



Health and Safety Policy

Chair of Trustees:-	Mark Jeffries
Last updated:-	November 2021
Source :-	Handsam

Contents

1. Introduction	4
a. Statement of Intent.....	4
2. Scope.....	5
3. Aims.....	5
4. School's Objectives	6
5. Roles and Responsibilities.....	7
a. The Trust Board.....	7
b. The Risk and Audit Committee	7
c. Chief Executive Officer (CEO).....	8
d. The Headteacher/Principal	8
e. Competent person	9
f. Head of Estates and Facilities	9
g. Staff with Departmental/Subject area Responsibilities.....	10
h. Site Manager/Caretaker.....	11
i. All Employees.....	12
j. Visitors and Contractors.....	13
k. Staff Safety Representative.....	13
l. Staff in charge of activities.....	14
6. Consultation	14
a. Staff	14
b. Students and Parents	14
7. Organisation.....	15
a. Structure	15
8. Risk Assessment	15
9. Security	16
10. Health and Safety Management Arrangements	16
11. Training	17
12. Staff Involvement in the Management of Health and Safety	17
13. Measuring Performance	18
14. Status Review	18
15. Equal Opportunities	19
16. Sub-policies	19
17. Monitoring and Review.....	19
APPENDIX A: RISK ASSESSMENT TEMPLATE	21

APPENDIX B: LIST OF JOB ROLES 24
Sub-policies 27

1. Introduction

Evolution Academy Trust (“the Trust”) is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation.

a. Statement of Intent

The Trustees have adopted the following statement of intent.

The Trust will pay particular attention to:

- taking all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities providing and maintaining a safe place of work, with safe systems, equipment, and environment in which to work and study;
- providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities;
- taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections;
- providing a robust health and safety organisational structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance and have opportunities to discuss relevant health and safety issues with appropriate managers.
- providing adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- accepting that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- requiring all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- committing to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- setting out full details of the organisation and arrangements for the management of health and safety in member schools in writing and communicate these to all employees, volunteers and contractors.

The Trust will strive to maintain or improve its’ arrangements through on-going monitoring and review processes.

The Head Teacher/Principal is responsible to the Trustees for the implementation of the Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students and the health, safety and security of contractors and visitors to their individual school.

The Trustees will develop with the Head Teacher/Principal arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the procedures under:

- the overall supervision of the Head Teacher/Principal; and
- within the overall statement of intent Health and Safety Policy.

The Trustees and Head Teacher/Principal in determining the Health and Safety Policy and sub-policies will have regard to any statutory and non-statutory government guidance.

2. Scope

The Health and Safety Policy applies to all employees employed throughout the Trust. In adherence with the policy employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures which are associated with this Policy.

3. Aims

Evolution Academy Trust aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of students and the health, safety and security of visitors to the school/trust, including parents, contractors and their employees and members of the public affected by the work of the school/trust;
- The responsibilities delegated to the school are clearly set out and are reviewed regularly;
- Arrangements are in place in the school/trust to ensure that no work is carried out by the school or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the school/trust site affected by their work;
- Senior leadership team (SLT) managers in the school/trust are suitably trained;
- Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the school/trust site or outside the school if engaged in school/trust business; and

- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

4. School's Objectives

The school's objectives are to:

- Have regard to the Trustee's statement of intent and the provisions of the Trust's Health and Safety Policy and ensure that health and safety duties are appropriately delegated;
- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students, contractors, volunteers and visitors in their departments;
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students, contractors, volunteers and visitors where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the school develops, produces and maintains up-to-date fire safety procedures and documentation and that all employees and students (and as far as is practicable, visitors) are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- Ensure that the health, safety and welfare of all employees, students, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels;
- Appoint a Competent Person to oversee the implementation of the school's health and safety policies and procedures;
- Ensure that the school has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly and reports regularly to the Principal;
- Appoint a nominated Trustee to be its health and safety representative
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- Make reports as directed to the Trustees on the implementation of its Health and Safety Policies and procedures.

