

# Learning Accord Multi Academy Trust

## Health, Safety and Wellbeing Policy



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## **Introduction**

At Learning Accord Multi Academy Trust, the health, safety, and wellbeing of our staff and pupils are our top priorities. As the employer, the Trust holds overall responsibility for ensuring that everyone in our academies works and learns in a safe and supportive environment.

We believe that fostering a strong health and safety culture is about more than just policies—it's about working together. When staff feel listened to and involved, we create safer and healthier school communities.

The Members, Trustees, and CEO of Learning Accord Multi Academy Trust are fully committed to achieving high standards of health and safety across all our academies. To support this, we provide clear policies that focus on key risks, ensuring that measures put in place are effective and regularly reviewed.

Each academy within the Trust has its own local Health and Safety Policy, tailored to its specific needs. While the Trust retains overall accountability, the day-to-day management of health and safety is delegated to the Headteacher, who works closely with their team, including the Business Manager and Caretaker, to maintain a safe environment for all.

Local governing bodies, while not direct employers of staff, play a crucial role in setting strategic direction and working in partnership with Headteachers, senior leaders, and Trust staff to promote a positive health and safety culture.

This policy provides a framework for all academies within Learning Accord Multi Academy Trust, ensuring consistency, clarity, and a shared commitment to keeping our schools safe and welcoming for everyone.

## Statement of Intent

The Governing Body of each Learning Accord Academy is committed to fulfilling its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation, to provide a safe and healthy working environment for employees, pupils, visitors, and contractors. Details of how this will be achieved are outlined in the Arrangements section of this policy.

The Governing Body will ensure effective consultation with members of staff on health and safety matters and that individuals are informed before specific health and safety responsibilities are delegated to them.

Where necessary, specialist advice will be sought to assess health and safety risks and determine appropriate precautions.

The Governing Body will ensure that employees receive sufficient information, instruction, and training in health and safety matters relevant to their role.

All employees are expected to follow health and safety procedures to maintain high standards of safety in all academy activities.

This policy describes the organisation's structure and arrangements for managing different areas of risk. The details of how these areas will be managed are provided in the Arrangements section.

This policy reflects our commitment to ensuring that health and safety is integral to the Learning Accord Multi Academy Trust, with effective management actively contributing to the Trust's success. The safety of pupils and staff underpins the entire culture and ethos of our Trust.

Signed: ..... Date: .....

(Chair of Local Governing Body)

Signed: ..... Date: .....

(MAT CEO)

This policy will be reviewed annually.

## **Organisation and Responsibilities**

### **2.1 Responsibilities of the Local Governing Body**

The Governing Body will ensure that:

- The Headteacher develops and implements an academy health and safety policy, which is approved and adopted by the Governing Body.
- Suitable and sufficient risk assessments are carried out and documented.
- Adequate funding is allocated for health and safety measures, including training and personal protective equipment (PPE).
- Termly safety inspections are conducted.
- Reports from safety inspections, including those from trade union representatives, are reviewed and acted upon.
- Health and safety remains a standing agenda item at all Governing Body meetings.
- An annual health and safety report is published.
- A positive health and safety culture is promoted and maintained.

### **2.2 Responsibilities of the Headteacher**

The Headteacher is responsible for the implementation of the Health, Safety, and Wellbeing Policies within their academy. Their responsibilities include:

#### **Control:**

- Establishing effective arrangements for implementing the academy's health and safety policies.
- Ensuring the policy and associated procedures are communicated and followed.
- Supporting senior leaders in reviewing and revising health and safety policies, standards, and risk assessments.

#### **Cooperation:**

- Ensuring consultation with all employees on health and safety matters.
- Demonstrating leadership by prioritising health and safety equally with educational performance.
- Coordinating health and safety efforts with other site users.

#### **Communication:**

- Ensuring staff, visitors, contractors, and pupils are aware of health and safety procedures.
- Making health and safety guidance easily accessible to all employees.

#### **Competence and Capability:**

- Ensuring all employees receive appropriate health and safety training.
- Maintaining records of training and development.

#### **Planning and Implementation:**

- Ensuring risk assessments are conducted and reviewed regularly.
- Implementing appropriate procedures for first aid, fire safety, and incident reporting.

**Monitoring and Review:**

- Establishing monitoring systems to ensure compliance with health and safety policies.
- Reporting on health and safety performance to the Local Governing Body annually.

**2.3 Responsibilities of Senior Leaders**

Senior leaders, including Deputy and Assistant Headteachers, may be delegated health and safety responsibilities by the Headteacher. Subject Leaders are responsible for health and safety matters within their curriculum areas.

