Diocese of Chelmsford
Vine Schools Trust

Health and Safety Policy 2024-25

This is a model policy for all Vine schools that has been reviewed and adapted for XXX school.

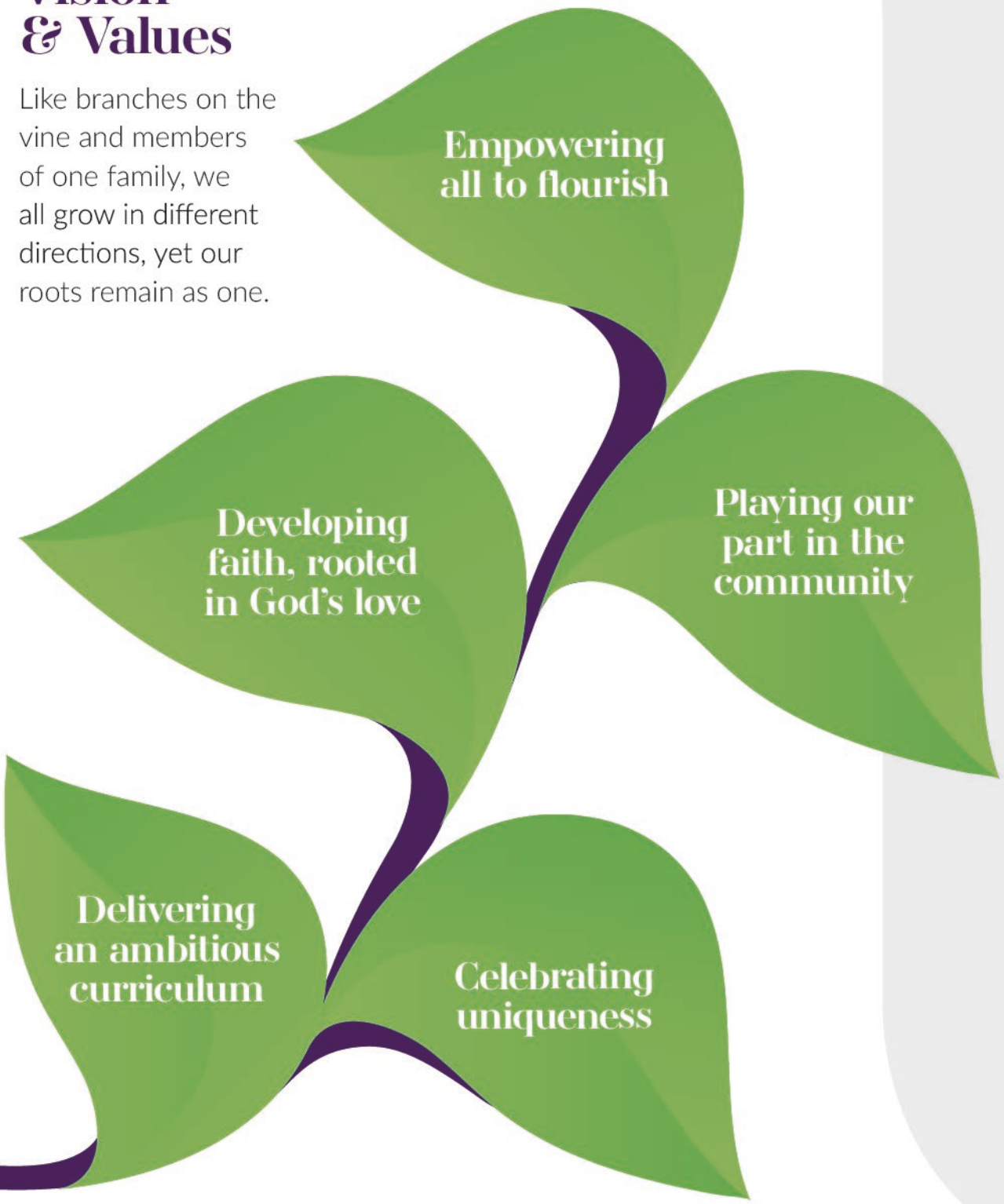
Policy Reference:	P002
Approved by Vine Schools Trust on:	Summer Term 2024
Adopted by this school on:	Summer Term 2024
Next review:	Summer Term 2025

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit

JOHN 15:5

Vision & Values

Like branches on the vine and members of one family, we all grow in different directions, yet our roots remain as one.



