of work, providing a positive approach towards all matters relating to Health and Safety, leading by example, and ensuring that requirements are always met.
- Ensuring that risk assessments are prepared and maintained up to date for the tasks they undertake, and any resultant safe systems of work are adopted.
- Ensuring any staff under their supervision are provided with comprehensive and relevant information on the risks to their Health and Safety identified by the assessment, and the preventive and protective measures.
- Ensuring risk assessments are provided by contractors and other third parties who are undertaking works in the academy, including contractors employed by other colleagues.
- Being knowledgeable regarding contents of the Local Asbestos Management Plan (LAMP) for the academy and making sure all contractors who are working in the academy are aware of the asbestos where it is present.
- Undertaking relevant on-site testing and inspection of plant, systems, and equipment in line with the Trust's Routine Site Tests and Inspections Monitoring Guide and record in the premises, fire and water logbooks to ensure the safety of staff, pupils and visitors.
- Monitoring the completion of externally undertaken planned preventative maintenance (PPM) taking appropriate action to chase or flag to the EFO team where inspections and servicing hasn't taken place.

- Attending and engaging with all training provided and required to undertake the role in a safe manner.
- Ensuring, where appropriate, relevant expert technical advice and guidance on Health and Safety matters is sought.
- Advising the Principal/AOM on any site team requirements for Health and Safety equipment, tools, or personal protective equipment.

7.3.6. **Teachers**

The Health and Safety of pupils within the classroom and during any activities under their direct supervision is the responsibility of teaching staff. Teaching staff are expected to:

- Ensure classroom areas are safe by dynamically assessing on a continuous basis and formerly recording by completing the classroom checklist on a termly basis.
- Check that equipment is safe before use.
- Ensure safe procedures are followed, and where required undertake and document risk assessments for specific tasks/activities.
- Give clear instruction and warnings to pupils, as often as necessary.
- Report defects/concerns to the Principal/AOM.

7.3.7. **Staff**

All staff, agency and peripatetic workers and contractors must comply with the academy's Health and Safety Policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. They are required to:

- Take reasonable care for their own Health and Safety at work and of those who may be affected by their actions or by their omissions.
- Cooperate with their line manager and senior management to work safely in line with the Trust's Health and Safety Policy and supporting procedures and any local procedures and risk assessments in place for their safety including the wearing of personal protective equipment were identified as required.
- Comply with Health and Safety instructions/information and undertake appropriate Health and Safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety and not to operate any machinery, equipment, or vehicles they are not trained or authorised to do so.
- Report to their manager any Health and Safety concerns, hazardous conditions or defects in the Health and Safety arrangements and take immediate action where possible to make them safe.
- Support the Trust/academy in the provision of a safe working and learning environment by always maintaining good housekeeping standards.
- Do not bring into work any personal electrical equipment, hazardous substances, or potentially hazardous items without explicit written consent from senior leadership.
- Support the Trust in embedding a positive safety culture that extends to pupils and any visitors to the site by leading by example and promoting "working safely, it's just what we do."

7.4. **Specialist Roles with Responsibilities within Academies**

7.4.1. **Educational Visits Coordinator**

The Educational Visits Coordinator (EVC) is responsible for overseeing the coordination, planning and management of all educational visits. The Trust requires that the EVC is not the Principal, as it is they who are required to give final approval for higher risk category visits.

To ensure that all off site activities and educational visits are safely planned and undertaken the EVC will:

- Confirm that the visit is being undertaken in line with the Trust's Educational Visits Policy and in line with the Outdoor Education Advisers Panel's National Guidance.
- Ensure that the Educational Visits Leader is appropriately experienced and/or trained to lead the visit.
- Check that appropriate staff levels are in place and that emergency contingencies have been considered.
- Check that providers of transport, activities and accommodation have been thoroughly reviewed for suitability, competence, and insurance.
- Ensure that the required risk assessments are in place and that they are suitable and sufficient and have been reviewed prior to the visit.
- Report any issues or concerns to the Principal.
- Direct staff to the Outdoor Education Advisers Panel's National Guidance for additional information and guidance.

7.4.2. **Radiation Protection Supervisor (RPS)**

For each Academy that holds radioactive sources an academy-based Radiation Protection Supervisor (RPS) is appointed to oversee the management of those sources on site, whilst the Head of Science maintains the responsibility for ensuring teaching is effective and safe.

The academy RPS has the day-to-day responsibility for the security, safe storage, use, monitoring and safe disposal of radioactive sources in the academy. Additionally, the RPS will ensure that relevant staff understand the standard operating procedures, model risk assessments and the associated emergency plans.

