



Health & Safety Policy

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*Publication on website			
Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

STATEMENT OF INTENT

The Board of Trustees of The Alliance Schools Trust (The Trust) 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 safety and welfare of its staff, pupils, visitors and contractors using the academy premises or participating in school-sponsored activities.

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

- The establishment and maintenance of a safe and healthy working environment including safe access and exit throughout its premises and areas of operation & risk assessments where appropriate.
- Ensuring significant health and safety risks arising from its activities are adequately controlled.
- Provision and maintenance of safe plant, equipment and systems of work
- Regular briefings for employees on matters of health, safety and welfare.
- Managing and maintaining a safe and healthy working environment
- Provision of effective procedures for use in the event of accident or emergency
- Provision of adequate welfare facilities.
- Appointment of and provision of training for competent personnel to ensure compliance with statutory duties, regular monitoring, review and adjustment of processes related to health and safety and completion of annual review.
- Taking preventative and protective measures such as safe procurement and provision of Personal Protective Equipment
- The Trust will provide appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.

All employees have a duty 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 Staff Disciplinary Policy**.

This policy will be reviewed annually. The CEO will communicate any changes to all staff

This policy and appendices apply to all activities of the Trust whether on or off site as well as any other organisations that may become affiliated with the Trust before the next policy review.

1. SCOPE

1.1 This policy applies to all staff and pupils of The Trust, and any other users of the buildings or facilities, including other affiliated companies within the organisation. Its objective is to set out the direction for health and safety throughout the Trust and to demonstrate the Trust's commitment to health and safety.

It meets the legal requirement for a written policy (including a statement of intent) that comes specifically from Section 2(3)

2. ROLES

The Trust Governance Structure

The Scheme of Delegation sets out the roles and responsibilities as part of the Trust's health and safety statutory framework. All staff have a responsibility to do all they can to make sure the Trust academy premises are safe places as follows:

2.1 The Board of Trustees

- Ultimate, strategic accountability for all aspects of health and safety within the Trust
- The board is accountable as the corporate body and serve as the employer as defined in law
- The board of Trustees are responsible for setting and regularly reviewing overall policies for health and safety
- Ensures adequate resources are made available for the discharge of the employer's health and safety obligations.
- A clear policy and procedure are in place and 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.
- Provides challenge and monitors implementation of health and safety arrangements for all the Trust Schools.

2.2 The CEO

- Overall responsibility for health and safety throughout the Trust and will ensure that the policy is implemented.
- The CEO will ensure that Trustees are kept informed of and are alerted to relevant health and safety issues.
- Competent health and safety advice is procured and readily available for the academies. Following the requirement of the Management of Health and Safety Regulations 1999 to ensure that the Trust has a 'competent person' role for health and safety guidance, compliance monitoring, auditing, policy setting, and to give assurance for statutory compliance. A minimum standard is Chartered level of IOSH with specific educational health and safety management of at least 10 years with relevant updated CPD and memberships of professional health safety fire associations.
- Appropriate training is available to all Trust staff.
- Has a monitoring role of legal health and safety compliance for all schools within the Trust.
- Must have an escalation process of all uncontrolled risks, high risks concerns and non-compliance that will be reported up via the school management, assessed and reviewed with the Trust appointed 'competent person' with immediate action taken to ensure risks are controlled in a timely and appropriate manner.

- Has the authority to instruct all Headteachers and any academy staff to act on recommendations.

2.3 Local School Board

- Appoints an LSB member to have specific responsibility for health and safety in the school and reporting to full LSB as appropriate.
- Monitors, supports, and challenges the health and safety performance at the school.
- Will have a key monitoring role in school health and safety compliance.
- Will have a key monitoring role in school health and safety performance, this includes a review and action of all health and safety audits and will review Headteacher health and safety reports on a regular basis that includes accident data, near misses, building compliance and controls of risk.

2.4 The Trust Estates Manager is responsible for:

- Project lead on Trust wide building projects.
- Report the status of school's statutory compliance to the Trust Care & Operations Committee.
- Promoting good estates management across the Trust
- Monitoring and ensuring school buildings are statutory compliant
- Ensuring a Trust wide system of monitoring and managing building compliance including contractor management and selection with approved Trust contractors appointed
- Performance review of approved Trust contractors
- Developing, costing and implementing a 3-year Trust Estates Plan. Monitoring and reporting progress to the CEO and Trustees.
- Developing a professional health and safety partnership with the Trust external health and safety consultant for the management and compliance of Health and Safety Regulations including CDM 2015
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Oversight of Trust operational performance and reporting key findings to Trustees in accordance with the Scheme of Delegation.
- Line managing the Deputy Estates Manager.

