BATH & WELLS
Multi Academy Trust
'That they may have life, life in all its fullness' John 10:10

Health & Safety policy

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Bath and Wells Diocesan Academies Trust

Health and Safety Policy

Version Number	**6.0**
Last approval date	**October 2025**
Current date approved	**October 2026**
Next review date	**October 2027**
Approved by	**Full Trust Board**
Policy Owner	**Trust Wide Estates Lead**
Policy location	**SharePoint, Website**
Target audience	**All staff**

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Statement of Intent

The Bath and Wells Multi Academy Trust (referred to as the 'Trust' from this point on) has overall responsibility for the health, safety and welfare of staff, student, visitors in the schools we operate and within the Trust team.

We recognise that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974, as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation together with the requirement for policies by the Education (Independent School Standards) Regulations 2014.

The health, safety and welfare of staff, pupils and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our schools is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our schools have a strong and positive safety culture through communication, training, collaboration and leading by example.

We will strive to continually improve the performance of our health and safety management.

Together, we are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all members of the Trust and school communities are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure that we have a safe and healthy working environment.
- To encourage, promote and continuously improve our health and safety performance.
- To ensure that we protect the environment.

This Policy was reviewed and ratified by the Board of Trustees Signed:

Nikki Edwards — **Chief Executive Officer**

Beverley Hobbs — **Interim Chair, BWMAT Board of Trustees**

NB Signed copies are kept centrally.

Context

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The Bath & Wells Diocesan Academies Trust (the Trust) is a complex learning community. In order to ensure that the Trust is a safe, supportive environment where pupils and staff can learn and thrive, there needs to be clear procedures, structures, and expectations in place. Trust policies are a formal way of documenting the procedures and values of the Trust and are designed to provide an instant picture of the principles of the Trust. They form an important framework that will ensure consistency in applying the agreed values and principles across all elements the Trust.

The **Health and Safety Policy** is a statutory policy required by the Health and Safety at Work etc Act 1974.

Purpose

The Board of Trustees is accountable for the health and safety of every member of the Trust community and must pay due regard to the responsibilities identified in Schedule 1 of the Health and Safety at Work Etc Act 1974.

The purpose of this policy is to outline the Trust's commitment to discharging these responsibilities and maintaining a safe and healthy work environment. The policy's primary purpose is to protect employees by identifying and mitigating workplace hazards. Additionally, it will ensure legal compliance with health and safety laws and regulations, helping the Trust avoid legal penalties.

The policy provides a framework for assessing and managing risks, reducing the likelihood of accidents and injuries. It promotes a culture of safety within the Trust, encouraging employees to be aware of and actively participate in maintaining a safe workplace.

Scope

This policy relates to all employees, pupils, volunteers, contractors and members of the public.

Trust Alignment

This policy is linked to Pledge 1 of the Trust's Strategic Plan and the strategic priority: *High quality and inclusive education that ensures excellent outcomes for all children.*

Other Related Policies

This policy should be read in conjunction with the following national & Trust policies:

i) The Health and Safety at Work Etc Act 1974
ii) The Management of Health and Safety at Work Regulations 1999
iii) Health and Safety: Responsibilities and Duties for Schools (DfE 22)

Monitoring

This policy is owned by the Trust Wide Estate Lead and will be subject to annual review by the Board of Trustees.

Trustees will receive an annual Health and Safety assurance report covering compliance, audit findings, significant incidents and near misses, outstanding high-risk actions, emerging risks and progress against agreed improvement plans.

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Responsibilities and Arrangements for Health and Safety

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1. Responsibilities and Organisation

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

The Trust, as the employer is responsible for health and safety, though many tasks are delegated. The school level responsibilities will be identified through the supplementary policy annex.

The responsibility for the implementation of the Health and Safety Policy at each school lies with the headteacher.

Every person employed by the Trust carries some responsibility for health, safety and welfare (see 2.5 All Staff) but where specific duties are given, these are recorded in the following pages.

1.1 The Trust Board will:

- ensure an appropriate Board profile is implemented and maintained for health and safety, whether via committee board meetings or by appointing a liaison Director or Directors for health and safety.
- provide strategic direction in the importance of health and safety across the organisation.
- review all reported events to make sure practice is reviewed and updated if necessary.
- take all reasonable steps to provide safe and healthy conditions for pupils/employees and others who may be affected by its activities.
- take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- accept its responsibilities as an employer and will provide adequate resources to implement this policy, including access to support from health and safety competent persons and, where necessary, will obtain external specialist advice and assistance.
- accept that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- expect all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- commit to providing the necessary information, instruction and training to employees and pupils, where applicable.
- acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- commit to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy after considering new legislation and other changing circumstances.

