

# Health and Safety Policy

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<b>School/ Site Name:</b>	Royal Wootton Bassett Academy
<b>School/Site Address:</b>	Lime Kiln, Royal Wootton Bassett, SN4 7HG
<b>Headteacher:</b>	Anita Ellis
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## Introduction

Ascend Learning Trust (the “Trust” or ALT) is a Multi-Academy Trust responsible for the operation of a publicly funded group of Academy schools in England.

This document represents the Health and Safety Policy of Ascend Learning Trust, its member schools and Trust staff who work centrally to support schools. Once signed, it supersedes any previously approved Health and Safety policy.

## Objectives

To set the general direction for health, safety, and welfare throughout the Trust, in accordance with the Health & Safety at Work Act 1974

To demonstrate the Trust’s commitment to health and safety, including the safety of school staff, Trust staff, pupils, visitors, volunteers, contractors and others in its schools, on school premises or when engaged on educational activities away from school premises.

This policy sets out the responsibilities of both the employer (the Trust) and employees (school and centrally employed staff) for health and safety in its schools and other locations. The organisation and arrangements for carrying out duties are defined in this policy to be consistent with DfE guidance on health and safety for schools.

The Trust recognises that trade union safety representatives are legally entitled to consultation and information, to investigate accidents and dangerous occurrences and to carry out safety inspections of their workplace.

This Health and Safety Policy Statement is the lead document for health and safety within the Trust and applies to all staff, students, LGB members, visitors, and others under its control.

Creation Date	Signed on behalf of Ascend	Confirmed
April 2024		24.4.2024

## POLICY REVIEW

This Health and Safety Policy will be reviewed annually by WorkNest in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated responsible person.

Review Date	Signed on behalf of WorkNest	Confirmed

## DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by Ascend learning trust will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

### Register

Copy Number or Reference	Location kept

## AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the School or our students, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

## Health and Safety Policy Statement

The Board of Trustees recognises its health and safety responsibilities under the Health and Safety at Work Act 1974 and will take all reasonable steps to ensure the health, safety and welfare of its employees, pupils, visitors, and contractors.

The Trust will provide the resources and arrangements to ensure, so far as is reasonably practicable, the safety of all staff, pupils, students, and any other person who may be directly affected by its operations, by:

Managing and maintaining a safe and healthy working and learning environment, ensuring any significant health and safety risks arising from its activities are adequately controlled.

Ensuring safe access and egress to and from its premises

Ensuring safe handling, transport and storage of articles and substances

Providing and maintaining safe plant, equipment and systems of work.

Ensuring staff receive appropriate information, instruction, supervision, and training to enable staff to safely carry out their own designated responsibilities.

Involving employees in health and safety decisions through consultation and co-operation:

Ensuring adequate oversight and reporting procedures are in place.

The Trust will maintain appropriate health and safety management systems through:

Organisational structure

Management arrangements

Risk assessment

Monitoring procedures

Reviewing H&S performance

The Trust's policy will be implemented with the full co-operation of its Trustees, Executive, Headteachers and employees.

All employees have a duty to support the Trust by taking reasonable care of their own safety and that of others who may be affected by their actions at work.

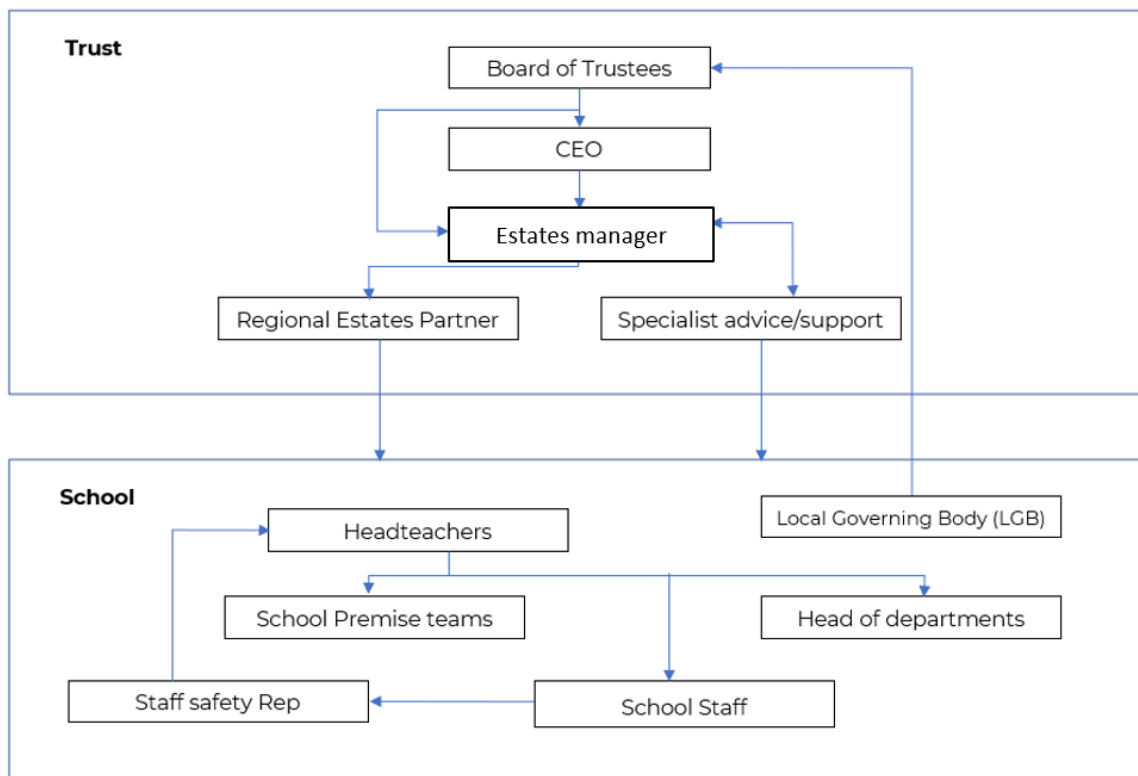
The Trust will provide and maintain appropriate consultation on health and safety matters with staff and will co-operate with agreed safety representatives.

