

HEALTH & SAFETY POLICY



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The Heath Academy Trust
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Definitions

Note: these terms are standard throughout all policy documents and are designed to provide clarity.

Section 1: The MAT

“the Academy Trust” and “Trust”	mean the Heath Academy Trust Company.
“the Board”	means the Board of Directors of the Heath Academy Trust Company.
“the Directors”	refers to the group of (up to 12) Directors who make up the Board, and who are also the Heath Academy Trust’s “Trustees” under charity law.
“Finance Committee”	refers to the Finance and Audit Committee formed by the Board to manage the financial affairs of the Trust.
“Accounting Officer”	is a role held by the Chief Executive Officer (“CEO”) of the Trust, and one which includes a personal responsibility for the financial resources under the Trust’s control. He is accountable for the Trust’s financial affairs.
“Chief Finance Officer” (CFO)	is the Trust’s finance director, and also the Trust Business Manager, to whom the Accounting Officer delegates responsibility for delivery of the Trust’s financial processes and reports, and for the oversight and consolidation of the Academies’ financial data.
“Trust Business Manager” (“TBM”)	Fulfils the CFO role within the Trust, including compliance and statutory returns, as described in the Academies’ Financial Handbook.
“Leadership Team”	is a team representing the Academies, consisting of the Headteachers and the CEO, and the TBM.

A full description of the positions listed and their responsibilities will be found in the current Academies’ Financial Handbook.

Section 2: The Schools

“Academy”	One of the six schools making up the Heath Academy Trust.
“Academies”	All of the six Academies.
“School”	means an Academy within the Trust.
“Finance Officer”	The person responsible for the day to day management of an Academy’s financial operations.
“Governor”	means a formally elected and appointed member of a School’s Governing Body (generally referred to as the LGB).
“Headteacher”	means the senior person at an Academy who may also be an Executive Headteacher and/or elected as a Director of the Board.
“School’s Leadership Team”	A group within each School consisting of the Headteacher, senior staff and the local Governing Body.

Health & Safety Policy

1. Statement

The Heath Academy Trust recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

2. The Law

2.1 Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

2.2 Overall accountability for health and safety lies with the Heath Academy Trust, however, day-to-day responsibility for the health and safety of staff and students in individual schools is delegated to the headteacher who in turn will delegate particular functions to other staff.

2.3 The local governing bodies of schools within the Heath Academy Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the headteacher and school staff to support good health and safety management.

- Develop and regularly update a health and safety policy and advise employees of it.
- Have a critical incident/emergency contingency plan.
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site.
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them.
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety.
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

2.4 In practice, the governing body may delegate specific health and safety tasks to others at the school.

2.5 The Heath Academy Trust as the employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999) to ensure all the above is in place and adhered to.

3. Responsibilities

3.1 It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

4. Governors

4.1 The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The governors will receive regular reports to enable them, in collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues.

4.2 The governors may appoint a Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the governing body on health, safety and wellbeing issues.

4.3 The governors will:

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of the Heath Academy Trust and to assist the Trust to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.

- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments are carried out within the school and to ensure the assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow DCC guidance for the selection of competent contractors and will seek assistance from the Trust Business Manager if necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third party accidents are reported to the County Health and Safety Team and the Trust.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Consult with the pupils and inform pupils of their responsibility for health and safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections and investigations.

5. Headteacher

5.1 The headteacher has a responsibility for:

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensuring regular workplace inspections are carried out.
- Submitting inspection reports to the governors.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.
- Liaising with governors and/or the Trust on policy issues and any problems in implementing the health and safety policy.
- Ensuring suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- Ensuring co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Confirming staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Ensuring staff are provided with equipment or other resources to enable their work to be undertaken safely.
- Providing those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.

5.2 The headteacher, or other person delegated by the headteacher, is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

5.3 Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the schools safety co-ordinator / manager, site manager).

6. Staff With Responsibility

6.1 Some members have special responsibility as designated by the headteacher. These responsibilities include:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- Leadership staff may be required to undertake any of the headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- School staff may be expected to oversee health and safety matters relating to their classroom, office or curriculum areas.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the schools health and safety policy in their own department or area of work, directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

7. Employees

7.1 All employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

8. Volunteers

8.1 Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the schools policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

8.2 Volunteers are also expected to act only under the supervision of a qualified member of staff.

9. School Health & Safety Representatives

- 9.1 Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees.
- 9.2 Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where safety representatives are appointed they will be given adequate time and facilities to fulfil their functions.
- 9.3 At present there are no safety representatives.

