Health and Safety Policy,

Part 1

Approval by:	Trust Board
Date of approval:	November 2026
Review date:	October 2027

Version	Date	Summary of changes	Author
24.1	March 2024	New, adapted form Delegated Services template	Claire Mansri
24.2	September 2024	Change to external H&S support	Claire Mansri
24.3	October 2025	Changes to Committee (to drop in session), responsible person,	Philip Blomberg CMIOSH, Acorn H&S Ltd
24.4	September 2026	Changes to responsible contractor	Claire mansri

Educate Together Academy Trust Health and Safety Policy Document 1 of 2.

Document 1 introduces the general statement of commitment to ensuring the health and safety of employees and other people. This is to meet the statutory requirements of the Health and Safety at Work Act 1974.

Where appropriate links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement**.**

Document 2 goes into more detail about the organisation and arrangements.

The two documents together provide the main health and safety policy.
On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training, and other aspects of good management.

Contents of document 1:

- Introduction.
- Statement of general policy by Trustees.
- Organisation for health and safety as well as safeguarding – shown in chart form.
- Table of roles at the setting relevant to the main arrangement for health and safety, safeguarding tasks, food safety and other topics.
- Health and Safety drop in session.
- Safety reps/Staff H&S reps.
- Auditing health and safety.
- References

Statement of Health and Safety for Educate Together Academy Trust

This statement of "Health and Safety" is produced in respect of Educate Together Academy Trust. It forms the basis of future planning and implementation of health and safety matters for all schools within the Trust.

The roles of each stakeholder are shown below:

- The Trust Board – are responsible for the strategic aspects of the health and safety policy.

- Local Governing Bodies (LGB) – are responsible for monitoring the implementation of this policy as requested by the Trust Board. This is to ensure the organisational and arrangement details, established in Document 2 are completed and put into effective practice. This will be reported back to the Audit and Risk committee and where necessary they will escalate concerns and outstanding issues to the Trust Board.

- The Audit and Risk Committee will require suitable summary reports via the LBGs and Estates and Facilities Manager on performance at an agreed frequency.

- The Board of Trustees has overall responsibility for health and safety within the Trust.

- The Headteacher – has delegated responsibility for implementing the health and safety policy at their specific setting whilst being supported by the Trust central team.

1. The Trust is the employer of staff, and each school has a local governing body with delegated powers. The LGB will: Accept its responsibility for agreeing the specific school health and safety policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:

- Harm, injury and ill health to children, employees, parents, contractors, visitors to the school and members of the public.
- Damage to property, plant, machinery, equipment, tools, and other materials.
- Harm to the environment.

2. Hold the Headteacher accountable for implementing the specific school health and safety policy and maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school. They will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups hiring the premises are also health and safety aware.

3. Keep themselves up to date on relevant health and safety matters through governors' professional development, Trust central team, CEO, and the Trust's competent person, the Headteacher and the Clerk to the Governors.

4. Recognise the requirement to engage and consult staff on health and safety matters which will be achieved by discussion through the setting's health and safety committee, or other effective means.

5. Agree that one of their members to be designated the "Health and Safety Governor" who will attend meetings of the health and safety committee and speak on health and safety matters at the appropriate sub-committee and LGB

6. The Trust Board will Accept its responsibility under the Health and Safety at Work Act 1974 and will: Ensure the adequate budget provision is available for health and safety policies to be implemented

7. Ensure that the plant machinery, equipment, and systems of work are safe and without risks to health.

8. Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health.

9. Provide suitable and sufficient information, instruction, training and supervision to enable all employees, children, parents and carers at the school to perform their work, learning and play safely and efficiently.

10. Promote the development and maintenance of sound health and safety practices ensuring that any actions taken are inclusive and non-discriminatory.

11. Monitor and maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises.

12. Ensure a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees, children, parents, and carers.

13. Ensure as necessary personal protective equipment ("PPE") is provided to all employees, parents, and children in the setting, for the safe use of plant machinery, equipment, tools, materials, and substances for work or within the curriculum.

14. Delegate authority for the development and implementation of this policy to the CEO and thence to Headteachers who will ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary, and part-time employees) at Educate Together Academy Trust. The Headteacher will also bring it to the attention of parents and carers, agency and other contract staff, contractors, volunteer helpers and the children so that they fulfil their duties to co-operate with this policy. The Headteacher will liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.