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The Diocese of Chelmsford Vine Schools Trust is a company limited by guarantee. Registered in England No 8709542. Registered Office 53, New Street Chelmsford CM1 1AT

Statement of Intent

The Diocese of Chelmsford Vine Trusts Trust and Local School Board of this school considers the successful management of health and safety to be a key objective and an integral part of Trust activities. We are committed to reducing and preventing workplace injuries, ill health and unnecessary losses and liabilities so far as is reasonably practicable.

The Diocese of Chelmsford Vine Trusts Trust and Local School Board of this school is committed to:

1.2.1 Compliance with all applicable legislative and regulatory requirements.

1.2.2 Providing a robust, systematic and sustainable health and safety management system.

1.2.3 Ensuring health and safety roles and responsibilities are understood and communicated throughout the Trust.

1.2.4 Identifying our health and safety risks and ensuring provision of suitable and sufficient risk control measures.

1.2.5 Providing appropriate and relevant information, instruction, training and supervision.

1.2.6 Consulting with staff on health and safety issues.

1.2.7 Providing a healthy and safe workplace.

1.2.8 Providing appropriate emergency arrangements, equipment and facilities.

1.2.9 Continual improvement in all areas of health and safety management.

1.3 We expect all employees, contractors and visitors to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

1.4 The Diocese of Chelmsford Vine Trusts Trust and Local School Board of XXX School accepts their health and safety responsibilities and are committed to developing a culture that supports the effective management of health and safety at all levels.

1.5 The Diocese of Chelmsford Vine Trusts Trust and Local School Board of XXX School will provide the necessary physical and financial resources, provide active leadership and obtain any necessary expert advice in order to demonstrate our commitment to and support for the health and safety policy.

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2. Responsibilities – Vine Trust Board and Local School Board

The Diocese of Chelmsford Vine Trusts Trust as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

The Vine Trust Board delegate the following duties to the Local School Board of XXX School:

2.1 Taking reasonable steps, to make sure that the Trust buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.

2.2 Ensuring that appropriate arrangements are in place to comply with statutory requirements.

2.3 Ensure that statutory requirements are taken into account in determining the allocation of resources.

2.4 Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the Trust include health and safety competence and capability.

2.5 Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of Trust activities.

2.6 Ensuring that anyone appointed to undertake construction and maintenance work on the Trust premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.

2.7 Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 working days and have more than 20 workers working at the same time at any point on the project or exceed 500 person days). Further detail can be found in the Vine Finance regulations.

2.8 Taking an active part in monitoring health and safety standards in the Trust, by requiring Headteachers to provide regular reports on health and safety performance

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to the Local School Board. Such reports should provide information on action taken in response to outcomes of:

2.8.1 Trust health and safety inspections, monitoring checks and incident investigations.

2.8.2 Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff.

2.8.3 Any surveys carried out by the Trust, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from Education Support Partnership Programme if used).

2.9 Appointing a Local Governor who understands the educational visits system and who will agree the higher risk visits (e.g. overseas, adventurous or residential).

2.10 The Vine Trust Board retain the following duties:

2.10.1 Ensuring health and safety is part of the performance management of the Headteacher.

2.10.2 Ensuring that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.

2.10.3 Responsibility as employer.

3. Responsibilities – Headteacher (Executive Headteacher)

Headteacher (Executive Headteacher) responsibilities include:

3.1 Ensuring there are appropriate arrangements for implementing the Trust's Health, Safety and Wellbeing Policy.

3.2 Ensuring that the Policy and arrangements are effectively communicated.

3.3 Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.

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3.4 Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.

3.5 Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the Trust site and that, where necessary joint health and safety arrangements are recorded and agreed.

3.6 Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.

3.7 Ensuring that all employees are competent and have the capability to carry out their role/function.

3.8 Ensuring records of health and safety training are maintained by the Trust.

3.9 Ensuring reportable incidents are submitted to Essex County Council via My Safety and copied to the Vine Trust Board, as employer, through compliance@vineTruststrust.org email.

3.10 Ensuring that health and safety standards (accessed via the Local Authority (Essex Trusts Infolink for Essex Academies)) are made available to relevant employees.