10. Contractors

- 10.1 All contractors under school control will be appropriately selected and competent in terms of health and safety.
- 10.2 Contractors must be made aware of and abide by the schools health and safety policy and not endanger pupils, staff or other visitors to the site.
- 10.3 A designated person will be responsible for the co-ordination of the contractors' activities on site.
- 10.4 The headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

11. Visitors & Other Users Of The Premises

- 11.1 Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.
- 11.2 All visitors to the school must comply with the school and Trust health and safety policy and procedures.
- 11.3 Visitors must sign in on entry to school by entering via the main office. There is no unauthorised entry directly to the main school learning areas. This includes all visitors to the school including Governors, Property Surveyor, Contractors etc.
- 11.4 Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- 11.5 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- 11.6 Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the schools premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- 11.7 Should an incident / accident occur involving a visitor it must be reported using accident reporting policy and procedure and form and sent to the County Health and Safety Team and the Trust representative. An investigation must be undertaken as soon as possible by the relevant responsible person.
- 11.8 If the incident is of a serious nature or fatal the headteacher should contact the County Health and Safety Team immediately on 01305 225019 and inform the CEO and Chair of the Trust.
- 11.9 Persons hosting visitors including meeting arrangers must ensure:

- Visitors are alerted to the establishment fire procedures.
- Visitors adhere to the 'no smoking' policy.
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
- Visitors record time of arrival and departure in the visitor's book.
- Where applicable visitors are provide with and wear identification badges.
- Visitors are accompanied or authorised to enter the premises.
- Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
- Visitors report all accidents, incidents and near misses to the host.
- Visitors wear protective clothing that is supplied when necessary.

12. Lettings

12.1 The headteacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school and DCC/Trust health and safety policies where appropriate.

13. Pupils

13.1 Pupils and parents will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

14. Monitoring & Inspection

14.1 The Heath Academy Trust buys in to the Service Level Agreement for Health, Safety and Wellbeing. As part of this service the County Health and Safety Team conduct an audit or review of the schools health and safety systems.

14.2 Health and safety is included in meeting agendas.

14.3 The school governors complete termly premises inspections in accordance with guidance.

15. First Aid

15.1 The school has assessed the need for first aid provision and ensures that the guidelines given within the latest DCC First Aid Code of Practice are complied with.

15.2 A number of relevant staff members are trained in paediatric first aid. There is a designated trained first aid at work staff member on each school site. Any new staff receive first aid training as soon as reasonably possible. First Aid kits are located at key locations around the school and labelled accordingly. The designated first aider at work is responsible for ensuring the kits are checked and updated at regular intervals. Portable kits are available for lunchtimes, PE lessons and school trips and visits. The contents of the kits will be checked on a regular basis by the first aider at work.

16. Accident Recording

16.1 The school will record all accidents in accordance with DCC Accident reporting policy and procedure.

*Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the County Health and Safety Team on the schools behalf.

*delete if school is reporting RIDDOR incidents instead of the County Health and Safety Team.

17. Administration Of Medicines

17.1 The school follows DfES guidance on the dispensing of medicines within school.

17.2 For further details please see the schools administration of medicines policy.

18. Off Site Visits

18.1 The school follows DCC Children's Services Off Site Events and Adventurous Activities Policy. Each school will have a designated educational visits co-ordinator.

18.2 Risk assessments are undertaken for all off-site visits and checked by the Educational Visits Co-ordinator and/or the headteacher.

19. Fire

19.1 The school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

19.2 The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

19.3 Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

19.4 The headteacher/governing body will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

19.5 All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

19.6 All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

19.7 For further details please see the schools policy for fire.

20. Lockdown

20.1 Each school will follow the Trust Lockdown Policy in the event of a serious incident in the locality.

21. Electricity

21.1 The school will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test.

21.2 The competent person will produce an inventory of test which will be kept by the school business manager.

21.3 All staff will visually inspect electrical equipment before use for obvious defects.

21.4 Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

21.5 The school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.

21.6 Personal items of electrical equipment generally should not be brought into school for use by staff or pupils.

22. Work Equipment

22.1 All work equipment will be purchased from a reputable supplier.

22.2 Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment

- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

22.3 Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

22.4 All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by an approved contractor (if the school does not use an approved contractor they must ensure a competent contractor is used).

