Health and Safety Policy

October 2025

Date of approval	Author	Notes	Date of next review
October 2023	WF		September 2024
October 2024	WF	Change of job titles & competent person advisor	September 2025
October 2025	DCK	Change of job titles and operational amends	October 2026

Document 1: Health and Safety Policy Statement

Document 1 introduces the general statement of commitment to ensuring health, safety and well-being of employees and other people. This is to meet the statutory requirements of the *Health and Safety at Work etc Act 1974*. Where appropriate the links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement**.**

Document 2 goes into more detail about the specific school arrangements. The two documents together provide the main health, safety and well-being policy.

On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training and other aspects of good management.

Contents

HEALTH AND SAFETY POLICY STATEMENT 3
ORGANISATION AND RESPONSIBILITIES 4
Board of Trustees 4
Audit and Risk Committee 5
Chief Executive (CE) 5
Chief Operations Officer (COO) (or delegated officer) 5
Area Estates Managers (AEM) 6
Headteacher (COO for Trust Central Staff and Facilities) 7
Managers 8
Other Employee Duties 8
First Aid Coordinators 9
Administration of Medication 9
Appointed Educational Visits Coordinator (EVC) (where Educational visits are carried out) 10
Competent Health and Safety Advisor 10

HEALTH AND SAFETY POLICY STATEMENT

This statement of "Health and Safety Policy" is produced in respect of Futura Learning Partnership. It forms the basis of future planning and implementation of health and safety (H&S) matters.

It is the policy of Futura Learning Partnership to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

The trust will ensure, so far is reasonably practicable, that

- its premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- there are safe systems of work for all employees and students
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

The trust recognises its responsibility to provide adequate control of the health and safety risks arising from its own and school activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Board of Trustees.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. The trust commits to implementing the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. The trust's competent health and safety representative will provide to the trust and schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

The trust supports good performance and safety of itself and all its schools and holds the view that a positive health and safety culture is of significant benefit to outcomes for all. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. Furthermore, it is recognised that Health & Safety is an important element of Safeguarding within the OFSTED inspection framework. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

The Trust will review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements

and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

Delegation to the COO to make any minor changes to the operational/ procedural content. These changes will be reported to the Audit & Risk committee at its next meeting, and will support trustees in focusing on strategic matters, whilst at the same time allowing officers to make prompt operational decisions.

Signed by the Chair of the Board		Signed by the COO	
Name		Name	
Signed		Signed	
Date of issue		Review Date	
Display points: HSW Noticeboards, online, induction packs.			

ORGANISATION AND RESPONSIBILITIES

Futura Learning Partnership recognises the need to identify organisational arrangements in its schools for implementing, controlling, and monitoring H&S matters. In this matter they follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. We also accept the need to consult individuals before allocating H&S functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow. Posts with significant H&S roles are set out in the sections below. Everyone has some responsibility, and this highlights the major management lines.

Introduction

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Board of Trustees. However, each school, supported by the central team, will manage its own Health and Safety procedures which fully integrate with this Policy. Headteachers are responsible and accountable for the implementation of and compliance with this policy within their school although health and safety roles and responsibilities can be delegated to other school staff, if detailed within the school Health & Safety Arrangements Policy Document. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring trust safety management systems and managing the trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the trust.

The Board of Trustees must ensure that all reasonable steps have been taken to promote good occupational health and reduce the possibility of accident or injury to staff, students and/or visitors.

The Board of Trustees' responsibilities are to:

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for the trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy statement.

- Provide strategic direction in health and safety matters.
- Ensure that the Audit and Risk Committee is effectively discharging its delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure that each school has an effective business continuity and emergency plan in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the trust.
- Ensure that adequate resources are committed to the management of health and safety.

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 strategic plan 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.
- Monitor and report to the Board of Trustees on the effectiveness of the trust's risk management 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.

Chief Executive Officer (CEO)

The CEO is responsible for leading on Health & Safety matters across the central team and the schools within the Trust, The CEO is accountable for the implementation of and compliance with this policy within the trust, ensuring that a

positive health and safety culture is encouraged and developed within the trust, and that all staff and students understand their responsibilities and adhere to the trust Health and Safety Policy.