The RPS will:

- Maintain a register of all radioactive sources held on the academy site and communicate this information to the academy's appointed Radiation Protection Advisor.
- Manage the safe storage and access to any radioactive sources held.
- Be directly involved with work using ionising radiations, including practical teaching.
- Be able to exercise the authority to ensure that all work with radioactive sources follows the Academy's Standard Operating Procedures and specific risk assessments.
- Be aware of the hazards, risk assessments and control measures for each radioactive source kept by the academy.
- Be able to supervise use of sources by other trained staff (though not necessarily present all the time).
- Make sure that all teachers and technicians (especially new ones) who need to handle or use sources have had the training they need.
- Take control to lead and manage any emergency response.
- Other roles and responsibilities will be implemented in line with the Ionising Radiation
- Regulations and CLEAPSS 93 'Managing Ionising Radiations and Radioactive Substances in Schools and Colleges' requirements.

7.4.3. Health and Safety Representatives

The Trust recognises the role of Health and Safety representatives appointed by a recognised Trade Union and actively encourages representatives. The Trust recognises the following Trade Unions:

- Support Staff – GMB UNISON and Unite
- Teaching Staff – ASCL, NAHT, NEU and NASUWT

Each Trade Union should notify the Principal in writing of any appointed/elected Health and Safety representative. Trade Union Health and Safety representatives are invited to, and expected to attend, the Trust Health and Safety Working Group meetings.

Those employees who are not members of a recognised Trade Union remain entitled to be consulted on Health and Safety matters. This can be directly or through the election of a staff safety representative.

Trade Union appointed Health and Safety representatives in consultation with the academy Principal can:

- Investigate accidents and potential hazards.
- Investigate complaints by constituents about matters relating to Health and Safety.
- Make representation to the employer about such matters arising from such complaints and such investigation and on general issues affecting health, safety, and wellbeing in the workplace.
- Carry out inspections within directed time.
- Represent constituents in consultation with enforcement agencies.
- Receive information provided by inspectors.

See **Appendix B** – Individual Academy Health and Safety Responsibility Structure.

7.5. Responsibilities of Third Parties

7.5.1. Academy Shared Sites

Where two or more employers share a workplace, or part of the workplace, each employer shall cooperate with the other employers concerned to enable them to comply with their duties under Health and Safety legislation. The academy as the primary site user will have the lead responsibility.

All users of the site must agree to:

- Cooperate and coordinate with the academy on Health and Safety matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those at the academy that may arise from their activities.
- Maintain a standard of Health and Safety which is reasonably practicable and at least equivalent to the standard maintained by the academy to ensure the Health and Safety of all academy staff and users.
- Meet the insurance requirements of the academy and the academy's insurance provider.
- Familiarise themselves with and communicate to their employees/users the academy health and safety arrangements.

The academy will ensure that:

- The premises and site are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted and are co-operated with on all relevant Health and Safety matters.
- The academy's Health and Safety Policy and relevant supporting procedures are coordinated and made available to shared users.

7.5.2. **Academy Hirers (Lettings)**

The Trust has a lettings policy that must be adhered to. The procedure covers arrangements for fire evacuation, security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Cooperate and coordinate with the academy on Health and Safety matters including arrangements for emergency and the provision of adequate first aid arrangements.
- Agree to the terms of the lettings policy in relation to Health and Safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the academy that may arise from their activities.

The Academy will ensure that:

- The premises and site are in a safe condition for the purpose of use.
- Health and Safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are communicated.

7.6. **Responsibilities of all students**

Students will be encouraged to follow safe working practices and observe safety rules by:

- Following instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

8. Monitoring and Review

8.1. This Trust's Health and Safety Policy, together with the supporting procedures, will be subjected to an annual review. Reviews will be undertaken earlier should there be a significant change in operations or legislation, or if it is found that the arrangements in place are not effective.

8.2. Independent Health and Safety audits will be undertaken at 2 yearly intervals.

8.3. Audit action plans will be monitored and reviewed at least termly as part of Health and Safety Committee meetings with individual academies and within the Trust's Executive Health and Safety Management Committee.