5. Roles and Responsibilities

This policy is largely dependent upon the total co-operation of every person who works in Evolution Academy Trust and its member schools. Evolution Academy Trust expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

a. The Trust Board

The Trust Board has a corporate responsibility for ensuring that the Trust fulfils all its' legal responsibilities in respect of health and safety. This specifically includes ensuring that:

- there exists an up to date and effective policy for health and safety management across the Trust which is supplemented by underpinning policies and procedures as appropriate;
- Health and Safety roles and responsibilities delegated to individual managers and to the individual schools are clearly set out;
- their employer responsibilities are met, through the appointment of competent person to provide professional advice on health and safety matters;
- there are arrangements in place to consult employees about the risks at work and current preventive and protective measures;
- there are arrangements in place to assess risks to employees, learners, visitors and contractors who could be affected by their activities;
- all employees are given appropriate information and training to enable them to understand and fulfil their responsibilities with regard to health and safety;
- funds are allocated appropriately to meet the requirements of this policy and relevant legislation;
- notification and reporting procedures to the relevant statutory authorities are carried out;
- external independent reviews are undertaken on a periodic basis to supplement internal reviews by the competent person;
- health and safety matters are a standing agenda item at all Trust Board meetings.

Each Trustee will be committed to setting a personal example on all matters of health and safety and promoting a positive health and safety culture across the Trust.

b. The Trust's Risk and Audit Committee

The Risk and Audit Committee will:

- advise the Trust on the adequacy and effectiveness of the Trust's systems and arrangements for risk management including that for health and safety;
- identify and review the key risks to which the Trust is exposed, approving the risk management policy, risk register and action plan against significant risks, and monitoring the action plan against significant risks.

c. The Trust's Infrastructure Committee

The Infrastructure Committee will:

- Ensure the Trust's systems and arrangements for Health and Safety are adequate and effective
- Ensure Health and Safety audits are reviewed, monitored and action plans are put in place to resolve any identified issues and tracked to completion.

d. Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for ensuring that the duties of the Trust Board are met, and that all organisational responsibilities and arrangements as set out in this policy are communicated implemented and maintained.

The CEO is responsible for:

- Ensuring that both health and safety performance and practices are regularly reviewed,
- Ensure management systems provide effective monitoring and reporting procedures
- Provide and maintain a safe, risk-free and healthy work environment for employees,
- Management of occupational health and safety matters,
- Ensure that risk management systems for health and safety are in place and effective.

e. The Headteacher/Principal

The Headteacher/Principal has the overall responsibility for the day to day management of Health and Safety within their individual school. They may delegate functions and responsibilities in respect of Health and Safety matters to other employees within their school, however this does not relieve them of the overall management responsibility.

Responsibilities are to:

- Implement the Trust's Health and Safety Policy and associated procedures (in accordance with section 3 of this policy), ensuring that this is regularly reviewed and revised annually.
- Monitor Health and safety matters in their school and provide information to the Trust as required on:
 - the number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result;
 - number of instances of staff absence due to workplace related injury or work related mental impairment e.g. stress related;
 - health and safety training completed;
 - progress against the Health and Safety external review action plan or any other recommended actions from inspection reports;
 - reviews of policies and procedures within the Trust framework.
- Ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary, and providing information to employees and trustees as appropriate.
- Ensure adequate and appropriate first-aid provision.

- Ensure that effective management procedures are in place for emergency situations (e.g. in the event of fire or security breach).
- Ensure that all employees within their school receive the necessary health and safety information, instruction, training and supervision to conduct their roles and responsibilities safely.
- Ensure that all the school's pupils, students, contractors or visitors understand and follow school policies or procedures which apply to them.
- Promptly inform the Chief Executive Officer of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy. Wherever reasonably practicable this should be prior to action being taken.
- Ensure that health and safety investigations are carried out where necessary and implement actions required to eliminate/reduce future risks to health and safety
- Ensure that the advice of the Competent Person or the Trust is acted upon
- Ensure appropriate and reasonable adjustments are made to provide for health and safety of employees who may have a temporary or permanent impairment meaning they require additional support or protection.

f. Competent person

The Trust appointed Competent Person is Handsam and they are suitably qualified (NEBOSH) and experienced who will advise the Trust and individual schools on all matters in respect of Health and Safety.