15. Recognise their responsibility for monitoring health and safety performance, including auditing, and will require the CEO to present an annual report on health and safety related matters.

16. Seek to continually improve health and safety policies, procedures, Codes of Practice and Guidelines. Related matters such as safeguarding and inclusion will be linked in so there are no policy gaps.

17. Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

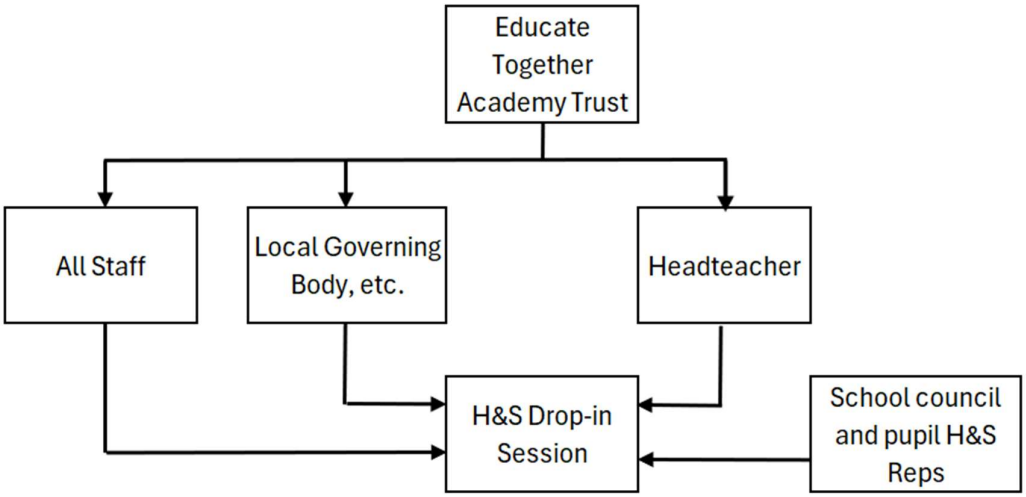
Signed by the Chair of the Board		**Signed by the CEO/ Head teacher**	
Name		Name	
Signed		Signed	
Date of issue		Review Date	
Display points: Health and Safety Noticeboards, online, induction packs.			

1. The Trustees of Educate Together Academy Trust recognise the need to identify organisational arrangements in each school for implementing, controlling, and monitoring health and safety matters. In this matter they follow the guidance in document HSG 65 Managing for Health and Safety published by the Health and Safety Executive*.

   * http://www.hse.gov.uk/pubns/books/hsg65.htm

   They also accept the need to consult individuals before allocating health and safety functions. Individual duties include reporting arrangements and, therefore, organisation and accountability follow.

2. Functional elements: Each School will host a termly H&S consultative drop-in session. The invitation will extend to all staff, and the LGB. The minutes will be circulated to the LGB.



3. Functional elements: School organisation for health and safety showing links with safeguarding and food safety etc.

4. The posts with significant health and safety roles are set out in the tables below. Everyone has some responsibility, and the chart highlights the major management lines.

5. For clarity and ease of use, a list of health and safety roles alongside our internal job roles follows in Tables 1 and 2 with contractors in Table 3.

Table 1: Posts with major health and safety roles: School and governors*

	HS&W Role	Position with Responsibilities
1.	H&S Governor	H&S Governor
2.	Clerk to Governors Governance Officer/Clerk to LGB's	Clerk to Governors Governance Officer/Clerk to LGB's
3.	Chief Executive Officer	CEO
4.	Headteacher	Headteacher
5.	Health and Safety Coordination	Headteacher/Estates and Facilities Manager
6.	First Aid Coordination	Administrator(s)
7.	Key Holder(s), fire and burglar alarms	Caretaker/Headteacher
8.	Premises management day to day	Caretaker/Headteacher
9.	Premises functions	Caretaker
10.	Union H&S representative	Union H&S representative (Where in post)
11.	Senior Leader: Curriculum Health and Safety	Deputy/Assistant Headteacher

