



EVERYONE MATTERS  
SCHOOLS TRUST

# Health and Safety Policy

## Everyone Matters Schools Trust Central Policy



<b>Policy Owner</b>	CEO and Trustees
<b>Scope of the Policy</b>	Trust wide
<b>Last reviewed by trustees</b>	<b>January 2026</b>
<b>Next review due</b>	<b>January 2027</b>
<b>Summary of key changes</b>	No changes
<b>Committee Responsible</b>	Trustees

## **1 ACADEMY STATEMENT OF INTENT**

- 1.1 Everyone Matters Schools Trust (EMST) recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regards to its Health, Safety and Well-being of its employees, pupils/students within its care, and visitors to the premises and others who could be affected by its undertakings.
- 1.2 EMST understands its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.
- 1.3 Through this Policy Statement of Intent and the implementation of health and safety arrangements, Head teacher's / Principals of our academies will ensure that they are meeting the policy aims and objectives and will actively strive for continual health and safety improvements by working in consultation with staff and other partners.
- 1.4 This policy will be reviewed as it is deemed appropriate. The policy will be promoted and implemented within each academy.
- 1.5 Each academy under the EMST will ensure that a local Health and Safety Policy is implemented and communicated to all staff.
- 1.6 Our aims are to:
  - Maintain control of health and safety risks arising from our activities
  - Consult with all staff on matters affecting their health, safety & welfare
  - Provide and maintain safe plant and equipment
  - Ensure safe handling, storage and use of substances
  - Provide appropriate information, instruction and supervision for staff/pupils/visitors/contractors
  - Ensure staff are suitably trained and competent to do their work safely
  - Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
  - Maintain a safe and healthy working environment ensuring the welfare of all persons
  - Assess risks, record significant findings and monitor safety arrangements
  - Review and revise safety policies & procedures periodically whilst day to day management of health and safety is delegated to individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the EMST MAT Board of Trustees.

## **2 RESPONSIBILITIES:**

### **2.1 Board of Trustees**

The Trust will make sure that there are adequate financial and physical resources available to support this Policy, and will take steps which are reasonably practicable and within its power to meet its responsibilities, paying attention to:

- providing suitable assessment of the risks to the health and safety of employees whilst at work, and the risks to the health and safety of non-employees arising out of or in connection with work activities
- providing a safe place of work, safe plant, equipment and machinery and, the safe use, storage, handling and transportation of articles and substances at work
- providing a safe and healthy working environment and adequate welfare facility
- providing enough support and facilities to enable Trade Union appointed Health and Safety Representatives and other employee representatives, to carry out their functions in accordance with the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996.
- maintaining existing participation e.g. Safety Committees; team meetings and so on. In doing so, recognizing the significant contribution that employees can make towards policy implementation, and the importance of maintaining these procedures because they represent an effective system of communication on health and safety matters.
- fostering an atmosphere within the Trust that encourages employees to contribute positively to their own health and safety at work.
- providing information, instruction and training at all levels to secure competence and to avoid ill health or injury at work.
- Arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- making provision for access to expert health and safety advice, from both within and outside the organisation

## 2.2 Chief Executive Officer

- Establish structures and strategies to implement the H&S policy and integrate these into general business activities
- Ensure responsibilities for the management of H&S are appropriately assigned
- Ensure enough resources are available for the implementation of the H&S policy
- Health and safety performance are robustly monitored and reviewed
- Oversee the implementation of H&S action plans that are developed as a result of any H&S monitoring or inspections undertaken
- Ensure individual academies produce health and safety procedures and site-specific risk assessments relevant to their academy and that these are monitored and reviewed on a regular basis
- Ensure the Trusts H&S policy is reviewed annually

## 2.3 Academy Head Teachers and Principals

- Ensure H&S is implemented and managed in their academy in accordance with Trust Health and Safety Policies and procedures
- Ensure a specific H&S procedure is in place relevant to their academy
- Ensure where required, academy specific policies and procedures are in place to deal with specific risks within their academy
- Ensure there are adequate resources within the budget for health and safety
- Identify persons within their academy who will have specific H&S responsibilities and be a Competent Person for the academy
- Adequate H&S training is provided to enable persons to carry out their responsibilities

