CENTRAL CO-OPERATIVE LEARNING TRUST

Health & Safety Policy

Responsibility:	H&S	
Last Reviewed :	July 2026	
Approved by:	Trust Board	Date: 13th July 2026
Signed on behalf of Trust Board:		Andrew Bailey Chair of the Board
Next review due by:	July 2028	

Policy Amendments:

Jul 26 Addition of Health, Safety and Compliance Officer to section 4.4.
Updated KPIs.
Addition of Allergy Management section 2.3.

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1. Policy Statement

This policy covers staff, pupils, visitors and other users of Central Cooperative Learning Trust premises. The Trust recognises and accepts that everyone is entitled to a safe and healthy environment.

The Central Cooperative Learning Trust aims to have excellent health, safety and wellbeing performance in all of its activities and is committed to continuous improvement. Health, safety and wellbeing objectives are of equal importance to school improvement and teaching and learning objectives and will be integrated into all areas of school and Trust activity.

The Trust will comply with all relevant health and safety legislation but recognises that compliance with statutory duties under the Health and Safety at Work Act (1974) and the Health and Safety at Work Regulations (1999) is only a minimum requirement, and therefore we strive to improve to achieve higher standards.

The Trust is committed to the development of a climate in which a positive health, safety and wellbeing culture can develop. As part of this culture development there will be:

- Effective communication and consultation with employees, trade union representatives and other relevant parties;
- Access to competent health, safety and wellbeing advice and support;
- Control and assessment of our risks by setting clear health, safety and wellbeing objectives and providing strong leadership;
- Secured co-operation between individuals, trade unions, employee representatives and working groups.
- Operation of a 'no blame culture' with support for individuals who participate in hazard or near miss accident reporting.

The Board of Trustees will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- All places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in activities elsewhere.)
- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable the health and safety of other non-employees is not adversely affected by its activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The capabilities of employees as regards health and safety will be taken into account when entrusting work to them. Appropriate development/training will be provided to enable employees to meet the required standards of performance. The health and safety performance of individual employees will be taken into account when performance managements are undertaken.

The Trust is committed to ensuring that work/activities carried out on its behalf, is done so with the risks to health, safety and wellbeing managed effectively and complies with the legislation. The Trust will plan, co-ordinate, control, monitor and review the activities of contracted organisations to effectively ensure the risks presented by contracted work are being successfully managed.

Sufficient financial and physical resources will be provided to implement this policy and appropriate development/training will be provided.

The Health, Safety and Wellbeing Policy and associated management arrangements and procedures apply to all Trust activities and workplaces. Compliance with these documents is mandatory and subject to periodic audit.

This policy will be reviewed annually and amended as required. A copy of the policy and any revisions will be made available to employees.

This Health, Safety and Wellbeing Policy Statement has the support of the Board of Trustees.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

