



Policy: Health and Safety

Policy reference no: 008

Date: September 2025

Person responsible for policy: Stephen Dean, Chief Executive Officer

Authorised by: Board of Trustees

Review date: December 2026

This Policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

Flourishing together through LIFE

1. Introduction

- 1.1. Primary QuEST Trust recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work
- 1.2. All schools within Primary QuEST Trust buy into the SHE Unit at the Local Authority as a traded service and follow the advice and guidance they provide for schools.

2. Objectives

- 2.1. The objectives of this document are:
 - To set the general direction for health, safety and welfare throughout Primary QuEST Trust. This will be reflected in our individual schools' health and safety policies;
 - To demonstrate Primary QuEST Trust's commitment to health and safety.
 - To meet the requirement of Section 2(3), 3 and 4 of the Health and Safety at Work etc Act 1974 and other statutory and common law duties, including a written statement of general policy on health and safety.
- 2.2. This Health and Safety Policy Statement is the lead document for health and safety within Primary QuEST Trust and applies to all staff, governors, visitors and contractors.

3. Statement

- 3.1. The Board of Trustees recognises its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, pupils,

visitors and contractors using the academy premises or participating in school - sponsored activities.

- 3.2. Primary QuEST Trust believes that the prevention of accidents, injury or loss is essential to the efficient operation of its academies and the education of its pupils and students.
- 3.3. The Trust will ensure, so far as is reasonably practicable, the safety of all staff, pupils, and any other person who may be directly affected by its operations by:
 - Ensuring significant health and safety risks arising from its activities are adequately controlled;
 - Providing and maintaining safe plant, equipment and systems of work;
 - Managing and maintaining a safe and healthy working and learning environment;
 - Ensuring that staff receive appropriate training, and are competent to carry out their designated responsibilities;
 - Providing sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work;
 - Involving employees in health and safety decisions through consultation and co-operation.
- 3.4. Primary QuEST Trust will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.
- 3.5. Primary QuEST Trust's policy will be implemented with the full co-operation of Trustees, Local Advisory Boards and staff.
- 3.6. All employees have duties under the Health and Safety at Work etc. Act 1974 and must actively support Primary QuEST Trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in disciplinary action in line with Primary QuEST Trust's Disciplinary Policy and Procedure.
- 3.7. Primary QuEST Trust will provide and maintain joint consultation on health and safety matters and will co-operate with agreed safety representatives.
- 3.8. This overarching policy statement will be reviewed on an annual basis to sustain its compliance and effectiveness. Any changes will be communicated to all schools within Primary QuEST Trust so that their policies can be updated accordingly.

4. Role and responsibilities

- 4.1. The Board of Trustees has strategic responsibility for health and safety within all areas of Primary QuEST Trust's undertakings. They ensure that:
 - sufficient resources and strategic direction are allocated by it and its schools to ensure, as far as is reasonably practicable a safe and productive working and learning environment;
 - competent health and safety advice is available in order to assist line management and comply with regulatory controls.

- 4.2. The Chief Executive Officer has overall responsibility for health and safety throughout Primary QuEST Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The Chief Executive Officer ensures that the Board of Trustees:
- oversees the provision of health and safety leadership focused on the management of significant risk;
 - monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues.
- 4.3. Local Advisory Boards (LABs) are responsible for the implementation of Primary QuEST Trust's policy and ensuring effective health and safety management systems within their individual schools. They ensure that:
- local arrangements are developed in line with this overarching statement and guidance provided by Gloucestershire County Council's SHE Unit, and set out in detail the roles, responsibilities and duties of named individuals who will coordinate, manage and carry out the local procedures, under the overall supervision of the individual school's headteacher;
 - sufficient resources are allocated to meet health and safety obligations;
 - health and safety performance is subject to regular monitoring and review;
 - staff are involved and consulted on relevant health and safety matters;
 - all staff know and accept their individual responsibilities regarding health and safety and that health and safety training programmes are in place and monitored;
 - the headteacher works alongside the CEO and Health and Safety coordinator to ensure audits and procedures are followed and up to date;
 - any deficiencies or weaknesses are brought to the attention of the school's headteacher are rectified or the health and safety coordinator;
 - regular health and safety audits are carried out.
- 4.4. The headteacher of each school within Primary QuEST Trust has responsibility for the day-to-day operation and management of health and safety, as delegated by the Board of Trustees within all areas of Primary QuEST Trust's undertakings. They ensure that:
- the policies and procedures adopted by the Trust are fully implemented and followed by all staff;
 - the policy and other appropriate health and safety information is communicated to all relevant people including contractors;
 - health and safety matters are given due consideration with other commitments and form an integral part of their activities;
 - health and safety performance is reported to the Local Advisory Board and Chief Executive Officer;
 - staff are competent to carry out their roles and are provided with adequate information, instruction and training;
 - consultation arrangements are in place for staff and their trade union representatives (where appointed);
 - effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions;

- monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
 - school premises, plant and equipment are maintained in a safe and serviceable condition.
- 4.5. Whilst overall responsibility for health and safety cannot be delegated, the headteacher of an individual school may choose to delegate certain tasks to other members of staff.
- 4.6. The headteacher of an individual school may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the school. These staff:
- apply the Primary QuEST Trust's overarching Health and Safety Policy and guidance from the Local Authority's SHE Unit to their own area of work;
 - ensure staff under their control are aware of and follow relevant published health and safety guidance;
 - ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented;
 - ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
 - take appropriate action on health, safety and welfare issues referred to them, informing the headteacher of any problems they are unable to resolve within the resources available to them;
 - carry out regular inspections of their areas of responsibility and report/record these inspections.
- 4.7. Under the Health and Safety at Work Act etc. 1974 all staff (including volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.
- 4.8. All employees have responsibility to:
- comply with the Trust's and academy's Health and Safety Policy and procedures at all times;
 - report all accidents and incidents in line with the academy's reporting procedure;
 - co-operate with and support management on all matters relating to health and safety;
 - not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
 - report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
 - take part in health and safety training and development and health surveillance programmes, as required.

5. Operations

- 5.1. Each academy is required to establish specific health and safety policy statements and organisational arrangements to implement Primary QuEST Trust's policy, in line with

the guidance provided by the Local Authority's SHE Unit.

5.2. These local policies will provide detailed operational arrangements for health and safety and will, as a minimum, meet the standards and requirements set out in this policy and respond to the guidance provided by the Local Authority's SHE Unit. Some schools use a template to organise the detail within their policies. These documents will include a comprehensive range of appendices set out under the following:

- Organisation
- Arrangements
- Risk assessment
- Medical, fire and emergency arrangements
- Monitoring and review
- Training
- Catering and food hygiene
- Health and safety advice

5.3. The Chief Executive Officer will ensure that headteachers have organisational arrangements in place for staff employed by the Trust in their schools, including consultants. These arrangements will comply with the health and safety arrangements for the place of work for staff, whether this be on an academy site or elsewhere. This will include risk assessments, accident reporting arrangements, first aid, induction, DSE workstation assessments etc.

5.4. Suitable clauses to highlight health and safety responsibilities will be included in all employee contracts and job descriptions appropriate to individual roles.

5.5. Performance management will be used to set and measure performance against health and safety targets and objectives (where appropriate for the job description of the employee concerned). Performance management is also used to identify health and safety training needs and monitor competency.

5.6. Each school within Primary QuEST Trust conducts and records risk assessments and ensures findings are brought to the attention of relevant staff. These risk assessments will be reviewed periodically and following any significant changes.

5.7. All new members of staff will be provided with induction training appropriate to their role and needs.

6. Biblical Underpinning for Church of England Schools

The doorkeeper

'Keep watch, stay awake. You don't know when the moment will arrive. It's like a man who goes away from home: he leaves his house, giving his authority for their own tasks; and he commands the doorkeeper to keep watch.'

Mark 13. 33, 34

Waiting and watching is how Christian's live. We give everything over to prayer. We are ready to respond, for Jesus has delegated the care of his home, the school, to us.

The gatekeeper

I am the gate. If anyone comes in by me they will be safe. John 10.9

The staff are like Jesus. They consider the school a protected place. Staff make thoughtful decisions about how best to protect the children from harm. And they become the barrier between what might destroy and what gives life.

The life giver

I came so that they could have life – yes, and have it full to overflowing. John 10.10

When the school is successful in implementing its health and safety policies, the children thrive.