This will include to:

- Ensure that procedures are in place or implemented, and that periodic checks are made on the adherence to the agreed procedures, to ensure that records are maintained and updated to meet the requirements set out in the relevant health and safety legislation and regulations;
- Advise the Trust on the implications of new or changing health and safety legislation and make recommendations accordingly;
- Contribute to the development of health and safety action plans
- Support leadership/managers to maintain safe systems of work; implement best practice and provide specialist advice, coaching and practical support as required;

g. Head of Estates and Facilities

The HEF will work with the Trust's nominated and suitably qualified and 'Competent Person' (Handsam) and the Head Teacher/Principal in connection with Health and Safety, this includes:

- Managing, co-ordinating and monitoring health and safety matters within the school, including the provision of training;
- Ensuring that the school's Health and Safety Policy and systems are implemented;
- Reporting regularly on health and safety issues;
- Assisting the Head Teacher/Principal in compiling reports and the annual status review;

- Liaising as appropriate with the nominated Trustee with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Advising the Head Teacher/Principal on which risk assessments should be written having taken into account the government's advice (see section 9);
- Liaising with any contractors and making reports to the Head Teacher/Principal on the progress of the contractual requirements;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff health and safety representatives;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the trust);
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the Trust's statement of intent and the Health and Safety Policy and sub-policies;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Health and Safety Policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with the Trust's Fire Safety Policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

h. Staff with Departmental/Subject area Responsibilities

Heads of departments/subject areas will be appropriately trained and are responsible to the Head Teacher/Principal for the implementation and operation of the Health and Safety Policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- Familiarise themselves with the Trust's Health and Safety Policies and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the School's Health and Safety Committee;
- Use the health and safety management system to record completion of the relevant tasks;
- Set up and implement safe methods of work;
- Ensure that the school's Student Behaviour Policy is implemented within the department as appropriate;

- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, students and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all departmental staff and students in their areas, including any visitors/contractors, know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the Principal/Head Teacher/HEF; and
- Assist the Head Teacher/Principal in compiling an annual status review.

i. Site Manager/Caretaker

The Site Manager/Caretaker is responsible for:

- Implementing the appropriate school sub-policies and procedures;
- Ensuring the security of the premises;
- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the school.

j. Trust Central Team

The Trust's central team are responsible for:

- Adhering to the same requirements as All Employees (as per below) and where relevant the section applicable to Staff with Departmental/Subject Area Responsibilities in addition to providing relevant Health and Safety support to the schools.

The CEO and HEF have responsibility for the relevant health and safety duties for the central office as mentioned within this policy document.

k. All Employees

All employees of the Trust and its member schools have a responsibility to take due care of their own Health and Safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.

All employees of the Trust will act responsibly to ensure that they:

- understand and comply with the Trust and the Trust's Health and Safety policy and school's Health and Safety procedures at all times;
- co-operate with the Trust and individual School management on all matters relating to health and safety;
- only use equipment or machinery that they are competent or have been trained to use;
- use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance and correct operating procedures;
- make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons;
- report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation;
- immediately report any concerns or issues in the interests of Health and Safety (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures;
- do not misuse anything that has been provided for health and safety purposes;
- encourage pupils and students to follow safe practices and observe safety rules including:
 - to follow instructions by a member of staff in case of emergency;
 - to not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms;
 - inform a member of staff of any situation, which may affect their safety or that of another pupil.
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies and sign and date the School's Log Book/Training Record to indicate that he/she has done so. The following statement should be used:

'I have read the trust's Health and Safety Policy and all sub-policies and understand my responsibilities'.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the Head Teacher/Principal as appropriate.

