PROSPER TOGETHER MULTI ACADEMY TRUST

HEALTH AND SAFETY POLICY

APPROVED BY TRUSTEES
FULL TRUST BOARD 1ST OCTOBER 2024

DATE	**REVIEWED BY**	**REVIEW DATE**
October 2024	S. Timmins	September 2026

1. Statement of Intent

Prosper Together Multi Academy Trust ('Trust') recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as other business objectives. This policy provides a practical framework for the compliance and implementation of the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation.

This Policy also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, supply staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

Our Trust aims to:

- Provide and maintain a safe and healthy place to work.
- Ensure that our premises and equipment are maintained safely and are regularly inspected.
- Prevent occupational accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce.
- Identify significant risks to health, safety, and wellbeing as part of our risk assessment process, and implement adequate measures to prevent, reduce or protect against those risks.
- Promote the principles of sensible and proportionate risk management.
- Have a competent workforce through the provision of information, instruction, training, and supervision.
- Effectively communicate, consult, and cooperate with all employees on relevant health and safety matters.
- Provide access to competent health and safety advice, guidance, and support.
- Ensure resources are made available to ensure the successful management and implementation of health, safety, and wellbeing.
- Make continuous improvements in our health and safety performance.

Through this statement of intent and implementation of our health and safety arrangements our schools will ensure they are meeting the policy aims, objectives and requirements. Our schools will actively strive for continual health and safety improvements by complying with this policy and by working in consultation with managers, employees, employee representatives and other members of the school community.

Our Schools will achieve this by:

- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility of health and safety at all levels.
- Ensuring that health and safety arrangements are complied with by having school, or department specific procedures, documents, safe systems of work that ensures the implementation of health and safety.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes and operations through the risk assessment process.
- Monitoring health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.

- Ensuring that health and safety is considered as part of its performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all Senior Leadership Team and staff meetings.
- Establishing robust procedures in case of emergencies.
- Ensuring that all employees are made aware of this policy and any local health and safety policy arrangements.

Signed	Signed
Rob Fletcher	*Paul Jackson*
Chief Executive Officer	**Vice Chair of Trustees**
Date: 1st October 2024	Date: 1st October 2024

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2. Responsibilities for Health and Safety

The Health and Safety at Work etc. Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities.

Successful health and safety management depends on a systematic approach throughout the Trust so that health and safety becomes fully integrated with all other aspects of management. A proactive health and safety culture will require strategic leadership from the Board of Trustees and Headteacher with support from all staff.

The Trust requires that each member of staff, pupil/student, volunteers and visitors exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others; and to co-operate fully with the Trust and its management of health and safety related issues.

2.1 Board of Trustees

The Board of Trustees has overall legal accountability and responsibility for health and safety across the Trust and is responsible for:

- Setting strategic direction along with health and safety performance related targets and objectives.
- Considering the impact of health and safety in all strategic decision making.
- Monitoring findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and implementing changes to policy and procedures where required.
- Having an awareness of the significant risks faced by the Trust.
- Demonstrating commitment, providing strong and visible leadership for health and safety.
- Ensuring adequate resources are made available to implement this policy.
- Ensuring all employees or their representatives are involved in decisions that affect their health and safety.
- Ensuring the Trust has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.

  The Board of Trustees appoints the following ‘Competent Persons’ to provide support, advice and guidance to the schools on health, safety and welfare issues for both health and safety in school and for educational visits approval and notification:

  Solihull Protect, Solihull Metropolitan Borough Council Health and Safety Advisor Team
- Reviewing the health and safety policy to ensure it continues to reflect the Trust’s priorities, plans and targets.
- Promoting a positive health and safety culture.
- Making sure Trust Executive Team Members and Headteachers are committed to promoting health and safety.

The Board of Trustees will delegate much of the operational, day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Chief Executive Officer at a Trust level and Headteacher at school level.

2.2 Headteacher

Each Headteacher is responsible and accountable for the implementation of and compliance with this policy, also ensuring their local health and safety policy arrangements are aligned to this policy; The Headteacher is also responsible for ensuring that a proactive and positive approach to health and safety is encouraged and developed within their school, and that all staff and pupils/students understand their responsibilities and adhere to this policy.

