HumberEducationTrust
Where everybody counts, every moment matters.

Trust Health and Safety Policy

Approved by:	Trustee Audit & Risk Committee
Reviewed:	September 2025
New review date:	September 2026

OBJECTIVES

The objectives of this document are:

- To set the general direction for health, safety and welfare throughout Humber Education Trust (the Trust).
- To demonstrate the Trust's commitment to health and safety.
- To meet the requirement of Section 2, 3 and 4 of the Health and Safety at Work Act 1974 and other statutory and common law duties, including a written statement of general policy on health and safety.

This Health and Safety Policy Statement is the lead document for health and safety within the Trust and applies to all staff, governors, visitors and contractors. Each school will have a more detailed, local Health & Safety policy which is shared with all members of staff.

STATEMENT

- The Board of Trustees recognises its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, pupils, visitors and contractors using the academy premises or participating in school-sponsored activities.
- The Trust believes that the prevention of accidents, injury or loss is essential to the efficient operation of its academies and the education of its pupils and students.
- The Trust will 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:

    a) Ensuring significant health and safety risks arising from its activities are adequately controlled;
    b) Providing and maintaining safe plant, equipment and systems of work;
    c) Managing and maintaining a safe and healthy working and learning environment;
    d) Ensuring that staff receive appropriate training, and are competent to carry out their designated responsibilities;
    e) Providing sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work;
    f) Involving employees in health and safety decisions through consultation and co-operation.

- The Trust will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.
- The Trust's policy will be implemented with the full co-operation of Trustees, Local Governing Bodies (LGBs) and staff.
- All employees have duties under the Health and Safety at Work etc. Act 1974 and must actively support the Trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in disciplinary action in line with the Trust's Disciplinary Policy and Procedure
- The Trust will provide and maintain joint consultation on health and safety matters 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 communicated to all employees.

The Board of Trustees
The Board of Trustees has strategic responsibility for health and safety within all areas of the academies' undertakings. They shall ensure that:

- sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment
- competent health and safety advice is available in order to assist line management and comply with regulatory controls

The CEO
The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO shall ensure that the Board of Trustees:

- oversees the provision of health and safety leadership focused on the management of significant risk
- monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues

The CFOO

- Develops and maintains the Trust's Health and Safety Policy.
- Oversees Health and Safety with regard to statutory obligations for the sites ensuring compliance with all regulations and codes of practice in the provision of a safe and healthy working environment.
- Establish regular communication with staff Health and Safety representatives as required by law.
- Reports to and liaises with the Trust's Audit Committee to develop a robust internal audit process
- Works with Business Managers to ensure that, in all activities undertaken, the Trust properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.
- Works with the Headteachers & Business Managers to put in place systems to ensure buildings are safe and secure at all times and adhere to both Health & Safety requirements and statutory Ofsted guidelines for health and well-being of staff, students and visitors

The Estates Manager

- Supports the CFOO to ensure the Trust delivers operational and strategic excellence in all matters relating to the estate and facilities management of its schools and is compliant with all current legal and regulatory requirements.
- In line with trust policies and procedures and its annual compliance plan, coordinates and contributes to the sampling and checking of site/estates specific documentation, reporting and processes.
- Ensures that all statutory servicing of plant, equipment and infrastructure is procured, scheduled for schools at appropriate intervals and implemented effectively, maintaining the relevant contracts and servicing/remedial documentation.
- Is designated, responsible officer for Asbestos and Legionella management.

Local Governing Bodies (LGBs)
Local Governing Bodies are responsible for the implementation of the Trust's policy and ensuring effective health and safety management systems within their school. They shall ensure that:

- local arrangements are developed and set out in detail the roles, responsibilities and duties of named individuals who will coordinate, manage and carry out the local procedures, under the overall supervision of the headteacher
- sufficient resources are allocated to meet health and safety obligations
- health and safety performance is subject to regular monitoring and review

- staff are involved and consulted on relevant health and safety matters
- all staff know and accept their individual responsibilities regarding health and safety and that health and safety training programmes are in place and monitored
- a member of the LGB is responsible for championing health and safety issues. This individual liaises with the school and provides information to the LGB
- any deficiencies or weaknesses brought to the attention of the LGB are rectified
- regular health and safety audits are carried out

Headteachers
The headteacher of each academy has responsibility for the day-to-day operation and management of health and safety, as delegated by the Board of Trustees within all areas of the academy's undertakings. They shall ensure that:

- the policies and procedures adopted by the Trust are fully implemented and followed by all staff
- the policy and other appropriate health and safety information is communicated to all relevant people including contractors
- health and safety matters are given due consideration with other commitments and form an integral part of their activities
- health and safety performance is reported to the LGB and CEO
- staff are competent to carry out their roles and are provided with adequate information, instruction and training
- consultation arrangements are in place for staff and their trade union representatives (where appointed)
- effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions
- monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- school premises, plant and equipment are maintained in a safe and serviceable condition

Whilst overall responsibility for health and safety cannot be delegated, the headteacher may choose to delegate certain tasks to other members of staff.