2.5 Deputy Estates Manager

- Support the Estates Manager in ensuring compliance with all health and safety legislation, policies, and procedures across the estate.
- Assist in the day-to-day management of site safety, including monitoring building conditions and reporting defects promptly.
- Oversee and coordinate maintenance works, contractors, and service providers to ensure safe systems of work are followed.
- Carry out regular site inspections and safety checks, ensuring hazards are identified, recorded, and addressed.
- Support the maintenance of statutory testing and inspection regimes (e.g., fire safety systems, water hygiene, electrical testing).
- Ensure appropriate risk assessments and method statements (RAMS) are in place and adhered to by contractors.

- Assist with emergency procedures, including fire evacuations, lockdowns, and incident response.
- Deputise for the Estates Manager in their absence, taking responsibility for site safety and operational continuity.
- Maintain accurate health and safety records, logs, and documentation.
- Contribute to health and safety training and awareness for staff, ensuring safe practices are promoted across the site.

2.6 Headteacher

- Responsible for health and safety performance within the school
- Responsible for ensuring health and safety policies are applied and for statutory compliance.
- Will seek professional competent health and safety guidance from the Trust appointed lead competent person.
- Responsible for school closure due to H&S issue (in consultation with CEO).
- Ensures that all staff within their school have received sufficient training, information, instruction, and supervision as necessary to meet statutory requirements and fulfil their duties in a safe manner.
- Responsible to ensure that all risk assessments are completed and updated, managed and monitored and that reasonable adjustments are made where appropriate.
- Responsible for reporting on health and safety matters to the LSB.
- 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.
- 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 external inspections and risk assessments and implementing required actions.
- They arrange practice evacuations as well as having specified roles in the Emergency Response Plan and the Academy Emergency Response Team.
- May delegate some health and safety responsibilities to a Health and Safety Coordinator.

2.7 The Senior Leadership Team

- Will monitor the health and safety of the school to assist the Headteacher in the day-to-day statutory framework of health and safety management
- Ensures that local management and monitoring is in place to ensure the building and activities taking place are always safe.
- Ensures that risk assessments are completed and up to date and that staff are fully consulted and participate in the development and awareness of school hazards and risk control measures.

2.8 School Business Manager/Operations Manager/Estates and Health Safety Leads

- Monitor key premises and estates staff to ensure appropriate local building management is achieved and a level of compliance monitoring is achieved.
- Will have a proactive approach to managing and reviewing contractor health and safety competence and will ensure a performance evaluation is actively assessed throughout the use of school contractors.

- Delegated responsibility to ensure the school has the appropriate risk assessments in place and kept up to date.
- To ensure that the school is legally statutory compliant.
- To ensure that the premises staff are trained and have a continued professional development plan in place to enable them to effectively manage and maintain the school statutory compliance.
- To have a recorded Health and Safety monitoring programme in place that includes weekly, monthly, termly site inspections.
- To ensure that all areas of legal building statutory compliance are managed and monitored with all appropriate actions completed from services/inspections/audits within the allotted timescales.
- To have regular meetings and a monitoring system of compliance and escalate any high risks to the Headteacher immediately.
- To seek the professional health and safety advice from the Trust competent person.
- To complete reports to the Headteacher on the status of compliance including accident, audit, building, risk assessment compliance on a regular basis and to implement corrective actions for all non-conformities.
- Ensure that records of risk assessments are available for inspection and audit purposes.

2.9 The Site Facilities team

- Carry out statutory compliance requirements and service schedules within the required timescales for servicing.
- Carry out necessary work to ensure that the premises, buildings, and outside areas are clean, secure, and maintained in as safe a condition as reasonably possible.
- Have specific roles and responsibilities for inspections, testing, maintenance, repairs and making safe identified defects and a key role in the Emergency Response plan.
- Ensure that new premises site team are fully aware and inducted to the premises risk assessments and safe systems of work.
- Ensure that the building fire exits are always unlocked and available when the building is open.
- Manage and carry out regulatory statutory compliance requirements.
- Update site risk assessments, service documents and statutory compliance records and ensure they are available for inspection and audit purposes.
- School premises, plant and equipment are maintained in a safe and serviceable condition.
- Ensure that all contractors are inducted and managed whilst on the school site, and that a pre-assessment of their work is completed such as reviewing their risk assessments and method statements/construction phase plans where necessary before they come to site and have a performance evaluation role for contractors working on site.

2.10 Allergy Lead

School Allergy Lead Responsibilities

- Act as the designated lead for the management of pupils with allergies and anaphylaxis within the school.
- Ensure up-to-date records are maintained for all pupils with known allergies, including healthcare plans and parental information.