3.11 Ensuring the Trust's health and safety standards (available via the Local Authority (Essex Trusts Infolink for Essex Academies)) are implemented.

3.12 Ensuring there are arrangements in place for managing risks arising from the Trust's activities, including and individual pupil of staff risk assessments, or premises, which are not covered by above health and safety standards.

3.13 Ensuring that risk assessments, including any necessary individual pupil or staff risk assessments, relating to hazards to which directly managed employees are exposed are carried out, recorded and control measures implemented.

3.14 Ensuring that managers who they directly line manage carry out their health and safety responsibilities.

3.15 Ensuring systems are in place for monitoring and reviewing health and safety in the Trust and any actions arising from this are implemented.

3.16 Ensuring there is system in place for reporting and investigating accidents / incidents and that all employees are aware of it.

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3.17 Regularly (at least annually) reporting Trust health and safety performance to the Local School Board.

3.18 Ensuring there are arrangements in place for the management of the premises on a day to day basis.

3.19 Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.

3.20 Ensuring that if they are not the named Educational Visits Co-ordinator, they appoint a member of the Senior Management Team to undertake the role (and ensure they given training and time to undertake the role).

4. Responsibilities – Trust Health and Safety Co-ordinator

Below are the *duties* which may be delegated to another member of staff. However, the *responsibility* remains with the Headteacher.

The Estates and Facilities Manager has been appointed as the Health and Safety Co-ordinator for the Trust and will:

4.1 Establish arrangements for the effective co-ordination of health and safety throughout the Trust.

4.2 Support the Headteacher in co-ordinating the development, review and revision of the Trust's health and safety standards.

4.3 Set up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings).

4.4 Set up arrangements for the effective communication of health, safety and wellbeing information relevant to the Trust.

4.5 Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.

4.6 Ensure that the Headteacher / senior leadership team is kept informed of health and safety issues by including them on the agenda of leadership group meetings.

4.7 Co-ordinate the identification of health and safety training and development needs to meet the requirements of the Trust's Policies and Standards.

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4.8 Ensure records of health and safety training and development undertaken by employees is kept on record in the Trust.

4.9 Support the establishment of adequate arrangements for:

4.9.1 First aid;

4.9.2 Fire and emergency evacuation;

4.9.3 Reporting of health and safety incidents, hazards and concerns;

4.10 Oversee the management of premises related health and safety risks to employees and other premises users or visitors.

4.11 Co-ordinate and ensure compliance with premises related standards and assessments.

4.12 Co-ordinate arrangements for monitoring of health and safety standards within the Trust;

5. Responsibilities – All Managers and Supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

5.1 Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.

5.2 Ensuring managers under their control carry out their health and safety responsibilities.

5.3 Identifying opportunities to improve the health, safety and wellbeing within the Trust, and promoting risk awareness and the development of safe behaviours.

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5.4 Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

5.5 Ensuring the health and safety competence and capability of employees under their control (identifying any training needs as part of performance management).

5.6 Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.

5.7 Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.

5.8 Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

5.9 Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Local School Board.

5.10 Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

5.11 Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the Trust's requirements.

6. Responsibilities – All Employees

All employees are responsible for:

6.1 Looking after their own safety, and the safety of others, affected by their work.

6.2 Co-operating with the Trust, by following safe working practices and carrying out their health and safety responsibilities as detailed in the Trust's policies, risk assessments and health and safety standards.

6.3 Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.

6.4 Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

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6.5 Using work equipment provided correctly, in accordance with instructions or training.

6.6 Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.

6.7 Reporting health and safety incidents, in accordance with the Trust's health and safety Incident Reporting Procedure.

6.8 Implementing all control measures contained in risk assessments.

And, with respect to Safety Education:

6.9 All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.

6.10 All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

7. Responsibilities for Educational Visits

7.1 The Trust undertakes educational visits and will appoint a senior member of staff as an Educational Visits Co-ordinator (EVC) who has:

7.1.1 Appropriate EVC training

7.1.2 Sufficient and relevant experience in running visits;

7.1.3 The competence to train and monitor others; and

7.1.4 The authority to agree or not to agree to visits.

7.2 Where the Trust has any part in organising events, trips or activities beyond the Trust gate it recognises that it has a responsibility. The Trust's pastoral responsibilities cannot be delegated to other external providers.

