Transform Trust

Health, Safety & Welfare Policy

Policy Number	Author	Publication Date	Review Cycle
002	Chief Finance Officer	V2 September 2025	Every 2 years

TRANSFORM TRUST HEALTH AND SAFETY POLICY STATEMENT

Our statement of Trust policy is as follows:

- To promote an effective safety culture throughout the Trust.
- To be responsible for Health & Safety for all publics in school sites, and for all school publics away from school in the course of running the school
- Transform Trust will ensure each school and Trust Centre is audited by a suitably qualified individual in Health & Safety each year
- Transform Trust will check progress is being made in meeting audit points raised in the annual inspection, as part of a continuous improvement culture
- Each school will hold its own Health & Safety policy tailored to the individual school and the staff posts in the school
- Transform Trust will review school Health & Safety policies annually

SCHOOL HEALTH AND SAFETY POLICY STATEMENT

Our statement of School policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health & safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health & safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health & safety performance and ensure continuous improvement in the management of health & safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

SIGNED: ..... **DATE:** .....

(on behalf of Trust Board)

This policy has been brought to the attention of all employees and is kept readily available for employees on the Transform website.

RESPONSIBILITIES

Duties of the Academy Trust

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Headteachers (detailed below).

The Trust will:

- Establish mandatory health and safety policies/outcomes that schools follow/achieve.
- Monitor schools' compliance with legislation and policies.
- Monitor schools' health and safety performance.
- Provide direction/s as necessary to school management in the interests of health and safety.
- Ensure school management are appropriately trained in health and safety principles.
- Ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

Responsibilities of the Chief Executive

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for A&F Committee meetings, and features within the Trust Risk Register.
- Designate an Executive Team member with responsibility for Health & Safety.
- For the purpose of maintaining health and safety legal compliance and/or complying with Transform health and safety aims and objectives, accept advice and direct a school to take compulsory action.
- Ensuring that competent health and advice is readily available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Responsibilities of School Governing Bodies

Governing Bodies are responsible for:

- Taking reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Receiving reports on staff training that enable them to carry out their responsibilities safely.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Integration of good health and safety management into business decisions.
- Approving the school's health and safety policy and other policies that relate to health and safety.
- Carrying out and recording a formal health and safety inspection of all parts of the buildings and site on at least an annual basis.
- Ensuring that adequate health and safety resources are made available to meet health and safety requirements.

- Ensuring health and safety is a fixed agenda item on Governor meetings.
- Considering immediate reviews in the light of major shortcomings or events.

Duties of Headteachers

The Headteachers are responsible for:

- Demonstrating visible, active commitment to health and safety improvement.
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times.
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consulting with employees, and safety representatives, on local health and safety issues.
- Ensuring effective means of communication with staff on health, safety and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitoring the standard of health and safety throughout the school.
- Ensuring that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits; inform Trust of any non-routine Off-Site Visits.

Duties of All Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Co-operate with the school on health and safety matters including compliance with Trust and school procedures.
- Not to interfere with anything provided to safeguard their health and safety.
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures.
- Ensuring that pupils are aware of the school's emergency procedures.

SCHOOL ARRANGEMENTS

School Health and Safety Policies

All schools will have a health and safety policy based on the Transform model version. The policy will be approved by their respective Governing Body.

A number of arrangements are left for each school to manage locally (see below). Their policy will describe how they meet legal requirements and best practice aims.

School health and safety policies will be reviewed on at least a 2-yearly basis or in the event of a significant change.

Accident Reporting and Investigation

Accidents to employees will be reported and recorded locally. Accidents to pupils and other non-employees are recorded as laid down in the school's guidance and flowchart documents.

Accidents are investigated locally. Reported accidents are monitored termly.

The Headteacher is responsible for ensuring specified serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Accidents of a very serious nature or those which may result in a claim or media interest are to be reported to the Trust.

Asbestos Management

If asbestos containing materials pose a serious risk to the health of persons using the school, the materials shall be removed as safely and as soon as possible.

Management surveys will be undertaken by a surveyor on a 5 yearly basis for all schools built prior to 2000. The school will organise any work required as a result of the survey with the assistance of the Schools H&S Team.

Where asbestos containing materials are present, and do not pose a serious risk, the school will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst asbestos containing materials remain *in situ* the school will ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All specified work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of known asbestos in the building will be monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The school will identify areas that are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests and areas are considered out of bounds.