The CEO must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the trust.
- Ensure that the Executive team identify and manage risk at all levels of the trust.
- Consider the impact of health and safety in all strategic and operational decision making.
- Ensure that the trust culture promotes a shared responsibility for health & safety.

The CEO will delegate day to day responsibility as detailed below:

Chief Operations Officer (COO) (or delegated officer)

The trust COO is the conduit between the Audit and Risk Committee and the senior trust employees with responsibility for health and safety within schools across the trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The COO is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical installations and control of legionella.

The COO must:

- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the trust.
- Ensure there is an effective accident reporting and investigation procedure across 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 and lock down of the trust's premises.
- Agree with the Audit & Risk committee a programme of health and safety inspections.
- Ensure all staff receive adequate health & safety training.
- Be the point of contact with the trust's appointed Health & Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money.
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments.
- Ensure that when awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the trust Health & Safety Policy and appropriate schools' Health & Safety Arrangements.
- Ensure that the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.

- Ensure that school asbestos registers and asbestos management plans are maintained and readily available.
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015).
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- Ensure that there is a programme of servicing and inspection of workplaces.
- Manage the appointment of suppliers and contractors such that they share the trust's commitment to managing health and safety in the workplace, requiring them to demonstrate sound health and safety management and performance.
- Report appropriate information to the Audit & Risk Committee to enable them to undertake their strategic responsibilities in an informed way.

NB. PFI schools – premises compliance is the responsibility of the PFI service provider.

Area Estates Managers (AEM)

Area Estates Managers are responsible for:

- Assisting schools with the implementation of the health & policy in their schools
- Acting as a conduit between schools and COO in relation to health & safety / premises compliance matters
- Providing expert advice, proactively and on request, on health & safety matters to school leaders and consulting with the trust's health & safety consultant as necessary
- Ensuring the schools and other settings remain compliant in respect of the management of premises under business support responsibility, according to the schedule to be found at 4.0 of the arrangements section of this policy, and providing assistance as required for those areas under school responsibility
- Attending school health & safety committee meetings
- Managing trust contractors to ensure compliance with the trust Health & Safety Policy.
- Being aware of fragile roofs in the sites within their areas of responsibility, ensuring appropriate signage is in place and that relevant staff and contractors are aware

Headteacher (COO for Trust Central Staff and Facilities)

Each headteacher is responsible and accountable for the implementation of and compliance with this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to the trust Health and Safety Policy.

The Headteacher is responsible for:

- Ensuring that Health and Safety arrangements within the school are aligned to the Health and Safety Policy
- Appointing a named Health & Safety contact for the school (who may be the Headteacher)
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
- Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional consultants, volunteers, visitors and contractors.
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.
- Ensuring that a school Health and Safety Committee is established, and that the committee meets a minimum of twice per year.
- Reporting to the COO any hazards which cannot be rectified within the establishment's budget.
- Ensuring that risk assessments are undertaken for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually.
- Ensuring that all staff complete mandatory health & safety and other related training.
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training (refreshed every 3-years) to carry out the role (where educational visits are carried out by the school) and that each visit has a named leader and deputy leader.
- Ensuring that there are effective health and safety management arrangements for educational visits and authorising all education visits.
- Appointing a named first aid coordinator and administrator of medication for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, and visitors.
- Informing the COO and the trust's external competent person of all RIDDOR reportable incidents within 24 hours of the incident occurring.

Managers

Although the Headteacher is responsible overall for health and safety in his or her school (subject to the specific responsibilities of the COO), managers have some specific responsibilities:

- Applying the trust Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high-risk activities within their department, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS[2], AfPE[3] and ensure that all staff are aware of and make use of such guidance.
- Ensuring risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff.
- Ensuring 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.

- Resolving any health and safety problems members of staff refer to them, informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe. Reporting any defaults in line with school procedure where required.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available.
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they 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.

All employees have a responsibility to:

- Comply with the Health and Safety Policy.
- Carry out health & safety related training as instructed.
- Report all accidents and near misses.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

First Aid Coordinators

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records.
- In conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
- Ensuring that the location's Automated External Defibrillator is maintained in good working order and to carry out weekly manual battery checks. To ensure that as a minimum all first aiders have been trained on its use.

