



Where learners and staff thrive

# Trust Policy

## Trust Health and Safety Policy

Approver: Trustees  
Review Cycle: Biannually

Revision History			
Date	Version	Short Description of Changes	Approved by:
Oct 2021	V1.0	Policy approved. Based on DRET policy.	Trustees
Mar 2022	V1.1	Formatting changes and appendix 1 policy list updated. Policy reviewed biannually. Page 2 Document control added.	Trustees

This Policy Applies To:
Secondary Schools Primary Schools Centralised Trust Employees Trustees & Governors

## Document Management Information

<b>Applicable to:</b>	All staff, contractors
<b>Development and Consultation:</b>	Policy developed and shared with JCNC 23/02/2023
<b>Dissemination:</b>	To all staff via SendMy, available on the Staff Hub, staff notified by
<b>Implementation:</b>	To be used in the day to day management of Health and Safety across the Trust Estate
<b>Training:</b>	Relevant training will be given to staff depending on their job roles
<b>Review Frequency:</b>	Biannually
<b>Based on:</b>	DRET policy
<b>Policy Author:</b>	COO
<b>Executive Policy Owner:</b>	COO
<b>Approval by:</b>	Trustees
<b>Version</b>	1.1
<b>Approval Date:</b>	15 March 2023
<b>Next Review Due:</b>	March 2025

If you require this policy in a more accessible format please contact the Trust Compliance Officer on [compliance@coastandvale.academy](mailto:compliance@coastandvale.academy)

Executive summary text for current policy version:

Appendix 1 has been updated to reflect further Health and Safety related policies that have been approved.

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# 1 Statement of Intent

1.1 Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, learners and agency/supply staff working on our behalf. We will ensure compliance with minimum legal standards/approved codes of practice. In addition, we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our learners, visitors and members of the public.

1.2 We will achieve this policy, in part, by:

- Appointing competent Persons who are responsible for health and safety in their respective areas;
- Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
- Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;
- Ensuring that all plant, equipment and premises meet appropriate safety standards;
- Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
- Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;
- Setting goals and following action plans to ensure continuous improvement in health and safety performance; and
- Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

1.3 This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically. The expectation is that all employees show a responsibility to themselves, learners, colleagues and visitors in respect safety and exercise due care and attention.

Chief Executive Officer (CEO)

Chair of Trustees

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## 2 Introduction

- 2.1 This document is Coast and Vale Learning Trust's (CVLT) Health and safety Policy. It provides details of the Trustee's management arrangements and expectations. The Trust strives to achieve the highest standards of health, safety and welfare under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, all updates and associated Regulations, Approved Codes of Practice and Guidance documents.
- 2.2 Failure to comply with the Health and Safety Policy or Health and Safety procedures may result in disciplinary action.
- 2.3 This policy applies across all trust schools with age ranges of 2 to 18 years and the staff working within those schools, the central trust and the Teaching Alliance.

## 3 Responsibilities

- 3.1 The Trust is the employer and therefore accountable for Health and Safety within CVLT and ensuring overall compliance with statutory requirements. The Trust has appointed a Chief Executive Officer (CEO) to oversee all aspects of the Trust including Health and Safety.

### 3.2 *Responsibilities of the Trust Board*

- 3.2.1 Ensure that there is an effective policy in place for Health and Safety and that this is documented and implemented throughout the Trust.
- 3.2.2 Ensure that the Policy is reviewed biannually or sooner when there is a significant change.
- 3.2.3 Ensure that there is a structure in place to implement policy, measure compliance, review performance and audit as required. Reacting to reports received and initiating appropriate action.
- 3.2.4 Ensure that Health and Safety is integrated into the organisational structures to enable implementation of the policy.
- 3.2.5 Ensure that the responsibilities for health, safety and welfare are properly assigned, understood and implemented with the appropriate level of resource and training to embed them within the organisation.
- 3.2.6 Agree plans to develop and improve a sound health and safety management system and any action plans required, involving specialists, staff or unions as necessary.
- 3.2.7 Ensure that competent staff are employed to undertake works, or where these are not available external resource is engaged to comply with the requirements under Health and Safety.
- 3.2.8 Hold the CEO to account for their performance with the requirements detailed in this policy and any supporting procedures.

### *3.3 Responsibilities of the Finance and Resources Committee (FRC) in respect of Health, Safety and Staff welfare*

- 3.3.1 Monitor reports from executive staff and Local Governing Committees (LGC) on resources, risk management, finance, staffing, property, IT, safeguarding and health and safety.
- 3.3.2 Review risk registers for the Trust and each LGC
- 3.3.3 Ensure that the Trust and all its schools have all the statutory and appropriate Health and Safety policies and procedures in place and are reviewed timely and when necessary.
- 3.3.4 Annually review each LGC report on Health and Safety policy, arrangements and issues.
- 3.3.5 Make recommendations to the Trust Board in respect of Health and Safety.