1.2 Chief Executive Officer on behalf of the Trust Board will:

- ensure health and safety has a high profile throughout the Trust and is included as an agenda item on all relevant meetings.
- promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- consider the impact of health and safety in all strategic and operational decision-making.
- ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the Trust.

1.3 Chief Operating Officer (or in their absence, the Chief Executive Officer) will:

- appoint a Competent Person to advise on health and safety matters.
- monitor and review health and safety policy and arrangements.
- monitor Health and Safety performance and provide support and advice to the Trust Wide Estates Lead.
- agree with the Trust Wide Estates Lead a programme of health and safety audits and inspections.
- ensure that the headteacher in each school is competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the school premises.
- implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- ensure there is an effective accident reporting and investigation procedure across the Trust.
- consult staff and provide training opportunities.

1.4 Trust Wide Estates Lead (Incorporating the Competent Person role)

This role will:

- provide health and safety advice, support and training to the schools / Trust Team and their staff.
- ensure that all staff and members are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement and fulfil those duties to full effect.
- undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness.
- explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'.
- advise on the risk assessment process and encourage the recording of risk assessments and control measures.
- provide a review of risk assessments or areas that could influence changes to policies, guidance and working practices.
- manage and report all major accidents under the requirements of RIDDOR.
- assist and advise on investigation of all reportable accidents and changes to systems to prevent a recurrence.
- identify trends and advise on concerns and training needs.
- liaise with any enforcing authority, the Health and Safety Executive (HSE), insurance organisations, or other agencies on Trust and individual school health and safety arrangements.
- perform the role of Educational Visits Advisor in terms of approving certain off-site visits.

1.5 Line Managers/Senior Leaders will:

- apply and share the Trust and relevant school or Trust Team Health and Safety Policies to their own area of responsibility/work.
- develop, publish and share with members of their teams, specific health and safety procedures for any high-risk activities within their teams.
- ensure regular health and safety risk assessments are undertaken for the activities for which they or their team are responsible and that control measures are implemented and shared with all staff.
- ensure that, where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- resolve any health and safety or welfare problems within their teams.
- ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and

supervision to enable other employees to avoid hazards and contribute positively to their own health and safety.
- ensure that all accidents (including near misses) occurring within their team are promptly reported and are investigated.

1.6 All Trust Staff

Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school / Trust.

Employees of the Trust, whether they are fixed term, contract or permanent, take the responsibility to:

- take reasonable care of their own health and safety and that of others.
- refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- ensure that they are familiar and up to date with the Trust's Health and Safety policy and standard procedures.
- co-operate with the employer/Trust supporting the implementation of the Health and Safety policy and local school arrangements.
- ensure as far as is reasonably practicable that their classroom/work area is safe.
- raise health and safety concerns in line with local arrangements (e.g. reporting all premises related issues to the person who manages the premises so they can be recorded and actioned).
- inform the relevant management if something happens that might affect their ability to work safely. e.g. suffering an injury, taking prescribed medication, or becoming pregnant.
- ensure that they only use equipment or machinery that they are competent / have been trained to use, making use of all necessary control measures and personal protective equipment provided for safety or health reasons.

In addition, teachers and other staff in schools have a common-law duty to act as any prudent parent would do when in charge of pupils.

1.7 Headteachers

The headteacher has day-to-day responsibility for health and safety management of their school and will take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities.

All headteachers are required to:

- implement the Trust Health and Safety Policy.
- develop and implement the local school Health and Safety Policy annex.
- share this with all staff and review this annually or sooner (where required).
- develop a health and safety culture throughout the school by engaging and consulting with employees on day-to-day health and safety conditions, for example by including health and safety is on the agenda for meetings at all levels.
- take day to day operational decisions with all due regard to health and safety.
- ensure arrangements are in place to fulfil compliance duties and ensure suitable records are maintained.
- raise any health and safety matters with which they cannot deal directly with the Trust Wide Estates Lead.
- ensure adequate resources for health and safety are available.
- ensure staff understand their responsibilities and can access appropriate support, advice and training to help them manage risks responsibly.

- identify significant hazards within their school and ensure suitable risk assessments are undertaken, maintained and reviewed in a timely fashion, which will include general workplace risks, substance risks, equipment risks, off-site visits, etc.
- implement and monitor all control measures identified by risk assessments.
- draw up relevant health and safety procedures.
- monitor effectiveness of procedures.
- update their Trust Learning Committee on a regular basis on health and safety matters.
- review all accidents and incidents with the Trust Learning Committee to identify trends (at least annually).
- recognise the role of safety representatives appointed by recognised trade unions and co-operate with them when requested.

Whilst overall responsibility for health and safety cannot be delegated, headteachers may choose to delegate certain tasks to members of their Senior leadership team, a Health & Safety Co-ordinator and/or others.

1.8 Teaching Staff (including Cover and Supply) will:

- ensure that staff, pupils and visitors under their control, make use of any health and safety provision, as necessary.
- undertake regular inspections of their rooms, and any equipment they use, and bring any faults to the attention of the headteacher, business manager or site manager (as appropriate).
- bring to the attention of the headteacher, business manager or site manager (as appropriate) any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire.

1.9 Site Staff (Including Area Compliance Officers, Site Managers and Caretakers) will:

- provide support and advice to their Headteachers, Senior Leadership team and school staff, regarding any relevant health and safety related matters.
- act as Health and Safety representatives for the site for which they are responsible.
- support the Headteacher or Senior Leadership team in undertaking periodic health and safety site walks/checks to ensure any obvious defects are identified and addressed.
- ensure that the appropriate licences, test certificates, insurances etc. are up to date, fit for purpose and recorded.
- will formalise the on-site communication of health and safety matters with contractors that are appointed.
- will be the representative for the school when dealing with any health and safety meetings/committees as required by the Headteacher.

1.10 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of behaviour and dress consistent with safety and hygiene.
- observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

1.11 Trade Union Safety Representative (if appropriate) or Employee Representatives

Any Trade Union Health and Safety Representatives will be encouraged by the headteacher to fulfil their duties as well as being released for any appropriate training. The headteacher will also consult regularly with them on health & safety matters and they will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

At this point in time, the Trust does not have a Health and Safety committee but would however be obliged to set one up (within three months of the request) if two or more union-appointed Health and Safety representatives request this in writing.

1.12 Volunteers

Volunteers (such as parent helpers. etc.) have a responsibility to act in accordance with Trust policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's Health and Safety policy and related policies and procedures. Similarly, they are afforded the same protection as employees under Health and Safety Law.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

1.13 Contractors

All Contractors working on Trust and school premises, or elsewhere on the Trust's behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

Selecting and managing contractors

It is vital that any company or persons invited into a school under a contractual agreement to work on maintenance of the building or the site operates under the highest level of health and safety possible and is aware of the Trust's and relevant local policies and procedures.

When engaging a contractor, the following will be considered:

- all aspects of the work will be identified and set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,
- memberships of professional trade bodies
- safety method statement

The Trust and/or school will co-ordinate with any contractors and ensure that they have appropriate information about the site available to them including the Asbestos Management Plan, evacuation procedures, etc.

For information on safeguarding pupils against visitors or contractors, please read the Trust's **Child Protection and Safeguarding Policy.**

2 Trust Arrangements for Health and Safety

2.1 Competent Person Advice

The Trust has appointed a Trust Wide Estates Lead which incorporates the 'Competent Person' role for advice on health and safety matters. This role will be supported by specialist external advice where required.

2.2 Health and Safety Management

The Trust will monitor the performance of schools in line with its requirements as the Employer. This will include following the general 'Plan, Do, Check, Act' principles of the Health and Safety Executive publication HSG65 – Successful Health and Safety Management.

The principles 'Plan, Do, Check, Act' achieve a balance between the systems and behavioural aspects of management. They also treat health and safety management as an integral part of good management generally, rather than as a stand-alone system.

Managing health and safety should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

The core elements to effectively manage health and safety are:

- leadership and management.
- a trained/skilled workforce.
- an environment where people are trusted and involved.

2.3 Health and Safety Management System

The Trust has taken the decision that all its schools will adopt the EEC Safety Suite as their health and safety management system. This is a school specific system which contains modules for risk management (assessment), external visit approval, incident/accident reporting, auditing, fire training, and management reporting.

For compliance purposes, the Trust uses iAM Compliant which includes e-learning.

2.4 Supplementary - Annex (School and Trust Team)

Individual schools and the Trust Team will be expected to establish their own health and safety procedures, along with identifying individuals with responsibilities and creating arrangements for implementing their respective policies.

