



# Shropshire Church of England Academies Trust

## Trust Health & Safety Policy

Presented & Approved by Trust Board	08/04/2025
Name of Chair of Trust Board	Malcolm Maclean
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## The Trust Health and Safety Policy

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## 1. Introduction

### 1.1 Statement of Intent

Shropshire Church of England Academies Trust (referred to as the 'Trust' from this point on) has overall responsibility for the health, safety and welfare of staff, pupil, visitors in the schools we operate and within the Trust central team.

The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate in order to maintain a safe environment where pupils can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974, as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation.

The health, safety and welfare of staff, pupils and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our schools is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our schools have a strong and positive safety culture through communication, training, collaboration and leading by example.

The Trust will strive to continually improve the performance of our health and safety management in all our schools.

Together, we are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all members of the Trust and school communities are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure that we have a safe and healthy working environment.
- To encourage, promote and continuously improve the Trust's health and safety performance.
- To ensure that we protect the environment.

This Policy was reviewed and ratified by the Board of Directors

Signed:

Signed:

Chief Executive Officer

Chair of Board of Directors

Signed copies are kept centrally





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## 2. Responsibilities and Organisation

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

The Trust, as the employer is responsible for health and safety, though many tasks are delegated. The school level responsibilities will be identified through the supplementary policy annex.

The responsibility for the implementation of the Health and Safety Policy at each school lies with the Local Governing Body (LGB) and the Executive Headteacher/ Head of School or Headteacher.

Every person employed by the Trust carries some responsibility for health, safety and welfare (see 2.5 All Staff) but where specific duties are given, these are recorded in the following pages.

### 2.1 The Trust Board will:

- Ensure an appropriate Board profile is implemented and maintained for health and safety, whether via committees/Board meetings or by appointing a liaison Director or Directors for health and safety.
- Provide strategic direction in the importance of Health and Safety across the organisation.
- Review all reported events to make sure practice is reviewed and updated if necessary.
- Take all reasonable steps to provide safe and healthy conditions for pupils/employees and others who may be affected by its activities.
- Take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- Accept its responsibilities as an employer and will provide adequate resources to implement this policy, including access to support from health and safety competent persons and, where necessary, will obtain external specialist advice and assistance.
- Accept that health, safety, and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expect all employees and pupils 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.
- Commit to providing the necessary information, instruction and training to employees and pupils, where applicable.
- Acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Commit to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy after considering new legislation and other changing circumstances.

### 2.2 Chief Executive Officer on behalf of the Trust Board will:

- Ensure health and safety has a high profile throughout the Trust and is included as an agenda item on all relevant meetings, including Board meetings.
- promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Consider the impact of health and safety in all strategic and operational decision-making.





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- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the Trust.
  - Consult staff and provide training opportunities.
  - Monitor and review health and safety policy and arrangements.
  - Monitor health and safety performance - via findings from health and safety audits, compliance audits, inspections, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR);
  - Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
  - Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust and school premises.
  - Ensure there is an effective accident reporting and investigation procedure across the Trust.
  - Ensure that the Executive Headteacher, and Head of School where appropriate, in each school is competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
  - Appoint a Competent Person to advise on health and safety matters.
  - Agree with Health & Safety competent person a programme of health and safety audits and inspections.
  - Monitor and review of risk assessments across the Trust and within schools or areas that could influence changes to policies, guidance and working practices.
  - Manage and confirm reporting all major accidents under the requirements of RIDDOR.
  - Assist and advise on investigation of all reportable accidents and changes to systems to prevent a recurrence.

### **2.3 The Trust's Director of Teaching and Learning will:**

- Monitor the performance of the individual School's Educational Visits Co-ordinators in terms of approving certain off-site visits and co-ordinate any required Trust-wide emergency response to school incidents.
- Advise on the risk assessment process and encourage the recording of risk assessments and control measures.
- Identify trends and advise on concerns and training needs.

### **2.4 Competent Person**

Through a Service Level Agreement, the Trust has appointed All Safety Matters Ltd for advice on health and safety matters.

This role will:

- Provide health and safety advice, support and training to the schools/ Central Team and their staff.
- Undertake pro-active monitoring at the request of the Trust, such as workplace inspections / audits and health checks, by applying the test of reasonableness.
- Liaise with any enforcing authority, the Health and Safety Executive (HSE), insurance organisations, or other agencies on Trust and individual school health and safety arrangements.