Where the Headteacher/Executive Headteacher/Principal has chosen to delegate their operational responsibilities to other members of senior management/leadership the Headteacher must ensure that those nominated are competent; have been given adequate time and resources to fulfil their duties and understand and accept their delegated responsibilities. The Headteacher will remain responsible and accountable for those activities.

The Headteacher will:

- Be the responsible person for health and safety, providing clear leadership and setting a personal example.
- Ensure that this policy and other appropriate health and safety related policies, guidance or information is implemented and applied effectively.
- Ensure that the school's local health and safety policy arrangements, health and safety management system and performance are formally evaluated, monitored, and reviewed at least on an annual basis.
- Ensure that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
- Ensure that there are effective health and safety management arrangements for offsite activities and learning outside the classroom.
- Ensure effective communication channels are in place for health and safety.
- Consult with staff in good time on issues related to their health and safety and results of risk assessments.
- Consult with the Chief Executive and the Trust's health and safety advisors, Solihull Protect, along with employees' representatives, prior to any changes in working practices.
- Communicate this policy and/or other appropriate health and safety information to volunteers, visitors, hirers/lettings of the premises, and contractors.
- Ensure consultation, cooperation and coordination takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Ensure that procedures are in place to provide relevant information, instruction, training, and supervision needed to ensure health and safety; also ensuring that all staff complete mandatory health & safety, refresher training and other related training
- Ensure that staff and volunteers understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities. This should include ensuring that all staff (including supply, part-time, temporary and volunteers) receive, as a basic minimum, induction training on their first day.
- Ensure procedures are in place for the safe management of contractors that includes an induction to the premises/area they are working. This will include providing the contractors with information/ awareness of the hazards within the area of work, action to be taken, emergency evacuation procedures along arrangements for monitoring of their activities.

- Be aware and maintain attention to significant risks and ensure they are being properly risk assessed, controlled, and managed through effective and sensible risk management.
- Ensure that when making decisions/arranging new projects, health, safety, welfare, and wellbeing issues are considered and dealt with as part of the process.
- Ensure that adequate resources are provided to maintain health, safety, welfare and wellbeing and manage these resources on a risk priority basis.
- Report to Board of Trustees any hazards which cannot be rectified within the school's budget.
- Confirm that there is an adequate number of appropriately trained first aiders in school by undertaking a first aid needs assessment.
- Ensure that a formalised health and safety workplace audit and inspection are undertaken every two years and appropriate action is implemented.
- Ensure that informal inspections of the workplace are carried out to proactively identify good and poor health and safety performance and also demonstrate a visible management commitment to health and safety.
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales.
- Ensure that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.
- Ensure that the Board of Trustees is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement.
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Also, provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement.
- Be responsible for managing the maintenance and repair of a building, in order to comply with statutory health and safety responsibilities including in particular the statutory duties associated with the Construction (Design and Management) Regulations 2015 and the management of Asbestos and control of Legionella.
- Set, monitor and review health and safety performance related targets and objectives in conjunction and ensure the provision of adequate resources to achieve compliance.
- Present a report to the Executive Team and/or Board of Trustees annually on the health and safety performance of the school.

2.3 All Managers (e.g. Deputy Headteachers, Assistant Headteachers, Phase Leaders, Subject Leaders, Team Managers, Supervisors etc.)

All managers will be responsible for managing health and safety in their area of work through the implementation of the health and safety policy, procedures, and arrangements. Departmental/subject/team procedures will specify the procedures to be followed by managers specific to the needs of each department and to ensure legal compliance and best practice. For their own area of responsibility managers will:

- Comply with the Trust's health and safety policy. Ensure there are specific health and safety procedures for high-risk activities within their area of work, such as Science, Design and Technology, PE and Art.
- Ensure that risk assessments are carried out for work activities and operations for which they are responsible.
- Eliminate risks or reduce to the lowest possible level through sensible and proportionate risk management.
- Ensure that new, reviewed or changed processes and services within the department are assessed for risks before they are put into practice.
- When designing, buying and using new plant and equipment for the department ensure that health, safety, environmental and wellbeing is considered as part of the risk assessment process.
- Ensure that all staff and volunteers are familiar with specific health and safety policies and procedures, relevant risk assessments and control measures, safe systems of work, and local arrangements and accept their responsibilities for health and safety.
- Ensure all staff have access to competent advice and published health and safety guidance from sources including CLEAPSS and Association for Physical Education (afPE) and ensure that all staff are aware of and make use of such guidance.
- Ensure that pupils/students receive sufficient information, instruction, training, and supervision to enable them to avoid hazards and contribute to their own health and safety.
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress, and welfare provision, e.g. establishing acceptable housekeeping, safe storage standards, in all areas of their responsibility.
- Ensure adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that copies of fire action notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensure that relevant procedures and training programmes and records are set up, maintained and monitored for all staff and volunteers; also provide all new starters with a departmental specific health and safety induction.
- Ensure that accidents, incidents, near misses and occupational ill health are reported promptly and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors receive an induction to the premise / area and are made aware of all control systems applicable in which they are working. This will include providing the contractors with information / awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities.
- Ensure that contractors' and other peoples' activities within their area, for example visitors, are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all staff and volunteers working within their area can carry out their health and safety responsibilities and encourage them to work with managers to promote a positive health and safety culture.

- Carry out and record regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe. Report any defaults in line with school procedures, where required.
- Ensure that a formalised health and safety workplace inspection and audit regime is in place to identify hazards and take appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent health and safety advice where necessary.
- Support the Headteacher in the preparation of an annual report on the Health and Safety performance of their department or area of responsibility, as required.

2.4 Employees

For this policy 'employees' will also include work placement/experience students, volunteers, agency workers and contract workers.

All employees, including those with managerial responsibilities, have health and safety responsibilities as outlined by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Ensure that plant (machinery, equipment, appliances) is in a safe condition before use. Also acquaint themselves with processes, materials and substances and use as trained/advised. Report any defects, loss or damage to their manager.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems or shortcomings in the school's health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Always behave appropriately in the workplace and not get involved in any inappropriate behaviour.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided as per instruction.
- Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses as well as any unsafe methods of work, unsafe conditions/tools/equipment/ premises/appliances/practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work.

- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Undertake all health and safety training and development, as required.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Take part in health surveillance programmes, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.

2.5 Pupils

All pupils are expected to behave in a manner that reflect the school's Behaviour Policy and are expected to:

- Take reasonable care for their own health and safety at school and other person who may be affected by their activities, acts, or omissions.
- Cooperate and comply with all Trust and school health and safety arrangements and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.6 Competent Health and Safety Assistance

Solihull Protect, SMBC Health, Safety & Risk Service have been appointed under the Management of Health and Safety at Work Regulations to provide competent occupational health and safety advice and support to the Trust, covering all relevant health and safety legislation.

The Health, Safety & Risk Manager and Health, Safety & Risk Service will:

- Provide professional, technical, and practical competent health and safety advice and guidance to managers and employees.
- Provide advice and guidance on compliance with relevant statutory requirements and the application of best practice.
- Advise on health and safety policy, procedures, topics, specific guidance, and arrangements.
- Assist and support managers in the development of risk assessments and safe working practices for work activities/processes/operations.
- Provide advice on relevant training to managers and employees.
- Undertake health and safety workplace inspections and audits to monitor occupational health and safety performance.
- Support the Trust in reports notified to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR).
- Assist managers with the completion of accident investigations.

2.7 Lettings

The Trust's schools have a lettings policy. The policy covers procedures for fire evacuation and security arrangements 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:

- Co-operate and co-ordinate with the school on health and safety matters.
- 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 school that may arise from their activities