This policy statement will be reviewed on an annual basis to sustain its compliance and effectiveness. Any changes will be communicated to all employees.

## Organisation Structure and Responsibilities For health and Safety and Welfare

The Trust will ensure that Health and Safety is effectively managed across the organisation either directly by its own employees or by commissioning external professional advice where required. While the Trust has overarching legal responsibility for Health and Safety, operational responsibility for ensuring its schools are healthy and safe environments for staff and students remains with the Headteacher, as the school's 'Responsible Person' supported by the Trust's Estates Team.

### Organisational Structure



## Roles and Responsibilities – Trust/Regional Level

### The Board of Trustees

Holds overall legal responsibility for Health and Safety matters across the Trust.

Approves the Health and Safety Policy

- Oversight and monitoring its successful implementation.
- Ensures sufficient resources are available to maintain safe working and learning environments.
- Ensures competent Health and Safety advice is available.
- Encourages a positive Health and Safety culture across the Trust through effective leadership and communication.

### CEO

- Acts as the “Responsible Person” for the Trust as a whole.
- Holds overall executive responsibility for Health and Safety across the Trust
- Leads the effective implementation and monitoring of the Health and Safety Policy
- Ensures sufficient resources are allocated to manage and supervise Health and Safety effectively

### Estates Manger

- Develops and ensures implementation of Compliance Strategy
- Coordinates and monitors Health and Safety in all the Trust’s schools, identifies shortcomings and ensures appropriate remedial actions are taken.
- Ensures effective systems for management, oversight and reporting of Health and Safety matters across Trust schools are in place.
- Oversees the programme of regular health and safety audits in schools.
- Organises the available resources to ensure that Health and Safety can be properly managed, and that effective programmes of inspection and maintenance are in place.
- Monitors training in schools to ensure that staff are competent to undertake their roles.
- Ensure Regular health & safety audits in schools are carried out.

### Specialist advice/support

Ascend Learning Trust will ensure that access to competent technical advice on health and safety matters is procured to assist in complying with statutory duties and meeting health and safety objectives by accessing the services of a competent Health and Safety Advisor: WorkNest.

### Regional Estates Partner

- Oversees Health and Safety issues in all schools in their region.
- Supports the Estates Manager to implement the Compliance Strategy
- Supports the Headteacher to implement the Health and Safety policy and procedures, including the agreed regimes of inspection and maintenance.

- Ensures school premises, plant and equipment are maintained in a safe and serviceable condition.
- Ensures up to date risk assessments and control measures are in place and followed in the school.
- Ensures an appropriate schedule of inspections and maintenance is in place to maintain a safe working environment.
- Manages the on-site premises staff and contractors.
- Ensures full records and documentation of all compliance matters, including training, are kept according to ALT procedures.
- Ensures that all on-site staff are appropriately trained for their roles and all staff are inducted in Health and Safety matters.
- Conducts and supports incident investigations and ensures accidents/incidents are reported, including RIDDOR reports where required.
- Obtains competent H&S advice and support where required.

## **Roles and Responsibilities – At Each School**

### **Headteacher**

- Acts as their school's "Responsible Person".
- Provides visible leadership on Health and Safety in their school as the school's Health & Safety Coordinator
- Receives regular reports on Health and Safety compliance from their school's Regional Estates Partner and Trust Health & Safety Coordinator
- Ensures Health and Safety is discussed at all Senior Leadership Team meetings in their school.
- Ensures sufficient staffing and resources are available to effectively manage Health and Safety
- Ensures health and safety policies and procedures adopted by the Trust are fully implemented, delegating, and supervising to competent staff as appropriate.
- Ensures effective safety and compliance of school trips and external visits, curriculum safety and all teaching and student activity.
- Ensures school staff and students are appropriately trained and inducted and kept properly informed and consulted.
- Ensures a risk assessment register is kept up to date, to include the periodic review of risk assessments.
- Ensures effective records are kept and reviewed.
- Maintains the prompt reporting of health & safety concerns and of any incidents and accidents, including the submission of RIDDOR reports where appropriate.
- Carries out termly monitoring such as safety walks.