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## 2.5. Senior Leaders

### Executive Headteachers will:

- Ensure that all staff and governors are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement and fulfil those duties to full effect.
- Apply and share the Trust and relevant school or Central Team Health and Safety Policies to their own area of responsibility/work.
- Develop, publish, and share with members of their teams, specific health, and safety procedures for any high-risk activities within their teams.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they or their team are responsible and that control measures are implemented and shared with all staff.
- Ensure that, where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Resolve any health and safety or welfare problems within their teams.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their team are promptly reported and are investigated.

## 2.6. All Central Team Trust Staff

Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school / Trust.

Employees of the Trust, whether they are fixed term, contract or permanent, take the responsibility to:

- Take reasonable care of their own health and safety and that of others.
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- Ensure that they are familiar and up to date with the Trust's Health and Safety policy and standard procedures.
- Co-operate with the employer/Trust supporting the implementation of this Health and Safety policy and any local school arrangements.
- Ensure as far as is reasonably practicable that their work area is safe.
- Raise health and safety concerns in line with local arrangements (e.g., reporting all premises related issues to the person who manages the premises so they can be recorded and actioned).
- Inform the relevant management if something happens that might affect their ability to work safely, e.g., suffering an injury, taking prescribed medication, or becoming pregnant.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use, making use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## 2.7. The Local Governing Boards (LGB)





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The responsibility for ensuring that health and safety procedures within each school are adequate rests with its Local Governing Board. The Local Governing Board members will ensure that there is adequate health and safety provision at their school, or schools, and that all necessary procedures are implemented, monitored and reviewed to ensure compliance with health and safety standards and legislation. They will:

- Ensure the Trust Health and Safety Policy agreed by the Trust Board is implemented in full.
- Ensure that the school implements a local Health and Safety Policy which is monitored by their Local Academy Board.
- Ensure that the local school Health and Safety Policy is reviewed bi-annually or sooner (where required).
- Include a standing agenda item for Health and Safety matters, on all full Board meetings.
- Appoint a member of the Local Academy Board (as link Governor) to be responsible for liaison on health and safety issues with the Executive Headteacher/Head of School and staff.
- Ensure that the school has an appropriate Educational Visits policy and procedures, so that outdoor and residential visits are planned, approved, conducted and recorded in line with national guidelines.
- Ensure that there is assessment of the risks of all activities, both in school and off-site, and that measures are taken to manage those risks.
- Ensure that their school employees have a safe and healthy environment in which to work, and that no-one is adversely affected by the working of the school.
- Raise any health and safety concerns with the Executive Headteacher.
- Monitor work practices and regularly review safety management systems and arrangements. This includes staff sickness levels & types of sickness absences.
- Review the minor injury/ near miss and accident/incident records at least quarterly, identifying trends in accident type, activity, individual involved, and the location.

## **2.8. Executive Headteachers & Heads of School**

The Executive Headteacher has day-to-day responsibility for health and safety management of his / her school and will take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. Where a Head of School has been appointed, the above duty also applies in their day-to-day responsibility for health and safety management.

All school leaders (Executive Headteachers & Heads of School) are required to:

- Implement the Trust Health and Safety Policy.
- Develop and implement their local school Health and Safety Policy document with the approval of the Local Academy Board.
- Share the local Health and Safety Policy with all staff and review this bi-annually or sooner (where required);
- Develop a health and safety culture throughout the school by engaging and consulting with employees on day-to-day health and safety conditions, for example by including a standing agenda item on health and safety matters for meetings at all levels.
- Take day-to-day operational decisions with all due regard to health and safety.
- Raise any health and safety matters with which they cannot deal directly with the Trust central team, as appropriate.
- Ensure adequate resources for health and safety are available.
- Ensure staff understand their responsibilities and can access appropriate support, advice, and training to help them manage risks responsibly.





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- Identify significant hazards within their school and ensure suitable risk assessments are undertaken, which will include general workplace risks, staff or pupil appropriate risk e.g., New & Expectant Mothers, substance risks, equipment risks, off-site visits, etc.
  - Implement and monitor all control measures identified by risk assessments.
  - Draw up relevant health and safety procedures or local policies.
  - Monitor effectiveness of such procedures & policies.
  - Update their Local Governing Board on a regular basis on health and safety matters. This will be a standing agenda item on all full Board Meetings and in the termly EHT report.
  - Review all accidents and incidents with the link Health and Safety Board Member to identify trends (at least annually);
  - Recognise the role of staff members of the Trust who are safety representatives appointed by recognised trade unions and co-operate with them when requested.

Whilst overall responsibility for health and safety cannot be delegated, Executive Headteachers may choose to delegate certain tasks to members of their Senior leadership team, a Health & Safety Co-ordinator and/or others.