The Trustees of trust member schools recognise that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

The school will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with their line manager in the first instance and request that it is reviewed.

l. Visitors and Contractors

The Trust recognises its responsibility for the actions and safety of visitors and contractors on its premises.

Visitors must be escorted at all times and must not be placed at risk when conducting their business in any of Trust/school premises.

All contractors are required to read, understand and comply with the health and safety procedures (including emergency procedures) at each Trust/school premise; all contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing on a Trust/school premise.

m. Staff Safety Representative

Trade union representatives have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace;
- Investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- Make representations to the Head Teacher/Principal and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- Participate as an elected union representative in the work of the school's Health and Safety Committee;
- Carry out workplace health, safety and welfare inspections; and
- Have paid time off to carry out their functions and to receive health and safety training.

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in not obliged to carry out any or all of the above functions.

n. Staff in charge of activities

The staff in charge of particular activities (whether on or off the school premises) are responsible for ensuring that appropriate arrangements are made for students with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

6. Consultation

a. Staff

The Head Teacher/Principal will consult safety representatives of recognised staff unions and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on the school's Health and Safety Committee.

Health and safety will be a standing item on the agendas of all departments, pastoral groups and any formal management meetings in the academy. Any points raised will be duly minuted and reported promptly to the Principal/Head Teacher.

b. Students and Parents

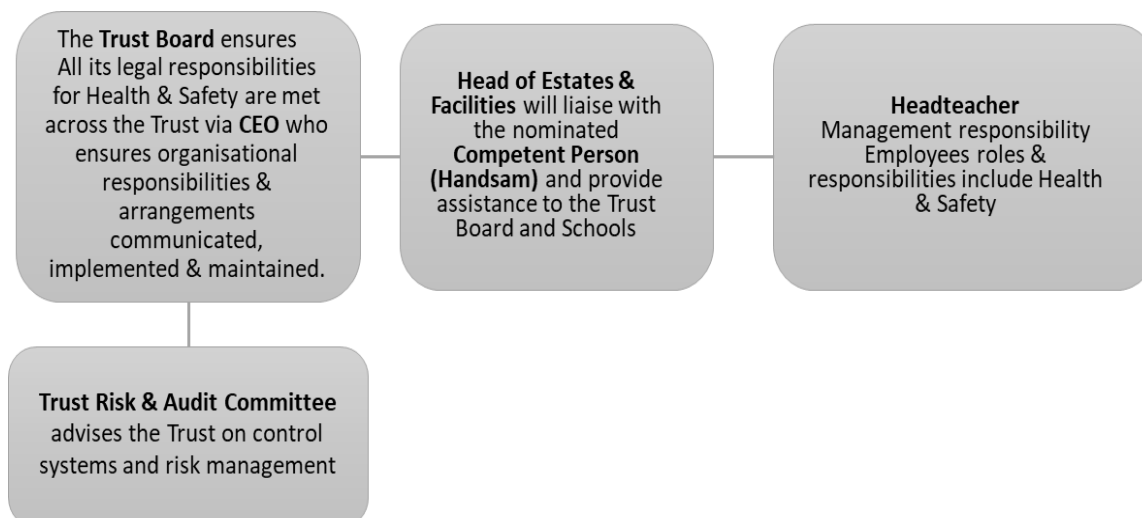
Students also play a part in overall health and safety and welfare of our member schools and will be encouraged to discuss health and safety issues at student council meetings and raise any concerns, which will be reported to the Head Teacher/Principal.

The school's Head Teacher/Principal may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). Each school may determine the amount and manner of the consultation.

7. Organisation

a. Structure



8. Risk Assessment

All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The Head Teacher/Principal is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Evolution Academy Trust has determined its own risk assessment pro forma, which must be used by all staff or other designated persons. Completed assessments must be sent to the Head Teacher/Principal and retained on the health and safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately, and any improvements needed will be made.