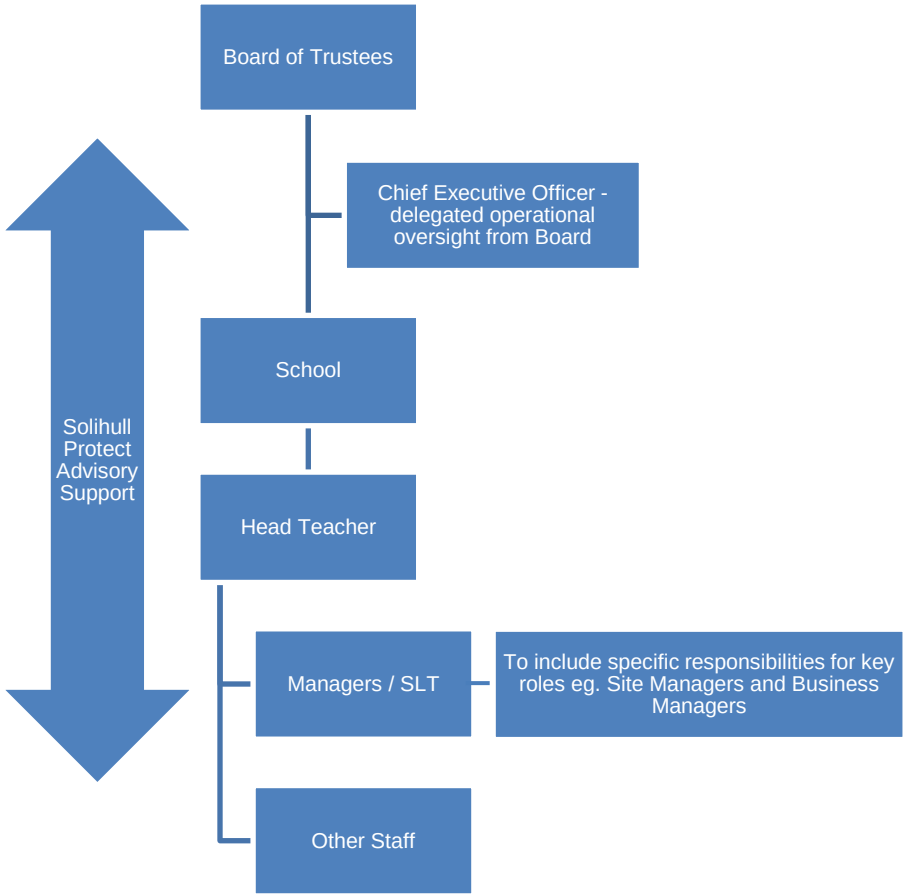
The school will ensure that:

- Premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

3. Management Arrangements

3.1 Organisation

Schools have delegated responsibility and have identified specific responsibilities in relation to Health and Safety, as they relate to each role/post in the organisation.



3.2 Arrangements

The following summary arrangements have been adopted to ensure Trust fulfils its responsibilities centrally, as set out in the statement of intent. Each of the schools maintains a statement of Local Arrangements. Collectively, the 'Arrangements' provide a framework for ensuring the health, safety, welfare and wellbeing of all employees and non-employees (such as pupils, visitors, contractors, supply staff and members of the public).

Topic	Action/Arrangements	Responsibility of:
Accidents, incident and near misses: **involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**	• Accidents, incidents and near misses should be reported to the Trust Central Team, this should be via the Assure online reporting system to ensure adequate records are kept. • Each School can keep records locally including accident books, which may be a physical record or electronically. Schools will have a policy for reporting to parents and supporting staff. • All staff have the ability to report a health and safety incident via the Assure system. • Accidents incidents and near misses at a Central level will be investigated by the Chief Executive Officer (CEO) or a nominated Trustee. • All RIDDOR reporting for the Trust will be undertaken by the CEO. • The CEO shall report significant incidents, accidents or near misses to Finance Audit Risk Committee, and Full Trust Board where appropriate.	HT HT HT CEO CEO CEO
Asbestos management	• School local arrangements • An Asbestos Management Plan is in place for all sites with asbestos. • All site managers have received training and are responsible for ensuring documentation is communicated to contractors. • Asbestos is checked formally on an annual basis by competent persons	HT HT HT HT
Communication	• School local arrangements for employee briefings, visitor and contractor communication. • Briefings to Head Teachers regarding policy and procedures are made via Executive Leadership Group • Updated advice is communicated to school leaders by email from Solihull Protect • Site Managers and School Business Managers attend regular meetings with Central Executive Team	HT CEO HT/CEO CEO

Contractors, selection and management of	• All Contractors/Consultants appointed by the school must be able to provide auditable evidence of their competency • For projects less than £50k see local arrangements and the Trust's Management of Contractors Policy. • For projects greater that £50k additional support will be provided by the Central Team to ensure that appropriate procurement and contractor selection procedures are followed. • Where a Contractor/Consultant is bringing 10 persons or more onto the school premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the school management team and any Trust appointed H&S advisors to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the Trust's Health and Safety Policy and school local arrangements.	HT HT CEO CEO / HT

Consultation	• The Trust buys into trade union facilities and negotiation time • Regular meetings are held with business managers and site managers to share/escalate concerns by the Central Team • School local arrangements	CEO CEO HT

