

Health and Safety Policy

Responsible	Chief Operating Officer
Approved by	Board of Trustees
Approval date	July 2026
Date for review	July 2027

Health & Safety Policy

Purpose

The objective of our Health and Safety Policy is to enable the Better Futures Multi Academy Trust to operate effectively and allow its staff, students and visitors to go about their business or studies safely. Successful implementation of this policy will contribute significantly to business performance by reducing injuries, ill health, protecting the environment and reducing unnecessary losses and liabilities.

This policy outlines the organisation and management arrangements within Better Futures Multi Academy Trust, in particular where management responsibility lies with respect to health and safety matters.

Overview

The policy gives relevant information on health and safety matters to members of staff and provides a framework for management to identify and control risks. The Better Futures Multi Academy Trust is committed to promoting a safe and healthy work environment. It is expected that all members of staff will play their part by maintaining and improving health and safety management.

In addition, each college may publish their own supporting procedures as necessary to control risks within the framework set by Better Futures Multi Academy Trust policies. This policy should be read alongside the Trust Business Continuity Plan, and each colleges Emergency Planning procedures. Together, these documents set out how the Trust prepares for, responds to and recovers from disruptive incidents, including evacuation, invacuation, lockdown, loss of premises, utility failure, severe weather, disease outbreaks and other events that may affect the safe operation of a college or the wider Trust. Learning from drills, incidents, near misses and post-incident reviews will be used to strengthen local emergency arrangements and trust-wide business continuity planning.

This Health and Safety Policy is issued upon the authority of the Board of Trustees.

Scope

The policy covers the approach to health and safety for all persons affected by the undertakings of Better Futures Multi Academy Trust (henceforth referred to as the "Trust"), in particular its staff, students, visitors, contractors and other users of Trust premises.

Legislative and Guidance Framework

This policy should be read alongside current health and safety legislation, statutory guidance and recognised sector guidance, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Health and Safety (First Aid)

Regulations 1981, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Regulatory Reform (Fire Safety) Order 2005, the Control of Asbestos Regulations 2012, the Control of Substances Hazardous to Health Regulations 2002, the Construction (Design and Management) Regulations 2015, Department for Education guidance for schools and colleges, and relevant Health and Safety Executive guidance.

The Trust will also keep under review emerging and new duties that affect education settings, including the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, and will ensure that proportionate arrangements are developed for protective security, evacuation, invacuation, lockdown and communication as further statutory guidance and implementation requirements are confirmed.

Health and Safety Policy Statement

The Board of Trustees of Better Futures Multi Academy Trust accepts overall responsibility for health and safety and will take all reasonable and practicable steps to protect the health, safety and welfare of staff, students, visitors, contractors and others affected by the Trust's activities.

The Trust is committed to providing safe, healthy and well-managed working and learning environments. It will maintain effective health and safety arrangements to prevent accidents, injury and work-related ill health, comply with legal requirements and support continuous improvement.

The Trust will provide sufficient resources, as far as is reasonably practicable, to support effective health and safety arrangements across its colleges.

At college level, responsibility for implementing this policy rests with the Local Governing Board and college Principal, supported by the Estate Manager, Trust Health and Safety Lead and other competent advisers where required.

All staff and students are expected to follow policies, procedures and safe working practices, take reasonable care for their own health and safety, and consider the health and safety of others.

This policy will be reviewed and revised as required, following appropriate consultation through the Trust.

Organisation of Health and Safety

Although the responsibility for health and safety within the Trust ultimately rests with the Board of Trustees and the CEO, being a safe organisation requires the input of everyone. To the extent that any individual has control over a Trust resource, they must also accept responsibility for this aspect of its performance.

Health and safety responsibilities will be delegated as appropriate through the line management hierarchy. This policy outlines the way these responsibilities are organised in the Trust. The responsibility for the day to day management of health and safety matters within each college rests with their Local Governing Body and Principal.

The Board of Trustees are responsible for maintaining and promoting the efficient and proper leadership of the Trust, including responsibility for its organisation, administration, finances,

and for the effective implementation of the Health and Safety Policy. To enable effective monitoring of health and safety performance:

- Each Local Governing Board receives an annual report on health and safety performance at that college. These reports will also be reviewed by the Board of trustees.
- Coventry University's Safety and Risk Management team provides competent advice to the Trust on statutory duties, and will support colleges with these as part of an ongoing programme.
- Each college's Estate Manager supports the Principal with the day-to-day co-ordination, implementation and monitoring of local health and safety arrangements, while the Trust Health and Safety Lead provides overarching trust-wide support, guidance and assurance;
- Each college has a Health and Safety Committee which reports to the Trust Leadership Team.

