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## 1. Policy Statement

- 1.1 Pontefract Academies Trust is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors, and contractors, in accordance with its responsibilities under the [Health and Safety at Work Act etc. 1974](#) and subsequent or associated legislation.
- 1.2 The Trust will:
- Provide and maintain a safe place of work, with safe systems, equipment, and environment in which to work and study.
  - Provide suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities.
  - Take positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections.
  - Provide a robust health and safety structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance.
  - Ensuring compliance with all legal and regulatory requirements.
- 1.3 The Trust will strive to maintain or improve its' arrangements through on-going monitoring and review processes.
- 1.4 The Trust Health and Safety Policy requires individual schools and central office to have their own specific Health and Safety Policy and procedures in accordance with the Trust Health and Safety Policy framework.
- 1.5 The "Health and Safety Law" poster and Certificate of Employers Liability must be displayed in an area where it is visible and all employees can easily read it.
- 1.6 This Policy is supported by the [Trust's Health and Safety Procedural Instructions](#). The procedural instructions provide the detailed directions for staff, parents/carers, pupils/students, volunteers and contractors to facilitate compliance with this Policy, defining:
- Key roles and responsibilities.
  - Induction and ongoing training requirements.
  - Risk assessment.
  - Accident, incident and near miss reporting.
  - The schedule of reviews and record keeping.
  - Specific considerations including:
    - Workplace slips and trips.
    - Skin conditions.
    - Musculoskeletal injury.

- Food safety.
- Security and Safeguarding.
- Visitors.
- Alcohol and other substances.
- Stress.
- Smoking.
- Driving on Trust business.
- Fire safety.
- Electrical safety.
- Asbestos.
- Legionella
- Waste management.
- Manual handling.
- Working at height.
- Lone working.
- Display screen equipment.
- COSHH.
- PUWER.
- LOLER.
- Management of contractors.
- PPE.
- Gas safety.
- Young persons.
- Work experience.
- Educational visits.
- Offsite provision.
- Medical screening.
- Disables persons.
- Pregnant women/nursing mothers.

- 1.7 The Capital Projects and Estates Manager is responsible for producing and updating the Health and Safety Procedural Instructions.
- 1.8 Any material changes to the Procedural Instructions will be presented to the ELT for approval. Any revisions will not become effective until ELT approval is given. Procedural advice and/or guidance may be sought from the Education and Standards Committee prior to approval of the supporting Procedural Instructions where this is deemed necessary by the ELT.
- 1.9 This allows for an equitable balance of strategic direction and oversight for Trustees, whilst ensuring that the Trust is in a position to proactively and reactively review, respond to and update operating processes in a timely manner, drawing upon the professional knowledge and expertise within the Central Team and within its schools.
- 1.10 This approach is consistent with the Trust's Scheme of Delegation.

## 2. Legal Framework

2.1 This policy has due regard to legislation, statutory guidance and accepted industry standards including but not limited to:

- [The Health and Safety at Work Act etc. 1974](#)
- [The Control of Substances Hazardous to Health Regulations 2002](#)
- [The Provision and Use of Work Equipment Regulations 1998](#)
- [The Lifting Operations and Lifting Equipment Regulations 1998](#)
- [Safety Representatives and Safety Committee Regulations 1977](#)
- [Management of Health and Safety at Work Regulations \(1999\)](#)
- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [The Data Protection Act 2018](#)
- [The Electricity at Work Regulations 1989](#)
- [Control of Asbestos Regulations 2012](#)
- [Manual Handling Operations Regulations 1992](#)
- [Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [Construction \(Design and Management\) Regulations 2015](#)
- [The Gas Safety \(Installation and Use\) Regulations 1998](#)
- [The Workplace \(Health, Safety & Welfare\) Regulations 1992](#)

2.2 **The Trust Board** has a corporate responsibility for ensuring that the Trust fulfils all its' legal responsibilities in respect of health and safety. This specifically includes ensuring that:

- There exists an up to date and effective policy for health and safety management across the Trust which is supplemented by underpinning policies and procedures as appropriate.
- Their employer responsibilities are met, through the appointment of competent person to provide professional advice on health and safety matters.
- There are arrangements in place to consult employees about the risks at work and current preventive and protective measures.
- There are arrangements in place to assess risks to employees, learners, visitors, and contractors who could be affected by their activities.
- All employees are given appropriate information and training to enable them to understand and fulfil their responsibilities with regard to health and safety.
- Funds are allocated appropriately to meet the requirements of this policy and relevant legislation.
- Notification and reporting procedures to the relevant statutory authorities are carried out.
- External independent reviews are undertaken on a periodic basis to supplement internal reviews by the competent person.
- Health and safety matters are discussed as necessary at Trust Board meetings.

