

Health and Safety Policy

Version 6

Policy review will be carried out in consultation with recognised trade unions.

This policy applies to all NCLT settings.



Wingfield Academy



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1.0 Health and Safety Policy Statement

The Trust gives high priority to the health, safety and welfare of staff, pupils, students, contractors, volunteers, and visitors.

The Trust Board, CEO, Executive Leaders, and Principals/Headteachers recognise their legal responsibilities under health and safety legislation and will ensure, so far as is reasonably practicable, the health, safety and welfare of any person who may be affected by the Trust's activities.

The Trust will promote a positive health and safety culture which is consistent, proportionate, and focused on the effective management of risk. Health and safety considerations will be integrated into strategic planning, operational decision-making, and day-to-day activities.

The Trust is committed to:

- Providing and maintaining safe places of work and learning.
- Managing health and safety risks in a proportionate and effective manner.
- Providing safe systems of work, equipment, and premises.
- Providing sufficient information, instruction, training, and supervision.
- Ensuring appropriate consultation and engagement with staff and recognised Trade Unions.
- Promoting the physical wellbeing of staff and students.
- Promoting the mental wellbeing of staff.
- Monitoring performance and seeking continual improvement.
- Complying with relevant legislation, codes of practice and guidance.

Health and safety is the responsibility of all staff. This policy establishes the strategic framework through which health and safety will be governed, managed, and monitored throughout the Trust.

Richard Fletcher

Richard Fletcher
CEO

Date: 07/09/26

2.0 Scope

This policy applies to:

- All schools, colleges and workplaces operated by the Trust.
- All Trust activities undertaken on or off Trust premises.
- Staff, agency workers, and volunteers.
- Pupils and students.
- Contractors and consultants.
- Visitors.
- Individuals participating in work experience, placements, or Trust-led activities.

This policy applies alongside the Trust's health and safety policies, protocols, and local arrangements.

3.0 Legal Framework

This policy supports compliance with the Trust's duties under relevant health and safety legislation, including but not limited to:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Regulatory Reform (Fire Safety) Order 2005.
- Control of Asbestos Regulations 2012.
- Control of Substances Hazardous to Health Regulations 2002.
- Provision and Use of Work Equipment Regulations 1998.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Equality Act 2010.

The Trust will also have regard to guidance issued by the Department for Education, the Health and Safety Executive and other relevant regulatory bodies.

4.0 Definitions

Trust - New Collaborative Learning Trust (NCLT).

Trust Board - The accountable body responsible for strategic oversight of health and safety throughout the Trust.

Chief Executive Officer (CEO) - The individual with overall operational accountability for health and safety management on behalf of the Trust.

Competent Person - A person with sufficient training, knowledge, experience, and other qualities to enable them to assist the Trust in complying with health and safety requirements.

Risk Assessment - A systematic examination of activities, workplaces or circumstances to identify hazards, evaluate risks and determine appropriate control measures.

Protocol - A Trust-approved operational document that sets out how specific health and safety risks are managed.

Staff - Any person employed by the Trust, including those on permanent, temporary, or fixed-term contracts.

5.0 Roles and Responsibilities

5.1 Trust Board

The Trust Board has overall corporate responsibility for health and safety throughout the Trust and must:

- Ensure compliance with legal duties.
- Maintain oversight of significant health and safety risks.
- Receive appropriate assurance regarding health and safety performance.
- Ensure adequate resources are available.
- Consider health and safety implications within strategic decisions.
- Monitor the effectiveness of health and safety arrangements.

5.2 Chief Executive Officer

The CEO holds overall operational accountability for health and safety and must:

- Ensure implementation of this policy.
- Promote a positive health and safety culture.
- Ensure adequate resources are available.
- Monitor Trust-wide health and safety performance.
- Ensure effective governance and assurance arrangements are maintained.

5.3 Executive Leaders

Executive Leaders must:

- Support implementation of this policy.
- Ensure health and safety is integrated into decision-making.
- Monitor performance within their areas of responsibility.
- Support Principals, Headteachers and Managers in managing risk appropriately.