- Ensure that systems are in place for the effective monitoring of health and safety performance within their academy

#### 2.4 Central Team

- Assist, monitor and formulate EMST Health and Safety Policy through consultation with management and Trades Union appointed Health and Safety Representatives/employee representatives.
- Monitor the implementation of EMST Health and Safety Policy, review performance, and report thereon to the Trust and SLT.
- Report, as necessary, to Trustees on Health and Safety matters.
- Liaise with the Health and Safety Executive and other appropriate bodies as necessary.

#### 2.5 Key Personnel (e.g. site managers, SLT members)

- Being accountable for the implementation of the Policy, management arrangements, Risk Control Systems, workplace precautions and performance standards within their area of control.
- Ensuring that responsibilities for safety, health and welfare are properly assigned and understood by employees within their area of control and where appropriate develop a local policy/procedure specific to their area.
- Ensuring that hazards are identified, and that written Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes or machinery and so on, and at not less than 12 monthly intervals.
- Making sure that there is communication and participation at all levels in health and safety activities.
- Supervising work activities adequately to ensure good health and safety standards are maintained.
- Making sure that employees new to the Trust and its Academies, as part of the induction process, successfully complete a health and safety induction programme as a minimum health and safety standard.
- Ensuring active monitoring of health and safety matters for example by undertaking health and safety inspections and surveys to ensure compliance with health, safety and welfare legislation.
- Seeking advice and liaising with the competent person, the Trust Central Team or external organisations on health and safety matters and best practice where necessary.
- Informing the Central Team of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy.
- Within their individual academy, ensure that all site related health and safety tasks including statutory maintenance checks are undertaken at appropriate frequencies ensuring that site related H&S issues are managed
- Bring to the attention of the Head Teacher/Principal, instances where standards fall below legal requirements
- Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage safety, health and environment responsibilities effectively and that contractor safety controls are adhered to

## 2.6 All Employees

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their work activities
- Co-operate with EMST on health and safety matters
- Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments, procedures, and protective measures with regard to their working practices
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare. To include safety devices such as protective clothing; first aid; signs/labels/notices; machinery guards, etc.
- Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others or any shortcomings in health and safety arrangements.
- Report all accidents, near misses, incidents of violence, diseases, and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible and assist fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence.
- Attend any health and safety training identified as required

## 2.7 Pupils and Students In accordance with their age and aptitude, are expected to:

- Be responsible for their own health and safety
- Observe all the health and safety rules of their respective Academy and the procedures for and instructions of staff in relation to emergency situations
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safe

## **3 POLICY DEVELOPMENT:**

3.1 Planning is the key to ensuring that health and safety efforts work at the Trust and its Academies, by planning and setting objectives, identifying hazards and assessing risks and implementing standards which all assist in creating a positive health and safety culture.

3.2 Academies develop Risk Management Plans and Asset Management Plans which are reported on to Trustees on a regular basis.

## **4 COMPETENT ADVICE**

4.1 The Trust has appointed Jean Fairbrother Associates as their Competent Person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

4.2 The Health and Safety Advisor advises the school management team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

4.3 The Health and Safety Advisor has the responsibility for the following:

- Ensuring the centre is aware of statutory obligations and recommended Codes of Practice.
- Advising the centre management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the school management team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the school.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

## **5 CO-OPERATION, CONSULTATION AND COMMUNICATION**

5.1 Health and safety are part of the Trust KPIs and reported at each Trustee Board meeting. It is also monitored locally by each Academy at termly Governor Meetings.

5.2 All health and safety matters are communicated via the Trust. Appropriate staff receive feedback concerning risk assessments. Individual Academies ensure risks are either dealt with at local level by the site manager or risks requiring financial assistance are placed onto the asset management plan.