### **Head of Department / Subject Leaders**

- Oversee the preparation and review of risk assessments for all activities within their department or teaching area.
- Carry out departmental H&S checks and report concerns to the Headteacher / Trust Health & Safety Coordinator.

### **School Site / Premises staff**

- Implement the checks, maintenance and record-keeping procedures as directed by the Regional Estates Partner.
- Reports any health & safety concerns to the Headteacher / Estates Regional Partner.

### **All Employees**

- Take care of their own health and safety and of their colleagues, pupils, volunteers, and members of the public who may be affected by their actions.
- Maintain awareness of and compliance with ALT health and safety policies and procedures
- Are vigilant and report any health and safety concerns (whether of physical environment, behaviour, procedural or management) to their line manager.
- Participate fully in any health and safety related training.
- Report accidents and incidents and cooperate with investigations.
- Does not intentionally interfere with any equipment, system of procedure provided in the interests of Health and Safety.
- Oversee the preparation and review of risk assessments for all activities within their department or teaching area.
- Carry out departmental H&S checks and report concerns to the Headteacher / Regional Estates Partner.

### **Local governing Board (LGB)**

- Monitoring and oversight of School Health and Safety through regular reports from Headteacher.
- Reporting concerns to Board of Trustees.

### **Staff Safety Representatives (where applicable)**

Health and Safety at work legislation provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the SSB/Headteacher/Head of School is notified in writing of an appointment, the Safety Representative may undertake the following:

- Contribute as appropriate to investigations into potential hazards and the causes of accidents in the workplace.
- Investigate complaints by any employee relating to that employee's Health and Safety or welfare at work.
- Make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
- Carry out workplace H&S inspections, subject to reasonable notice.
- Note: safety representatives are not *obliged* to carry out any or all of the functions above and have no legal responsibilities other than that which apply to their employed role.





	<p>Will monitor compliance data provided by schools and provide reports to the Executive Team (as above)</p> <p><b>Will review compliance data regularly with schools</b></p>	Termly
<b>Headteachers</b>	<p>Will review health and safety performance regularly and ensure any deficiencies are rectified.</p> <p>Will review the findings of any health and safety investigations and ensure findings are implemented.</p> <p>Will carry out termly health and safety monitoring through health and safety walks, reviewing the school's risk assessment register and the Premises Compliance Dashboard</p>	<p>Half-termly</p> <p>Ongoing</p> <p>Termly</p>
<b>Local Governing Boards ('LGBs')</b>	<p>Receives reports from the Headteacher. Oversees the implementation of this policy their school and provides feedback as appropriate</p>	Annually
<b>Regional Estates Partners</b>	<p>Review compliance data at least every two weeks with their premises teams</p> <p>Ensures any significant Health and Safety incidents or deficiencies are addressed promptly.</p> <p>Produces Termly Premises Compliance Report to Headteachers, providing an overview of compliance and safety matters, and other updates as required</p>	<p>Every two weeks</p> <p>Ongoing</p> <p>Termly</p>
<b>All ALT staff</b>	<p>Will cooperate fully with any compliance data collection, retention and reporting schedules in order to further this policy.</p>	Ongoing

## Legislation and Approved Codes of Practice

The Health and Safety at Work Act 1974 and associated legislation

[Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uk/1974/1/1/1)

[Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](https://www.hse.gov.uk/legislation/1974.htm)

The Management of Health and Safety at Work Regulations 1999

<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>

The Workplace (Health, Safety and Welfare) Regulations 1992

[The Workplace \(Health, Safety and Welfare\) Regulations 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/1992/2733/contents/made)

[Workplace health, safety and welfare - L24 \(hse.gov.uk\)](https://www.hse.gov.uk/workplace/whsaw.htm)

## Delegated Authority, Review and Approvals

This policy will be reviewed annually by the ALT Executive team in consultation with schools, staff and union representatives. It will be presented to the Board of Trustees for approval and signed off by the Chair of Trustees and CEO. Only the latest signed version of the policy represents the Health and Safety policy of ALT Schools

Schools should adopt this policy and ensure they complete the Key Personnel section on the cover page.

This policy will be maintained by the ALT Estates Team and no alterations to the policy should be made by any other person. Alterations to the main body of the policy – other than minor corrections or to reflect changes in the law – must be approved by Trustees.

However, updates and changes to specific operational procedures and requirements (the 'arrangements') may be made by the Estates team without further approval. Once notified, staff should adopt this as current policy.

## Communication

The latest signed version of this policy will be shared with all ALT employees during their initial induction on joining the Trust, and on subsequent reviews of the policy through the Trust's usual routes of communication.

Each school will be responsible for ensuring that the latest edition of this policy is provided to every member of staff and that they have adequate opportunities to ask questions and raise concerns.

Schools will also:

- ensure copies of this policy are available in an accessible place for staff and students, and an electronic copy is posted on their website.

- disseminate the policy through inductions, inset days and other briefing sessions as appropriate.

- keep evidence that employees have read and understood the policy.