**2.4 Responsibilities of the Caretaker**

The Caretaker is responsible for:

- Maintaining safe access and egress routes.
- Ensuring premises are clean and welfare facilities are adequate.
- Coordinating contractor safety while on-site.
- Implementing security and fire safety measures.
- Managing asbestos and legionella risks.
- Recording and investigating premises-related incidents.
- Conducting regular safety inspections.
- Displaying the Health and Safety Law poster in an accessible location.

**2.5 Responsibilities of all Employees**

All employees must:

- Take reasonable care of their own health and safety and that of others.
- Follow safe working practices and risk assessments.
- Report hazards or concerns to their line manager.
- Participate in necessary training.
- Use work equipment correctly.

**2.6 Responsibilities of Pupils**

Pupils will be encouraged to:

- Follow staff instructions in emergencies.
- Avoid interfering with safety equipment.
- Report safety concerns to a member of staff.

**3. Arrangements****3.1 Health and Safety Representatives**

Under the Safety Representatives and Safety Committees Regulations 1977, recognised trade unions have the right to appoint health and safety representatives. When a trade union appoints a representative, they will notify the school in writing. The academy will then work closely with them on health and safety matters.

Health and safety representatives have the right to raise concerns about workplace safety, and the academy is committed to listening and acting where necessary. We will ensure that representatives have the necessary time and resources to carry out their role effectively, including paid time off for inspections and training.

### **Current Health & Safety Representatives:**

Trade Union | {Name of Representative}

There are currently no Health & Safety Representatives at Learning Accord Academies.

### **3.2 Health and Safety Committee**

Each academy will establish a Health and Safety Committee to promote a positive safety culture and ensure legal compliance. We recognise that when staff are actively involved in health and safety, the workplace becomes safer and accident rates decrease.

### **3.3 Responsibilities for Academy Visits**

The academy regularly organises educational visits and has a designated Educational Visits Coordinator (EVC). This individual has:

- Experience in managing visits.
- The ability to train and support other staff.
- Authority to approve or reject trips.

Whenever the academy organises an event, trip, or activity beyond the school premises, we maintain responsibility for students' safety and wellbeing. Our duty of care cannot be handed over to external providers.

The academy follows a clear policy for educational visits, which includes:

- Emergency, accident, and incident response plans.
- Supervision and staffing requirements, ensuring all supervisors are trained and vetted.
- A structured approval system for planning and supporting visits.

### **EVC Responsibilities:**

- Developing a robust process for planning and approving visits.
- Supporting the Headteacher and Governing Body with decisions on educational visits.
- Ensuring staff receive appropriate training for leading trips, including risk management and safeguarding.
- Checking that all supervisors and volunteers meet the necessary standards.
- Keeping up to date with best practices through training and refresher courses.
- Overseeing emergency planning and ensuring designated emergency contacts are available.
- Keeping accurate records of visits and reviewing safety procedures regularly.

The academy also has access to specialist advice from the Local Authority via the Evolve system.

#### **4. Local Arrangements within Academies**

Each academy will develop its own specific procedures for handling health and safety matters, including:

- Reporting incidents, injuries, and accidents.
- Ensuring staff meet health and safety competency requirements.
- Managing asbestos, contractors, and site security.
- Preventing slips, trips, and falls.
- Vehicle movement and traffic safety.
- Fire and electrical safety.
- Minibus and ICT safety.
- First aid, infection control, and severe weather procedures.
- Administering medication and responding to critical incidents.
- Stress management and dignity at work policies.
- Ensuring appropriate risk assessments for specific hazards such as lone working, manual handling, and workplace violence.
- Managing risks for young people on work placements and pregnant employees.
- Regular inspections and maintenance of equipment and facilities.

#### **5. Health and Safety Competence and Capability**

Being competent in health and safety means having the right knowledge, skills, and experience. The academy integrates health and safety into various processes, including:

- Recruitment and induction.
- Role changes and promotions.
- Temporary and agency staff training.
- Performance management.
- Addressing health and safety concerns in staff performance reviews.

Health and safety performance is a key part of our overall staff evaluation process. For Headteachers, factors such as monitoring results, Ofsted reports, and self-evaluations inform performance objectives.

Training By law, employees must receive adequate health and safety training when they start a role or encounter new risks. The academy provides training suited to each role and keeps detailed records of all health and safety training completed.

#### **6. Consequences of Non-Compliance**

All employees must follow the academy's health and safety policies. If staff fail to meet these standards, appropriate action will be taken, including:

- Support and guidance through normal line management.
- Addressing concerns in performance reviews.
- In serious cases, disciplinary action, which could include dismissal for gross misconduct.

The academy's HR policies outline the full disciplinary procedures for health and safety breaches.



## **7. Review and Revision**

The Board of Trustees will review this Health and Safety Policy annually. Updates will be made as needed to reflect changes in legislation or academy requirements.