



Policy Approved:	13 January 2026
Next Review:	January 2028
Effective Date:	13 January 2026

This Health and Safety Policy incorporates:

1. The Statement of Intent (Part 1) - the declared commitment by Unity Schools Trust to the health, safety and welfare of employees, students and of other users of their premises
2. The Organisation (Part 2) - the roles and responsibilities of those entrusted with the management of health and safety
3. The Arrangements (Part 3) - the means by which the management of health and safety is achieved

1. Statement of Intent

As the employer of staff, Unity Schools Trust (“the Trust”) has overall responsibility for the health, safety and welfare of staff and students in its schools. The Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Trust will support its academies by putting in place clear policies which focus on key risks and in checking that control measures have been implemented and remain appropriate and effective. This model policy will be adopted by all schools within the Trust.

As a responsible employer the UST Trustees will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act (1974) and associated regulations and codes of practice. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put in place as far as is reasonably practicable. To achieve these objectives, there will be regular consultation with employees and/ or their elected representatives with a view to maintaining and promoting safe working procedures and practices, in particular:

- i. A safe place of work for all employees, and those persons who may be affected by work activities (this will include safe access to and egress from the workplace);
- ii. A safe and healthy environment for employees to undertake their work;
- iii. The provision of safe plant, equipment and tools;
- iv. Arrangements for the safe use, handling and storage of substances, with detailed systems of work where required;
- v. Provision of information, instruction, training and supervision;
- vi. The establishment of joint consultation, to discuss and develop the effectiveness of this Policy with employees and, where practical, representatives of persons, other than employees, using plant, equipment and facilities under the control of the Board of Trustees;
- vii. This Policy and any arrangements that are made will be monitored, reviewed and modified as required.

2. The Organisation

2.1 The Board of Trustees

- 2.1.1 The Trustees have overall responsibility for the health and safety function within their Academies, determining the Policy and its implementation.
- 2.1.2 The Trustees are responsible for ensuring that all statutory requirements are adhered to, and will continually review the effectiveness of this Policy.

2.2 The Local Governing Council (LGC)

- 2.2.1 The Local Governing Council (LGC) is responsible for monitoring health and safety at academy level.
- 2.2.2 The LGC must ensure adherence to the Trust's health and safety intentions as articulated in this Policy statement.
- 2.2.3 A governor may be appointed to maintain, on behalf of the LGC, oversight of the management of health, safety and welfare of staff and other persons on school premises.

2.3 CEO

- 2.3.1 Ensure compliance with the Health and Safety Policy of the Trust.
- 2.3.2 Review and amend the policy in response to legislative changes, staff and qualified specialists' feedback.
- 2.3.3 Line Manage the Chief Operations Officer and Principals who have day-to-day responsibility for Health and Safety across the Trust's estate
- 2.3.4 Regularly update the Trustees in respect of any Health and Safety concerns that have arisen and any action taken by way of response

2.4 Principals

- 2.4.1 Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the Academy and maintain an up to date file of policies and arrangements;
- 2.4.2 Organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures;
- 2.4.3 Ensure that all statutory registers and records are accurately kept;
- 2.4.4 Ensure that all staff in their control are adequately trained and fully aware of the hazards involved in their work;
- 2.4.5 Ensure that all staff and persons affected by the Academy are aware of first aid facilities, evacuation of premises and other emergency procedures;
- 2.4.6 Ensure the reporting and investigation of all accidents; ensure all persons under their control are aware of the reporting procedure;
- 2.4.7 In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard. Where action taken is of a temporary nature, consult as appropriate to enable further positive steps to be taken;
- 2.4.8 Ensure that health and safety matters are taken into account when new methods, equipment or change are being considered or planned;
- 2.4.9 Monitor and review arrangements to control risk and ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn;
- 2.4.10 If during an inspection variations from this Policy are observed, immediate and effective steps must be taken to rectify the situation;

- 2.4.11 In those instances involving health and safety and cost implications, liaise with the Chief Executive Officer/ Trustees to clarify responsibility. The event of disagreement should not prevent emergency action, e.g. erecting a barrier to fence off a hazard;
- 2.4.12 Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with the letter and spirit of this statement.

2.5 Chief Operations Officer and Operations Team

- 2.5.1 To ensure the completion of regular safety checks in compliance with both legislative and 'good practice' requirements
- 2.5.2 To maintain fire and security systems, and infrastructure, in compliance with relevant legislation
- 2.5.3 To commission and maintain cleaning services across the Trust's estate
- 2.5.4 To maintain and service the Trust's motor vehicles to a roadworthy standard, ensuring they are taxed and have an up to date MOT and insurance in place at all times
- 2.5.5 To ensure all team members receive the proper training necessary to safely undertake their duties
- 2.6.6 To ensure compliance with legionella control and monitoring procedures
- 2.6.7 To ensure compliance with all Asbestos management procedures

2.6 Senior and Middle Leaders

- 2.6.1 All levels of management must appreciate that their responsibilities for health and safety are no less than for any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment which are safe and without risk to health.
- 2.6.2 To this end staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided, and that these arrangements are monitored and reviewed at regular intervals.