Control of Substances Hazardous to Health (COSHH)	School local arrangements	HT

Defect Reporting	• School local arrangements for reporting • Significant defects (failure of equipment lead to potential injury or school closure) are reported to the CEO	HT CEO

Design Technology and Art	• The Trust purchases access to the CLEAPSS Primary school website for all schools. • See school local arrangements and risk assessments.	CFO HT

Display screen equipment (DSE)	• Schools have local arrangements for training and assessing DSE users. • Staff are informed of their entitlement to free eyesight tests and help towards glasses via the expenses policy and the school office. • The Trust arranges eye test vouchers and a contribution towards glasses via Specsavers. • All Business Management staff are briefed in how to support employees and to advise of their entitlement.	HT CEO / HT CEO HT

Driving at work: use of personal cars, minibuses and transporting children etc.	• School local arrangements for minibuses • School local arrangements for transporting of children • Trust Driving at Work Policy on Access People (T:Drive) • Use of personal cars requires details of driving licences and insurance to be shared with the Trust (unless in an emergency situation with approval) • Each school maintains appropriate insurances • Finance Manual requires all trips to the bank to be conducted by two people.	HT HT CEO HT CEO HT

Electricity	School local arrangements	HT

Externally provided services/activities, lettings and hirers	• Each school has a school trips policy and localised lettings policy based, which is compliant with the Trust letting policy (Finance Manual, appendix 2 – T:Drive) • Hirers are provided with a Health and Safety briefing. • School local arrangements	HT / CEO HT HT

Emergency Planning: dealing with health and safety emergencies – procedures and contacts	• The Trust has an overarching Business Continuity Plan (see website) and Critical Function Analysis (see T:drive). • Each school has local emergency procedures that are specific to their school site.	CEO HT

Finger entrapment	School local arrangements	HT

First aid, medication and supporting pupils at school with medical conditions	• The Trust has a template Supporting Pupils in school with Medical Conditions' Policy and a First Aid Policy (T:Drive) • Each school has identified, qualified first aiders for staff and pupils • Each school has equipment and facilities • First Aid is recorded on the central training matrix • See school local arrangements.	CEO HT HT HT HT

Fire safety	• School local arrangements • CEO ensures that each school has a Fire Risk Assessment, Security Policy and Building Emergency Evacuation Plan. *Trust to procure audit 2024/25.* • Each school maintains its own fire logbook and checklist • Competent contractors undertake relevant checks of the alarm and equipment.	HT CEO/HT HT HT

Forest School	School local arrangements	HT

Glass and glazing including window restrictors	• *Trust to procure survey of all schools 2024/25* • School local arrangements	CEO HT

Housekeeping, cleaning and waste disposal	School local arrangements	HT

Induction and training	• Health and Safety is part of each staff members induction. • The Local Arrangements are reviewed by staff annually. • Each school has a health and safety training matrix. This is stored centrally (see T:Drive) so that training can be monitored.	CEO HT / TBM HT / CEO

	• Schools have access to training via Click HSE, National College and the Key. School specific training is also arranged.	CEO

Infection control	• The Trust and its schools follow Public Health England's detailed guidance on managing cases of infectious diseases in schools and other childcare settings. • Advice and support are provided to school leaders by the Central Team • Significant incidents/outbreaks are reported to the CEO, who will report to Trustees • School Local Arrangements.	HT CEO HT/CEO HT

Lifting Operations and Equipment – including lifts and hoists	School local arrangements	HT

Manual Handling – loads and people	School local arrangements	HT

Monitoring, measuring, and reviewing performance	• See section 4 of this policy • The CEO will monitor, measure and report health and safety performance across the schools. • Schools will report to the Local Governing/Advisory board and to the CEO • The CEO will undertake an annual review at each school • School local arrangements • The CEO will report to Trustees at the Finance, Audit and Risk committee termly	CEO CEO HT CEO/HT HT CEO

New and expectant mothers	• School local arrangements • Risk assessments for new and expectant mothers in the Central Team will be conducted by the TBM	HT TBM