7.3 The Trust has developed a policy (based on the Vine Educational Visits Policy) on visits beyond the Trust gate which includes:

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7.3.1 Emergency, accident and critical incidents planning.

7.3.2 Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the Trust are subject to this policy.

7.3.3 The visits system, including the Trust approach to planning, informing, signing off and supporting visits.

7.4 Educational Visits Professional Advice:

7.4.1 The Trust has access to specialist advice on Educational Visits from the Local Authority Educational Visits Team (contact details in Appendix 2).

7.4.2 This includes access to advice via phone and e-mail, access to the Educational Visits Website (EVOLVE) and access to the online risk assessment forms.

7.5 No pupils will be denied participation in educational visits on account of their SEND. The Trust will exhaust all reasonable adjustments to get the child on the trip. Trust's will adopt a 'whatever it takes' approach.

The Trust EVC will:

7.5 Ensure they have attended EVC Training (and refresher training at least every 3 years);

7.6 Ensure that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in Learning Outside the Classroom LOtC, off-site activities and visits have had access to training / instruction at an appropriate level to ensure that the Trust's guidance and establishment procedures are properly understood and followed. This will involve training on visit planning, group management, use of external providers, pre-visits risk management and safeguarding;

7.7 Organise the training of Visit Leaders and Assistant Leaders (including voluntary helpers);

7.8 Ensure that Leaders and Assistant Leaders are competent to carry out the tasks they are assigned;

7.9 Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable

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implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice;

7.10 Manage training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence;

7.11 Understand where visits can be signed off by the EVC on "everyday risk" and when further advice is necessary;

7.12 Ensure they have an understanding of how Learning Outside the Classroom (LOtC), off-site activities and visits can support a wide range of outcomes for children and young people, and raise achievement;

7.13 Ensure that LOtC, off-site activities and visits meet guidance requirements;

7.14 Ensure the 'Educational Visits Statement' available from the EVOLVE website is implemented;

7.15 Ensure that a Trust specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE; (Vine Policy conforms)

7.16 Ensure that DBS checks are in place as required.

7.17 Ensure that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;

7.18 Support the headteacher and local governors as required with information, visit approvals and other decisions;

7.19 Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;

7.20 Ensure they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.

7.20 Ensure that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action;

7.21 Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;

7.22 Ensure that medical and first aid issues are addressed;

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7.23 Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;

7.24 Undertake monitoring of Visit Leader planning and sample monitoring of visits;

7.25 Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).

7.26 Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.

7.27 Submit electronically within the timeframes set out by the Educational Visits Team, residential, overseas and adventurous visits to the County Educational Visits Adviser for comment providing sufficient information on the risk management of the visit.

7.28 Understand when it is necessary to seek clearance for some visits from the Local School Board. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.

7.29 Keep records of individual visit plans (a legal document), as well as reference material for the Trust, in addition to keeping records e.g. reports of health and safety incidents (the Trust has access to and uses EVOLVE to keep records).

8. Contractors and Visitors

8.1 Visitors to the Trust, including contractors, clients, service providers and members of the public must comply with the Trust's health and safety procedures and requirements.

8.2 All contractors and visitors must be made aware of the site-specific arrangements and emergency procedures and are the responsibility of the member of staff being visited.

9. Competent Health and Safety Advice

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8 9.1 The trust/Trust purchases the Essex County Council Health and Safety Service as providers of competent health and safety advice, to assist the Trust with discharging its responsibilities.

9.2 The ECC Health & Safety Service includes:

9.2.1 Access to standards, generic risk assessments and guidance through the Health & Safety pages of the Essex Trusts Infolink. (These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers).

9.2.2 Access to a telephone and e-mail support desk for queries.

9.2.3 Further support, such as audits and site visits charged at an hourly rate.

10. Occupational Health

10.1 Occupational Health Advice

The Trust/Trust has access to / contracted with Essex Occupational Health in relation to competent occupational health advice.