### *3.4 Responsibilities of the CEO*

- 3.4.1 The CEO holds overall responsibility for Health and Safety at the Trust. To support the CEO with their duties under the Health and Safety at Work Act and associated legislation, specific responsibilities have been assigned to designated roles in the Trust team and to the Headteacher of each school.

### *3.5 Responsibilities of the Chief Operating Officer (COO)*

- 3.5.1 Carry out the duties as delegated by the CEO.
- 3.5.2 Ensure that Headteachers are fully satisfying Health and Safety requirements.
- 3.5.3 Reporting areas of non-compliance to the CEO as required, with the relevant action plan.
- 3.5.4 Ensure that the FRC have appropriate timely information to enable them to carry out their terms of reference.
- 3.5.5 Ensure any areas of non-compliance raised by either the Headteacher, LGC or the Trust Compliance Officer are managed to mitigate the risks effectively and efficiently.

### *3.6 Responsibilities of the Director of Learning*

- 3.6.1 Ensuring that the Headteachers are always fully satisfying Safeguarding requirements in line with the Trust's policy.
- 3.6.2 Ensuring that any specific safeguarding requirements are satisfactorily addresses including directions from the Department of Education and Skills Funding Agency.
- 3.6.3 Ensure the adequate reporting of Health and Safety or Safeguarding risks and incidents are made in a timely manner to the CEO.

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### *3.7 Responsibilities of the Headteacher of each School*

- 3.7.1 Overall responsibility for the day to day management of Health and Safety rests with the Headteacher of each school.
- 3.7.2 The Headteacher is responsible daily for the implementation of the Trust's health and safety policies and associated procedures; however, the legal responsibility and accountability will remain with the Trustees.
- 3.7.3 The school is operated in accordance with the Trust's Health and Safety Policy and all associated Procedures. This will include reporting issues of non-compliance and changes in risks that affect the health, safety and wellbeing of the staff and/or learners.
- 3.7.4 The school will buy into the NYES Annual Health and Safety Package, address any action plans directed from their reviews. These reports will be submitted to the Trust Compliance Officer.
- 3.7.5 An internal process is established and undertaken, which observes the operation of the school in accordance with the Trusts Health and Safety Policy and Procedures to ensure that the school is compliant.
- 3.7.6 An Educational Visits Co-ordinator is appointed to manage the planning and compliance of trips.
- 3.7.7 That health and safety information is appropriately available to all staff and the senior leadership team, site and catering staff are knowledgeable of the Trust's health and safety procedures.
- 3.7.8 Health and Safety is a standing agenda item at all Senior Leadership Team (SLT) meetings.
- 3.7.9 Suitable and sufficient risk assessments are produced for all activities which are education related e.g. trips, outdoor sports activities, use of classrooms, teaching in science laboratories, use of equipment and substances which has the potential to cause harm, play equipment, academic staff working at height etc. and reviewed annually and after a significant incident.
- 3.7.10 They are familiar with the findings of pertinent documents including emergency action plans, fire risk assessments, health and safety reviews, legionella risk assessments and asbestos management plans, as applicable.
- 3.7.11 Emergency procedures are cascaded to all persons within their school, including evacuation procedures and lockdown procedures.
- 3.7.12 All employees have received appropriate health and safety training.
- 3.7.13 The Trust Compliance Officer is informed of areas of non-compliance and serious incidents.
- 3.7.14 The Trust Chief Operating Officer is notified of requirements for resources or financial constraints affecting compliance.

- 3.7.15 All contractors employed directly by the school work in accordance with the Trust's Approved Contract Management Policy.

### ***3.8 Responsibilities of the Educational Visits Co-ordinator (EVC)***

- 3.8.1 Each school is required to appoint an Educational Visits Coordinator (EVC)
- 3.8.2 Oversees the planning, arrangement and delivery of safe, effective educational visits, including assessment of risks with the visit leader.
- 3.8.3 Reports any issues to the Headteacher.
- 3.8.4 Ensure EVOLVE is updated.

### ***3.9 Responsibilities of the Local Governing Committee***

- 3.9.1 Health and safety will be a standard agenda item on every meeting.
- 3.9.2 Ensure the school is adhering to Trust policies and procedures.
- 3.9.3 Annually agree a local Health and Safety Policy based on the current NYES policy template provided and reviewed by the NYES Annual Health and Safety Package Advisor.
- 3.9.4 Annually agree a local Allergens Policy based on the current NYES policy template provided and reviewed by the NYES Annual Health and Safety Package Advisor.
- 3.9.5 Ensuring that all action points following an NYES Health and Safety inspection or any CVLT commissioned inspection are addressed timely and efficiently.
- 3.9.6 Monitor the effective implementation of necessary Health and Safety improvements and take appropriate action if improvements are not being delivered in a timely manner.
- 3.9.7 Support employees and follow any concerns raised in respect of their health, safety or welfare.
- 3.9.8 Undertake an annual review of data on accidents, incidents and near misses. Any concerns should be identified, discussed and appropriate actions agreed with the Headteacher to mitigate against these concerns.
- 3.9.9 Monitor progress of any actions agreed in previous meetings or actions raised by an external agency.
- 3.9.10 Ensure that feedback is given to all staff with regards to concerns raised.