## **6 MEASURING PERFORMANCE**

6.1 This Policy will be monitored actively through management health and safety auditing systems carried by external organisations and also through the role and functions of Trades Union appointed Health and Safety representatives / employee representatives, and reactively by the continued collation of accident, near miss, violent incident and ill health statistics.

## **7 ARRANGEMENTS**

- 7.1 This Policy sets out a general framework for the organisation and arrangements for health and safety within Everyone Matters Schools Trust (EMST). In a complex and diverse organisation such as EMST, reference must be made to the individual academy's Health and Safety Procedure. This document should therefore be read in conjunction with the other Health and Safety Policies, procedures and risk assessments.

## **8 MANDATORY SITE-SPECIFIC DOCUMENTS:**

- 8.1 All sites as a minimum will have mandatory documents and procedures in place based around the individual academy with all subsequent site-specific risk assessments. The Head of each academy has the responsibility to ensure that the documents specified below are in place and reviewed annually or due to an incident.

- Fire Logbook
- Academy Health & Safety Policy
- Academy Emergency Plan
- Academy Emergency Evacuation Plan
- Academy Lockdown Procedure
- Academy Fire Risk Assessment
- Asbestos Management Plan

## **9 LETTINGS**

- 9.1 The Trust has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

- 9.2 Persons/organisations letting the sites must agree to:

- Co-operate and co-ordinate with the Trust on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Trust that may arise from their activities The Trust will ensure that:
  - Premises are in a safe condition for the purpose of use
  - Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
  - Adequate arrangements for emergency evacuation are in place and communicated
  - Local health & safety arrangements are made available to service providers

## 10 REVIEW

10.1 EMST shall review their Health and Safety Policy annually, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the centre.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

10.2 Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant school appointments and/or relevant technological advancements.

10.3 The Policy review will be completed by the appointed Health and Safety advisors in conjunction with the school's appointed personnel. Evidence of the Policy review will be summarised in the table below.

Compliance		Advisor Signature	
School Approval			
Version Number	Date	Summary Details	By Whom

## Health and Safety Testing/Inspection requirements

### Health and Safety Testing/ inspection requirements

*The following is not an exhaustive list of all maintenance requirements within the academy, but highlights the key areas for which compliance would be sought during inspection / audit by **EMST** where it retains legal responsibility.*

***Its aim is to assist premises managers in organising appropriate testing and inspection of systems and equipment within their premises.***

Area	By Who m	Period of inspection/ review	Date of last inspection	Comments
ASBESTOS		Check premises asbestos management plan to determine inspection frequency <b>Generally Annually as a minimum</b>		<b>Statutory - Control of Asbestos Regulations 2012</b> Visual inspection of asbestos remaining in situ can be recorded on site specific management plan Ensure asbestos permission is completed on each and every occasion work is undertaken on the fabric of the building / fixed equipment. <b>This applies equally to work undertaken in house and by contractors</b>
FIXED DT (RM WORKSHOP) EQUIPMEN		ANNUALLY		<b>Statutory Provision and Use of Work Equipment Regulations 1998 (PUWER)</b>
<b>ELECTRICAL:</b> Portable appliances		VARIABLE can be up to annually		<b>Statutory Electricity at Work Regulations 1989</b> Checking earthed equipment with a tester to ensure integrity of earth bonding and/or insulation. Inspection of cables, plugs fuses etc and of double-insulated equipment. Period for inspection is dependent upon the type of equipment and environment in which it is used.
<b>ELECTRICAL:</b> Fixed installation.		FIVE YEARLY testing of all fixed wiring and distribution boards		<b>Statutory Electricity at Work Regulations 1989</b> For larger sites (secondary schools) then a 20% test and inspection per annum is an acceptable and in many ways better alternative Due to their aggressive environment Swimming pools require an annual test
<b>ELECTRONIC POWERED GATES / DOORS</b>		6 MONTHLY		<b>The Workplace (Health, Safety and Welfare) Regulations 1992</b> Existing powered doors and gates must be designed, constructed and maintained for safety. School to be aware of existing safety features force limitation and other safety controls for electronic powered gates to be checked as part of ongoing maintenance. Every 6 months a check should be carried out by someone who is suitably qualified, on the proper working of the safety devices and service the gate automation devices. Six monthly checks are a British Standard recommendation.