10.2 The service includes:

10.2.1 Pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;

10.2.2 Support in the prevention of work related absence through advising on health related risk assessment;

10.2.3 Statutory health surveillance (for exposure to noise, vibration, hazardous dusts and substances);

10.2.4 Advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;

10.2.5 Support where employees are sick, examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;

10.2.6 Advice for employees and possible recommendation for further specialist advice/treatment;

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10.2.7 A second opinion on a GP report and liaising with the GP on any differences of opinion;

10.2.8 Assessing the employee's eligibility for ill health retirement or disability benefits.

Further details can be found on the occupational health pages of the Essex Trusts Infolink or by telephoning 0333 013 9804.

10.3 Counselling

The Trust/Trust has access to the ECC Occupational Health Service and as part of this has ensured that staff also have access to the counselling service.

Counselling Service: Telephone 0333 013 3267 / E-mail counselling@essex.gov.uk

Further information on Essex Trusts Infolink – Staff Support / Occupational Health

10.4 Wellbeing

The Trust/Trust undertake occupational stress risk assessments through use of the guidance and forms available on the Occupational Stress pages of the Essex Trusts Infolink. (Health and Safety Area). See the Vine Trust Wellbeing Policy.

11. Educational Visits

11.1 The Trust has bought in to Essex County Council Educational Visits Service. This gives the Trust professional advice on health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits involving children and young people.

11.2 ECC Educational Visits Service has adopted the OEAP National Guidance for the Management of outdoor learning, off-site visits and Learning Outside the Classroom. See www.oeapng.info – documents 3.4g Headteacher / Managers and 3.3b Check List.

11.3 As part of the subscription to the Educational Visits Support Service the Trust has access to the EVOLVE online submission system and associated resources.

Educational Visits Support Service: www.essexvisits.org.uk / Tel: 01245 221022 / E-mail: educational.visits@eesforTrusts.org

11.4 Please refer to the Vine Educational Visits Policy

12. Catering

12.1 The Trust manages and delivers its own in-house catering service and therefore has access to competent food safety advice. The Trust's competent food safety adviser

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is Geraldine Smith (e.g. ECC Trust meals support and advice service or independent catering consultant)

OR

12.1 The Trust contracts out the delivery of its catering to NAME AND CONTACT DETAILS. The Trust recognises it retains a duty of care to its pupils and therefore regularly undertakes monitoring and quality assurance checks regarding the provision of the service (including the management of allergens).

Trust Meals Support Service: Infolink / 01245 356218 / Trust.meals@essex.gov.uk

13. Health Protection

13.1 The Essex Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in Trusts. In the first instance, academies should refer to Essex HPT's guidance – 'Communicable Diseases in Trusts / Nurseries and Centres for under 5's' or PHE general guidance 'Infection control in Trusts and other childcare settings'. (These documents are available on the health & safety pages of the Essex Trusts Infolink).

13.2 Further assistance may be available from the Trust nurse at a local NHS clinic or through contact with HPT directly.

13.3 Essex Health Protection Team: essexhpt@phe.gov.uk / 0345 155 0069

14. Property Consultants

14.1 Where major building or maintenance / improvement works are being carried out the Trust/Trust, in consultation with the Diocese of Chelmsford Trusts Officer, will appoint a property consultant. Major work is defined as notifiable under the Construction Design and Management Regulations. Notifiable projects are those likely to last more than 30 working days **and** have more than 20 workers working at the same time at any point on the project **or** exceed 500 person days.

14.2 The Trust also buys in to a property consultant (NAME TBC) to provide professional advice in connection with all maintenance and general building work. The consultant provides advice on:

14.2.1 Management of day-to-day repairs.

14.2.2 Statutory and best practice for testing and inspection of services.

14.2.3 Prioritisation of projects.

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14.2.4 Health and Safety issues relating to buildings and construction work.

14.2.5 Regulations, standards and statutory approvals.

14.3 The Trust also has access to standards on general property issues and compliance through the Health & Safety pages and the Infrastructure delivery pages on the Essex Trusts Infolink.

OR

14.1 The Trust manages its property and premises in-house. The Local School Board and Headteacher have overall responsibility but have delegated general premises management to the Caretaker / Site Manager / Premises Manager who has received appropriate training.

14.2 The Trust also has access to standards on general property issues and compliance through the Health & Safety pages and the Infrastructure delivery pages on the Trusts Infolink.

14.3 Where major building or maintenance / improvement works are being carried out, the Trust/Trust, in consultation with the Diocese of Chelmsford Trusts Officer, appoints a property consultant.

