THE HOWARD PARTNERSHIP TRUST
HEALTH AND SAFETY POLICY

Date of review: March 2025	Responsible Body: The Howard Partnership Trust
Review period: Annually	THPT/Committee: Audit & Risk
Next due for review: March 2026	Executive Lead: COO
Status: Statutory	Publication: Website

Purpose:

- To provide a safe and healthy working and learning environment for everyone (staff, pupils, visitors and others) involved in activities and/or using the Partnership's premises.
- To create a culture in which risk assessment and control are routine and which accepts that the quality of management and monitoring can affect the number of accidents and incidents of ill health and stress.
- To create an ethos whereby staff and pupils have the required safety skills and access to detailed health and safety information.
- To ensure compliance with the Health and Safety at Work Act 1974.

This Health and Safety policy is the umbrella to a suite of policies:

- THPT First Aid Policy
- THPT Infection Control Policy
- THPT Lone Working Policy

Related policies:

THPT Education Trips & Visits Policy
THPT SEND Policy
THPT Supporting Children at School with Medical Conditions Policy / Managing Medicines Guidance

The Trust's Health and Safety Strategy can be found in Appendix A.

1. Statement of Intent

The Board of Trustees of The Howard Partnership Trust (THPT) recognise that they have overall responsibility for health and safety. In keeping with their responsibilities under the Health and Safety at Work Act 1974 ('HSWA 1974') and THPT's Funding Agreements/Articles of Association, they will ensure that THPT and its Schools will, so far as is reasonably practicable:

a) ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by the School's activities;
b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations 1999;
d) provide and maintain plant and systems of work that are safe and without risks to health;
e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
f) maintain any place of work under its control in a condition that is safe and without risks to health;
g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
k) make arrangements for the provision of a suitable occupational health service for staff;
l) monitor health and safety performance in its schools to verify that this policy and health and safety standards are being maintained and progressively improved. The School will assist with this process where they are able to;
m) develop and maintain a positive and proactive health and safety culture; ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The successful implementation of this policy requires the full support and active co-operation of all staff, contractors, and pupils of the school.

THPT will establish procedures for the appointment and management of competent contractors that undertake the work on their behalf. All contractors and consultants working for The School or on behalf of THPT are required to comply with this Policy.

THPT are committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Failure on the part of any THPT employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on health and safety in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974 requires the employer to make provision for securing the health, safety and welfare of people at work and for protecting others (e.g. pupils, volunteers, visitors, etc.) against risks to health and safety while participating in activities within our learning environment.

- The Management of Health and Safety at Work (Amendment) Regulations 2006 sets out the framework for all employers to follow to ensure that their employees are able to work in an environment that is, as far as reasonably practicable, safe and without risks to their health.

- The Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations 1996 explains how to consult with and involve employees and their representatives on health and safety matters at work.

- The Regulatory Reform (Fire Safety) Order 2005 means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

- The Electricity at Work Act Regulation 1989 applies to all aspects of the use of electricity within the workplace and places duties on employers, employees and the self-employed and requires precautions to be taken against the risk of death or personal injury from electricity in work activities.

- The Gas Safety (Installation and Use) Regulations 1998 stipulates the requirements with the safe installation, maintenance and use of gas systems, including fittings, appliances and flues.

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) states that some accidents must be reported to the Health and Safety Executive (HSE) and sets out the time frame for this and how long records of these accidents must be kept.

- The Provision and Use of Work Equipment Regulations 1998 compels the employer to ensure that equipment is safe for its intended use, which can be achieved by, for example, ensuring regular maintenance and safety inspections are carried out.

- The Construction (Design and Management) Regulations 2015 ensures that there is a plan to manage risks, ensures cooperation and coordination between the varies parties and describes the health and safety roles and responsibilities of each, including The Client.

- The Control of Substances Hazardous to Health Regulations 2002 places focus on the dangers associated with hazardous substances and the measures employer must take to reduce the risks.

- Health Protection in Schools and Other Childcare Facilities provides guidance and advice to staff on how to manage cases of infectious diseases in schools, such as how to prevent the spread of infections, how long to keep children away from school and cleaning the environment.

3. Roles & Responsibilities

3.1. The Board of Trustees

The overall legal accountability for the health and safety of employees and others is the responsibility of the Board of Trustees. As the employer, the Trust Board is responsible for ensuring that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. The Trust's health and safety functions are delegated to the Chief Executive Officer to fulfil on behalf of the Trust.

- ensure sensible approaches to health and safety are put in place, with clear policies that focus on the real risks;
- implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities;
- tell its staff about the real and significant risks in the school and the precautions they need to take to manage them;
- ensure that its staff have the relevant information and training to manage risks on a day-to-day basis, including access to competent health and safety advice where needed; and
- check that the control measures have been implemented and remain appropriate and effective.