5.4 Trust Health and Safety Manager

The Trust Health and Safety Manager acts as the Trust's competent person and must:

- Provide professional advice and guidance.
- Support policy and protocol development.
- Deliver monitoring, audit, and assurance activities.
- Coordinate investigations where appropriate.
- Report on health and safety performance.
- Liaise with regulatory bodies where necessary.

5.5 Estates Director

The Estates Director must:

- Oversee strategic premises compliance arrangements.
- Ensure statutory inspection, testing and maintenance programmes are maintained.
- Oversee premises contractor management arrangements.
- Support the management of premises-related risks.

5.6 Principals and Headteachers

Principals and Headteachers must:

- Promote a positive health and safety culture.
- Implement Trust policies and protocols.
- Ensure effective local arrangements are maintained.
- Ensure risks are identified and controlled.
- Ensure staff receive appropriate information, instruction, training, and supervision.

5.7 Managers

Managers are responsible for health and safety within the areas they control and must:

- Implement Trust requirements.
- Ensure risk assessments are completed and reviewed.
- Monitor compliance with safe systems of work.
- Ensure staff are competent to perform their duties.
- Address health and safety concerns promptly.

5.8 Staff

All staff must:

- Take reasonable care of their own health and safety and that of others.
- Co-operate with the Trust in fulfilling legal duties.
- Follow relevant policies, protocols, and procedures.
- Report hazards, defects, incidents, and concerns promptly.
- Participate in required training.

6.0 Health and Safety Management Principles

The Trust will manage health and safety in accordance with the following principles:

- Leadership and accountability at all levels.
- Compliance with statutory requirements.
- Proportionate risk management.
- Clear allocation of responsibilities.
- Effective communication and consultation.
- Continuous improvement.
- Evidence-based decision-making.

- Monitoring and assurance.

Health and safety considerations must be integrated into strategic and operational planning across the Trust.

6.1 Governance and Accountability

The Trust will maintain governance arrangements which:

- Provide effective oversight of health and safety performance.
- Monitor significant risks.
- Ensure adequate resources are available.
- Review serious incidents and trends.
- Provide assurance regarding compliance.
- Support continual improvement.

The Trust Board retains collective accountability for health and safety. To support effective governance and scrutiny, the Board may nominate a Trustee to liaise periodically with the Health and Safety Manager, review health and safety performance and arrangements, and provide feedback and assurance to the Board. Operational delivery is delegated through the Trust's management structure.

7.0 Arrangements

7.1 Health and Safety Culture

The Trust will promote a positive health and safety culture that:

- Encourages personal responsibility.
- Supports open communication.
- Encourages the reporting of concerns.
- Promotes learning and improvement.
- Recognises health and safety as an integral part of educational excellence.

7.2 Consultation and Communication

The Trust recognises the importance of staff involvement in health and safety management.

Consultation arrangements will include:

- Health and Safety Committees.
- Engagement with recognised Trade Unions.
- Safety communications and briefings.
- Sharing lessons learned from incidents.
- Consultation during policy and protocol reviews.

7.3 Risk Management

The Trust will maintain arrangements to identify, assess, and control risks arising from its activities.

This will include:

- Completion of suitable and sufficient risk assessments.
- Implementation of proportionate control measures.
- Communication of significant findings.
- Regular review of risk assessments.
- Monitoring of control measures.

7.4 Competence, Information, Instruction and Training

The Trust will ensure staff receive appropriate:

- Information.
- Instruction.
- Training.
- Supervision.

Training requirements will be determined according to role, responsibilities, and risk exposure.

7.5 Premises Compliance

The Trust will maintain arrangements to ensure its estate remains safe, suitable, and compliant.

This will include strategic oversight of:

- Fire safety.
- Water hygiene.
- Electrical safety.
- Gas safety.
- Asbestos management.
- Planned preventative maintenance.
- Statutory inspection and testing.

