



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

Policy

Health and Safety

Reviewed

and approved by: The Finance Resources and Audit Committee

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1.1 Introduction

This is The St. Gregory The Great Catholic Academy Trust's over-arching Health and Safety Policy which must be implemented and adhered to.

This policy includes the Statement of Intent, organisational structure relating to health and safety roles and responsibilities, and the methodology by which the Trust will achieve a safe working environment for staff, students, visitors and other users of its schools.

This document is intended to bring the Trust's statement of policy to the attention of all employees and learners, providing details of the organisation and arrangements for carrying out that policy.

This policy is to be read in conjunction with the Scheme of Delegation and Terms of Reference documents, which can be found on the trust's website under Governance.

1.2 Statement of Intent

The St. Gregory The Great Catholic Academy Trust (The Trust) accepts its responsibilities as an employer with regard to the Health, Safety and well-being of its employees and students within its care, visitors to the premises, and others who could be affected by its actions.

The Trust recognises its responsibilities under the Health and Safety at Work Act 1974 (HSWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Through this policy Statement of Intent, establishing a pro-active and positive health and safety culture throughout the Trust and the implementation of Trust of Health and Safety arrangements. Schools will ensure that they are meeting the policy aims and objectives and will actively strive for continual Health and Safety improvement by working in consultation with managers, employees and other partners.

The purpose of this policy is to:

- consider what resources should be deployed to support this policy;
- create an environment in which health and safety risks arising from work activities are taken seriously;
- create a system for the prevention of accidents and work-related ill health;
- provide a framework for consultation with employees on matters affecting their health and safety;
- ensure consideration of resources needed to maintain a safe workplace and equipment;
- lay out how the trust shares information, instruction, training and supervision in safe working methods and procedures;
- provide a framework for emergency procedures in cases of fire or any other major incident;
- put structures in place to facilitate the improvement of health and safety practices over time

2. Roles and Responsibilities

2.1 Board of Directors

The Directors have overall legal responsibility for the health and Safety and the strategic risk management of the Trust. Directors have oversight of ensuring that the policy is implemented as appropriate, that schools comply with health and safety legislation, and that the policy and its procedures are implemented accordingly.

The Board of Directors have delegated responsibility to the Finance Resources and Audit Committee to review and approve the Health and Safety Policy, and Estates within the Trust risk register.

2.2 Academy Council

The Academy Council will:

- monitor and review their school's compliance in line with the agreed policies and procedures established by the Directors and be able to feedback information to the Audit and Risk Committee which may need to be reconsidered in line with the current health and safety policy;
- will be informed of emergency H&S issues by the Headteacher or Trust Central Team to keep them appraised of ongoing plans;
- nominate a Governor as a H&S representative who will liaise with the Headteacher to support the school's implementation of this policy;
- require the nominated Governor to visit the school at least once a year to assess its hazards, risks and mitigations, by actively walking through the school accompanied by the School Headteacher.

2.3 Senior Executive Lead

The Executive Officers are the Catholic Senior Executive Leader (CSEL) and the Chief Financial Officer (CFO). The (CFO) is responsible to the Trust Board for operational implementation of this policy across the Trust.

To enable the Board of Directors to carry out its responsibility, the Executive Officers of the Trust will regularly report relevant strategic information on health and safety matters to the Board and its committees, including:

- levels of compliance with this policy and Health and Safety legislation across the Trust;
- numbers of incidents, accidents, near-misses, reportable disease and work-related ill-health;
- remedial actions taken, in progress and planned to improve health and safety and mitigate health and safety risks, and lessons learned;
- staff training, in progress and planned to support a positive culture in health and safety in the workplace.

2.4 Headteacher

Generally, the Headteacher is responsible for:

- overall responsibility for the implementation and monitoring of their school's day to day operational H&S arrangements; and to ensure that the requirements of H&S legislation are complied with;
- ensure that the Trust Health and Safety Policy and school procedures are implemented and applied effectively within the school;
- liaise with the (CSEL), or their representative, to inform them of any health and safety issues or risks that arise
- ensuring the SENCO undertakes individual pupil assessments where necessary to protect themselves or others from harm.
- maintaining an electronic record of staff having read the Trust wide Code of Conduct to enable the link to this policy and their responsibilities.
- ensuring a high standard of cleaning is maintained by cleaning and catering staff, that they work within COSHH guidelines.
- ensure staff know to report any concerns relating to hygiene issues to them, or the designated H&S persons for further investigation.
- ensure Pupils and Staff adopt quiet and ordered movement around the school premises, and measures put into place to mitigate hazards. i.e. clearly marked where pupils are not permitted access
- ensure that appropriate behaviour protocols are written into the school behaviour policy for pupils who breach H&S procedure. Such as purposely accessing "Danger Sites" i.e. cleaning store room.
- ensuring that H&S issues are reported to the Academy Council as a standing agenda item;
- ensuring a H&S school representative is appointed;
- ensuring that suitable and sufficient Risk Assessments (RA) will be in place and reviewed at least annually, and appropriate controls are implemented, for all curriculum activities, school functions, school trips and any other activity which may be undertaken which have a considered risk associated to it; seeking advice from a competent person applicable to the issue and the Trust Central Team where the elimination or reduction of an identified hazard cannot be resolved to a satisfactory level;
- ensuring that adequate resources are in place to ensure proper training is provided to enable staff to carry out their duties competently;
- ensuring appropriate documentation is held to provide evidence that this policy is adhered to in relation to the reporting, recording and investigation and analysis of accidents, incidents and near miss occurrences
- ensuring that a safe evacuation and invacuation/lockdown plan is in place in line with The Trust's Business Continuity Plan, reviewed annually or as changes to the building occur;