- 2.3 Each Trustee will be committed to setting a personal example on all matters of health and safety and promoting a positive health and safety culture across the Trust.
- 2.4 **The Audit and Risk Committee** will:
- advise the Trust on the adequacy and effectiveness of the Trust's systems and arrangements for risk management including that for health and safety.
  - identify and review the key risks to which the Trust is exposed, approving the risk management policy, risk register and action plan against significant risks, and monitoring the action plan against significant risks.
- 2.5 **The Chief Executive Officer** is responsible for ensuring that the duties of the Trust Board are met, and that all responsibilities and arrangements as set out in this policy and supporting procedural instructions are communicated, implemented, and maintained.
- 2.6 **All employees** have a responsibility to take due care of their own Health and Safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities. All employees of the Trust will act responsibly to ensure that they:
- understand and comply with the Trust and their individual school's Health and Safety policy and procedures at all times.
  - co-operate with the Trust and individual School management on all matters relating to health and safety.
  - only use equipment or machinery that they are competent or have been trained to use.
  - use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance, and correct operating procedures.
  - make use of all necessary control measures are in place and ensure appropriate personal protective equipment (PPE) is provided to all users for health and safety reasons.
  - report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation.
  - immediately report any concerns or issues in the interests of Health and Safety (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures.
  - do not misuse anything that has been provided for health and safety purposes.

- encourage pupils and students to follow safe practices and observe safety rules including:
    - to follow instructions by a member of staff in case of emergency.
    - to not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.
  - inform a member of staff of any situation, which may affect their safety or that of another pupil.
- 2.7 **Visitors and contractors** have a responsibility to take due care of their own Health and Safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.
- 2.8 The Trust, in turn, recognises its responsibility for the actions and safety of visitors and contractors on its premises.
- 2.9 Visitors must be escorted at all times and must not be placed at risk when conducting their business in any of the Trust/school premises.
- 2.10 All contractors are required to read, understand, and comply with the health and safety procedures (including emergency procedures) at each Trust/school premise; all contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing on a Trust/school premise. Signed documentation must be obtained to ensure all contractors on site have received and understood their duties in accordance with our health and safety procedures.
- 2.11 The policy will also be implemented in accordance with:
- The Trust’s Fire Safety Policy
  - The Trust’s Educational Visits and School Trips Policy
  - The Trust's Risk Management Framework and Procedure
  - The Trust's The Trust's Alcohol and Other Substance Misuse Policy
  - The Trust’s Contractors at Work Policy
  - The Trust's Equality and Diversity Policy
  - The Trust's Safeguarding and Child Protection Policy
  - The Trust’s SEND Policy.

### 3. Policy Scope

- 3.1 The Health and Safety Policy applies to:
- Teaching Staff

- Non-Teaching Staff
- Volunteers (including SPRB members)
- Pupils/Students
- Parents/Carers

3.2 Staff employed throughout the Trust. In adherence with the policy employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

3.3 Some staff may have additional responsibilities to ensure compliance with this Policy. This will be indicated in the Health and Safety Procedural Instructions.

3.4 All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures.

## 4. Policy Author

4.1 This policy is the responsibility of the **Capital Projects and Estates Manager**.

## 5. Policy Approval

5.1 This policy is approved by the **Audit and Risk Committee**, in line with the Trust's Scheme of Delegation.

5.2 This policy was approved by the Committee becoming effective on **07/07/23**.

## 6. Policy Review

6.1 This policy will be subject of review every year.

6.2 It will only be re-presented to the Audit and Risk Committee for approval in the event of any material changes. Where the review results in no material changes, the previous effective date will continue to apply, however the last review date will be specified in this section.

6.3 This policy was last reviewed on **07/07/2023**.

## 7. Policy Distribution

7.1 This policy will be made available via:



- The Trust Website
- School Websites
- The Compliance Library

## 8. Version Control

- 7.1 The changes to this policy over time will be documented in line with the Policy Version. For ease of use this will be located in a separate document that can be accessed [here](#).
- 7.2 If you spot any broken links or errors within this policy, please report this to [dpo@patrust.org.uk](mailto:dpo@patrust.org.uk).