School Business Managers
- To provide leadership of Health and Safety in each School, as well as working with the Estates Manager & COO, to ensure the safety and wellbeing of staff and students and the implementation of the Trust H&S policies
- Carries out periodic monitoring exercises/topic audits and investigating accidents/incidents of significance and communicate findings to the CFOO.
- undertaking termly site reviews of schools.
- Meets termly with the Heads and school site teams to evaluate needs, training requirements performance, and areas of concern and provide this information as necessary to the COO.
- Ensures all staff statutory training is completed on time as part of a rolling training programme.
- Liaises with Head Teacher and Facilities Management Team with premises planning and development, to ensure the optimum environment for teaching and learning. To ensure that the school meets its Health and Safety responsibilities, having regard to the Health and Safety at Work Act 1974 and relevant directives.
- Leads on accident reporting

Premises Managers
Premises Managers undertake more practical safety tasks e.g. liaising with contractors and routine site safety checks.
Update the compliance database.
Support and contribute to the review and updating of risk assessments, COSHH Assessments and monthly reports
To ensure that the site is maintained in a clean and tidy manner at all times, and property maintenance issues are reported through the correct channels promptly

Departmental managers / Classroom teachers/Central Trust managers
The headteacher may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the academy. These staff will:

- apply the Trust's Health and Safety Policy to their own department or area of work
- ensure staff under their control are aware of and follow relevant published health and safety guidance
- ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- take appropriate action on health, safety and welfare issues referred to them, informing the headteacher of any problems they are unable to resolve within the resources available to them
- carry out regular inspections of their areas of responsibility and report / record these inspections

All employees have responsibility to:
- comply with the Trust's and academy's Health and Safety Policy and procedures at all times
- report all accidents and incidents in line with the academy's reporting procedure
- co-operate with and support management on all matters relating to health and safety
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- take part in health and safety training and development and health surveillance programmes, as required

Under the Health and Safety at Work Act etc. 1974 all staff (including volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

OPERATIONAL EXPECTATIONS

The Trust
The trust provides Health & Safety support and expert guidance through its In-House Safety service (https://www.inhousesafety.co.uk/safetymark/). All schools have access to a competent person and a library of up to date policies and guidance documents.

The trust delivers all relevant training through eLearning and/or face to face training as appropriate. The eLearning is automatically renewed for every employee at predetermined intervals (iHasco)

Schools undertake termly peer reviews of all school sites on a reciprocal basis, as allocated by the trust. Trust managers shadow these visits on a rotating basis.

Fire risk assessments and Play Safety risk assessments are arranged centrally by the trust for all its schools on an annual and biannual basis.

School audits are formally undertaken on an annual basis in all schools by the InHouse Safety service. This is an ongoing improvement system with detailed action plans and opportunity to improve the audit outcome as soon as actions have been achieved.

The trust organises all statutory testing for all schools.

The trust supports conditions planning for all schools.

Schools
Each school is required to establish specific health and safety policy statements and organisational arrangements to implement the Trust's policy. These local policies/procedures will provide detailed operational arrangements for health and safety and will as a minimum meet the standards and requirements set out in this policy. These policies/procedures will include:

Trust level

- Offsite visits policy & Evolve guidance https://evolve.edufocus.co.uk/
- Health and Safety Monitoring and Inspections
- Health and Safety Information and Training – iHasco and Safetymark portal
- Lone working guidance
- Manual Handling guidance
- Risk Management
- Risk Assessment Index
- Estates Strategy & Asset Management plan
- Accident Reporting Procedures
- Asbestos
- Legionella
- Display Screen Equipment guidance
- Premises Hire
- Minibus code of practice
- Volunteers
- Traffic Management guidance

School level

- Risk Assessments
- Fire Evacuation and other Emergency Arrangements
- Fire Prevention, Testing of Equipment
- First Aid and Medication
- Lone Working Policy
- COSHH
- Contractors
- Work at Height

- Moving and Handling (as required)
- Stress
- School Swimming and pools
- Work Experience

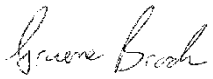
- **Job descriptions / contracts and performance management**
  Suitable clauses to highlight health and safety responsibilities will be included in all employee contracts and job descriptions appropriate to individual roles.
  Performance management will be used to set and measure performance against health and safety targets and objectives (where appropriate for the job description of the employee concerned). Performance management is also used to identify health and safety training needs and monitor competency.

- **Risk assessments**
  Each academy shall conduct and record risk assessments and ensure findings are brought to the attention of relevant staff. Risk assessments will be reviewed periodically and following any significant changes.

- **Induction**
  All new members of staff will be provided with Induction training appropriate to their role and needs.

- **Monitoring**
  Proactive health and safety monitoring is a line management function. In addition, the Trust will measure performance by audit, inspection and accident / incident reporting and investigation. Performance will be reviewed and reported at LGB meetings and at Board of Trustees meetings on a formal and regular basis. A programme of health and safety audits will be delivered across all academies with each academy required to develop, maintain and report on health and safety action plans to ensure continuous improvement.

- **Reporting**
  Accidents and violent incidents are recorded and, where necessary, investigated and reported to the CFOO as soon as possible. These will be reported to the LGB as part of standard agenda items. In the event of a major injury, or where an employee needs time off work as a result of an accident, the Chair of the LGB, CFOO and the CEO will be informed immediately and normal reporting procedures will be followed. Any matters of concern with regard to Health & Safety are reported to the LGB, the CFOO and the CEO.

Signed by CEO

Chair of Trustees