15. General Arrangements for Health and Safety

15.1 The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of the Essex Trusts Infolink. The standards are on a secure part of the Infolink which the Trust has access to as it buys into the ECC Corporate Health & Safety Service.

15.2 Trust staff who are not able to access the health and safety pages on the Essex Infolink with their login should contact the Trust's Health & Safety coordinator to obtain any guidance they need or to arrange for access to the health and safety pages.

15.3 A brief summary of arrangements for managing health and safety is given below:

16. Local Arrangements within Trusts

16.1 Local arrangements have been implemented in the Trust covering:

16.1.1 Employee health and safety competence and capability.

16.1.2 Failures to comply with health and safety requirements through performance management and disciplinary processes.

16.1.3 Fire and emergency evacuation (including fire risk assessment).

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16.1.4 First aid.

16.1.5 Communication and consultation of health and safety.

16.1.6 Reporting of health and safety incidents, hazards and concerns.

16.1.7 Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, one off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.

16.1.8 Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.

16.1.9 Control of asbestos (including asbestos management plan) and legionella.

16.1.10 Working at height.

16.1.11 Statutory inspection and maintenance of work equipment, plant and service.

16.1.12 Control of (health and safety vetting and monitoring) contractors.

16.1.13 Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

17. Health and Safety Standards (Status)

17.1 How we do things safely is detailed in the health and safety standards, policies, generic risk assessments and guidance on the Health and Safety pages of the Essex Trusts Infolink. It is important that managers and employees follow these, as they are the way the Trust ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the Trust by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the Trust/Trust, or individuals within the Trust to the risk of prosecution.

17.2 The Trust has arranged for employees to be able to access these standards through the following process: Trust need to insert Trust specific details for this.

18. Health and Safety Risk Assessments

18.1 Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely

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risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

18.2 For all managers this includes:

18.1.1 Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;

18.1.2 Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;

18.1.3 Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

18.1.4 Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

18.1.5 Ensuring individual pupil/staff risk assessments are carried out where required.

18.1.6 Ensuring a 'whatever it takes' approach is adopted for pupils with SEND participating in Trust activities.

19. Health and Safety Competence and Capability

19.1 Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

19.2 The Trust considers health and safety competence requirements as an integral part of:

19.2.1 Recruitment and Selection

19.2.2 Employees changing role

19.2.3 Induction

19.2.4 Temporary employees, agency workers and volunteers

19.2.5 Performance management

19.2.6 Procedures when employees fail to perform on health and safety.

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19.3 Performance management: The Trust follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

19.4 In respect of the Headteacher, the Trust Board take account of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

19.5 Reference should be made to Headteacher, manager and employee responsibilities in this policy document.

19.6 For non-academic staff health & safety is considered as part of the performance management process

19.7 Training (legal requirement): There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

19.8 The Trust ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

19.9 Training and development can be delivered in a variety of ways. In some case formal training will be needed. In other cases, it can be achieved through coaching by another member of staff or reading relevant health and safety standards.

19.10 The Trust keeps a record of Health & Safety training undertaken by employees.

19.11 Essex based training is available from junipercpd.org. Email: training@junipereducation.org. and tel: 0345 200 8600.

20. Communication

20.1 It is recognised that good communication systems are essential to ensure that everyone knows:

20.1.1 About the health and safety arrangements within the Trust;

20.1.2 About the risks associated with their work;

20.1.3 What they need to do to protect themselves and others from harm; and

20.1.4 How they can contribute to a safe Trust, by raising health and safety concerns.

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20.2 The Trust ensures that health & safety information is communicated through the following ways:

website, newsletters, team meetings and minutes, alert boards etc.

(add others as necessary)

21. Health and Safety Consultation

21.1 Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

21.2 Consultation within the Trust takes place through the following methods:

21.2.1 In the first instance all employees can raise health & safety concerns directly with their line manager.

21.2.2 All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.

21.2.3 Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.

21.2.4 The Trust has set up a Health, Safety & Wellbeing Committee. This includes employees / TU appointed H&S representatives and management representation. The committee meets at least termly and has a constitution / terms of reference outlining the aim, work and decision-making processes of the committee.

21.3 Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the Trust has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice. If the Trust does not have any TU appointed Safety Representatives, they can appoint 'representatives of employee safety' or consult with all staff directly.