		WEEKLY		Check safety devices are working correctly and that the moving door leaf / gate avoid contact with any person using these.
<b>EMERGENCY LIGHTING</b>		ANNUALLY		<b>Electricity at Work Regulations 1989</b> <b>Statutory Regulatory reform (Fire Safety) Order 2005</b> Full duration discharge test and certification by competent person.
		MONTHLY		Daily check that indicator lights are functioning Monthly in house short duration checks for operability
<b>FIRE ALARM SERVICE</b>		ANNUALLY x 4 visits <b>For 230 volt systems without battery back up</b>		<b>Statutory Regulatory Reform (Fire Safety) Order 2005</b> <b>BS 5839 1:2013</b> Test and examination by competent service engineer
<b>FIRE ALARM SERVICE</b>		Six Monthly x 4 visits <b>For systems with battery back up</b>		<b>Statutory Regulatory Reform (Fire Safety) Order 2005</b> Six monthly battery check, test and examination by competent service engineer This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices <b>BS 5839 1:2013</b>
<b>FIRE ALARM TESTING</b>		DAILY For damage  WEEKLY Check alarm is audible in all areas.  Record details of call point tested		<b>Statutory Regulatory Reform (Fire Safety) Order 2005</b> Check fire alarm panel for faults Fire alarm audibility test conducted by site with a different call point tested each week in rotation. Number each call point for identification. Check that any fire doors on automatic door closures linked to the fire alarm are closing properly. Check that any doors on exit routes with electro-magnetic/ electro-mechanical locks release when the alarm is activated.
<b>FIRE DRILL</b>		TERMLY Minimum of 3 times per year		<b>Statutory Regulatory Reform (Fire Safety) Order 2005</b> Termly drills are best practice and HCC expectation as the employer Record details of drill, evacuation time and any problems
<b>FIRE EXTINGUISHERS</b>		ANNUALLY  MONTHLY  WEEKLY		<b>Statutory Regulatory Reform (Fire Safety) Order 2005</b> <b>BSEN 3 extinguisher and commissioning and maintenance to BS 5306-3: 2009</b> Weekly in house checks that extinguishers are in place, available for use, undamaged and unobstructed.
<b>FIRE EXIT ROUTES</b>		DAILY  MONTHLY		Check for any obstructions on escape routes (internally and externally) Doors: check self-closing devices, and that push bars/ other emergency fastening devices are operational Check all doors fitted with electromagnetic locks on escape routes are releasing when fire alarm activates.

<b>FIRST AID EQUIPMENT</b>		TERMLY		<b>Health and Safety (First Aid) Regulations 1981</b> Regular check to ensure contents are complete and none are outside of expiry date.
<b>FUEL OIL STORAGE</b>		ANNUALLY		<b>Control of Pollution (Oil Storage) Regulations 2001</b> Maintenance check on all oil pipe work
<b>GAS APPPLIANCES</b> Boilers Kitchen appliances DT, Brazing hearth etc. Food Tech, ovens, hobs		ANNUALLY		<b>Statutory Gas Safety (Installations and Use) Regulations 1998 and Gas Safety (Installations and Use) (Amendment) Regulations 2018</b> Gas safety inspection and certificate Annual servicing for efficient operation
<b>GAS CYLINDERS</b>		ANNUALLY		Inspect for damage <i>Regulators should be sent away for checking every 5 years to a specialist firm</i>
<b>KILNS &amp; Pottery EQUIPMENT</b>				
<b>LIFTS WORKING VERTICAL PLATFORM (Genie) HOISTS</b> (Lighting rig)		6 MONTHLY for all lifts, hoists and associated accessories used to lift people and all lifting accessories  12 MONTHLY for all other lifting equipment goods lifts , dumb waiters etc		<b>Statutory The Lifting Operations and Lifting Equipment Regulations 1998</b> Thorough examination maintenance and inspection All lifting accessories (slings, hooks, shackles, ropes etc.) safety eyes and bolts should also be subject to 6 monthly inspections by a competent person
<b>LIGHTNING CONDUCTORS</b>		11 monthly		Lightning conductor to be inspected annually (11 months is actually the recommended frequency – which means over a 12-year period the conductor is tested every month allowing for seasonal changes in soil resistivity.) Testing to be carried out to BS 62305:206 comprises: Continuity tests, earth resistance tests, visual check of conductors, bonds and joints and a cert of compliance
<b>LOCAL EXHAUST VENTILATION</b> Fume cupboards etc.		At least 14 MONTHLY for most LEV		<b>Statutory Control of Substances Hazardous to Health Regulations 2002</b>