- Manage the development and implementation and the regular review Individual Healthcare Plans (IHPs) for pupils with allergies in partnership with parents and healthcare professionals.
- Ensure all relevant staff are informed of pupils with allergies and understand their specific needs and emergency procedures.
- Oversee the safe storage, accessibility, and monitoring of emergency medication (e.g. adrenaline auto-injectors).
- Coordinate staff training on allergy awareness, prevention, and emergency response, including the use of auto-injectors.
- Ensure appropriate risk assessments are in place for activities involving food, trips, and curriculum activities where allergens may be present.
- Promote allergen awareness across the school, including communication with catering teams, staff, pupils, and parents.
- Liaise with external agencies, including school nursing services and healthcare professionals, as required.
- Monitor and review incidents involving allergic reactions and ensure appropriate reporting and follow-up actions are completed.
- Contribute to the development and review of school policies relating to first aid, medicines, and allergens.

2.11 Department Leaders should monitor implementation by other staff in their teams; participate in and contribute to wider evaluation and audit of health and safety. Ensure that local risk assessments, health and safety procedures are in place, shared with relevant staff, managed and monitored.

2.12 Departmental Technicians (Science, Design and Technology, Art and PE) have specific responsibilities for ensuring that their areas of work are operated safely. They will carry out workplace inspections, will ensure safe working practices and will maintain equipment in a safe condition.

2.13 School First Aid leads have a responsibility to ensure that the DFE managing pupils with medical needs requirements are followed and achieved. This includes the implementation of care plans, Personal Emergency Evacuation Plans (PEEPS), reasonable adjustments and ensuring that specific pupil profiles are in place, managed and monitored.

2.14 Responsible Persons (Fire Safety) as set out in the Trust Procedure for Fire Safety, those with identified roles and responsibilities around fire safety must ensure that school/academy premises and buildings are maintained in an adequate state and that all measures are carried out to prevent the risk of fire.

2.15 All staff have a role to play within Health and Safety within the Trust and should familiarise themselves with the Health and Safety policy, arrangements and procedures. Keep up to date with changes in policy and procedures and report health and safety matters to their line manager.

Under the Health and Safety at Work etc. Act 1974 all staff (including volunteers, students on work experience and temporary staff) 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:

All employees have responsibility to:

- Always comply with the Trust's Health and Safety Policy and procedures
- Report all accidents, incidents and near misses 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.
- In conjunction with the Trust's Dress Code Policy, staff must ensure suitable PPE is always worn where relevant.

All staff employed at the Trust have a duty to comply with this policy.

2.16 Pupil Health and Safety

Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

Pupils are expected:

- To exercise personal responsibility for their safety and that of their classmates.
- To observe standards of dress consistent with safety.
- To observe all the appropriate academy safety rules and codes of conduct, in particular the instructions of teaching and non-teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for their safety.

3. OPERATION

The Trust will ensure that the policy operates in the following way:

The CEO will ensure that organisational arrangements are in place for all staff, including consultants.

- The Trust will ensure that suitable clauses to highlight health and safety responsibilities will be included in all employee contracts. Performance management will be used to identify health and safety training needs and to monitor competency.
- The Trust will procure competent, external health and safety advice to support all academies
- The Trust will commission annual health and safety audits to review performance
- In addition:
 - This Health and Safety Policy will be available on the Trust website. Associated policies, guidance and information will be available via the Trust Intranet or internal communications. Risk Assessment templates can be requested from the Site Teams
 - Staff will be informed about health and safety in briefing sessions or at other appropriate times/training.

4. MONITORING AND REVIEW

Health and safety monitoring is a line management function. In addition, the Trust will measure performance through audit, inspection and incident / accident reporting.

Trust leaders and the Trust Board will review performance on a formal and regular basis. Material building safety risks are recorded, monitored and escalated to Trustees via the Care & Operations Committee, with interim controls documented. Serious incidents and enforcement notices are reported to the Board/Committee Chair.

This policy and key Trust health and safety procedures will be reviewed annually or more frequently where required. The impact and effectiveness will be determined through annual audit.

The Trust have a Health and Safety Working Group that tests and challenges health and safety performance to ensure compliance and develops the health and safety management system across the whole Trust. Key staff and the external health and safety professional attend.

School Business Manager/Operations Manager/Health Safety Leads

A general inspection of the site will be conducted termly and be undertaken/coordinated by the H&S Leads.

Departmental leads

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Records of such monitoring will be kept by the school H&S Leads. The H&S representative undertaking such inspections will complete a report in writing and submit this to the Principal/Head Teacher and Trust Working Group. Responsibility for following up items detailed in the safety inspection report will rest with the Principal/Head Teacher for each school.

An external annual health and safety audit and building inspection will be completed by Rosherville Safety Solutions. The reports will be presented to the school Principal/Head Teacher and also the Trust Working Group