The Asbestos Survey and logbook will be held in the school and is made available to any contractors prior to their carrying out work within the premises.

Condition surveys

Condition surveys will be undertaken on a five-yearly basis.

Construction work

All construction work is carefully monitored in accordance with school procedures.

Consultation with Employees

Where policies, procedures and risk assessments have been created using the model versions from the Safety Manual these will be subject to local consultation with members of staff. Where schools that are part of the Nottingham City School shared facility time, have created their own policies, procedures and risk assessments these will be subject to consultation with the Nottingham City trade unions.

Contractors

The school recognises the shared responsibility that any work is undertaken contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

Contractor work is managed locally on site where proper induction procedures and monitoring is in place.

Curriculum

Risk assessments will be undertaken on all lesson activities where there is a significant risk of injury/ill health. Precautions will be included in lesson plans as necessary.

Specialist guidance will be provided by:

- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) (subscription through the Schools H&S Team).
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education.

Covid-19

Transform Trust will issue guidance to schools consistent with latest DfE and Public Health guidance. School Risk Assessments may be revised and reviewed based on prevailing conditions. Trust will take responsibility for reporting incidents to HSE based on guidance issued at that time.

Display Screen Equipment

Risks are managed locally. Risk assessments will be completed for designated users of Display Screen Equipment (i.e. office staff).

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person appointed by the school on an annual or bi-annual basis. Records of PAT testing are held on site.

All employees will be instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation will be inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action/s from the report will be undertaken by the school.

Emergency Procedures

Each school will complete an emergency plan. Copies will be shared with the Trust.

Finger Guards

Each school will complete a risk assessment.

Fire Safety

Managed locally. Inspections and testing will be recorded manually in a dedicated fire logbook.

First Aid

First Aid provision is managed locally. Each school will complete a first aid needs risk assessment.

Gas equipment and appliances

All gas boilers/appliances are inspected annually by a 'competent' contractor from the Gas Safe Register™.

Hazardous Substances

Managed locally. Risk assessments completed as required.

Health and Safety Advice

Competent advice, guidance, generic risk assessments and training is provided though:

- David Thompson ☎ (0115) 876 4608/9.

Housekeeping

Managed locally.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

A Health and Safety Executive (HSE) poster will be displayed in the school. Details will be entered of the name of the H&S Governor, contact details for the H&S advisor and where to obtain details of the union safety representatives.

Inspections – Health & Safety

Schools will have an annual walkabout inspection undertaken by the Schools H&S Team; this may include a representative from the Governing Body.

Lettings/Use Premises Out of Hours

Schools will obtain legal and insurance advice regarding any lettings. Contract with conditions of hire will be completed, signed and approved as necessary.

Lone Working

Managed locally. Risk assessments undertaken as necessary.

Maintenance and servicing of plant and equipment

Inspection/servicing contracts will be arranged by each individual school as necessary. These may include some or all of the following:

Type	Frequency
Air conditioning	6 Monthly
Catering equipment	As required by risk assessment, recommended by manufacturer
Electrical installation	Five Yearly
Electric powered doors/gates	6 Monthly
Gas boilers + pressure sets	Annual
Gas cookers	Annual
Emergency lighting (discharge)	6 Monthly
Evac Chair	Annual
Fire alarm	Quarterly or 6 Monthly
Fire extinguishers	Annual
Fire shutters	Annual
Gas detectors	Annual
Hall dividers	Annual
Hoists	6 Monthly
Indoor and outdoor play equipment	Annual
Intruder alarm	6 Monthly
Lightning conductors	11 Monthly
Passenger lifts (including disabled) examination	6 Monthly
Passenger lifts (including disabled) service	Monthly
Portable electrical appliances	Annual or two yearly
Power tools	As required by risk assessment/recommended by manufacturer
Pressure sets	Annual
Sprinklers	Frequency depends on the type of system in use.
Stage lighting	Annual
Tree inspection	Every 3 years

Manual Handling

Risks managed locally.

Medical Conditions- management of

Managed locally. Each school will complete a risk assessment and have a local policy.

New and expectant mothers

Risk assessments are carried out locally as soon as the Headteacher is made aware by the employee and reviewed as necessary.

Off-Site Educational visits

Each school will have an appointed Off Site Visits co-ordinator. The OVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the SOLAR Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team.

Personal Protective Equipment (PPE)

The need for PPE will assessed by the completion of local risk assessment.

Positive Handling/De-escalation

The need for de-escalation and positive handling training will be assessed locally. The school will record instances of handling.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses via a recorded local procedure or verbally to the Site Manager (if urgent) who will ensure that appropriate action is taken to avoid accident / injury.

Risk Assessments

Schools will complete necessary risk assessments from a set that they have been provided via the Schools Health and Safety Team. Schools will review risk assessments as necessary and on at least an annual basis. Further risk assessments will be undertaken as required.

Safety Representatives

Under legislation school employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Security

The Site Management staff are responsible for maintaining the physical security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

The response to alarm activation is covered in the lone working procedures.

Schools will complete a security risk assessment and establish their own security policy.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Headteacher, Site Manager and Governors.

Slips, trips and falls

The risks associated with slip, trip or fall hazards are managed locally.

Stress, Work Related

The Headteacher is responsible for managing work-related stress within the setting. A stress toolkit is used by school management. Any instances of stress with the Headteacher will be managed by the Trust.

Sun Protection
Risks managed locally.

Supervision
Decisions made locally.

Training
All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. New employees are adequately supervised, as required.

Site Management staff will attend general H&S training on at least a five yearly basis.

Other training needs will be identified by the locally completed risk assessments.

Vehicles, Use of
Managed locally.

Violence
The Trust has adopted the Health & Safety Executive's (HSE) definition of violence:
'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence will be recorded locally and investigated as required by Line Manager/Headteacher.

Water Management/Control of Legionella
Schools will comply with the requirements of the legionella Approved Code of Practice (L8). Schools will employ a contractor to undertake and then review a legionella risk assessment on a five yearly basis. Regular tasks as required by the legionella risk assessment are managed locally.

Welfare facilities
Managed locally.

Work Equipment
Managed locally. Risk assessments undertaken as required. Training organised as necessary.

Workplace Transport Safety
Managed locally. Risk assessments undertaken as required.

Working at Height
Managed locally. Risk assessments undertaken as required. Training organised as necessary. Access equipment will be inspected on a termly basis by the Site Manager and recorded locally.

TRUST ARRANGEMENTS

Consultation

The establishment of a Trust Health and Safety Committee will be considered if requested to do so by at least two safety representatives. Trust and model school policies with Health & Safety implications will be subject to consultation with trade unions.

Model risk assessments and guidance for schools will be subject to consultation with the trade unions.

Escalation

Schools will contact the Trust in the event that they are unable locally to remedy a structural, building or other matter which has either significant health and safety or business continuity implications.

Management of The Trust Head Office

Risk Assessments

The following risk assessments will be in place:

- Fire
- General building including the car park
- Provision of First Aid
- Legionella
- Hazardous substances used for cleaning (COSHH)
- Individual workstation (DSE)
- New and expectant mothers (as necessary)
- Individual staff- medical/disability (as necessary)
- Lone working (as necessary)
- Working at height (changing light bulbs)
- Use of private vehicles for business use

Maintenance/Servicing/Inspections

The landlord is responsible for the following:

- Grounds maintenance including gritting in the event of ice/snow.

The Trust are responsible for, and have the following maintenance schedules in place to manage:

Service requirement	Frequency	Undertaken By:
Fire alarm	Weekly in-house testing	
	Quarterly/Six-Monthly servicing	
Emergency lighting	Monthly short functional test	
	Full rated duration of the emergency lights test	
Air conditioning	6 Monthly	
Portable electrical appliances	Annual or 2-Yearly	
Fixed electrical wiring	Five yearly	

First Aid

Two members of staff are qualified to EFAW level to provide first aid treatment. This is to ensure cover in the event of absence/illness.

Reporting Defects/H&S Concerns
Defects and Health & Safety concerns from staff are reported to Claire Smith for attention/resolution.

Induction
Claire Smith will undertake inductions for all new starters, covering building security, safeguarding arrangements, first aid arrangements, individual health matters, fire procedures and welfare provision.

Meetings

Regular meetings or updates are held between Headteachers and the Trust. At these, there is the opportunity for Headteachers to raise any health and safety matters that they need to be escalate.

Line manager and ad hoc Trust meetings are held where there is an opportunity for staff to raise and discuss any health and safety concerns.

Monitoring and Review of this Policy

This policy may be amended at any time to take account of changes in legislation. The normal cycle of review for this policy will be 2 years.