3.2. Chief Executive Officer (CEO)

The CEO has overall responsibility for ensuring compliance with health and safety legislation in the day to day running of the trust

3.3. Chief Operating Officer (COO)

The COO ensures that:

- Procedures are in place Trust wide that are clear and concise with assessment of risk being practical;
- Appropriate resources are available to support the management and monitoring of the Trust's health and safety requirements;
- Ensures the Trust's Audit & Risk Committee are updated on a regular basis throughout the year on key existing and potential risks and the mitigating actions taken to manage these.

3.4. Principal

The Principals are responsible for health and safety on a day-to-day basis in their school with support from their Estates Partner.

This involves:

- Appointing a school Health & Safety lead to be their point of contact for health and safety matters, for monitoring and reporting, and for liaison with Partnership Services. The Head of Estates must be notified of this appointment.

- Implementing the health and safety policy and ensuring compliance with all health and safety legislation within the school;
- Ensuring the local arrangements and procedures provide effective control of risks within each of the specific areas under their responsibility
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc.
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the school building and premises are safe;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held at least termly;
- Ensuring all risk assessments are completed and reviewed annually, as a minimum;
- Maintaining effective communication with the school staff, and give clear information to pupils and visitors, regarding and significant risks on site;
- Making sure that staff have the appropriate training, qualifications and competencies to deal with risks in their area of responsibility;
- Ensuring that staff understand their responsibilities and know how to access support and advice to help them manage risks effectively;
- Holding termly School Health & Safety Steering Group meetings with the Estates Partner, and reporting into the THPT Health & Safety Steering Group; and
- Bring any significant health and safety issues to the attention of the Head of Estates, including any health and safety guidance received from enforcement authorities.

3.5. Head of Estates

The Head of Estates monitors health and safety matters across the Trust and ensures compliance is achieved with regards to the management of the Trust's estate through making sure:

- Chairs the termly THPT Health & Safety Steering Group meetings
- ensures that an effective MIS is in place to enable any accidents to be reported by anyone and reviewed by the Principal or their nominated representative and escalated as required; and
- Property risk assessments including FLAGEL checks are undertaken at each school annually within the Trust;
- Accidents across the Trust are monitored and investigated when necessary, including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and policies updated as required;
- Appropriate training is provided to Estates team staff to ensure they are competent to deal with risks in their areas of responsibility and provide support to Principals;
- Clear information is provided to contractors with regards to any significant risks on site;
- Monitors cleaning contracts, and ensures cleaners are appropriately trained and have access to personal protective equipment, where necessary;

- Risk Assessment and Method Statements (RAMS) are received and reviewed before any work can take place on site;
- Metrics are produced to monitor number, type and severity of issues to ensure clear oversight of health and safety Trust wide;
- A health and safety strategy is produced and its implementation monitored; and
- The Head of Estates escalates any significant issues to the COO and highlights any areas of concern.

3.6. Line Managers

Line Managers are to ensure, as far as is reasonably practicable, the health, safety and welfare of staff at their place of work or within their learning environment. They will achieve this by:

- Ensuring all staff are aware of their collective responsibility for health and safety throughout the school, receive training and are aware of the detail of this policy;
- Requiring all staff, including supply staff,working on the Trust's premises to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety (other persons may include therapists, volunteers, visitors, etc.); This is achieved by code of conduct agreements with expectations outlined;
- Assessing the risks to staff and make arrangements for their health and safety by effective planning, organisation, control, monitoring and review; and
- Informing and consulting with staff in good time on matters relating to their health and safety. Staff representatives may make representations to the employer on health and safety matters relating to those they represent.

3.7. All Staff

Staff are to ensure that they act with due care and attention for the health, safety and welfare of themselves and those around them within their place of work and the learning environment by:

- Observing health and safety instructions issued by the THPT Health & Safety Committee;Acting in accordance with the Health and Safety policy;
- Reporting all accidents, near misses and any potential hazards to the relevant parties and obligation to participate in investigations;
- Fully cognisant of the emergency procedures in respect of fire, first aid and other emergencies and able to implement the procedures;
- Co-operating with other persons to enable them to carry out their health and safety responsibilities;
- Ensuring health and safety implications are considered when authorising the purchase of goods or services on behalf of the Trust; and
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate; and
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, reception should be notified immediately and the Police should be contatcted where necessary Staff must not put themselves at risk.

3.8. All Pupils

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

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe all the health and safety rules of the school and in particular, the instructions of staff given in an emergency;
- Adhere to the school's dress code with regards to safety and/or hygiene; and
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of the contents of this section of the policy through the School's website.