Noise at Work	School local arrangements if/where applicable.	HT

Offsite and Educational Visits including residential visits and any school-led adventure activities	• The Trust has a template Educational Visits and Learning Outside the Classroom Policy (T: Drive) • School local arrangements	CEO HT
Outdoor Play Equipment	See school specific local arrangements. These will include procedures for routine and operational checks. Annual checks are completed by qualified personnel.	HT
Personal Protective Equipment	See school specific local arrangements. Where PPE is required this will be provided free of charge to employees.	HT
Personal Safety including lone working and managing violence and aggression	School local arrangements. *Trust to procure electronic devices for lone working 2024/25*	HT *CEO*
Physical Education	School local arrangements. The Association for Physical Education (afPE) document 'Safe Practice in Physical Education and Sport' is adopted by schools. A copy of the manual is available to all relevant school staff, i.e., PE subject leaders and coordinators.	HT
Physical intervention	School local arrangements.	HT
Pond safety	School local arrangements, where applicable.	HT
Premises	• A condition survey is carried out every 5 years as a minimum. The last surveys were carried out in May 2023. • Each school has a maintenance plan from the survey and routine or statutory inspections, this is reviewed at a Trust level by the Chief Executive Officer. • *School local arrangements*	CEO CEO HT

Public Events	School local arrangements *Trust to review policy relating to Martyn's Law 2024/25*	HT *CEO*
Risk Assessments	• The Trust has a Risk Assessment Policy (T:Drive) • School local arrangements • Risk assessments related to Central Team activities will be reviewed by the CEO • Template Risk Assessments are available on the T:Drive (H&S Folder)	CEO HT CEO CEO
Science (including radiation, if applicable)	• All schools have access to CLEAPPS Primary Website • School local arrangements	CEO HT
Security	• School local arrangements • All site managers to have key holder training	HT HT
Slips, trips and falls, management of	School local arrangements	HT
Smoking	The Trust has a no smoking policy. This is a contractual policy. A copy can be found on the Access People Self Service Document Library.	CEO
Statutory examination and inspection, testing and maintenance	• Details of school statutory examination and inspection, testing and maintenance are kept locally at each school site. Checks are conducted by appropriately qualified contractors. • For services carried out by SMBC Property Services, details are also on the PS Portal. • With effect from October 2024 summary information should be entered onto the Trust compliance tracker on the T:Drive for monitoring by the Chief Executive Officer and reporting to the Finance, Audit and Risk Committee.	HT HT CEO

Stress and mental wellbeing, work related	• The Trust has an Employee Health and Wellbeing policy (T:Drive) • An annual Trust wide well-being survey is conducted. • The Trust purchases an Employee Assist Programme (see Access People Self Service) • Trust Occupational Health services (including employee counselling) are provided by Coventry City Council. • School local arrangements. • Central Team Risk Assessments will be carried out by the CEO or Trust Business Manager	CEO Executive HT CEO CEO HT CEO/TBM
Swimming Lessons (Public pool)	School local arrangements	HT
Swimming Pools and Lessons (including temporary pools)	School local arrangements *No temporary pools to be used until further notice, as determined by Trustees (Oct 2024)*	HT
Trees, safe management of	School local arrangements	HT
Traffic management / On site vehicle movements	School local arrangements	HT
Water Hygiene (Legionella) and Water Systems	School local arrangements	HT
Welfare at work	• All employees are provided with appropriate facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 • School local arrangements	CEO HT

Work at Height	School local arrangements	HT

4. Monitoring and Review

The content of this policy and its effectiveness in terms of performance will be overseen by the Board of Trustees. The Policy will be subject of a three+-year review unless significant changes occur.

The monitoring of the Health and Safety Management System and its effectiveness will be assessed at a school and Trust level. This is to ensure compliance and actions for improvement are identified at the earliest possible opportunity.

Monitoring the requirements of this policy will establish whether:

- Legal compliance is being achieved.
- Health and safety responsibilities are being properly assigned and discharged correctly.
- Senior Leadership Teams are accepting and dealing effectively with their delegated health and safety responsibilities.
- Health and safety arrangements and guidance are being followed.
- Employees are aware of their roles and responsibilities.
- Accident/incident trends and occupational health data are showing a continuous improvement.
- Health and safety targets are being monitored and are being achieved.
- All employees and managers are receiving appropriate health and safety inductions, training, and development.

Headteachers will need to have systems in place to regularly audit their own health and safety arrangements for work activities under their control. Evaluating existing health and safety arrangements will help to determine if they are effective and if there are any gaps in risk control systems.