Table 2: Other school posts with important Health, Safety roles*

	HS&W Role	Position with Responsibilities
1.	Catering Management	Lead Chef/Estates and Facilities Manager
2.	Educational visits coordinator	EVC
3.	Inclusion	Director of Inclusion/SENDCO
4.	Safeguarding Single central record manager	HR/Headteacher
5.	Safeguarding	Designated Safeguarding Lead
6.	Administration of medicines	Administrators/Trained first aiders
7.	Fire Marshalls	Fire Marshall Trained Staff
8.	Playworker	Playworker
9.	Work Experience	HR/Headteacher

Table 3: Table of external contractor's posts with major Health and Safety roles*

	HS&W Role	External contractor
1.	Health and Safety advisor and Trust "competent person"	*Acorn Health and Safety* Estates and Facilities Manager
2.	Site Management – Strategic	Kimera Facilities
3.	Utility Services Advice	CFO/Estates and Facilities Manager
4.	Grounds Maintenance Contract Manager	CFO/Estates and Facilities Manager
5.	Fire Alarms	M.F.S
6.	Fire-fighting Equipment	M.F.S
7.	Emergency Lighting	Cosgrove and Drew
8.	Entry Systems, Security and CCTV	M.F.S
9.	Burglar Alarms	M.F.S
10.	Alarms Monitoring	M.F.S

11.	Electrical	Cosgrove and Drew/Beaver Electricals
12.	Heating and Hot Water	Cosgrove & Drew/Primary Water Solutions
13.	Water Hygiene and Legionella Control	Cosgrove & Drew/Primary Water Solutions
14.	Glass Emergency Repairs	Relyon Guarding
15.	Overnight Security call-out	Relyon Guarding

***Titles may vary slightly on each school site depending on location and number of pupils.**

School Health and Safety Drop-in Sessions

1. Each LGB will incorporate health and safety in their governor sub-committees as appropriate.

2. The governors recognise that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfil the obligation includes the staff Health and Safety drop in sessions, or a similar other committee incorporating these responsibilities. Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily for example: The Educational Visits Coordinator, Estates and Facilities Manager, Administrators and first aid trained staff, Personnel/HR, SENDCO, staff with safeguarding roles. H&S Advisors will be used as necessary.

3. The Health and Safey drop-in session shall meet termly to give time and full consideration of:

- Risk assessments, incident reporting, safety procedures and working practices.
- Reports on premises inspections, compliance, and building projects.
- The resources required for training and development and other HS&W matters.

4. The Health and Safety drop in session shall in addition meet termly to give an overview of the school's HS&W performance and to produce a report for the Governors and the Full Board of Trustees.

Arrangements for Safety Representatives or consultation with Employee Representatives.

1. Liaison and communication will take place with Trade Union Safety Representatives, or consultation with employee representatives about problems, hazards or defects either arising from or relating to activities at each school.
2. While most problems will be dealt with as they arise on a day-to-day basis those with longer term implications will also be discussed at the Health and Safety drop in sessions.

   See: http://www.hse.gov.uk/involvement/index.htm

3. Specific issues that require immediate action will be taken after consultation with the Headteacher (or Deputy Headteacher) or the Estates and Facilities Manager. The Headteacher should also liaise with the CEO on urgent matters.

Monitoring and auditing Health and Safety Performance

1. The Trust requires the Headteacher of each school to provide an annual report on all health and safety matters which will identify strengths and development areas, propose achievable remedies and set objectives for continuous improvement.

2. The report will provide an annual overview of, for example:

- Reported incidents, incident investigations, lost time data and resulting preventative measures.
- Emergency procedures including fire precautions and first aid.
- Policies and arrangements introduced, risk assessments undertaken, and procedures implemented.
- Internal and external inspections as well as audits.

3. An external Trust health and safety audit will be undertaken on an annual basis.

References

The Health and Safety Executive website provides an extensive range of information.

Visit: www.hse.gov.uk

Key useful documents include:

HSG 65 Managing for Health and Safety which can be downloaded free at

http://www.hse.gov.uk/pubns/books/hsg65.htm

INDG 275 (rev1) Plan, do, check, act

http://www.hse.gov.uk/pubns/indg275.pdf

INDG 417 Leading health and safety at work

http://www.hse.gov.uk/pubns/indg417.pdf and from DfE:

Department for Education Governors' Handbook and Guidance:

Governance Handbook click here

Governance Framework click here

This is the end of Document 1. Please see Document 2 for the "Organisation and Arrangements" where each post and role are described in rather more detail with key tasks. The main management activities are also laid out.