



# Triumph Learning Trust

Aspiration - Collaboration - Innovation

## Health and Safety Policy

### Policy Details

<b>Policy Level</b>	Trust
<b>Document Approver</b>	Trust Board
<b>Document Status</b>	Final
<b>Applicable to</b>	All Trust Employees
<b>Review Frequency</b>	Every Year

### Revision History

Revision	Date	Details	Approved by
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## 1. Introduction

The Triumph Learning Trust Health and Safety Policy Document details its commitment to effective, successful health and safety management. It contains a statement of intent, together with organisational details of the arrangements and monitoring systems for Health and Safety management.

The Trust's Health and Safety Policy is central to an understanding 'that health and safety must feature prominently in all aspects of the operation of each school to ensure compliance with the health and safety legislation.'

This policy relates to Triumph Learning Trust and will ensure compliance with statutory and Ofsted requirements by establishing clearly defined roles, responsibilities, and arrangements at both a strategic and local level.

This policy document sets the required health and safety standards for:

School Name	School Address	Headteacher
Courthouse Green Primary School	736 Sewall Highway, Coventry CV6 7JJ	Jennie Burbage
Alderman's Green Primary School	Alderman's Green Road, Alderman's Green, Coventry, CV2 1PP	Jenny Tegerdine
Rugby Free Primary School	1 Bailey Road, Rugby, CV23 0PD	Rebecca Butters
Rugby Free Secondary School	Anderson Avenue, Rugby CV22 5PE	Iain Green

In addition, Ofsted requires that the Multi Academy Trust hold various other documentation relating to health and safety. This policy reinforces the culture of the Trust in relation to the importance of health, safety, welfare, and wellbeing of all that visit the schools, this includes both employees and visitors.

There are three parts to this Policy: -

1	Aim, objective and statement of intent Declaration of intent by the Trustees and Head Teachers
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2	Organisation The management structure and defining of roles and responsibilities
3	Arrangements The procedures and systems necessary for implementing the policy.

## 2. Aim, Objectives and Statement of Intent

### Policy Aim

To be a Multi-Academy Trust where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all employees, agency staff, peripatetic staff, volunteers, pupils, partners, and others who may be affected by our work activities.

### Policy Objectives

- To conduct all activities safely and in compliance with legislative standards
- To provide safe working and learning conditions
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them
- To be a Trust that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety, and welfare
- To promote the principles of sensible risk management which enables innovation and learning

### Policy Statement of Intent

The Multi-Academy Trust recognises and accepts its responsibility as an employer and provider of education; and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

The Multi-Academy Trust will strive to meet and adhere to all relevant health and safety legislation and educational standards, to demonstrate statutory compliance.

Good health and safety management will be an integral part of the way that the Trust operates and will be considered across all work activities and across the wide range of educational activities delivered.

### The Multi-Academy Trust will:

- Seek to ensure that its buildings, grounds, plants and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage the support all pupils and visitors to show a proper personal concern for their own safety, for that of the people around them

through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.

- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional conduct or training.

**The Multi-Academy Trust will adopt a planned risk-based approach to health and safety management based on the principles of sensible risk management. This will involve:**

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of the Multi-Academy Trust that this policy statement and its implications be understood and acted upon by all staff, governors, and other relevant persons within the Trust. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that the policy is implemented effectively.

Copies of the policy will be issued to all Staff, Trustees and Local Accountability Board and will be available from the Trust website with the master copy held by the Estates and Compliance Manager on behalf of the CEO, Directors, all Head Teachers, and their Local Accountability Boards.

### **3. Responsibilities**

The Trust recognises it has a statutory obligation to adopt formal policies and establish workplace procedures for dealing with Health and Safety. The Trust recognises that Health and Safety rules and procedures promote good employment relations and is committed to dealing with matters in a fair and consistent way.



### General

The Health and Safety at Work Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

### Health & Safety roles and responsibilities

Successful health and safety management depends on a systematic approach throughout the Trust so that health and safety become fully integrated with all other aspects of management. A proactive health and safety culture will require strategic leadership from the CEO, Board, Local Accountability Board and Head Teachers with support from all staff.