Administration of Medication

Each school must have a named person responsible for:

- Administering prescription medicines when parental consent has been obtained to do so.
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely.

Appointed Educational Visits Co-ordinator (EVC) (where Educational visits are carried out)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff, and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.
- Recommend each visit to the Headteacher for final authorisation.
- Obtain approval from the external competent support for Category B and C and/or residential visits.
- Ensure appropriate records kept, maintained and available for audit.

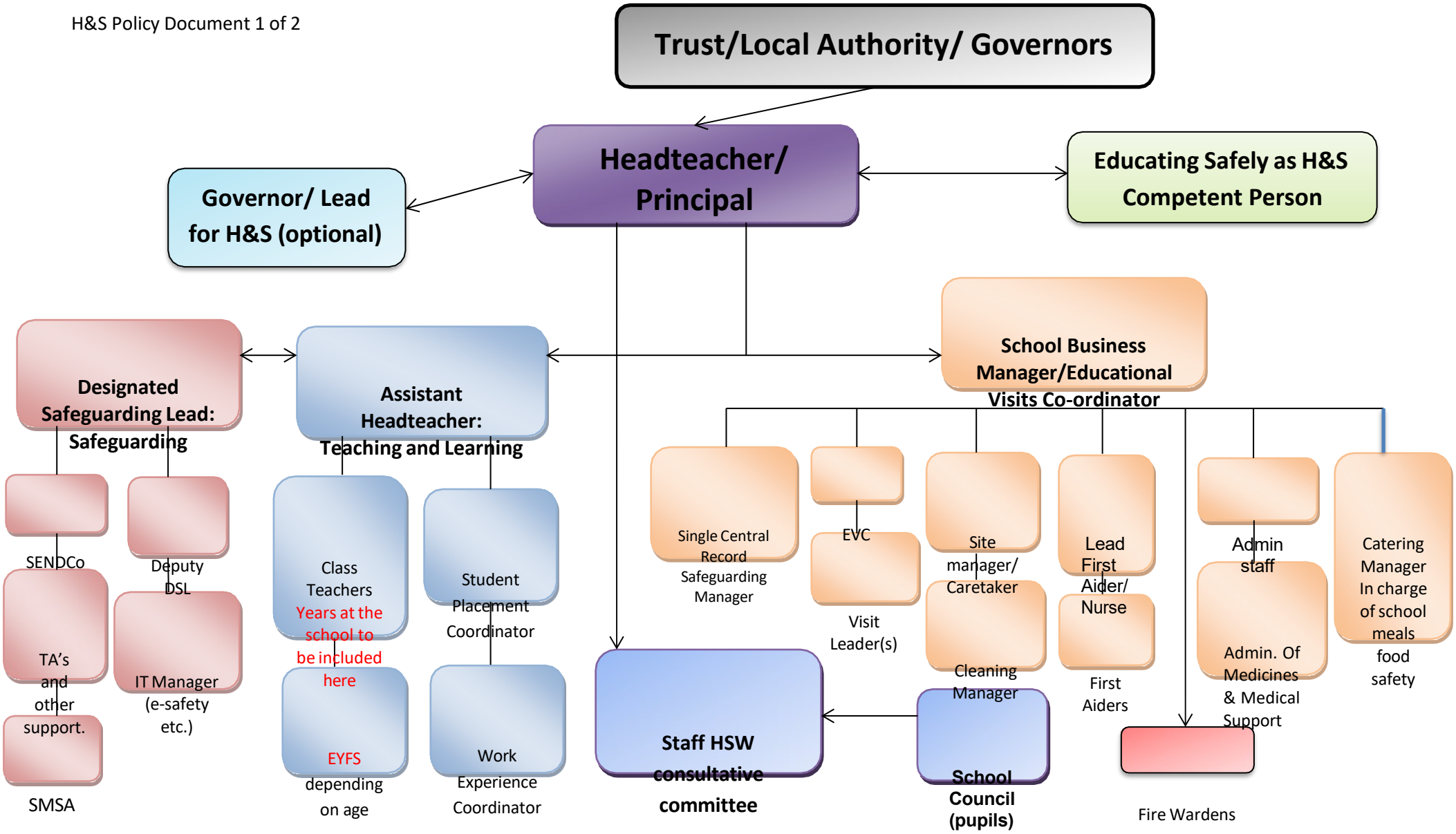
Competent Health and Safety Advisor

The trust will seek competent Health and Safety advice from an external provider to assist in discharging its health and safety responsibilities.