22. Health and Safety Monitoring and Auditing

22.1 The Trust has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

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22.1.1 **Audits:** The Trust will ensure that a health & safety audit of the establishment is carried out at regular intervals by The Trusts Estates and Facilities Manager, or alternative Trust approved provider. These reports must be uploaded to the Trust 'Every' monitoring programme.

22.1.2 **Internal Monitoring:** The Trust ensures that the online health and safety electronic internal monitoring checklists are carried out at least annually through the 'Every' monitoring programme. The submission of these automatically generates reports for the Local School Board

22.2 Health and Safety Incident Investigation: The Trust has an internal system for reporting incidents. The incident numbers and details are reviewed by the Trust's Senior Management. A summary report is also presented to the Local School Board at least termly. Serious incidents are reviewed by a senior member of staff and the findings reported to the Local School Board. The Trust also uses the online reporting system available through the Health & Safety pages of the Essex Trusts Infolink.

22.3 Other Monitoring: There are systems in place within the Trust which ensure that the following monitoring is also carried out:

22.3.1 Termly inspections of the premises (all curriculum / work areas and general areas).

22.3.2 Monitoring of contractor operations under the Trust's control.

22.3.3 Routine checks on equipment and electrical, gas, mechanical and other services.

22.3.4 Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

22.3.5 Health and Safety union representative has a statutory right to monitor.

23. Health and Safety Performance Reporting and Review

23.1 The Local School Board and Headteacher review the health and safety performance of the Trust at least annually. This takes the form of a health and safety performance report produced by the Headteacher which is presented to the Local School Board for review, comment and action and includes information and statistics on:

23.1.1 Trust health and safety inspections, monitoring checks and incident investigations.

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23.1.2 Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).

23.1.3 Any surveys carried out by the trust/Trust, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from the Education Support Partnership programme).

24. Consequences of Non-Compliance with the Trusts Health and Safety Policies and Standards

24.1 It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

24.1.1 As part of the normal line management process

24.1.2 Through performance reviews

24.1.3 For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

24.2 The Academies HR policies give full details on disciplinary and misconduct procedures.

25. Review

25.1 The Trust Board will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements and that changes will be implemented by the Local School Board.

25.2 This policy will be reviewed every year.

25.3 Next Review Summer 2025

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Appendix 1
Health and Safety Local Arrangements Notice

Trust:	
Headteacher:	
Health and Safety Local Governor	
Trust Health and Safety Coordinator:	
Educational visits co-ordinator:	
Union Health and Safety Representatives / Employee Representative:	
Report health and safety incidents to:	
Report hazards to:	
Person(s) responsible for undertaking H&S inspections:	
Person responsible for co-ordinating fire evacuation arrangements:	
Fire marshals:	
Fire assembly point(s):	
Day and time of weekly fire alarm tests	
First aiders / appointed persons:	
Where to find:	**Location:**
Incident / Accident report forms	
Hazard book	
Health and Safety Standards and Information relevant to Trust / curriculum area	The Trust subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Essex Trusts Infolink.
Members of staff who have health and safety access on the Essex Trusts Infolink.	

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Appendix 2
Getting Help on Health and Safety

ECC Contacts	**Name(s)**	**Contact No. / email**
ECC Corporate Health & Safety Team	H&S Support Desk	Tel: 0333 013 9818 hs@essex.gov.uk
Trust Meals	Trust Meals Helpline:	Tel: 01245 356218 E-mail: Trust.meals@essex.gov.uk
Asbestos / legionella / contractor management advice	Refer to property handbook	
County Educational Visits Adviser	Educational Visits Team	Tel: 01245 221022 educational.visits@eesforTrusts.org
ECC Counselling Service (Confidential service)	Occupational Health Centre	Tel: 0333 013 3267 E-mail: counselling@essex.gov.uk
EES for Trust	Training	enquiries@EESforTrusts.org
Critical Incidents (support and guidance for dealing with critical incident)	Trusts Communications	Tel: 01245 434745 E-mail: Trusts.communication@essex.gov.uk
Other contacts		
Trust's Property Consultant		
Trust's food safety advisor		
Occupational health advice		
Trust nurse		
Essex Health Protection Agency (Infection control advice):	0345 155 0069 essexhpt@phe.gov.uk	

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