8.4. The Trust will use various systems to measure health and safety performance:

8.4.1. **Active Monitoring Systems**

- Spot checks and routine workplace monitoring (including termly classroom inspections in academies) will be undertaken with findings acted upon.
- An annual formal workplace inspection will be undertaken, recorded, and acted upon.
- Reviewing documents and information relating to the promotion of the Health and Safety culture.
- Monitoring to ensure that appropriate statutory inspections on premises, plant and equipment have been undertaken with a formal review of this as part of termly Health and Safety Committee meetings.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

8.4.2. **Reactive Monitoring Systems**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as responding to and investigating incidents and near misses, cases of ill health (work-related sickness) and damage to property, etc.

8.4.3. **Reporting and Response Systems**

- Having a Trust incident reporting procedure with all employee and pupil incidents requiring more than first aid on site reviewed by the Health and Safety Manager.
- Having clear systems for reporting and recording defects with assigned actions to investigate/rectify.
- Having clear systems for reporting and recording safety Health and Safety concerns with assigned actions to investigate/rectify.
- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to Health or Safety, as well as longer-term trends and ensuring remedial action is taken.
- Health and Safety Committees, Executive Leadership Team's/SLT's will all receive and consider reports on health and safety concerns, trends, and performance.

8.4.4. **Investigation Systems**

- Investigating all incidents that have, or have had the potential to cause injury, ill-health, or loss prioritising those which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Investigating all cases of occupational ill-health and identification of any additional controls required.
- Investigating fully all complaints relating to workplace Health and Safety.

8.4.5. **Enforcement Monitoring/ Inspection**

- The Trust and its academies will be subject to third party inspection and monitoring such as those from Ofsted, the HSE, Environmental Health and the Fire Service. Actions arising from third party inspections will be incorporated within the Trust/academy action plan with appropriate target dates for completion.

9. Reporting and Consequences of Non-Compliance

10.1. Any member of staff found to have breached the Health and Safety Policy may be subject to formal disciplinary procedures in accordance with the Trust's Staff Disciplinary Policy.

10. Policy Status

11.1. This policy does not form part of any employee's contract of employment.

11. Related documentation

12.1. Within other Trust policies there may be references to Health and Safety controls that must be acknowledged. The following policies contain key Health and Safety requirements within them that must be adhered to in conjunction with this overarching policy and supporting procedures.

- First Aid Policy
- Safeguarding and Child Protection Policy
- Stress and Wellbeing Policy
- Driving Policy
- Food Safety Policy
- Supporting Pupils with Medical Needs Policy
- Educational Trips and Visits Policy

Sponsor and Chairman - David Ross	Interim Chief Executive Officer – Simon Rose	Academy Principal -
Date: 18 September 2025	Date: 18 September 2025	Date: September 2025