### ***3.10 Responsibilities of All Employees***

- 3.10.1 Co-operate with the implementation of this Health and Safety Policy and that of their school or any Trust building they may work within.

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- 3.10.2 Take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions. This will include contractors, co-workers, learners and visitors.
- 3.10.3 Ensure they are working in accordance with Safe Working Practices, developing safe practice through appropriate risk assessments being in place, prepared by an appropriate person.
- 3.10.4 Co-operate with their line manager and other responsible persons on all matters pertaining to their health and safety at work.
- 3.10.5 Not recklessly or intentionally interfere with, or misuse, any equipment and safety devices
- 3.10.6 Adhere to the information, instructions and training that they have received.
- 3.10.7 Are aware of the procedures in the event of a fire or lockdown
- 3.10.8 Understand the risk of asbestos in the site that they work and the restrictions in place to manage the risks around asbestos.
- 3.10.9 Lead by example, following the Trust safety requirements.
- 3.10.10 Do not operate any vehicle, machinery or equipment that they are not competent or authorised to use.
- 3.10.11 Report any defects or hazards to their line manager and ensure that appropriate action is taken to rectify unsafe systems or actions.
- 3.10.12 Ensure Risk Assessments are in place for the tasks that they undertake.
- 3.10.13 Wear protective clothing or equipment which has been provided for their own and others safety.
- 3.10.14 Good housekeeping should be observed at all times.
- 3.10.15 All contractors that they arrange are appointed and managed in accordance with the Approved Contractor Management Procedure.

## 4 External Professionals

- 4.1 The Trust expects all schools to be supported by the specialist services, where necessary, as follows:
  - 4.1.1 NYES Annual Health and Safety Package (Fire Risk Assessment, Health and Safety Paperwork Review and Premises Inspection)
  - 4.1.2 NYES Health and Wellbeing Annual Package (for staff's wellbeing)
  - 4.1.3 NYES Radiation Protection Officer (Secondary Schools only)
  - 4.1.4 CLEAPPS (Secondary Schools only)

#### 4.1.5 Sports Association (Secondary Schools only)

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## **Appendix 1: Other Trust Documents related to the Health and Safety Policy**

Asbestos Management Policy and Procedures

Approved Contractor Management Procedure

Premises Management Policy

Violence Towards Staff Policy

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## Appendix 2: Health and Safety Document Checklist - Sites

NYES Health and Safety Annual Premises Inspection

NYES Health and Safety Paperwork Review

Records relating to any routine internal inspection/check such as emergency lighting, water temperature checks, water flush, ladders, fire alarm testing, visual inspections of asbestos, visual inspections of buildings or outside areas etc.

Records relating to routine external inspections/checks such as play equipment, lifts and hoists etc.

Records relating to any procedural practice i.e. fire evacuation, invacuation etc.

Training records of staff

Risk assessment sign off by staff

Policy sign off by staff

Accident and near miss records. As well as overview.

Evidence of systems in place for communicating and consulting with staff on Health and Safety

## Appendix 3: Local Health and Safety Policies

To be approved by the LGC Annually:

Health and Safety Policy based on NYES Template

Allergens Policy based on NYES Template

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## Appendix 4: Risk Assessments required Checklist

This list is not exhaustive and may not cover all activities identified as needing a risk assessment. It is the responsibility of the Headteacher to ensure that the relevant risk assessments are in place. Similarly, not all these risk assessments will be necessary in all settings. These are intended as a minimum of what could typically be expected.

This list also does not include risk assessments that are specific to school trips, these would be logged via EVOLVE in liaison with the EVC.

Animals in Primary School	Pedestrian Access to Premises
Aquaria	Play Equipment - Infant and Nursery
Arrangements for Start and End of Day	Playground Activities
Art DT Science (CLEAPPS would be subscribed to in a secondary setting)	Ponds and Water Features
Before and After School Activity Clubs	Putting up & Taking Down Wall Displays
Boiler and Plant Rooms	Reprographics
Buildings General	School Events
Caretaking	Small Sized Carpet Cleaner
COSHH Risk Assessments	Swimming Lessons
Dining Hall	Table Top Cookers
Fire Risk Assessment (in partnership with NYES Health and Safety)	The Classroom Environment
First Aid	The Site
Food Handling	Transporting Pupils to Events
Hard Floor Scrubber	Traversing Climbing Wall
Hot drinks	Use of Electrical Equipment
Ice and Snow	Vehicular Access to Premises
Incubation of Eggs	Violence Towards Staff
Lone working	Wet Vacuum Cleaner
PE Lesson General (Settings should always consider getting support from an external agency such as the Sports Association to support with the risk assessment process, particularly with high risk activities)	Working From Ladders
	Working From Stepladders
	Young Person and Work Experience Placements

There may also be a need for an individual to have specific risk assessments in place, with regular appropriate reviews, for example:

- New and Expectant Mothers
- COVID-19
- Manual Handling
- Stress
- Display Screen Equipment