### **2.9. Teaching Staff (including Cover and Supply) will:**

- Ensure that staff, pupils and visitors under their control, make use of any health and safety provision, including any risk assessment pertinent to that activity, as necessary.
- Undertake regular inspections of their rooms, and any equipment they use, and bring any faults promptly to the attention of the Executive Headteacher, Head of School, Business Manager or Site Manager (as appropriate);
- Bring promptly to the attention of the Executive Headteacher, Head of School, Business Manager or Site Manager (as appropriate) any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire.

In addition, teachers and other staff in schools have a common-law duty to act as any prudent parent would do when in charge of pupils.

### **2.10. Site Staff will:**

- Site Managers and Caretakers advise their respective Executive Headteachers/ Heads of School ensuring that details related to health and safety management are passed on. They provide support and advice to their Executive Headteachers/ Heads of School and school staff.
- Site Managers and Caretakers will undertake periodic health and safety site walks/ checks to ensure the site they are responsible for is fulfilling the requirement to follow safe systems of work in the running of their area of the organisation and ensuring that the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. They will also formalise the on-site communication of health and safety matters with contractors that are appointed.
- Site Managers will be the representative for the school when dealing with any health and safety meetings relating to building compliance or site safety as deemed appropriate by the Executive Headteacher.

### **2.11. Health and Safety Co-ordinator role.**

The Health and Safety Co-ordinator has the delegated task of assisting their Executive Headteacher to discharge their duties in relation to the day-to-day management of health and safety within that





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school. This will usually be part of another role; e.g., Head of School, School Business Manager, Office Manager, Site manager etc. To do this they will:

- Co-ordinate and manage the risk assessment process for the school.
- Co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Executive Headteacher.
- Coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Executive Headteacher should funds not be available.
- Maintain records of inspection, servicing, and maintenance.
- Assist with the identification of training needs and training delivery across the school to ensure that staff are adequately instructed.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Arrange periodic health and safety audit checks and liaise with the Executive Headteacher.
- Organise termly Health & Safety routine premises inspection in conjunction with the Head of School & LGB link governor at least annually, reporting any necessary remedial actions to the Executive Headteacher.

### **2.12. Pupils.**

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of behaviour and dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency or to prevent injury to themselves or others.
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

### **2.13. Trade Union Safety Representatives**

Any Trust employee appointed as a Trade Union Health and Safety Representatives will be encouraged by the Executive Headteacher to fulfil their duties as well as being released for any appropriate training. The Executive Headteacher will also consult regularly with them on health & safety matters, and they will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

At this point in time, the Trust does not have a Health and Safety committee but would however be obliged to set one up (within three months of the request) if two or more staff members who are union-appointed Health and Safety representatives request this in writing.

### **2.14. Volunteers**

Volunteers (such as parent helpers. etc.) have a responsibility to act in accordance with School local policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's Health and Safety policy and local School policies and procedures.

Volunteers are also expected to act only under the supervision of a qualified member of staff and risk assessments will cover their activities.





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## 2.15. Contractors

All Contractors working on Trust and school premises, on the Trust's behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

### Selecting and managing contractors

It is vital that any company or persons invited into a school under a contractual agreement to work on maintenance of the building or the site operates under the highest level of health and safety possible and is aware of the Trust's and relevant local policies and procedures.

When engaging a contractor, the following will be considered:

- All aspects of the work will be identified and set out in a job specification,
- Qualifications and experience,
- References,
- Insurances and certifications,
- Memberships of professional trade bodies
- Risk Assessments & Method Statements

The Trust and/or school will co-ordinate with any contractors and ensure that they have appropriate information about the site available to them including the Asbestos Management Plan, local evacuation procedures, accident & incident reporting etc.

For information on safeguarding pupils against visitors or contractors, please refer to the Trust's **Child Protection and Safeguarding Policy**.

## 3. Whole Trust Arrangements for Health and Safety

### 3.1 Competent Person Advice

Through a Service Level Agreement, the Trust has appointed All Safety Matters Ltd for external advice on health and safety matters.

### 3.2 Health and Safety Management

The Trust will monitor performance of its schools and Central Team in line with its requirements as the Employer. This will include following the general '*Plan, Do, Check, Act*' principles of the Health and Safety Executive publication HSG65 – '*Managing for Health and Safety*'.

The principles '*Plan, Do, Check, Act*' achieve a balance between the systems and behavioural aspects of management. They also treat health and safety management as an integral part of good management generally, rather than as a stand-alone system.