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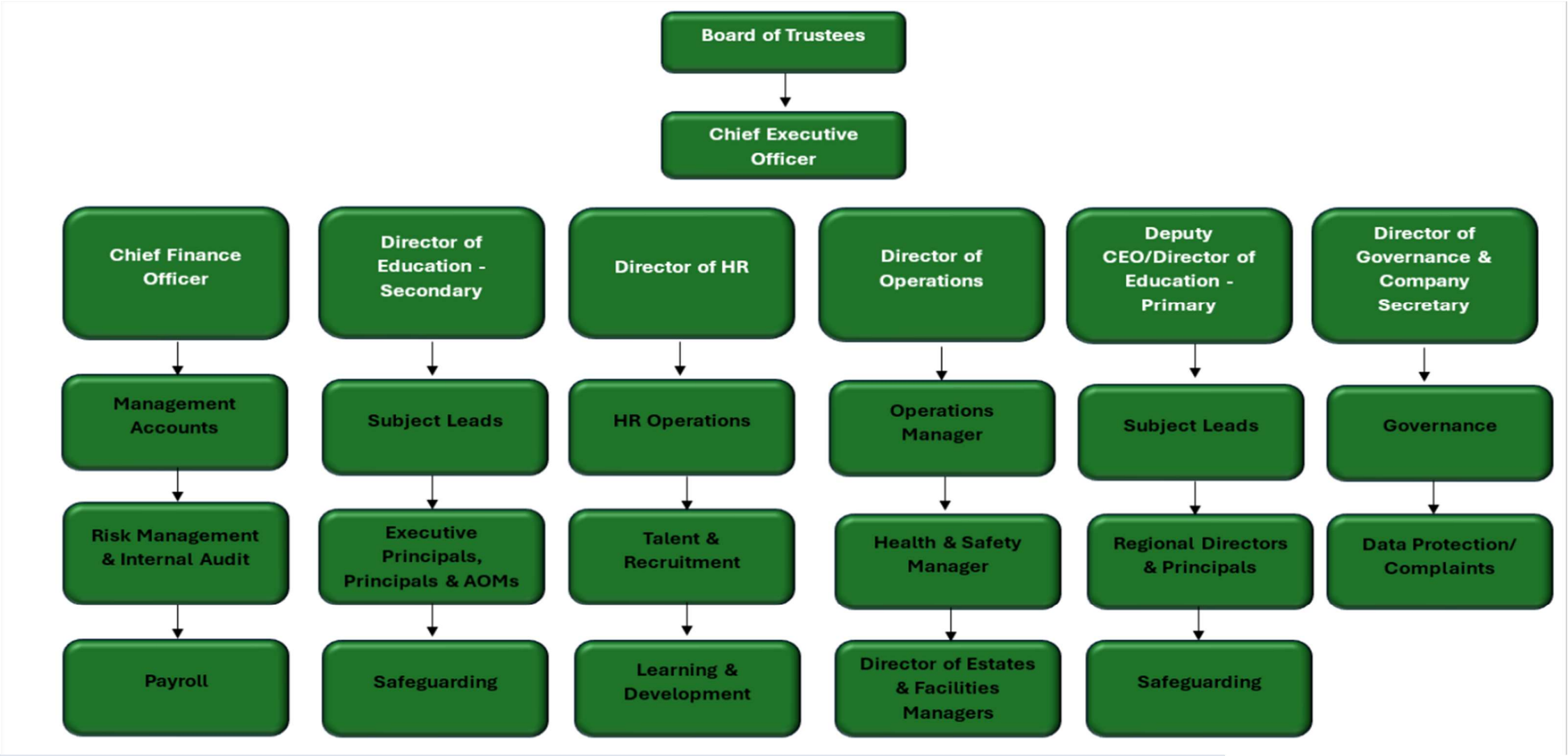
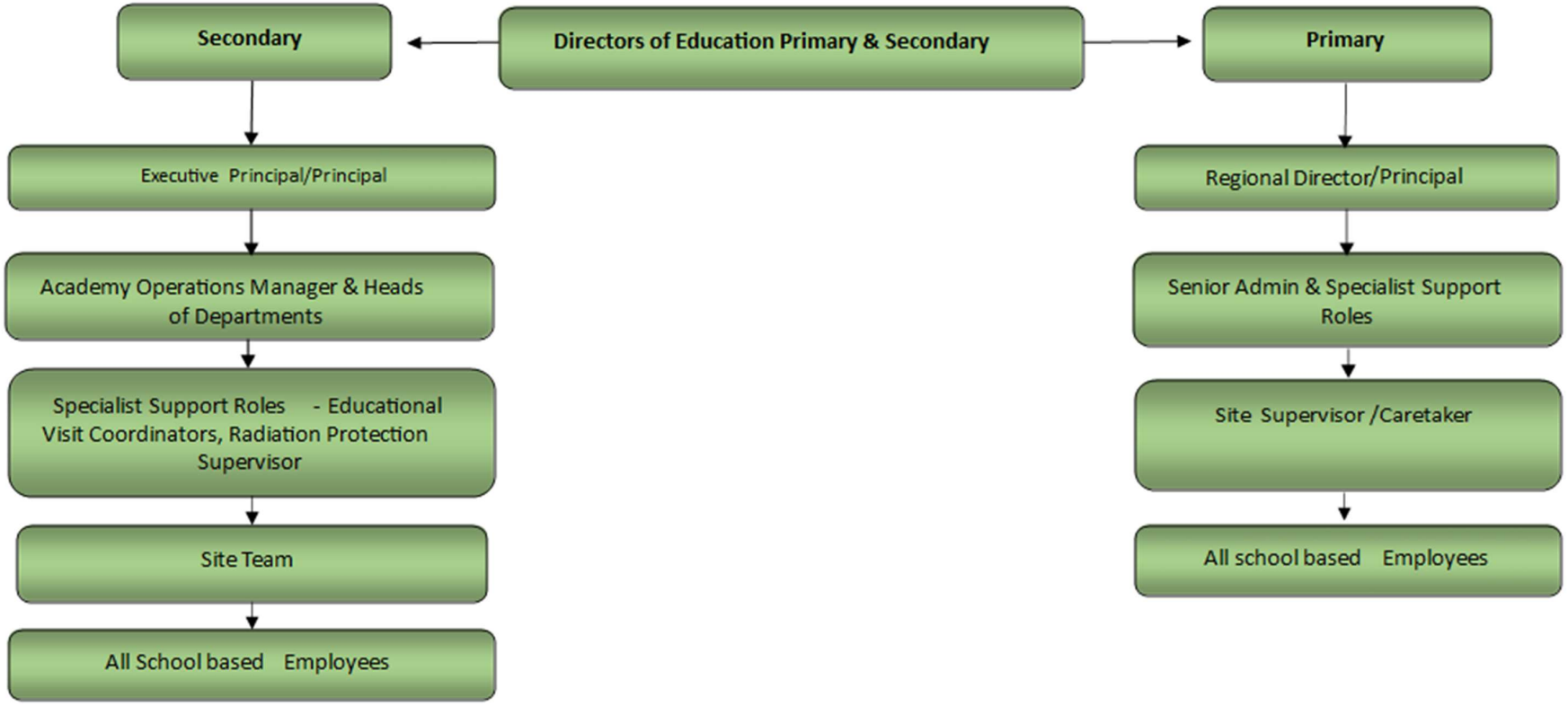
Appendix A