Local Governing Board

The Local Governing Boards and Principals of each college are responsible for the implementation of the health and safety policy and for the arrangements and procedures which will ensure, as far as is reasonably practicable, the health, safety and welfare of staff and students, and the health and safety of contractors and visitors to the college.

The Board of Trustees delegates to the Principals of each college the necessity to develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Principal and to fit within and comply with the overall Trust policy.

The Local Governing Boards of Academies within the Trust adopt the following health and safety objectives for their college with the aim of ensuring best practice in the management of health and safety, and confirm they will:

- a. will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- b. ensure a management system is established and maintained which will enable effective management of risk and meet legal obligations;
- c. ensure appropriate specialist support services are available and consulted as appropriate;
- d. ensure adequate consultation with employees' representatives prior to the introduction of any change which may affect the health and safety of employees;
- e. ensure effective communication channels exist to spread such information concerning health and safety which may affect college employees;
- f. that health and safety issues receive appropriate attention and that sufficient funds/resources are made available to implement any such issues;
- g. promote safety training, and encourage a high awareness for safety among all employees, through joint consultation, and the dissemination of information and safe working practices;
- h. monitor health and safety performance against the college's risk profile using results from audits, inspections and accident trends;
- i. report to the Board of Trustees on the college's performance in the management of health and safety.

College Principals

The Principal of a college holds overall responsibility for internal management and must provide leadership on health and safety matters. The Estate Manager supports the Principal with the day-to-day management and co-ordination of local health and safety arrangements. The Trust Health and Safety Lead provides overarching support, guidance and assurance across the Trust.

To ensure effective management of health and safety, the Principal is responsible for ensuring:

- a. that they are aware of the principal hazards and risks present in the areas under their control and that an appropriate system is in place for their management;
- b. that appropriate risk assessments of all hazardous items, areas and activities have been undertaken, and that work is being carried out in accordance with specified controls and safe working practices;
- c. ensuring that staff are consulted appropriately on issues that affect them;
- d. effective procedures for dealing with emergencies such as fire, disease outbreaks, major accidents, lockdown, invacuation, evacuation and other significant security or site safety incidents are in place, tested and reviewed;
- e. health and safety is considered in planning and budgeting and that resources are used effectively and in proportion to the local risks;
- f. where appropriate that health and safety duties are delegated, and at all levels, employees know and accept their individual responsibilities regarding health and safety, and have the necessary authority, training and resources to discharge them;
- g. arrangements are in place for regular monitoring, auditing and review of health and safety performance, including accident trends;
- h. that there is effective communication consultation about health and safety with all members of staff and their representatives, including establishment of a Health and Safety Committee;
- i. that disciplinary action is taken where necessary related to breach of health and safety policies;
- j. working with the Estate Manager and Trust Health and Safety Lead to ensure appropriate day-to-day implementation of the policy and effective escalation of matters requiring trust-wide support or oversight;
- k. that the Board of Trustees is advised of any matter found to be in breach of statutory requirements which cannot be effectively dealt with at their own level.

Estate Manager and Trust Health and Safety Lead

The Estate Manager supports the Principal with the day-to-day management of health and safety risks at college level. This includes helping to co-ordinate local arrangements, monitor premises-related controls, support inspections and checks, and ensure that actions are followed up. The role may be supported by other competent staff where responsibilities are clearly allocated and understood.

The Trust Health and Safety Lead provides overarching trust-wide support, guidance and assurance. This includes advising the trust on policy requirements, supporting consistency across sites, reviewing emerging risks and legislative changes, and helping to escalate matters that require senior leadership or trust-level oversight.

Together, the Estate Manager and Trust Health and Safety Lead support the Principal by:

- a. co-ordinating, supporting and monitoring health and safety matters within the College, with appropriate trust-level oversight where required;
- b. that appropriate induction and training is provided for all staff, students, visitors and contractors and that staff attend such training, and adequate supervision is made available;
- c. effective communication of key health and safety requirements from health and safety policy and procedures is made to staff, students, contractors and visitors;
- d. facilitating and enabling the activities of the Health and Safety Committee;
- e. ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- f. that competent and current risk assessments have been conducted for College premises with respect to fire, legionella and an asbestos management plan is held;
- g. due diligence controls are in place for effective food safety management;
- h. appropriate equipment for fire safety and first aid is in place and properly maintained;
- i. that regular fire drills and other relevant emergency exercises, including lockdown or evacuation where appropriate, are carried out, recorded and monitored; required notices are in place; and training is given to relevant staff in accordance with the College's Business Continuity Plan and Emergency Planning procedures;
- j. that there are effective processes in place for statutory monitoring or testing of equipment and facilities;
- k. seeking advice from the Trust Health and Safety Lead and, where necessary, external competent advisers on specific health and safety matters;
- l. maintaining a suitable system for reporting accidents, near misses or other concerns about health and safety matters;
- m. ensuring significant accidents, incidents, near misses and any contact with enforcing authorities are escalated to the Principal and Trust Health and Safety Lead without delay;
- n. keeping the effectiveness of health and safety arrangements under review and bringing any required changes, gaps or concerns to the attention of the Principal and Trust Health and Safety Lead.