3.9. Class Teachers

In addition to the responsibilities of all staff, outlined above, class teachers are expected to:

- Raise any health and safety concerns related to their class area with their immediate line manager;
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim);
- Detail safe methods and controls to be followed in their written lesson plans;
- Set a good example by following safe working procedures personally;
- Ensure the use of protective clothing and guards where necessary; and
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

3.10. Contractors

- All contractors under local control will be appropriately selected and competent in terms of health and safety;
- Contractors must be made aware of and abide by the THPT Health and Safety policy and not endanger pupils, staff or other visitors to the site;
- The Principal or Estates Partner (depending on whether the contractor was appointed by the school or Partnership Services) will appoint an appropriate person to be responsible for the coordination of contractors' activities on site;
- The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, or by the contractor, in consultation with the Principal;
- All contractors (including temporary teaching staff on cover duties) must report to reception and sign-in before any work takes place and prior to each working session. The

Principal or the appropriate person will inform the contractor of any conditions which may affect their safety and that of others;

- The Principal or Estates Partner (depending on whether the contractor was appointed by the school or Partnership Services) will ensure that contractors have appropriate safeguarding and child protection policies and procedures and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider;
- At all pre-contract meetings for major works during school time Safeguarding will be highlighted as a key issue; and
- Any work carried out in school during the school day will be closely supervised and designated areas will restrict the movement of any contractors to ensure that there is no contact with pupils.
- Whilst on site, all contractors must wear a visitor's badge.
- Cleaning contractors' employees must wear an identifiable uniform or an identity badge always and be expected to sign-in/out.

3.11. Visitors

- All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school;
- Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking and risk assessments will be expected for all activities;
- Whilst on site, all visitors must wear a visitor's badge.

4. Monitoring and Reporting

The THPT Audit and Risk Committee shall receive regular reports on matters of health and safety. The Committee reviews the effectiveness of this policy at least annually and reports accordingly to the Trust Board.

The THPT Audit and Risk Committee delegates operational monitoring of health and safety matters across the Trust to the COO who reports by exception.

Each school has a Health and Safety Steering Group which meets termly to provide a forum for discussion of health and safety matters. All staff are encouraged to bring health and safety concerns to this meeting either directly or through their health & safety representative. The Health and Safety Steering Group at each school should be comprised of the Principal, the Head of Phase, the school Health & Safety lead (where different from the Principal), the Estates Partner and/or Estates Site Manager, Appointed First Aid Lead, and other nominated department representatives such PE, DT, Science, etc. Minutes of the meeting are produced and actions captured by the school

An adequate schedule of inspection and maintenance is in place to ensure schools are in a safe condition and provide a safe working and learning environment; this includes annual Estates' risk assessments completed by the Estates Partners.

5. Training

All THPT staff receive health and safety training as part of their induction programme.

- The Principal is responsible for annually assessing the health and safety training needs of all staff in schools and for arranging any identified training.
- The Partnership Service Leads are responsible for annually assessing the health and safety training needs of all staff in their area and for arranging any identified training.

Health and safety should be a regular agenda item for staff meetings and on the September INSET day of each new academic year. Staff who have specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties; such as first aiders, fire wardens, OSHENS/Medical Tracker reviewers, risk assessors, the management of contractors, etc.

6. Procedures & Arrangements

Procedures are established to eliminate and/or reduce health and safety risks to an acceptable level and to comply with legal requirements.

A site specific Local Operational Arrangement (LOA) document has been created for each school – see Appendix B.

Each LOA is approved by its school's Health and Safety Steering Group, following a formatted template created by the Head of Estates. Areas to be considered and responded to within each LOA should include:

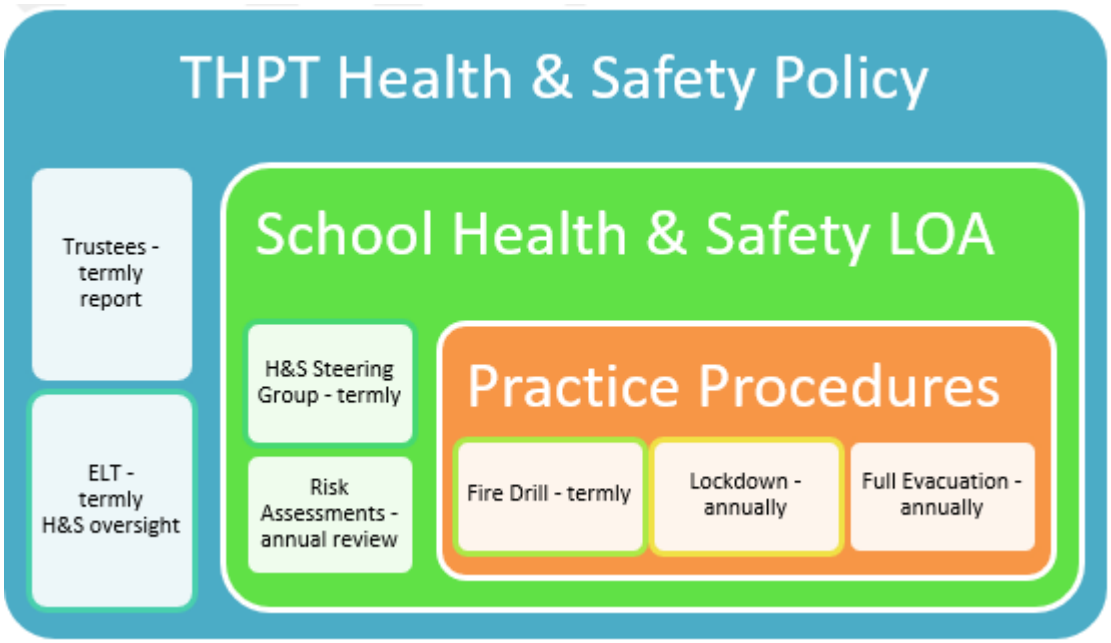
- Accident Reporting, Recording & Investigation
- Asbestos Management Assurance (where applicable)
- Catering Facilities
- Chemical Storage
- Contractor Management
- Curriculum Safety (including school trips / off-site activities)
- Defect / Near Miss Reporting
- Display Screen Equipment
- Evacuation Plans
- Fire Safety (including fire wardens / fire marshals)
- First Aid
- Health & Safety Advice
- Health & Safety Steering Group
- Health & Safety Training
- Housekeeping, Cleaning & Waste Disposal
- Lettings Management
- Lockdown Procedures
- Lone Working
- Maintenance & Safety Inspections of Buildings, Building Services & Equipment
- Manual Handling & Lifting / Working at Height
- Medications

- Minibuses / Travel Plans
- Personal Protective Equipment (PPE)
- Playground, Gymnasium Equipment
- Risk Assessments
- Site Security / Access Control
- Staff Well Being
- Supervision
- Swimming Pool (where applicable)
- Visitors
- Work Experience

THPT Health & Safety Strategy

Health and Safety is Everyone's Responsibility

Working together as One Trust, we will ensure that risks are managed effectively, through good communication, appropriate training, and regular reviews. The Estates Team will be supporting schools with all of these processes.



	Role:	Responsibilities:	Frequency:
THPT Health & Safety Policy	▪ Head of Estates ▪ ELT ▪ Trustees	▪ Update ▪ Review ▪ Approve	Annually
THPT Health & Safety Oversight	▪ CEO ▪ DCEO ▪ COO ▪ Director of Safeguarding and Education ▪ Head of Estates ▪ Head of People	Review and provide direction, Guidance & Leadership on: ▪ Health & Safety Risk Registers ▪ Health & Safety Performance, such as: o Accident Reporting and Investigations o Health & Safety Internal Audits and Inspections o Health & Safety Compliance ▪ Occupational Health & Wellbeing ▪ Health & Safety Policies and Procedures ▪ Key Legislation Changes	Termly
School Health & Safety Steering Group	▪ Principal ▪ Heads of Phase ▪ School Health & Safety Lead ▪ Estates Partner ▪ HR Partner ▪ Others (dependent upon school phase – e.g. Head of DT, DT Technician, etc.)	Discuss & Agree Mitigating Actions as necessary for: ▪ Health & Safety Local Operations Arrangements ▪ Health & Safety Awareness and Training ▪ Accidents & Investigations, including Near Misses ▪ Fire Drills, Lockdowns, Full Evacuations, etc. ▪ Health & Safety Internal Audits ▪ Occupational Health & Wellbeing ▪ Workplace, DSE and Risk Assessments	Termly
Health & Safety Inspections	▪ Estate Site Managers / Estate Caretakers ▪ Estates Partners / Principals ▪ Estates Site Managers / Heads of Department (Secondary Phase)	▪ External Health & Safety walk for the school grounds ▪ Internal Health & Safety walk, especially store cupboards and plant rooms ▪ Faculty Department	▪ Half-termly ▪ Termly ▪ Annually
Risk Assessments	▪ Estates Partners for Building & Property RAs ▪ Principals / Heads of Department for Curriculum RAs with support for Estates Partners	▪ Risk Assessments to be reviewed, updated when necessary and recommunicated, including any relevant training	Annually