This policy assigns roles and responsibilities to Multi-Academy Trust post holders as specified below:

### CEO and Board of the Trust

The CEO and Board of Multi-Academy Trust has overall accountability for health and safety at the MAT. The CEO and board can delegate responsibility but cannot discharge their accountability. The CEO and Board will develop, implement, monitor and review the MATs safety management systems on a regular basis to be satisfied that systems are robust and demonstrate statutory compliance.

Health and safety matters will be considered within the MATs decision making process (as set out within policies and procedures, and any statutory provisions set out in legislation).

The CEO and Board will ensure that adequate resources are made available to implement successful health and safety management that conforms to all relevant statutes. Health and safety matters will be considered and accounted for when making managerial decisions.

#### The CEO and Board of Multi-Academy Trust will:

- Provide clear and visible health and safety leadership that encourages employee involvement in improving health and safety standards
- Ensure that all decisions made reflect their health and safety intentions as articulated in the Trust's health and safety policy statement
- Implement the effective operation of an integrated health and safety management structure that supports successful health and safety management
- Monitor health and safety arrangements that includes progress against the Trust's health and safety action plan. There will be regular reports into Board and at the very least, oversight on an annual basis. The provision of adequate resources to enable the delegation of their health and safety responsibilities
- Produce a health and safety policy and devise appropriate procedures for managing health and safety related issues
- Ensure that they develop, implement, monitor and effectively review agreed policies, guidance or procedures where appropriate
- As part of their decision-making process, consider the costs of implementing the health and safety policies, seeking, and setting aside reasonable funding for their implementation
- Receive and action health and safety reports from the Head Teachers at least annually, to demonstrate, monitor and evaluate the effectiveness of the health and safety management systems across the Trust and at individual schools/academy's
- Ensure when awarding contracts that health and safety is included in specifications and contract conditions.
- Ensure that the Trust and each individual school/academy has access to competent health and safety advice
- Work proactively to promote a positive safety culture

#### Audit and Risk Committee

The Audit and Risk Committee's responsibilities are to review, recommend to the Board and implement the Trust health and safety plan; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all Health and safety matters.

The Committee's responsibilities are to:

- Inform and advise the Board of Trustees on:
  - review of the health and safety policy
  - risk mitigation
  - recommendations from health and safety audits and compliance audits
  - incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines

- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school

### Head Teachers

The Head Teachers have been appointed by the Trust, CEO and Governing Body as the person responsible for Health and Safety within their schools/academies. The Head Teachers will promote the adequate and proper consideration of health and safety to senior managers and employees within their school.

The Head Teachers will present an annual report to the Trust on the health and safety performance of their school, which will include:

- Accident statistics
- Setting performance related targets and objectives
- Measuring health and safety performance
- Provision of an effective Health and Safety Committee process
- Monitoring of health and safety to include:
  - Auditing
  - Inspection
  - Accident recording and investigation
  - Review of performance
  - Training

Critical incidents will be escalated to the CEO, the Board and Governing Body in accordance with the Trust's Risk Management Policy

### Under the direction of the Local Accountability Board, the Head Teacher will:

- Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes;
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Work proactively to promote a positive safety culture;



- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
- Seek to proactively develop and improve and health and safety within their area of responsibility;
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their employees understand and accept their individual and collective responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with Senior Leadership Team/ health and safety representatives, monitor and review the health and safety targets and priorities in line with the Trust's objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the Local Accountability Board is consulted, along with employees' representatives, and that professional health and safety advice is sought, prior to changes in accommodation and working practices;
- Ensure that the Local Accountability Board is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;
- Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees concerning:
  - Current work activities
  - Planning new activities, methods of work etc.
  - Design/acquisition of new buildings, plant and equipment
- Ensure that informal tours of the workplace are carried out to proactively identify good and poor health and safety performance. This will demonstrate visible management commitment to health and safety within their service areas.
- Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;
- Ensure that contractors receive an induction to the premises/ area they are working, including emergency evacuation.

- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises;
- Consult and seek advice where necessary; and

Provide clear leadership on health and safety and set a personal example

**Senior Leadership Team, Deputy Head Teachers, Assistant Head Teachers, Department Heads, Curriculum and Subject Leaders**

All managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice.