The HEF will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at school level and which by any other outside contractors. The HEF has the discretion to seek advice from external bodies and will report the reasons and response to the Head Teacher/Principal.

The government's current advice is that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Head Teacher/Principal determines that a risk assessment must be carried out, they will ensure that any significant findings of the assessment are written and recorded. A verdict of: 'Risk assessed. No significant finding' is acceptable.

The government advises that some activities, especially those happening away from the school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Head Teacher/Principal should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Head Teacher/Principal must ensure that the significant findings of the assessment are recorded. See DfE guidance [Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies](#).

9. Security

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors and contractors to the academy;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and student property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the academy in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

10. Health and Safety Management Arrangements

Evolution Academy Trust will use the health and safety management system for recording health and safety management. All relevant staff will be trained in its use.

The HEF will be responsible for the health and safety management system and will make regular reports to the Head Teacher/Principal on the progress of the annual cycle of health and safety management.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the Trust.

The Head Teacher/Principal will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

The Trustees will receive termly reports from the Head Teacher/Principal on the implementation of the management system to ensure that the system complies with law and regulations.

11. Training

Evolution Academy Trust member schools will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo induction training which will include the following health and safety matters:

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;
- Codes of safe practice and guidance;
- Health and safety handbook and academy arrangements;
- Specific hazards/responsibilities associated with work activity; and
- Special needs of students including students with disabilities.

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students.

The Head Teacher/Principal will identify with relevant subject leads and staff the appropriate health and safety training needs.

Member schools undertake to provide extra training for staff where a need is identified.

Staff who feel that they have a need for health and safety training of any kind should notify the Head Teacher/Principal in writing.

Individual schools will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), the school's Senior Leadership Team are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the Head Teacher/Principal informed.

Responsibility for facilitating attendance and funding of training will be allocated according to the school's Continuing Professional Development (CPD) Policy by the Trustees.

12. Staff Involvement in the Management of Health and Safety

All staff will have access to a copy of the Trust's statement of intent and the Health and Safety Policy and sub-policies and will sign the Training Record to indicate that they have read and

understood this policy and the sub-policies and their responsibilities. The Trust recognises that time must be provided for this to be undertaken.

All relevant staff will be trained to use the academy's health and safety management system.

The Trust, and Head Teacher/Principal undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

All staff will have the opportunity for direct involvement in managing health and safety through departmental arrangements and through representation on the School's Health and Safety Committee.

13. Measuring Performance

Evolution Academy Trust and its member schools will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The HEF will ensure that the following are carried out as appropriate, using the Trust's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee;
- Information coming out of department meetings and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the academy.

14. Status Review

Evolution Academy Trust will, at the end of each academic year (or appropriate period), draw up a status report on each safety management area covered by the Trust's review.

The review will draw off the information on the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by the Trustees).
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;

- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.

The Head Teacher/Principal will ensure that copies of the status review will go to the School's Health and Safety Committee, Subject Leads, and union representatives

15. Equal Opportunities

In making, reviewing, and implementing this policy the Trust's Equal Opportunities Policies must be taken into account.

In particular the Trust and its member schools must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the school's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

16. Sub-policies

The attached sub-policies make up the overall Health and Safety Policy for Evolution Academy Trust.

Additional sub-policies may be added from time to time. All amendments and additions must be made by the Trust, or a Trust committee.

17. Monitoring and Review

The HEF is responsible for:

- Monitoring the implementation of the policy;
- Ensuring the proper use of the Trust's management system;
- Monitor the making of and review of risk assessments;
- Monitoring the state of training, and
- Reporting as required.

The Head Teacher/Principal is expected to show leadership in health and safety management.

The Head Teacher/Principal will:

- Monitor the implementation of the policy;
- Ensure that the school's procedures are fit for purpose;
- Ensure that the management system is being used to ensure compliance;
- Keep the Trustees up-to-date with any changes in the school organisation that may require a fresh look at health and safety; and
- Present an annual status review to the Trustees.

The Trustees will:

- Receive termly reports on health and safety and security in the school from the Head Teacher/Principal and an annual status review.
- Ensure that the Trust maintains, monitors and reviews its Health and Safety Policy, procedures and organisational arrangements; and
- Consider the annual status review.

Date of the next review: _____

Signed: _____
Chair

Date: _____

Print: _____

Signed: _____
Principal

Date: _____

Print: _____

APPENDIX A: RISK ASSESSMENT TEMPLATE

Making risk assessments in the workplace is covered by the Management of Health and Safety Regulations 1999. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

ACTIVITIES: (What will you be doing and with whom?)				TO BE COMPLETED				
DATE OF RISK ASSESSMENT:				Date completed:	TO BE COMPLETED	Date to be reviewed: (Max timeframe 1 year)	TO BE COMPLETED	
STAFFING: (Staff deployment, responsibilities, expertise, etc.)				TO BE COMPLETED				
Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Hazard 1:								
Hazard 2:								

Hazard 3:								
Hazard 4:								
Hazard 5:								
Hazard 6:								
Hazard 7:								
Hazard 8:								
Hazard 9:								
Hazard 10:								
Responsible person name:				Signature:	Date:	Date:		
SMT/SLT name:				Signature:	Date:	Date:		

Please rate the Risk Severity and the Risk Likelihood using the below table both before and after the Control Measures.

Risk		Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your remaining likelihood and severity after control measures and then multiply the ratio to find your residual risk score.		
Risk Severity	Total calculated risk score		4: Likely	5: Almost certain
1: Insignificant	1		4	5
2: Minor	2		8	10
3: Negligible	3		12	15
4: Moderate	4		16	20
5: Fatal	5		20	25

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A Total Risk score of 1-9 should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A Total Risk score of 9-12 should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A Total Risk score of 13-25 should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the Trust’s policy.

Also report near misses – not just accidents or incidents.

APPENDIX B: LIST OF JOB ROLES

Job Role	Name/Position
Principal	
Chair of Trustees	
Health and Safety Manager	
School's Health and Safety Competent Person	
Nominated Trustee for Health and Safety	
Health and Safety Committee Members	
Business Manager	
Caretaker/Site Manager	
Designated Safeguarding Lead	
Deputy Designated Safeguarding Lead	
Appointed Person for Pastoral Care	
Nominated Trustee for Anti-Bullying	
Nominated Teacher Lead for Anti-Bullying	
Head of E-Safety	
Educational Visits Coordinator (EVC)	
Person to whom Mini-Bus incidents must be reported	
Responsible Person for Science Department	
Head Science Technician	
Radiation Protection Supervisor	
Radiation Protection Officer	
Radiation Protection Advisor	

Responsible Person for Design & Technology Dept	
Responsible Person for Physical Education Dept	
Responsible Person for Dance/Drama Dept	
Responsible Person for Display Screen Equipment	
Responsible Person for Electrical Equipment	
Responsible Person for Asset Register	
Nominated Responsible Person for Fire Safety	
Fire Service Liaison Officer (FSLO)	
Responsible Person for Inspecting Fire Safety Signage	
Responsible Person for Inspecting Walkways and Escape Routes	
Responsible Person for Inspecting Fire Doors	
Responsible Person for Checking Fire Service Has been Called	
Responsible Person for Fire Training	
Responsible Person for Legionella	
Competent Person for Working at Height	
Permit Issuer for Working at Height	
Permit Issuer for Confined Spaces	
Permit Issuer for Hot Works	
Permit Issuer for Electrical Work	
Permit Issuer for Asbestos	
Crisis Management Team Members	
Head of Crisis Management Team	
Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPS)	
Responsible Person for First Aid	