Trust Core Team Health and Safety Responsibility Structure



Appendix B : DRET Academy Health and Safety Responsibility Structure

DRET Academy Health and Safety Responsibility Structure



Appendix C: Summary of Trust Health and Safety Consultation and Monitoring Meetings

Summary of Trust Health and Safety Consultation and Monitoring Meetings

Meeting	Meetings per annum	Membership	Main Objective
Trust Board	6	Trustees.	Accountability for Trust Health and Safety, review and approval of Health and Safety reports from Finance and Resource Committee, approval of Trust Health and Safety Policy.
Finance and Resource Committee	4	Trustees with delegated responsibilities and members of the Executive Leadership Team.	As per the terms of reference, the Committee will review and recommend for approval by the Trust Board, the Trust Health and Safety Policy, processes, and procedures, and to receive reports on Health and Safety issues and incidents on behalf of the Trust Board.
Executive Health and Safety Management Committee	3	Members of the Executive Leadership Team and Managers with Responsibility for Health and Safety (Head of Estates & Facilities, Health and Safety Manager, Trust Operations Manager and Director of Safeguarding).	Trust meeting to monitor and review effectiveness of Health and Safety arrangements, approve documents as appropriate and recommend approval at higher level as necessary.
Risk Management Group	4	Representatives from all functional areas of the organisation responsible for key risk areas.	Trust meeting responsible for the identification, review, and rating of key risks with strategies to manage/reduce and to facilitate alignment and collaboration of risk management across the Trust.
Health and Safety Working Group	3	Operational representatives from Core Team and Education Team, Academies and Trade Union.	Trust meeting to monitor and review effectiveness of Health and Safety arrangements and consult on new and reviewed policies procedures etc. prior to seeking approval at relevant committees.
Academy Health and Safety Committees	3	Principal and key academy employees with specific health and safety responsibilities, employee and staff representation.	Academy meeting to monitor and review effectiveness of Health and Safety arrangements at local level and consult on local procedures and arrangements.

Appendix D: Scheme of Delegation for key Academy H&S Responsibilities

Scheme of Delegation for key Academy Health and Safety Responsibilities

The Principal holds overall responsibility for Health and Safety at XXX Academy. Key specific responsibilities may have been delegated to within the academy. Where specific responsibilities are delegated, the staff have been given sufficient training, information, and instruction to undertake the delegated responsibility and these are detailed below.

Delegated responsibility	Responsible person(s)
Risk assessments - general	
Risk assessments - curriculum specific	
Fire and emergency arrangements operational Inc. PEEPs and fire drills	
Management of first aid arrangements	
Coordination of incident reporting and investigation	
Coordination of training requirements	
Management of pupil medical conditions	
Management of educational visits	
COSHH – curriculum related substances	
Management and overview of Health and Safety training - general	
Estates related	
Risk assessments – site team/facilities staff	
COSHH – site related substances	
Completion of in-house statutory inspections	
Oversight and review of external statutory inspections	
Asbestos Officer	
Termly reviews of remedial actions from fire, legionella and asbestos risk assessments/reports	
On-site contractor management	
Annual formal inspection of premises and site	

Radioactive Protection Supervisor (Secondary Only)	

Appendix E – Trust Model Risk Assessments

Trust Model Risk Assessments

Academies to use Appendix E to create their own register of risk assessments.

