



**PENK VALLEY
ACADEMY TRUST**

*Learning
Together*

Health and Safety

Adopted by Trustees:	
Signed:	<i>Mark Roberts</i>
Date:	December 2024
This policy is reviewed annually by the Audit Finance and Risk Committee.	
Review date:	Autumn 2024



COLLABORATION



CHALLENGE



CURIOSITY



CARE

POLICY INFORMATION

Date of last review:	Autumn 2024	Review period:	Annually
Date ratified by Trustees:	December 2024	Trustee committee responsible:	Audit Finance and Risk
Policy owner:	Chief Operations Officer	Executive team member responsible:	Chief Operations Officer

Reviews/revisions

Review date	Changes made	By whom
July 2024	Policy brought into new format	LMC

Equality and GDPR

All Penk Valley Academy Trust policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Penk Valley Academy Trust recognises the serious issues that can occur as a consequence in failing to protect an individual adult’s or child’s personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Penk Valley Academy Trust is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Penk Valley Academy Trust will be referred to as **PVAT** for the remainder of the document which includes all schools who are members of PVAT, business operations and centralised services.

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Policy Statement

1. Penk Valley Academy Trust (referred to from here on as 'the Trust') is committed to ensuring that all persons who use, visit or work on our premises and/or take part in activities do so in an environment that promotes healthy and safe working practises and protects their general wellbeing.

Through effective implementation of safety management systems, the Trust will meet its duties under the Health and Safety at Work etc Act 1974 and all other Regulations related to occupational health and safety.

The overall responsibility for the implementation of this Policy is accepted by the CEO who will ensure that health and safety is effectively managed and integrated through all levels of the Trust.

The Trust is committed to identifying a clear framework for safety management, including:

- Specifying roles and responsibilities.
- Provision and maintenance of safe plant and equipment.
- Implementation of safe systems of work.
- Arrangements for the safe handling, storage and transport of substances and materials.
- Arrangements for providing information, instruction, training and supervision.
- Maintenance and management of grounds and estate to ensure a safe and inclusive environment for all.
- Provision of adequate welfare arrangements including suitable rest facilities.
- Arrangements for Health, Safety and Environment Safety Committees, including staff consultation.
- Implementation of monitoring arrangements including inspections and audit.
- Allocation of sufficient resource for health and safety.

Health and safety is a core management function; commitment from all staff is expected in order to comply with statutory requirements and to promote continuous development of a positive health and safety culture.

2. Scope

This Policy applies to all areas; to all individuals employed and students in attendance at any of the buildings, locations, school's permanent or temporary. This includes contractors, partners, locum/agency staff, otherwise temporary staff, contractors, visiting teachers and volunteers.

It applies to all premises under the control of the Trust and to any activity under Trust control, whether it takes place on or off site.

3. Framework

This Policy provides a broad framework for the Trust health and safety management system. We adopt the Plan Do, Check, Act model, (PDCA). Specific policies and procedures will underpin this framework and local policies and procedures will adhere to the standards laid out herein.

4. Resources

Adequate resources shall be provided to implement the PDCA process

Consideration of staffing levels, time, and finance shall be given in order that the system can be successfully implemented.

5. Strategic Planning

Health, safety and welfare is to be considered in all aspects of school and trust decision making process. Embedding a culture of safety through planning both operationally and strategically.

Foreseeable emergency situations that have the potential to impact the school or Trust will as reasonably practicable be identified and included in the development of Business continuity plans, those plans are templated centrally and adjusted where necessary to fit the school location.

Schools and departments will consider the possibility of occurrence of incidents outside normal operations.

Use of third parties such as CLEAPSS, Staffordshire County Council H&S team, HSE to name a few are encouraged.

Each school has a specific H&S arrangements document this is printed locally in each school and a digital copy resides on the trust SharePoint and intranet.

6. Structure

Each school and Professional Services department will have the Headteacher or manager of the department as their Senior Responsible Person (SRP). The SRP will have sufficient authority and control over activity within their area of management to ensure that the requirements detailed in this Policy are fully implemented.

In most cases, the SRP will be the CEO, COO, Headteachers or professional services Managers; in instances where this duty is delegated, all managerial authority with regard to health and safety will be delegated to the nominated post holder.

Health and safety is considered a core management function, therefore, each manager will be responsible for the implementation of this Policy and all other associated policies and procedures in their own area.

The trust employs a Health and safety manager who is competent in H&S matters.

The trust also engages the services of Staffordshire County Council H&S team as a third party advisor to the Trust and Schools.

7. Consultation

The Trust recognises the importance of consultation and cooperation with its staff and will appoint a Health and Safety Coordinators for each area.

The Trust shall also recognise appointed *Safety Representatives* who will be invited to attend Committee meetings, participate in investigations and carry out inspections where appropriate.

Health and safety is a standard agenda item on all formal agendas for schools and Trust, the actions from these meetings relating to H&S should be passed up to the responsible person in school or Headteacher.

Health, Safety committees shall consider reports from Health and Safety Coordinators.

Health and safety will be a standard agenda item at all school and trust meetings.

8. Competence

The Trust ensures that there is a sufficient level of competence to successfully implement the safety management system.

- All new employees receive a H&S input session at onboarding.
- Compulsory training is shared with all staff and refreshers issued annually or sooner dependant on legislation
- Staff in specialist areas will receive training for those areas and access to support sites such as CLEAPSS
- All staff receive input and access to training on asbestos, Fire safety, Coshh, DSE, working at height and annual handling.
- Staff in key roles centrally and across the trust are trained to IOSH level.

Appropriate levels of information, instruction, training and supervision shall be provided for all staff, and where applicable students, at a local level.

The Trust will identify and appoint specialist support roles in the areas of health and safety and radiation.

9. Roles and Responsibilities

9.1 CEO

The CEO has overall responsibility for the implementation of this policy within the Trust. They will provide leadership toward a strong health and safety culture in line with this policy and the Trust core values.

9.2 Trust Executive Group Members

Trust Executive Group members have responsibility for the health, safety and welfare of staff, Pupils and visitors across the Trust. They will:

- Actively support the CEO in ensuring this Policy is actively implemented.
- Ensure sufficient resources to implement this Policy.
- Ensure health and safety policies, procedures and initiatives are promoted and implemented.
- Ensure recommendations arising from audits, inspections, and, incident investigations are given suitable consideration.
- Review and consider health and safety matters recorded on risk registers.
- Ensure health and safety management is prioritised across the Trust.
- Ensure health and safety risks are noted on the risk register.

9.3 Trustees.

- Ensure suitable and sufficient oversight of trust Health and safety through the Finance, Resources and Risk meetings
- Invited member of H&S meetings
- Scrutiny of H&S reports and findings.
- Being a positive supporter for H&S within the trust.

- Investigations where involvement of senior management may preclude them from undertaking the task

9.4 Headteachers, Heads of School and Deputy Headteachers

Headteachers and Deputy headteachers responsibility for the health, safety and welfare of staff, pupils and visitors within their area. This includes activities and physical environments under their management control. In most instances they will act as Senior Responsible Person (SRP) for their management area and will:

- Ensure health and safety policies, procedures and initiatives are implemented.
- Ensure Health and safety is a standing item at school meetings.
- Ensure recommendations arising from audits, inspections, and, incident investigations are given consideration.
- Ensure actions arising from audits, inspections, and, incident investigations are implemented.
- Ensure health and safety risks are noted on the risk register.
- Ensure health and safety risks are actively managed within their area of managerial responsibility.
- Ensure line managers are trained and supported to manage health and safety risks.
- Staff and pupils receive appropriate information, instruction, training, and supervision.
- Undertake fire risk assessments and emergency preparedness exercises.
- Risk assessments for activities undertaken in their area of management responsibility are completed prior to commencement. Work practices are monitored and managed as appropriate.
- Complete annual tours to review safety.

9.5 Chief Operating Officer (COO)

The COO has specific duties and is responsible for buildings, grounds, installations, and common areas of Trust premises. They will:

- Ensure Trust health and safety policies, procedures and initiatives are implemented.
- Establish and chair Health, Safety and Environment Committee
- Ensure a policy for the management of legionella is in place
- Ensure a policy for the management of asbestos is in place.
- Establish and maintain an asset register for installations and equipment which are subject to statutory examination requirements.
- Ensure relevant installations and equipment are examined in line with the specified statutory requirements. This shall include water systems, local exhaust ventilation (LEV) installations, pressure systems (and vessels), lifting equipment, fire protection systems, gas and electrical installations.
- Ensure appointment of suitably competent contractors, review of relevant documentation and provision of suitable management whilst on site.
- Implement a permit to work system for high-risk activity.
- Establish and maintain records of commissioning and examination, repair reports and actions plans.
- Ensure a plan is in place to prioritise reactive works based on level of risk.

- Ensure a programme of Planned Preventative Maintenance (PPM) is in place.
- Provide reports to Trust Audit and Risk Group.
- Liaise with schools and departments regarding findings and/or plans which may affect them.

9.6 Health and Safety Coordinator

Health and Safety Coordinators are either nominated by management, or, volunteer to act as a point of contact for health and safety issues within their school / team. They will be responsible for overseeing, communicating, promoting and coordinating the implementation of this Policy and associated procedures. This may include activities, machinery/equipment, substances, hazardous agents and physical environments. They will:

- Receive and review completed risk assessments and discuss with the assessor any additional actions or controls needed.
- Oversee a suitable record keeping system for risk assessments and associated documents.
- Investigate incidents and monitor completion of actions in accordance with the associated procedure.
- Support annual safety tours.
- Monitor completion of actions arising from audits and inspections.
 - Provide reports to the trust Health, Safety and Environment Committee.
 - Ensure appropriate procedures are in place, including emergency procedures, for the activities undertaken in the area.
- Communicate key health and safety messages to relevant staff.
- Liaise with the Health and Safety Team and other relevant expert advisers to improve standard of health and safety at the Trust.

9.7 Health and Safety Team

- The Health and Safety Team will provide expert advice and guidance and promote a positive health and safety culture within the Trust. The Health and safety team will be a blend of in house capability (H&S manager) and bought in H&S support from an external provider. They will:
- Develop policy and procedure to assist in implementing safety management systems in their area.
- Advise the Trust on health and safety legislative requirements, updates and changes.
- Advise on spill procedure and waste disposal, including specialised and controlled waste.
- Undertake or arrange fire risk assessments and emergency preparedness exercises.
- Act as primary contact with the Fire Service.
- A record is kept for completion of training and provision of information.
- Procure, Develop or deliver training courses, resources and learning materials to reflect the needs of the Trust.
- Review H&S arrangements
- Attend and support Trust Health & Safety Committees.
- Provide summary reports to Health & Safety Committees.
- Review the online incident reporting system, identify trends and provide summary data.
- Consult with staff on development of policies and procedures.
- Act as lead investigator for high-risk incidents.

- Advise and report to trust insurer's on any incidents that may lead to insurance claims
- Liaise with the trust chosen H&S provider for the following
 - As necessary under the Reporting of Injury Diseases and Dangerous Occurrences Regulations (RIDDOR).
 - Liaise with and arrange Health and safety management systems audits

9.8 HR team

Manage any health surveillance and liaise with the approved occupational health service provider.

- Selection and provision of trust occupational health services
- Undertake trust wide stress and wellbeing assessments.
- Maintain and record individual RA's and health surveillance records pertaining to personal data in accordance with GDPR and HSE rules.

9.9 All Employees

- All staff are responsible for taking reasonable care of themselves and others around them whilst at work.
- Undertake written risk assessments for activities which they are organising, leading on or deemed the expert in.
- Review risk assessments periodically or when a significant change takes place, i.e.
 - change of location, machinery etc.
- Must cooperate with management by following any safety rules, protocols, procedures, and safe systems of work.
- Staff must use any equipment provided in the way they have been instructed.
- Must report faults in equipment and physical environment without delay, including all accidents and near misses to their line manager.
- Staff must complete any relevant health and safety training that has been identified as necessary for their role and refresh training as required.

9.10 Technicians, Estates team

Are responsible for the implementation of this policy in their area and will liaise with the SRP regarding health and safety matters. This includes activities, machinery/equipment, substances, and physical environments. They will ensure:

- Staff are familiarised with this Policy and associated procedures.
- Staff and students receive appropriate information, instruction, training, and supervision.
- Risk assessments for activities undertaken in their area of responsibility are completed prior to commencement.
- Work practices are monitored and managed as appropriate.
- A record is kept for completion of training and provision of information.
- Liaison with Health and Safety Coordinator(s) for the area.
- Investigation of health and safety incidents occurring in their area, or, involving their staff are completed.

9.11 Radiation Protection Supervisor (RPS)

Radiation is only at use in Wolgarston high school and the science technicians are the radiation controller for the school,

We use Entrust services for radiation inspections

The RPS will:

- Act as primary liaison with appointed Radiation Protection Adviser (RPA).
- Conduct, record and manage investigations into exposures.
- Produce annual summary report.
- Provide expert specialist advice for matters pertaining to ionising radiation.
- Liaise with the Trust Health and Safety Team and the current Health and Safety Radiation Officer service provision regarding any incident or equipment failure reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

9.12 Pupils

Pupils shall comply with local safety rules as described in the pupil codes of conduct.

9.13 Contractors

Will ensure the trust rules are integrated in to any SSOW and adhere to any local arrangements for undertaking activities within the school.

9.14 Visitors and volunteers

Will not obstruct or interfere with H&S related activities. They will follow the direction and guidance whilst on premises.

10. H&S arrangements

School specific general arrangements

Each school hold a H&S general arrangement document that highlights on greater detail the specific H&S arrangements for the school / property. This document this is printed locally in each school and a digital copy resides on the trust SharePoint and Intranet.

These arrangements will be updated yearly or as key personnel change, this document and references names and roles of responsibility within the school for H&S related tasks to an operational level of detail.

11. Legionella and Asbestos

There is a separate trust wide policy for both legionella and Asbestos

12. Estates compliance-

- The trust Estates manager co-ordinates the compliance of the estate.
- The Estates manager, COO and Procurement buy in external inspection and testing.

- Third party plant equipment insurance is held by the trust and inspected yearly

13. First Aid

Schools will ensure sufficient levels of trained, identifiable first aiders are available in each area and appropriate first aid kits are made available, including strategic placement of defibrillators.

14. Occupational Health

The Trust will provide appropriate occupational health service provision through an approved provider. Mental health, stress counselling are all on offer from the trust intranet for all staff and family members withing the trust.

Health surveillance shall be implemented for staff in areas where specified potential hazardous exposures have been identified by risk assessment.

15. Partnership Arrangements and Contractor Engagement

Where the Trust engages in partnership agreements with other organisations, or, engages a contractor to undertake activity on behalf of the Trust, sufficient scrutiny will be made of their safety management systems prior to engagement in order to ensure adequate consideration is given to the health, safety and welfare of Trust staff and students.

The Trust / school will provide access to any internal policy, procedure or other relevant information needed in order to ensure clear communication of standards, expectations and circumstances is established.

In instances where partnership organisations are based within Trust premises, representatives from the partnership organisation will be invited to attend relevant Committee or other departmental meetings.

Where significant works take place the contractor and trust will co-ordinate the CDM requirements in accordance with this and referenced policies / procedures.

16. Smoking

The Trust is a smoke free environment; smoking and vaping is prohibited in all Trust buildings and vehicles. Please see the separate policy on smoking at work.

17. Driving

The trust has a seperate policy on driving please see the main penkvalley website for details

18. Accidents and reporting

- Incidents involving pupils, staff or visitors should be recorded as soon as they are made aware.
- The onsite accident book must be filled in. Any accident involving Staff or visitors must ensure the HSE Accident Book is completed.
- Schools are able to use local paper records to compile the records ready to put onto the digital system.
- Accidents should as soon as reasonably practicable be uploaded to the Staffordshire County council accident systems
- Near misses can be logged in the same way or through the trust SharePoint site available on the intranet.

19. Monitoring

- Health and safety central team receive notifications from all accidents recorded on the county council systems
- External Audits of accidents through
- Internal audits
- Termly H&S committee meetings
- Trustees through
- School / Property.
- Trustees monitor H&S accident data, Riddor and incidents of Note / patterns are reported to Finance Resources and Risk committee, Termly.

20. Health, Safety Committee

- Health, Safety and Environment Committee will meet once per term
- Trend analysis of accident data

21. Inspections

Leadership safety tours are completed annually.

22. Audit

Each school undertakes a self-audit in January of each year, the findings of this audit are reviewed by the HT / office manager and the H&S manager. The outcome of actions are then fed back to the H&S committee.

Each school received an independent H&S inspection. This is carried out by Staffordshire County Council at each school between every 1 and 5 years, dependant on their last H&S Audit result.

Premises checklists are completed every October half term, these are reviewed between the headteacher/office manager and H&S Manager.

Fire Risk Assessments take place annually and are completed internally or externally if there has been any major infrastructure change to the building or if more then 5 years since the last external assessment. Results are reviewed between the Headteacher/Office manager, H&S and Estates Manager.

First Aid Assessments are completed annually by the school and are reviewed between the Headteacher/office manager and H&S Manager.

H&S Plan following outcomes of the above. Reviewed with the Trust H&S manager and implemented.