- ensuring the evacuation drills are recorded and practiced every term, and that the plan is also reviewed and communicated to staff at the beginning of each academic year;
- ensuring the evacuation/lockdown drill is recorded and practiced annually, and that the plan is also reviewed and communicated to staff at the beginning of each academic year;
- compiling an emergency 'Grab and go' folder containing emergency contact details and procedures to follow should a critical incident occur.

2.5 Trust Central Team

The Trust Central Team are responsible for:

- ensuring that adequate communication takes place with Principal/Headteachers and Academy Councils, to ensure that staff follow an appropriate induction and appraisal processes.
- ensuring that staff have access to all Trust policies and information relating to H&S.

Recommendations for any amendments to this policy are reported to the Trust central team to be considered.

2.6 Head of Estates

The Head of Estates provides support and advice to Headteachers on all matters of health and safety and Estates. They monitor health & safety matters across the Trust and report directly to the CFO. Their key functions are listed below;

review the Trust's Health and Safety Policy at the appropriate timescales in consultation with the Trust Finance Resources and Audit Committee.

- promoting and maintaining the Every system to ensure accurate reporting and record keeping of Health and Safety issues is available.
- ensure that accidents are properly reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013.
- advise on appropriate Health and Safety training
- monitor and report on Health and Safety auditing.
- promote an attitude of safety and safe working by adopting standards of best practice across the Trust.

2.7 Employees

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations, whether they are agency, fixed term, contract, or permanent, and everybody is responsibility for:

- ensure your own health and safety and that of others.
- observe applicable safety rules and follow instructions for the safe use of equipment;
- reporting any health and safety concerns immediately to your line manager;
- ensuring that safe working practices are adopted at all times and comply with the outcomes of Risk Assessments, whether in school, as part of extended provision or on offsite activities;
- attending H&S training courses/events/meetings as required;

- co-operating with managers on health and safety matters, including the investigation of any incident.
- failure to comply with this policy and any health and safety procedures may be treated as misconduct and dealt with under our Disciplinary Procedure

2.8 Volunteers

Volunteers have a responsibility to act in accordance with the Trust's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

2.9 Contractor and Sub-Contractor

The Trust and each school owe a duty of care under the Health and Safety at Work etc. Act 1974 to its employees or others who may be put at risk by its premises or activities, including contractors undertaking work on its premises.

For the purposes of this policy, a contractor is defined as a person/company who are under contract to provide materials or labour to perform a service or to do a job. This definition does not include temporary contracted office workers involved with office activities.

All contractors under the School's control will be appropriately selected and competent in terms of health and safety. They will be:

- made aware of and abide by the Trust's Health and Safety Policy and not endanger pupils, staff or other visitors to the site.
- provided a specific person at each School will be allocated responsibility for the co-ordination of the contractors' activities on site. Contractors must provide as a minimum evidence of adequate public liability insurance for their contracted role, evidence of safe systems of work including appropriate risk assessments for their contracted role and evidence of safeguarding checks for all contractors on site.

The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises due to contractor's work, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor in consultation with the Headteacher. All contractors must report to the responsible person before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect their safety.

2.10 Visitors

All visitors are to be signed in and issued with a visitor's badge, which must be kept visible. They must be accompanied by a member of the school staff throughout their visit unless they have a valid Enhanced DBS check or visiting outside hours when students are not on site. Where visits require one-on-one interviews, arrangements are to be made to ensure their mutual safety.

All Visitors shall:

- comply with all school policies, procedures and codes of practice
- take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts, activities or omissions
- comply with all safety related information, instruction and training issued by the School and any instructions given by staff in the event of an emergency
- not intentionally or recklessly, interfere with, or misuse, anything provided for their health and safety.
- report any occupational ill-health issues/accidents/incidents or any defects or dangerous occurrences, whether or not injury is sustained, and any unsafe practices which they consider may create risks to their own Health and Safety or damage to equipment and premises
- persons hosting visitors including meeting arrangers must ensure:
 - Visitors are alerted to the establishment fire procedures.
 - Visitors adhere to the 'no smoking' policy.
 - Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 - Visitors remain within authorised areas and do not enter any restricted area unless permission is granted, and the person is accompanied.
 - Visitors do not take anything with them from the premises or bring anything onto the premises that may create a hazard or risk, unless authorised.
 - Visitors wear protective clothing that is supplied, when necessary.

2.11 Pupils

Pupils will be reminded that they 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.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Pupils are taught how to manage risk through a variety of curriculum areas.

All pupils and parents will be made aware of this section of the policy through an appropriate means of communication e.g. prospectus / website.

3. Arrangements for the Management of Health and Safety

3.1 Information and Consultation

The Trust Central Team, with the guidance of the Trust's Finance Resources and Audit Committee, will inform and consult with the Trust's recognised professional associations.

The Trust will inform Principal/headteachers, or the designated responsible member of staff, of expectations of H&S training requirements and ensure that they receive the appropriate training to carry out their functions effectively.

The Principal/Headteacher, or the designated responsible member of staff, advised and assisted by the Trust Central Team, is responsible for informing and consulting employees about health and safety matters.

3.2 Management Arrangements

The Trust's health and safety management arrangements will incorporate the following key elements:

Policy

The Health and Safety Policy, through the Health and Safety Management Handbook, sets out the key procedures and overall direction taken by each school and will contribute to the efficiency, effectiveness and continuous improvement of our organisation, demonstrating senior management commitment as well as clearly defining key roles and responsibilities both within the Central Team and each school.

Organising

The Trust, the Principal/Headteacher and Local Academy Council will ensure a strong and effective management structure is in place to proactively deliver this policy. There will be regular consultation on health and safety matters with all relevant stakeholders and a shared understanding of each School's desire to promote a positive and risk aware culture by managers and staff.

Planning & Implementing

Each School will have a systematic approach to the implementation of this policy, by ensuring an effective management system integrating health and safety performance standards, targets, priorities and training is in place across all disciplines within each School. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and mitigating risk.

3.3 Training

The Trust and its schools will ensure that staff are given adequate training and supervision to perform their work competently and safely. Induction training will be provided for all new employees, further training will be provided that relate to competence and activities. Health and Safety training may be delivered in any of the following formats:

- Individually from the supervisor
- Instructor led training
- E-Learning

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working/learning in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it.

The generic/standard training process and policy is the responsibility of the Trust and the Individual training requirement and resource are the responsibility of each school, who are responsible for keeping training records and the prompting of refresher training.

Measuring, Auditing & Reviewing Performance

Each School is responsible for managing its own performance, so it can clearly address improvements that are needed. Performance management of each school by the Trust will be supported by health and safety compliance data and external auditing of policies, procedures and activities, in addition to monitoring accident and incident information. Findings and reports will be available to Directors, Academy Councils and staff representatives at least once a term.

This policy will be reviewed every three years, and the Management Handbook will be reviewed as relevant changes to legislation occur.

This Policy should also be read in conjunction with the following list of Trust Policies:

- Behaviour
- Capability Policy
- CCTV Policy (if applicable)
- Complaints Policy & Procedure
- Disciplinary
- Safeguarding Keeping Children safe in Education
- Whistleblowing
- First Aid
- Display Scree Equipment (DSE)

3.4 Risk Assessment

The Trustees acknowledge that risk assessment is a legal requirement mainly under the Management of Health and Safety at Work Regulations 1999, although most health and safety legislation requires a risk assessment approach.

We carry out general workplace risk assessments periodically making them available for all staff to access. The purpose is to assess the risks to the health and safety of staff, pupils, parents, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks. In addition, each school will also undertake activity, person or situation specific risk assessments and where appropriate document Safe Systems of Working (SSOW) as and when required. All staff are expected to make themselves aware of risk assessments.

Risk assessments are reviewed annually, or following an incident, on the introduction of any new process / equipment / substance, or other significant change in circumstances. Each school must maintain an up to date risk assessment register.

All Educational visits undertaken by each school will also be subject to a written risk assessment which should be uploaded to the educational visit management system, Evolve.

It is the Headteacher's responsibility (as duty holder) to ensure that risk assessments are carried out. However, the Headteacher may request assistance of competent staff in carrying out risk assessments across various curriculum and non-curriculum areas of activity within their School.

Each school will have a standard list of risk assessments related to tasks and hazards affecting everybody in the school, and department specific risk assessments. All of which are reviewed at least annually.

The Trust operates a Health and Safety Risk Management Handbook which details the procedure and processes and legislation under which we manage our risks on a day to day basis. Examples of risk may include, but are not limited to, Fire, Asbestos, Legionella, Gas, Electricity, COSHH, First Aid, DSE, Radon and Working at Height. A Trust risk register is maintained and evaluates emerging, new and existing health and safety risks and the level of risk these pose to the Trust and its schools. This document is a 'live' document and is reviewed annually by the Finance Resource and Audit Committee.



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All policies are written in line with our Trust Mission Statement:

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

St Gregory the Great Catholic Academy Trust is a charity and a company limited by guarantee.

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Registered office - Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW

Website: stgregorythegreatacademytrust.org.uk

Tel: 0113 8246360

Email: info@sgtgcat.org.uk

CSEL: Mr Peter Hughes NLE



**Diocese of Leeds
Vicariate of Education**