


POLICY
DOCUMENT

Health and Safety Policy

Document Owner:	Trust Board
Responsible Trust Committee:	Trust Leadership Team
Date Approved:	Michaelmas Term 2022
Review Date:	Michaelmas Term 2023

APPROVED Signature (Trust Board):	
Date:	Miss Amanda Burton Chair of the Trust Board 03/11/2022

THIS IS A DUE DILIGENCE DOCUMENT DO NOT REMOVE FROM THE PREMISES

Other relevant policies and documents

- Health and Safety Procedures
- Fire Policy
- SET Risk Management Policy 2021 - 2024

Explanation of Terms

Trust	=	Seckford Education Trust
School(s)	=	schools within the Trust

1. Information for Managers and Enforcement Officers

The Health and Safety Management System is provided to meet legal requirements and to ensure that high standards of Health and Safety are monitored and implemented.

There is a separate operational manual that deals with the day to day running of the Trust.

It is the responsibility of the CEO to set up the operation and ensure that the controls are detailed within the Health and Safety Management System are adhered to. A specific risk assessment form must be completed for any activities or equipment which are not covered within the Generic Risk Assessments.

Team members are responsible for ensuring that they do nothing that would put themselves, their colleagues or others at risk. They must ensure that they follow the safe systems of work and wear the PPE provided.

We have taken advice from our consultants NAVITAS/ESB in the completion of this policy and can draw upon their knowledge and experience should the need arise.

This document outlines the Health and Safety Policy in all Seckford Education Trust schools. This policy covers the Trust and all its schools and as such there is no need for each school to have its own policy.

HEALTH AND SAFETY POLICY STATEMENT

Seckford Education Trust ('the Trust') and its schools ('the schools') will:

Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to Health and Safety issues, encouraging all those associated with the schools to identify and report hazards so that we can all contribute to creating and maintaining a safe working and learning environment.

Communicate and consult with our staff, Trustees and pupils & students on all issues affecting their Health and Safety and in so doing bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively and to ensure they are competent and confident in the work activities they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Maintain our premises, fixtures, fittings and associated resources to a standard that ensures that hazards and risks are effectively managed.

Ensure that responsibilities for Health and Safety are allocated and understood, and effectively implemented and monitored.

Retain access to competent advice and assistance, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

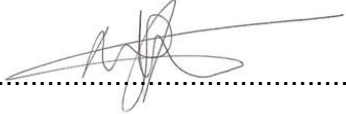
It is the duty of all of us:

- To take reasonable care of our own safety;
- To take reasonable care of the safety of others who may be affected by what we do or fail to do;
- To co-operate so that we can all comply with our legal duties;
- To ensure we do not interfere with or misuse anything provided in the interests of Health and Safety.

Signed	Signed
Mr Mark Barrow – Chief Executive Officer 	Miss A Burton – Chair of Trust Board 
Date: 03/11/2022	Date: 03/11/2022

3. Acceptance of Health and Safety Policy

I, Mark Barrow, the Chief Executive Officer of Seckford Education Trust confirm that I have read and understood the contents of this Health and Safety Policy and I am satisfied that it covers all relevant hazards within the Trust.

Acceptance Signed..... 	Date 03/11/2022
Review 1 Signed:	Date.....
Review 2 Signed:	Date.....

The Risk Assessment documentation should be reviewed annually and when there have been any significant changes in work practices or procedures.

Acceptance Signed	Date.....
Review 1 Signed:	Date.....
Review 2 Signed:	Date.....