College Health and Safety Committees

The Health and Safety Committee is established to make recommendations in relation to the Policy and specific health and safety related matters and fulfils the responsibility to consult with employees on health and safety matters. The Committee will meet at least once a term to discuss and review health and safety issues and will contribute to the development, implementation and monitoring of the Health and Safety Policy.

Membership of the Committee will include the Estates Manager, Health and Safety Lead, Trust Business Manager, relevant members of College management and safety representatives from the recognised Trade Unions. Staff who are not in a Trade Union have a right to elect a representative to participate. Time will be given to staff representatives to participate in health and safety related matters. They will also be given access to relevant information and training to assist them in undertaking their role as a health and safety representative.

Consideration should be given to ensuring information is shared with other relevant Committees within the College.

The Health and Safety Committee will:

- a. ensure staff are consulted regarding health and safety issues and actions are taken;
- b. monitor and review health and safety performance, including ensuring policies and risk assessment are kept under review;

- c. oversee the implementation of health and safety policy;
- d. consider significant incidents and ensure appropriate actions taken;
- e. consider matters raised by Trade Union Safety Representatives.
- f. health and safety information is disseminated;
- g. local health and safety issues are resolved;
- h. submit and receive reports on the effectiveness of health and safety arrangements.

Arrangements for Health and Safety

Each College will establish a set of supporting policies and procedures which will include the following topics as required and relevant:

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| • Accidents and Emergencies | • Manual Handling |
| • Asbestos | • Personal Safety |
| • Contractors | • Placements and Work Experience |
| • Display Screen Equipment | • Pregnancy and New Mothers |
| • Educational Visits and Field Trips | • Risk Assessment |
| • Fire Safety | • Safeguarding Links and Student Welfare |
| • First Aid | • Statutory Testing and Inspections |
| • Food Safety | • Training and Induction |
| • Hazardous Substances | • Work at Height |
| • Lockdown, Invacuation and Protective Security | • Work Related Stress |

The effectiveness of health and safety arrangements will be monitored through:

- Health and Safety Committee
- Annual reporting to the Board of Trustees and Local Governing Boards
- Review procedures for the Trust Health and Safety Policy
- College policy and risk assessment review procedures
- Scrutiny of health and safety working practices after any accident, incident, dangerous occurrence or occupation related sickness.

Staff Wellbeing, Mental Health and Work-Related Stress

The Trust recognises that health and safety includes mental health, work-related stress and physical wellbeing. Colleges will take a proportionate approach to identifying and managing risks to staff wellbeing, including workload, working environment, support and the impact of change. Staff are encouraged to raise concerns early with their line manager and the Peoples Team. Relevant concerns and trends should be considered through local management arrangements and, where appropriate, Health and Safety Committee reporting.

Arrangements for First Aid

Each college is responsible for ensuring adequate and appropriate first aid equipment, facilities and trained personnel, based on a first aid needs assessment that reflects the size, layout, activities and risk profile of the college:

- Ensuring there is suitable first aid provision across the full timetable, including before- and after-College activities where required by the needs assessment.
- Ensuring First Aider details are displayed prominently and that key staff are aware of any rota or cover arrangements in place.
- Ensuring provision takes account of students and staff with known medical needs, higher-risk curriculum areas, lone working, off-site activities and foreseeable emergency scenarios.
- Any medical room staff and listed first aiders are fully qualified.
- College Principals are responsible for checking when staff require refresher training.
- Appoint a relevant and adequately trained member of staff to ensure first aid kits are checked and stocked appropriately, complying with relevant legislation and guidance.
- The first aider on duty summons ambulances and they or a member of staff who is detailed as being at the incident accompanies them to hospital (if the parents/carers are not available).
- Accident records, which must be logged via Smartlog online portal, will be readily accessible and retained in line with statutory and Trust record-retention requirements.

Responsibilities of a First Aider

1. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
2. When necessary, ensure that an ambulance or other professional medical help is called.
3. Accurately record injuries, illness and first aid treatment in the online portal, including the date, time and place of the incident, the name of the injured or ill person, details of the injury or illness, the first aid given, what happened immediately afterwards and the name of the First Aider.
4. Escalate any incident that may meet the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 requirements to the Principal and the Trust's Health and Safety Lead, noting that most college incidents are not reportable unless they meet the relevant work-related reporting criteria.