<b>LPG INSTALLATION</b>				Annual LPG user checklist to be conducted, sooner if a leak is suspected <b>or</b> any work e.g. modifications to area, extensions etc. is carried out on pipework. Gas appliances to be subject to annual Gas safety inspection and certificate <b>Statutory Gas Safety (Installations and Use) Regs 1998</b> <b>10 year check by gas supplier on tank condition</b>
<b>PLANT ROOMS AND ELECTRICAL INTAKE/SWITCH GEAR</b>		WEEKLY ANNUALY		<b>Electricity at Work Regulations 1989</b>  Free of storage / combustible materials
<b>PLAY / PE EQUIPMENT 3G SPORTSFIELDS MUGA PLAYING SURFACE AND EQUIPMENT</b>		ANNUAL 4 Visits per year MONTHLY		Best Practice under British Standards and TAH expectation as the employer
<b>PRESSURE VESSELS</b> compressors, calorifiers and air receivers etc Expansion Vessels		periodic inspection and examination determined by a competent person ANNUALLY		<b>The Pressure Systems Safety Regulations 2000</b> Written scheme of examination required Pressure vessels associated with a pressurised hot / cold water system should have safety valves tested as part of annual boiler service.
<b>TREE SAFETY</b>		Determined by risk assessment		Risk assessment in place providing school with plan for maintenance review assessment annually.
<b>WATER SYSTEM TESTING</b>		WEEKLY MONTHLY QUARTERLY TERMLY ANNUALLY		<b>Statutory COSHH, L8 (Control of legionella bacteria in water systems ACOP 2013)</b> Identify and flush seldom used outlets / showers Check water temperature of first and last taps on a circulating system. Cold water taps below 20 oc. Hot water taps 50o c. Where thermostatic mixing valves are fitted the temperature should be measured at the valve supply point with a contact thermometer Check temperatures in flow and return pipework at calorifiers. The return temperature must be greater than 50 C Dismantle, clean/disinfect and descale showerheads and hoses. At start of term, run all taps for 5 minutes to ensure pipes completely flushed through. Cold water tank condition lids sealed/lidded to prevent contamination) and compliance inspection, temperature of stored water monitored – ideally during summer months a maximum/ minimum thermometer could be used.
<b>WORK AT HEIGHT LADDER CHECKS</b>  <b>GENIE VERTICAL</b>		FORMALLY TERMLY SIX MONTHLY		Complete ladder Annual inspection and test to ensure its in safe working order

<p><b>PLATFORM</b></p> <p><b>MOBILE SCAFFOLDING</b></p> <p><b>Safety eyes, bolts harness cables etc.</b></p>		<p>WHEN USED (pre-start checks) ANNUALLY</p> <p>ANNUALLY</p>		<p>BS 7883 requires that all safety anchor devices are removable for periodic inspection. If the eyebolts installed are intended for rope access use, they will require testing every 6 months.</p> <p>If the eyebolt system is for Fall Arrest, then they should be tested annually (12 months).</p>
<p><b>Folding partition doors</b></p>		<p>ANNUALLY</p>		<p>Annual maintenance/service and inspection</p>
<p><b>Bleacher</b> (retractable seating)</p>		<p>ANNUALLY</p>		<p>Annual maintenance/service and inspection</p>