Title of risk assessment	Recommended reviewed by:	Status	Assessed as required	Completed and implemented
General hazards	Member of SLT/AOM/Site Supervisor, employee representatives	**Mandatory**		
Office and reception activities	AOM/Snr Admin	**Mandatory**		
Site team activities*- general maintenance tasks	AOM/Site Supervisor	**Mandatory**		
Site team activities* - general moving and handling tasks	AOM/Site Supervisor	**Mandatory**		
Site team activities* - general working at height tasks	AOM/Site Supervisor	**Mandatory**		
First aid	SLT/Lead first aider	**Mandatory**		
Stress Management	SLT	**Mandatory**		
On-site vehicle and pedestrian management	AOM/Site Supervisor	**Mandatory**		
Management of Non-Teaching Times	SLT, representative of supervising employees	**Mandatory**		
Primary EYFS (settings with nursery and early year's provisions)	EYFS Lead/Team	**Mandatory**		

Primary Higher Risk Curriculum Activities (primary settings)	Phase Leaders/Subject Leads	**Mandatory**		
Primary PE Risk Assessment	Phase Leaders/Subject Leads	**Mandatory**		
Secondary Higher Risk Curriculum use of: Laboratory area	Curriculum HoD's/Teams	**Mandatory for subjects delivered**		

Workshops Art rooms Food technology *In addition, specific activity risk assessments required – see CLEAPSS guidance*				
PE Activities AfPE on-site AfPE off-site *In addition, specific activity risk assessments may be required – see AfPE guidance*	PE HoD/PE Lead	**Mandatory**		
Off-site trips and visits (trip specific)	EVOLVE System to be used – School EVC	**Mandatory**		Ongoing

*Excluding PFI Academies where the employer is responsible for these risk assessments

Title of risk assessment	Recommended reviewed by:	Status	Assessed as required	Completed and implemented
Site Team and Premises/Site Related				
Selection and use of mobile tower scaffold	AOM/Site Supervisor	**As required**		
Significant moving and handling of exam desks	AOM/Site Supervisor	**As required**		
Door hinge protection survey and assessment	AOM/Site Supervisor	**As required**		
Lettings	AOM/Site Supervisor	**As required**		
Use of swimming pool – physical aspects	Pool Operator/AOM	**As required**		
Use of swimming pool – operational aspects	Pool Operator/AOM	**As required**		
Re-opening following snow related closure	AOM/Site Supervisor	**As required**		
Driving				
Driving a Trust owned/leased minibus	Vehicle Custodian/Minibus drivers	**As required**		
Driving private vehicles and Trust LGV's for business purposes	Selection of drivers	**As required**		
Lone working/dealing with violence and aggression				
Lone working home visits	SLT/Person(s) undertaking visits	**As required**		
Lone working on academy site	Line Manager of lone worker	**As required**		
Individual lone working assessment	Line Manager of lone worker	**As required**		
Prevention and management of violence and aggression	SLT/AOM/Other dependent on situation	**As required**		
Catering and cleaning – Trust employed				
Catering activities	Line Manager/Cleaning Supervisor	**As required**		
Cleaning activities	Line Manager/Catering Lead/Cook	**As required**		
Use of proprietary cleaning products by non-cleaning staff	AOM/Site Supervisor/Staff representative	**As required**		
Pupil learning/play focussed				
Storage and use of radioactive substances	Radiation Protection Supervisor	**As required**		
Outdoor studies	Lead for activity	**As required**		

Use of fixed outdoor play equipment	SLT/Site Supervisor/Selection of staff who supervise	**As required**		
Misc				
Moving and handling of people and use of handling aids	Staff supporting with moving and handling	**As required**		
Pupil use of crutches on site risk assessment	Head of year/Pastoral Lead/Class Teacher	**As required**		
Animals on site risk assessment	Lead for activity or care	**As required**		
Pupil using wheelchair on site risk assessment	Head of year/Pastoral Lead/Class Teacher	**As required**		
Fayre or Fete Risk Assessment	Principal/AOM/SLT	**As required**		
Holding Film or Disco risk assessment	Principal/AOM/SLT	**As required**		
Pupil or staff member with allergy risk assessment	Principal/AOM/SLT	**As required**		
Snow play risk assessment	Principal/AOM/SLT/Lead for Activity	**As required**		
Student on work experience risk assessment	Principal/AOM/SLT/Lead for Activity	**As required**		
Hot weather risk assessment	Principal/AOM/SLT	**As Required**		
Other Activity RA's (created in liaison with Health and Safety Manager)	Principal/AOM/SLT	**As Required**		

List will be updated termly as additional model risk assessments become available/are required.