A summary of the Service Level Agreement is as follows:

- Provide timely health and safety advice, support and training to the trust, schools and their staff.
- Support the trust in ensuring that all members, trustees, governors and members of staff 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 those duties to full effect.
- Undertake pro-active monitoring such as workplace inspections / audits and health checks.
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the trust.

For the 25/26 academic year, the trust uses Educating Safely LLP as its competent health & safety advisor.


Trust/Local Authority/ Governors
Headteacher/ Principal
Governor/ Lead for H&S (optional)
Educating Safely as H&S Competent Person
Designated Safeguarding Lead: Safeguarding
Assistant Headteacher: Teaching and Learning
School Business Manager/Educational Visits Co-ordinator
SENDCo
Deputy DSL
TA's and other support.
IT Manager (e-safety etc.)
SMSA
Class Teachers Years at the school to be included here
EYFS depending on age
Student Placement Coordinator
Work Experience Coordinator
Single Central Record Safeguarding Manager
EVC
Visit Leader(s)
Site manager/ Caretaker
Cleaning Manager
Lead First Aider/ Nurse
First Aiders
Admin staff
Admin. Of Medicines & Medical Support
Catering Manager In charge of school meals food safety
Staff HSW consultative committee
School Council (pupils)
Fire Wardens

School Health & Safety Consultative Committee

Futura Learning Partnership will incorporate health and safety in their sub-committees as appropriate.

The Trust recognise that the way forward in achieving effective management of the school's H&S Policy and the arrangements necessary to fulfil the obligation includes the staff H&S Consultative Committee, or a similar another committee incorporating these responsibilities.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCo, staff with safeguarding roles, high risk area departmental heads such as science, D&T in comprehensive schools, Site managers/caretakers.

H&S Advisors will be used as necessary.

The H&S Consultative Committee shall meet regularly so as to give time and full consideration of:

- Risk assessments, incident information, safety procedures and working practices;
- Reports on premises inspections, compliance, and building works,
- The resources required for training and development and other H&S matters.

The H&S Consultative Committee shall in addition meet annually in order to exercise an overview of the school's H&S performance and to produce a report for the trust.

Arrangements for Safety Representatives or consultation with Employee Representatives.

Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Employee Representatives about problems, hazards or defects either arising from or relating to activities at the school.

While most problems will be dealt with as they arise on a day to day basis those with longer term implications will also be discussed at the H&S Consultative Committee.

See: http://www.hse.gov.uk/involvement/index.htm

Specific issues that require immediate action will be taken after consultation with the Headteacher (or Deputy Headteacher) or the Health and Safety Coordinator.

Monitoring and auditing Health and Safety Performance

Futura Learning Partnership will require each school to provide an annual report on all H&S matters which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.

The report will provide an annual overview of for example:

- Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
- Emergency procedures including fire precautions and first aid;

- Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
- Internal and external inspections as well as audits;

An external health and safety audit will be commissioned for each school each year using a Competent H&S Advisor.

References

The Health and Safety Executive website provides an extensive range of information.
Visit: www.hse.gov.uk
Key useful documents include:
HSG 65 Managing for Health and Safety which can be downloaded free at
http://www.hse.gov.uk/pubns/books/hsg65.htm
INDG 275 (rev1) Plan, do, check, act
http://www.hse.gov.uk/pubns/indg275.pdf
INDG 417 Leading health and safety at work
http://www.hse.gov.uk/pubns/indg417.pdf and from DfE:
Department for Education Governors' Handbook Jan 2017
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf

This is the end of Document 1. Please see Document 2 for the "Organisation and Arrangements" where specific arrangements for each school will be detailed.