7.6 Premises Contractor Management

The Trust will maintain arrangements to ensure that premises contractors undertake work safely and without creating unacceptable risks.

These arrangements will include:

- Selection of competent premises contractors.
- Communication of relevant site information.
- Assessment of risks and proposed control measures.
- Monitoring of premises contractor activities.
- Management of higher risk works.

7.7 Management of Educational Activities

The Trust is committed to providing high-quality educational opportunities whilst ensuring risks are managed appropriately.

Arrangements will ensure:

- Educational activities are appropriately planned and supervised.
- Specialist curriculum activities are managed safely.
- Control measures are proportionate to the level of risk.
- Participation and educational benefit are balanced with risk management.

7.8 Wellbeing and Occupational Health

The Trust recognises the importance of protecting physical and mental health.

Arrangements will include:

- Wellbeing support.
- Occupational health services.
- Support for vulnerable staff where appropriate.
- Measures to reduce work-related ill health.

7.9 Emergency Preparedness and Resilience

The Trust will maintain arrangements to prepare for foreseeable emergencies and disruptive events.

These arrangements will include:

- Emergency response procedures.
- Evacuation arrangements.
- Lockdown and invacuation arrangements.
- Site resilience measures.
- Training and exercising of plans.
- Business continuity arrangements.

7.10 Incident Management

The Trust will maintain arrangements for reporting, investigating, and managing:

- Accidents.
- Incidents.
- Near misses.
- Dangerous occurrences.
- Cases of occupational ill health.

Learning from incidents will be used to improve health and safety performance.

7.11 Monitoring, Audit and Assurance

The Trust will monitor health and safety performance through proactive and reactive measures including:

- Workplace inspections.
- Audits and assurance reviews.
- Compliance monitoring.
- Incident investigations.
- Performance indicators.

Findings will be used to inform improvement activities.

7.12 Performance Reporting

Health and safety performance will be reported through established governance arrangements.

Reporting may include:

- Significant incidents.
- Enforcement action.
- Compliance performance.
- Audit findings.
- Emerging risks.
- Progress against improvement plans.

The Trust Board will receive periodic assurance regarding the effectiveness of Trust health and safety arrangements.

8.0 Related Policies and Protocols

This policy forms part of the Trust's wider health and safety management system.

Related policies include:

- Supporting Pupils with Medical Conditions Policy.
- Allergy Safety Policy.
- Offsite Activity Policy.
- Business Continuity and Emergency Management Policy.

Supporting protocols include, but are not limited to:

- Activity Risk Assessment.
- Location Risk Assessment.
- Incident Reporting and Investigation.
- First Aid.
- Fire Safety.
- Medical Needs.
- Premises Contractor Management.
- Statutory Premises Compliance.
- COSHH.

- Manual Handling.
- Lone Working.
- Work at Height.
- Asbestos Management.
- Legionella Safety.
- Electrical Safety.
- Educational Visits – Day Trips.
- Educational Visits – Residential.
- Educational Visits – Adventurous Activities.
- Educational Visits – Overseas.
- Educational Visits – Sports Fixtures.
- Work Experience.
- School Transport and Minibus Use.
- Grey Fleet (Driving for Work).
- Site Security.
- Lockdown and Invacuation.
- Evacuation.
- Violence and Aggression.
- Stress and Wellbeing.

Staff must comply with all relevant policies, protocols, and local arrangements applicable to their role.

9.0 Monitoring and Review

Monitoring of the implementation of this policy will take place through:

- Health and safety inspections.
- Audits and assurance activities.
- Performance reporting.
- Incident investigations.
- Governance and committee review processes.

This policy will be reviewed annually by the Trust Board or sooner where required due to:

- Changes in legislation.
- Changes in Trust structures or activities.
- Significant incidents.
- Emerging risks.
- Findings from audit, inspection, or assurance activities.

The review process will be undertaken in consultation with recognised Trade Unions and other relevant stakeholders.