Name of School Nurse(s)/Service	
Responsible Person for Managing Medicines	
Responsible Person for Managing Pregnant Staff	
Responsible Person for Investigating Accidents	
Appointed Competent Person for Managing Contractors	
Responsible Person for Hiring and Letting	
Responsible Person for Onstage Safety	
Responsible Person for Backstage Safety	
Responsible Person for Waste Management	
Delegated Person for Arranging Home Visit Arrangements	
Responsible Person as Data Controller for CCTV	
Responsible Person for Early Years	
Responsible Person for Key Stage 1	
Responsible Person for Key Stage 2	
Responsible Person for Equal Opportunities	
Responsible Person(s) for SEND	
Responsible Person for Co-ordinating the Day to Day Provision of Education for Pupils with SEN	
Special Educational Needs Coordinator	
SEN Team Members	
Animal Welfare Officer	
Appointed Veterinarian	

Sub-policies

It is a requirement that all members of staff read Evolution Academy Trust's Health and Safety Policy and its sub-policies and sign that they have done so.

The following sub-policies form the rest of the Trust's Health and Safety Policy:

Child Protection

1. Anti-Bullying Policy
2. Safeguarding and Child Protection Policy
3. Sex and Relationship Education Policy
4. Student Welfare Policy
5. Use of Cameras and Images Policy
6. Procedural Policy for Dealing with Allegations of Abuse (of a child), Made Against Staff
7. Looked After Children Policy

Curriculum

8. Curriculum Policy

Design and Technology

9. Design and Technology Policy

Electrical

10. Display Screen Equipment (DSE) Policy
11. Electrical Equipment Policy – for us this is PAT

Equal Opportunities

12. Reasonable Adjustments Policy
13. Disability and Equality Policy

Fire Safety

14. Fire Safety Policy

General Health and Safety Management

15. Caretaking and Cleaning Policy
16. Management of Legionella Policy
17. Manual Handling Policy
18. Voice Care Policy
19. Noise Policy
20. Visitors Policy
21. Working at Height Policy
22. Work Equipment Policy
23. Permit to Work Policy
24. Personal Protective Equipment (PPE) Policy
25. Hot Working Policy
26. Pets in School Policy

Health and Nutrition

27. Drugs, Alcohol and Smoking Policy
28. Catering and Nutrition Policy
29. Sun Protection Policy

Incident, Crises and Emergencies

30. Crisis Management Policy Plan
31. Accident/Incident Investigation and Reporting Policy
32. First Aid Policy – to be approved
33. Personal Emergency Evacuation Plans (PEEP) Policy

LOtC/Trips/Educational Visits

34. Mini Bus and Private Transport Policy

Managing Staff

35. Absence Management Policy and Procedure
36. Staff Welfare Policy
37. Pregnant Staff, Pupils and New Mothers Policy (ours is maternity procedure?)
38. Stress Management Policy
39. Flexible Working Policy
40. Anti-harassment and Anti-bullying at Work Policy (ours are, anti-bullying and bullying and harassment policies)
41. Whistleblowing Policy
42. Anti-bribery and Corruption Policy
43. Staff Leave of Absence Policy (ours is leave and time off policy)
44. Safer Recruitment Policy (ours is recruitment policy)

Medicines and Care

45. Supporting Pupils with Medical Conditions
46. Supporting Staff with Medical Conditions

PE and Games

47. PE and Games Policy

Premises and Buildings

48. Control of Substances Hazardous to Health (COSHH) Policy
49. Security and Safety of Premises Policy
50. Managing Asbestos Policy - approved
51. Managing Contractors (Premises) Policy
52. Stairs, Landing and Lifts Policy
53. Hiring and Letting Policy
54. Backstage and Stage Policy
55. Confined Spaces Policy
56. Waste Management Policy

Pupil Discipline

57. Policy for Screening
58. School Uniform Policy

Risk Management

59. Risk Assessment and Risk Management

Science

60. Science Department Policy

Security

61. Lone Workers Policy
62. Home Visiting Policy
63. Dealing with Trespassers Policy

Special Educational Needs and Disability (SEND)

64. Special Educational Needs and Disability (SEND) Policy

END OF DOCUMENT