They will:

- Comply with the Trust's and Schools/Academy health and safety policies and relevant Departmental policies;
- Ensure that risk assessments are undertaken with the application of a sensible risk management approach for work activities/ processes/ and operations;
- Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;
- Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;
- Set up and maintain safe, healthy working conditions;
- Provide all new starters with a health and safety induction;
- Audit and monitor safe working practices and procedures;
- Ensure that procedures and training programs are set up and maintained for all employees;
- When designing, buying and using new equipment ensure that health, safety and wellbeing is considered as part of the risk assessment process;
- Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;
- Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;
- Ensure that contractors and other people's activities (for example, employees from other service areas) are monitored;
- Ensure that all employees, including safety representatives, can carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the Trust;

- Ensure that a formalised workplace inspections regime is in place to identify hazards and to take appropriate action;
- Ensure that contractors receive an induction to the premises/ area in which they are working.
- Ensure consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Provide clear leadership on health and safety and set a personal example.

### Employees

- All employees, including those with managerial responsibilities, have an important role to play in effective health and safety management. All employees have a responsibility to:
- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Co-operate with their employer or other people in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.
- Ensure that plant and equipment is in a safe condition, before use and familiarize themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- Be aware of their capabilities and competence, both physically and mentally, and inform a manager if they feel unable to continue with their duties.
- Always behave appropriately in the workplace and not get involved in any horseplay.
- Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/ practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation applicable to them and their work. Follow all instructions therein (whether verbal or written).
- Be appropriately dressed for their working environment and activity.
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and

equipment and participate in drills as required.

- Take part in health and safety training and development as necessary.
- Take part in health surveillance programs, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.

### Pupils and Students

All pupils and students are expected to behave in a manner that reflects their school's behavior policy and are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have
- Set a good personal example in respect of health and safety.

### Visitors and volunteers

The health and safety of any visitor to the Trust or any of its schools and volunteers involved in any Trust activity will be appropriately assessed with the implementation of adequate control measures. All visitors to the Trust or its schools are expected to comply with the Trust's health and safety arrangements and:

- Take reasonable care for their own health and safety and that of anyone who may be affected by their activity.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report any health and safety concerns that they may have to a member of staff.

### Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of the school site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters

- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the Trust or school to ensure the health, safety and welfare of all staff and users
- Meet the insurance requirements of the Trust.
- Familiarise themselves with and communicate to their employees/users about the Trusts of school's health and safety arrangements

The school will ensure that:

- Premises are in a safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated
- Users are consulted with on health and safety matters
- The school's health and safety arrangements are disseminated to shared users

### Lettings

Where applicable the schools have lettings policies which cover procedures for fire evacuation, security arrangements and Health and Safety matters.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with both the Trust and/or school on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- Premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated

## 4. Arrangements

The following arrangements have been agreed and adopted by The Multi-Academy Trust to ensure that the Board, Governors and Head Teacher's and Senior Management Team fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### Setting health and safety objectives

The CEO, Board of Trustees, Governors and Head Teachers will specifically review progress of health and safety objectives at the annual meeting of the Local Accountability Board (this may be included as part of the Head Teachers report to governors). Where necessary health and

safety improvements will be identified and included within the school's action plan.

#### Provision of health and safety training

The Trust, Board, Governing Body, Local Accountability Board and Head Teachers will consider health and safety training on an annual basis in line with the Trust's and school's health and training matrix focusing on mandatory training as a priority.

#### Joint consultative process

The school's health and safety committee will meet at least once per term. This committee will report to the Trust, Local Accountability Board and Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership should include representation from all areas of the school/ Trust. Trade Unions representation will also form part of the committee membership.

#### Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include: -

- The board, Local Accountability Board, Senior leadership team and Staff/team meetings;
- Site health and safety committee;
- Provision of information relating to safe systems of work and risk assessments;
- Training provided

Where health and safety issues cannot be resolved at the local level, they will be escalated through the management structure as appropriate.

#### Financial resources

The CEO, Board of the Trust, Local Accountability Board along with the Headteacher will review budgets to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.