Managing health and safety should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

The core elements to effectively manage health and safety are:

- Leadership and management.
- A trained/skilled workforce.
- An environment where people are trusted and involved.





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### **3.3 Supplementary Policy - Annex (School and Central Team)**

Individual schools and the Central Team will be expected to establish their own local health and safety policies, along with identifying individuals/ roles with responsibilities and creating arrangements e.g., Work Related Stress, for implementing their respective policies.

For our individual schools, this policy will take its form from the Trust's Model School Health & Safety Policy, which will be developed further by the individual schools to suit their local requirements. That a local School Health & Safety Policy will be adopted by their respective Local Governing Boards.

### **3.4 Measuring Performance.**

The Trust will utilise various means to measure safety performance within schools such as:

- An annual programme of health and safety audits.
- Site inspections/safety tours.
- Local review of risk assessments and the subsequent control measures.
- Information coming out of Local Governing Board, and other meetings.
- Results of any external reviews/investigations.
- Local review of accidents/incidents/near misses and use of the information and experience gained throughout the Trust.
- A system of reviewing and developing improvement plans as identified.
- Sharing experiences, findings, and good practice throughout the Trust.

### **3.5 Audit.**

A programme of health and safety audits is to be implemented for all schools with the scope, delivery, and ongoing frequency to be agreed by the CEO.

The implementation of the School assessment, audit & action plans will be the Executive Headteachers' responsibility, assisted (where necessary) by the Trust.

Audit performance and completion of such action plans will be monitored primarily by the Local Governing Board, but also by the Trust. This audit programme will be enhanced with a site walk around to look at the physical environment, conducted with the link Health and Safety Local Governing Board Member, whenever possible (if available).

### **3.6 Training**

All employees within the Trust should receive appropriate information, instruction, training, and supervision to undertake their roles and responsibilities safely and work in a safe environment. The Trust training matrix should be followed which identifies the required level of health and safety training for all staff groups and Board members.

All employees must receive induction training regardless of whether they are permanent, part time, temporarily employed, etc.

This induction training should cover:

- Health and Safety Policy and other associated policies
- Fire and emergency procedures
- First aid provision
- Welfare facilities
- General housekeeping arrangements and defect reporting





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- Procedure for accident/incident reporting, including near misses
  - Relevant risk assessments which might affect them
  - Job specific training needs and
  - How to raise health and safety concerns

### **3.7 Accident/Incident Reporting and Investigation.**

All employees must report and record all accidents, incidents, near misses and dangerous occurrences to enable such incidents to be reviewed and investigated accordingly.

For employees, pupils and incidents within schools, this will be recorded using the School's Accident Incident reporting form (PSO1) & minor injuries log (MIL1). Appendix No.X (PSO2) shows a flowchart which processes/ milestones a School must follow to report any significant accident or work-place injury e.g., pupil is taken directly to Hospital by ambulance, staff member injured at work and is absent from work for 7+ days.

The CEO or the Board of Trustees may decide to conduct internal investigations into incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided. A specialist Accident Investigator may assist the Trust with this function. To assist Schools for further accident incident investigation, the Accident Incident Report form (PSO3) is available for this purpose.

An investigation may be launched by external authorities e.g., the HSE, in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed.

Accident records will be reviewed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature. The CEO will review School Accident Incident forms & decide whether to report to HSE, seeking external advice from the competent person where required.

### **3.8 Health and Safety Law Poster.**

The Health and Safety Information for Employees Regulations requires that all business premises display an approved Health and Safety Law poster in a prominent position or to provide each of their employees with an equivalent leaflet.

The poster/leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. Each Trust premises will display a copy of the Health and Safety Law poster in a prominent location e.g., Staff Room in a School. The Executive Headteacher's name will be annotated upon this poster as the initial point of contact for staff at that school. Other sources of information e.g., the Head of School, can also be displayed.

### **3.9 Enforcing Authority.**

The enforcing authority is the Health and Safety Executive (HSE) - [www.hse.gov.uk](http://www.hse.gov.uk),

The Trust schools within Shropshire come under their Wales and South West region. The local office is:

HSE (Crewe Office)

Hornbeam House

Electra Way, Crewe CW1 6GJ





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### **3.10 Ratification of Policy**

This policy is required under the Health and Safety at Work etc. Act 1974.

Any breaches of those duties listed above could lead to the prosecution of the Trust's Board, Chief Executive Officer, Local Governing Board members or individual employees.

Failure to comply with health and safety requirements could also lead to disciplinary action. The Trust HR policies give full details on disciplinary and misconduct procedures.

Written: March 2025