2.7 All Staff

- 2.7.1 All staff must make themselves familiar with and conform to this Safety Policy, including any instructions and requirements for safe methods of work;
- 2.7.2 All staff must make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting;
- 2.7.3 All staff must take reasonable care of all safety equipment and clothing given into their possession and report any defects. Always wear safety equipment when undertaking those jobs for which it is required and use all safety devices provided;
- 2.7.4 All staff must report all accidents, damage, hazard and defects to the CEO/ Principal or Chief Operations Officer/ Manager responsible and take immediate measures to protect persons from risk where this is significant and imminent;
- 2.7.5 All staff must cooperate with any person in a position of responsibility to enable statutory duties and requirements to be achieved.
- 2.7.6 It is the duty of all staff to take reasonable care for the health and safety of themselves, their colleagues and persons who may be affected by their actions at work.

- 2.7.7 All staff must adhere to their common law duty to act as a prudent parent would when in charge of pupils.

2.8 Contractors

- 2.8.1 Any contractor or sub-contractor employed to do work for the Trust, or on the Trust's estate, will be required within the contract document to operate to standards of safety, no less than those set out in this statement.
- 2.8.2 Any member of staff observing contractors placing another employee or child, visitor, etc, at risk of injury is to notify the CEO/ Principal/ Chief Operations Officer who will raise the matter with the contract supervising officer, or directly with the contractor.

2.9 Health and Safety Representatives

- 2.9.1 To discuss with managers accidents which have occurred, and remedial action taken to prevent a recurrence.
- 2.9.2 To support the implementation within the school of safety instructions/ advice issued by the Health and Safety Adviser.
- 2.9.3 To monitor progress on remedying any specific hazards which may have been identified.
- 2.9.4 To bring to the attention of Principals any specific areas of concern highlighted by colleagues in relation to health and Safety.

3. Arrangements for Health and Safety

3.1 Hazards

3.1.1 Asbestos

The Trust will take all necessary steps to avoid the possibility of uncontrolled release and exposure. The arrangements in place will be in accordance with statutory guidance and advice.

3.1.2 Water Safety

Sources of risk from legionella on the Trust's sites should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

3.1.3 Fire Safety

In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be put in place. These procedures will include fire drills, the appointment of designated fire marshals, and the provision and use of fire extinguishers. A fire risk assessment will be undertaken and implemented for each of the Trust's sites. A premises information box will be maintained, as to provide critical information to the emergency services.

All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points, and records maintained. All emergency lighting will be tested six-monthly and records maintained.

3.1.4 First Aid

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there is adequate and

appropriate equipment and that facilities for providing first aid are in the workplace. Each site will appoint a person responsible for maintaining the First Aid supplies.

3.1.5 *Accident Reporting and Investigation*

All accidents, incidents and near misses involving staff and visitors will be reported to the Trust via the online 'Accident Book'. UST will use the reports to monitor accident trends across the organisation, and to inform decisions on any further investigation to be taken following an accident/incident/near miss.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive. The responsibility for reporting rests with UST, who will share this information back to the relevant academy.

All accidents, will be investigated in a manner which is proportional to the event, and the findings recorded.

3.2 Risk Assessment

In accordance with The Management of Health and Safety at Work Regulations (MHSWR) 1999, suitable and sufficient risk assessment will be made for all workplace activities. These assessments will be signed and authorised by a responsible manager. Risk assessments will be reviewed on a regular basis, or when the work activity changes; whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work.

3.3 Training

Health and safety induction training will be provided and documented for all new employees and the requirements of this policy will be brought to their attention. Principals, with the support of the Chief People Officer, are responsible for identifying individuals or groups who require training and for ensuring adequate provision.

Training records will be kept by each Academy and regular refresher training provided. Each member of staff is responsible for bringing to the attention of their departmental line manager their own personal needs for training.

Employees have a responsibility not to undertake duties unless they are confident they have the necessary competence and training

3.4 Consultation

The Principal in each Academy within the Trust will ensure they meet with staff Health and Safety representatives once a term. The LGCs and Board of Trustees will discuss any Health and Safety concerns as an agenda item at each LGC/ Board meeting. Staff will have the opportunity to raise concerns via their Principal or the Chief Executive Officer.

3.5 Evacuation

The evacuation procedure will be prominently displayed. All staff must be fully conversant with the procedures for evacuation of the premises in cases of a fire and other emergencies. Evacuation procedures will be tested at least twice per annum and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

Appendix 1 – Accident Reporting Flowchart