For individual schools, supplementary (Annex) is provided as part of this Policy and will be developed further by the individual schools to suit their requirements. The main H&S Policy will be published on the Trust website and all school's websites will have links to this policy. The supplementary (Annex) will remain private to school employees.

For the Trust Team, this will be a bespoke supplementary policy relating to their area of work.

2.5 Measuring Outcomes

The Trust will utilise various means to measure performance within schools such as:

- A programme of health and safety audits.
- Site inspections/safety tours.
- Local review of risk assessments and their control measures.
- Information coming out of Trust Local Committees, and other meetings.
- Results of any external reviews/investigations.
- Local review of accidents/incidents/near misses and use of the information and experience gained throughout the Trust.
- A system of reviewing and developing improvement plans as identified.
- Sharing experiences, findings and good practice throughout the Trust.

2.6 Audit

A programme of health and safety audits is to be implemented for all schools with the scope, delivery, and ongoing frequency to be agreed by the Chief Operating Officer.

The implementation of the school audit action plans will be the headteachers' responsibility, assisted (where necessary) by the Trust Wide Estates Lead and the Chief Operating Officer.

Audit performance and completion of such action plans will be monitored by the Trust Wide Estates Lead.

This audit programme will be enhanced with a site walk around to look at the physical environment, conducted with a school representative (if available).

Significant health and safety risks and overdue high-priority actions will be escalated through the Trust's risk and governance arrangements to the appropriate Executive lead and, where material, to Trustees.

2.7 Training

All employees within the Trust should receive appropriate information, instruction, training and supervision to undertake their roles and responsibilities safely and work in a safe environment.

The Trust training matrix should be followed which identifies the required level of health and safety training for all staff groups and members.

All employees should receive induction training regardless of whether they are permanent, part time, temporarily employed, etc.

This training should cover:

- Health and Safety Policy and other associated policies
- Fire and emergency procedures
- First aid provision
- Welfare facilities
- General housekeeping arrangements and defect reporting
- Procedure for accident/incident reporting, including near misses

- Relevant risk assessment which might affect them
- Job specific training needs and
- How to raise health and safety concerns

E-learning is available via:

- iAM Compliant
- Governor Hub/The Key

2.8 Code of Conduct

The Trust is concerned with ensuring the good health and safety of members of the school communities, both on an individual basis and as whole school bodies. Appropriate and considerate behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support.

2.9 Signing In and Out Systems.

The Trust is committed to complying with all regulations that promote the well-being and safety of all its personnel. In the event of a fire or any other need to evacuate any Trust or school building, it is imperative that a record is kept of all personnel arriving and leaving the building, to ensure good practice and compliance to the building evacuation procedures.

It is important to have good record-keeping for use in an emergency and to promote staff awareness and responsibility in the working environment.

Signing in and out procedures must be in place for use in the event of an emergency evacuation of the school buildings; to determine the whereabouts of any personnel during the day on the school premises.

Signing in and out systems can include paper-based systems or electronic visitor management systems.

All staff must ensure that they sign in and out of the premises daily. Failure to do so could result in a disciplinary action.

2.10 Accident/Incident Reporting and Investigation.

All employees should report and record all accidents, incidents, near misses and dangerous occurrences to enable them to be reviewed and investigated accordingly.

For Trust employees, this will be recorded by your line manager using the accident reporting module within the EEC Safety Suite.

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed.

Senior managers or the Board of Trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature

can be avoided.

Accident records will be reviewed on a regular basis to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

2.11 Health and Safety Law Poster

The Health and Safety Information for Employees Regulations requires that all business premises display an approved health and safety law poster in a prominent position or to provide each of their employees with an equivalent leaflet.

The poster/leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work.

For more information see - http://www.hse.gov.uk/pubns/books/lawPoster.htm

2.12 Enforcing Authority

The enforcing authority is the Health and Safety Executive (HSE) – www.hse.gov.uk, and all Trust schools come under their Wales and Southwest region. The local office is:

HSE (Bristol Office)
2 Rivergate
Bristol BS1
6EW

2.13 Ratification of Policy

This policy is required under the Health and Safety at Work etc. Act 1974.

Any breaches of those duties listed above could lead to the prosecution of the Trust's Board, Chief Executive Officer, Trust Local Committee or individual employees.

Failure to comply with health and safety requirements could also lead to disciplinary action. The Trust

HR policies give full details on disciplinary and misconduct procedures.