22.5 Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.

23. Access Equipment (Kick-Stools, Ladders, Tower Scaffolds & Mewps Etc)

23.1 All access equipment must be purchased from a reputable supplier.

23.2 Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

23.3 Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

23.4 The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

24. Control Of Hazardous Substances

24.1 All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazards).

24.2 A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

24.3 Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

24.4 Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

25. Asbestos

25.1 The school has an asbestos register (even if there is no asbestos on site there is still a register to state this), which is located in the main school office.

25.2 All contractors must be shown the register before work commences.

25.3 Any damaged or suspected damage to asbestos should be reported to the headteacher who will contact the schools Property Surveyor immediately.

26. Legionella

26.1 The school has a legionella survey which is located in the school office.

- 26.2 The caretaker is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.
- 27. Transport On Site**
- 27.1 All vehicles will gain authorisation at the school office before entering the school site.
- 28. Violence**
- 28.1 The school follows DCC policy and guidance for violence at work. For further information please refer to the DCC Violence at Work Policy (schools).
- 28.2 All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team and the Heath Academy Trust.
- 29. Manual Handling**
- 29.1 The school complies with the DCC Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the DCC Manual Handling Policy.
- 30. Lone Working**
- 30.1 The school complies with the DCC Lone Working Policy and completes risk assessments for any lone working scenario. For further information please refer to the DCC Lone Working Policy.
- 31. Risk Assessments**
- 31.1 Risk assessments are completed for any significant risks in accordance with the DCC Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information please refer to the DCC Risk Assessment Policy.
- 32. Training & Records**
- 32.1 The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.
- 33. Minibus Safety**
- 33.1 Each school is responsible for undertaking risk assessments and visual checks prior to using any vehicles. Schools will follow the DCC minibus guidance for minibus use.
- 34. Swimming Pools**
- 34.1 All checks and maintenance will be carried out in line with DCC guidance and policies.

Appendix 1
Trust Health & Safety Policy Statement

The Board of The Heath Academy Trust, the employer of the staff who work in its schools, recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the schools, for the children attending the schools and for visitors and contractors who come on to the school premises.

The Heath Academy Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999, as well as those other Regulations, Approved Codes of Practice, Guidance etc made under this legislation. The Heath Academy Trust will ensure that appropriate policies and procedures are in place and kept up to date.

To this end, The Heath Academy Trust will engage the services of an appropriate health and safety consultant to advise the staff of The Heath Academy Trust and its schools on all related matters and to provide The Heath Academy Trust with up-to-date information in relation to its health and safety responsibilities.

The responsibility for the implementation, monitoring and ongoing management of each school's Health & Safety Policy within The Heath Academy Trust rests with the Headteachers, who shall have responsibilities for ensuring effective management, so far as is reasonably practicable, of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Headteachers will work with the Trust and keep the Health & Safety Lead Director fully informed of all matters affecting the health, safety and welfare of staff, pupils, visitors, contractors and other persons under their responsibility.

Each and every member of staff at The Heath Academy Trust must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is reasonable, with their employer in fulfilling its duties under the Act and supporting legislation, as well as under The Heath Academy Trust's Health & Safety Policy and the specific Health & Safety Policy relating to the school in which they work.

The specific roles, responsibilities, organisation and arrangements through which The Heath Academy Trust, headteachers and staff aim to fulfil the requirements, are set out in each individual school's Health & Safety Policy.

The Heath Academy Trust will ensure that sufficient resources are allocated to ensure, as far as is reasonably practicable, that employees, pupils, visitors and contractors are kept healthy and safe.

The Heath Academy Trust will regularly monitor and review health & safety performance and standards at each academy within the Trust to ensure standards are continually met. A member of the Board will be nominated as the Health & Safety Lead Director and will be responsible for ensuring all health & safety requirements are robustly monitored and effectively managed with regular reporting back to the Trust.

Signed by Chair of The Trust Board:	Date:
Signed by Chief Executive Headteacher:	Date: