

Health and Safety Policy

Document Control

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Elliot Foundation Academies Trust Values

1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

6. Make a difference

- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others

Related policies and documents

Health and Safety local policy

[Health and Safety at Work etc. Act 1974](#)

[Management of Health and Safety at Work Regulations 1999 \(as amended\)](#)

DfE Guidance on [Health and Safety: advice for schools](#)

[Statutory Framework for the Early Years Foundation Stage](#)

H&S guidance documents (for internal use and can be found on the Community Site)

[TEFAT Risk Assessment Policy](#)

Definitions

- Where the word 'Trust' is used in this document it refers to The Elliot Foundation Academies Trust.

1. Statement of Intent

- 1.1. The Elliot Foundation Academies Trust (TEFAT) recognises and accepts its responsibilities, under the Health & Safety at Work etc Act 1974, to provide a safe and healthy environment for all its employees and all other people affected by its operations and activities, including the pupils of its Academies.
- 1.2. To ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of students, staff and others using or visiting its premises or participating in TEFAT sponsored activities.
- 1.3. TEFAT, in conjunction with Academy Principals commit to:
 - Conducting all activities safely and in compliance with legislation
 - Promoting a positive safety culture
 - Reporting to TEFAT Board on health and safety performance
- 1.4. It is therefore the policy of TEFAT that it will, so far as is reasonably practicable:
 - Ensure the health, safety and welfare at work of all its employees;
 - Protect the health, safety and welfare of all its pupils;
 - Protect the health and safety of all contractors' employees working in its premises and on its land;
 - Protect the health and safety of all persons visiting its premises or land;
 - Protect the health and safety of all persons who may be affected by its activities.
- 1.5. To implement this policy, TEFAT will take all reasonably practicable steps to ensure the provision and maintenance of:
 - Safe workplaces, with safe access and egress;
 - Safe plant and equipment; and safe systems of work
 - Appropriate information, instruction and training for School employees and pupils;
 - Information to employees from an external employer on the risks to health and safety arising from School activities;
 - Arrangements for the safe use, handling, storage and transport of articles and substances;
 - Adequate welfare facilities, in permanent and temporary locations.
- 1.6. The Trust adopts a planned and systematic approach, which includes:
 - Identifying and assessing the hazards and risks associated with all of The Trust's activities, with the aim of eliminating, minimising or controlling the risks.
 - Systems for joint consultation with Safety Representatives and others.

- Monitoring and reviewing to ensure that satisfactory standards are being achieved, both in The Trust's premises, land and on other sites utilised by The Trust.
- 1.7. The effectiveness of this policy will be monitored and reviewed as and when necessary.

All people who work in or with The Trust and key personnel who use its services should read and comply with this statement and any of the following detailed pages as they affect them.

2. Organisation and Responsibilities

The Trust will:

- 2.1. Appoint a Director with responsibility for Health and Safety.
- 2.2. Appoint external Health and Safety expertise to provide information, training, instruction, monitoring and support on all aspects of Health and Safety as required.
- 2.3. Provide strategic direction in the importance of Health and Safety across the organisation
- 2.4. Undertake regular Health and Safety audits of compliance with relevant legislation and report on actions needed to address issues identified.
- 2.5. Review all reported events and near misses to make sure practices and procedures are reviewed and updated as necessary.
- 2.6. Monitor and review health and safety measures within academies to ensure risk management measures and procedures are effective.

The Principal will:

- 4.1. Implement the [TEFAT model locally owned Academy Health and Safety policy](#).
- 4.2. Promote a good health and safety culture throughout the academy.
- 4.3. Lead day to day management of all health and safety matters in the academy in accordance with the health and safety policy.
- 4.4. Ensure staff are aware of their responsibilities and ensure that those to whom Health and Safety responsibilities have been delegated, are suitably trained and competent to undertake the tasks.
- 4.5. Work collaboratively with TEFAT by sharing information on near misses, accidents, findings of regular site tours etc.
- 4.6. Ensure action is taken on health, safety and wellbeing issues.
- 4.7. Ensure that risk assessments are undertaken by a competent person and reviewed on an appropriate basis.
- 4.8. Consult staff and provide training opportunities
- 4.9. Pass on information received on health and safety matters to appropriate people.
- 4.10. Carry out accident investigations, take action to mitigate risk and report significant accidents to the TEFAT.
- 4.11. Draw up health and safety procedures within the academy in line with TEFAT policies, procedures and health and safety guidance.

- 4.12. Identifying and facilitating staff training needs and ensuring appropriate induction for new staff.
- 4.13. Identifying and facilitating staff training needs and ensuring appropriate induction for new staff.
- 4.14. Monitor effectiveness of procedures and revise when necessary.

The Staff will:

- 5.1. Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- 5.2. Cooperate with health and safety arrangements.
- 5.3. Report any defect or any other health and safety matter that they are aware of.
- 5.4. Use correct equipment, tools and protective clothing issued.
- 5.5. Ensure anything, including systems and procedures provided in the interests of health and safety or welfare, is not misused or interfered with.

Annual Cycle of Auditing

Thematic reviews and audits for each school will be conducted across the school year. Whilst audits will be flexible, an indicative programme is shown below. Feedback will be provided to the Principal, the staff members involved and to the Trust Board.

Term	Audit Theme
Autumn 1	Asbestos Management
	Fire Safety
	Statutory compliance (servicing & maintenance)
Autumn 2	Accident reporting and Investigation
	First Aid
	Statutory compliance (servicing & maintenance)
Spring 1	School Trips
	School Environment
	Staff Wellbeing
	Statutory compliance (servicing & maintenance)
Spring 2	Policies, Procedures & Awareness
	Health and Safety Culture
	Security management
	Statutory compliance (servicing & maintenance)
Summer 1	Risk Management
	Electrical safety
	Statutory compliance (servicing & maintenance)
Summer 2	COSHH
	Statutory compliance (servicing & maintenance)
	Legionella Management