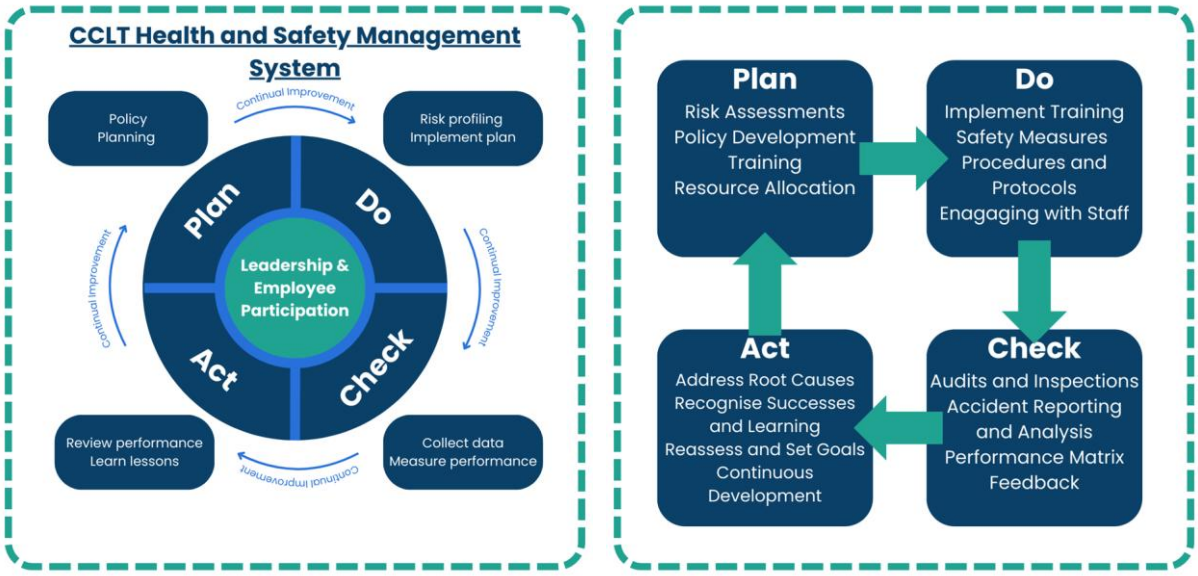
2. Scope and Purpose

This policy applies to all statutory employees of The Central Cooperative Learning Trust, contractors, placements, agency staff, visitors and pupils.
All schools within The Central Cooperative Learning Trust must have their own Health, Safety and Wellbeing policy, outlining the roles and arrangements in school. It is the responsibility of the headteacher to ensure that the school's Health, Safety and Wellbeing policy is in place, updated and communicated to all staff.

3. Health and Safety Management

Health, Safety & Wellbeing Management System

The Trust's Health and Safety Management System of 'Plan, Do, Check, Act' (Managing for Health and Safety HSG65), allows a common approach to be adopted across all areas within the Trust. The Trust aims to ensure that our health, safety and wellbeing management systems assist us to ensure continuous improvement and performance.



4. Responsibilities (Delegation of Duties)

All senior roles and those with explicit health and safety functions are expected to act as health and safety leaders creating a positive health and safety culture. They are responsible for the effective implementation of the Health and Safety Policy.

In addition to their general responsibilities:

4.1. The Board of Trustees

The **Board of Trustees** will:

- Review the policy set and reports through the key performance indicators (KPIs) at governing body meetings.
- Ensure as far as reasonably practicable a safe environment for all users of the Trust's sites to work, including safe means of entry and exit.
- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Trustee for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

4.2. The Central Operations Leadership Team

The **Central Operations Leadership Team** are responsible for implementing this policy with support from The Trust Senior Leaders.

They will:

- Review and monitor the effectiveness of the policy.
- Ensure they are familiar with the requirements of the appropriate legislation and codes of practice.
- Keep up to date with new developments in health and safety issues for schools.
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
- Identify and evaluate risks relating to possible accidents and incidents connected with Trust sponsored activities, including work experience.
- Provide adequate resources (both personnel and finance) to fully deliver the policy.
- Take steps to ensure plant, equipment and systems of work are safe
- Ensure safe arrangements for handling, storage and transportation of articles and substances.
- Ensure safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance.
- Ensure that academies provide adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and students.
- Promote a positive, open health, safety and wellbeing culture in the Trust.
- Report key health and safety issues to the Board of Trustees.
- Seek advice from other organisations or professionals as required.
- Appoint appropriate persons with areas of responsibility within the Trust to implement this policy within the Trust and at school level.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Support Headteachers to manage health and safety within their settings and to ensure health and safety regulations are followed.

4.3. Senior Leaders

Senior Leaders within the Trust will support The Central Operations Leadership Team in their roles.

They will:

- Implement and monitor the Trust's health and safety arrangements.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.
- Ensure that they support Headteachers in directing any health, safety and wellbeing concerns or questions to the Central Operation Leadership Team.

4.4. Headteachers (Premises Managers)

Headteachers from schools in The Trust will manage health, safety and wellbeing in their school as the **premises manager**:
They will:

- Ensure that their school has their own Health, Safety and Wellbeing Policy using the Staffordshire Health, Safety and Wellbeing policy template.
- Be responsible for the day-to-day implementation of the Health, Safety and Wellbeing Policy and will be the designated contact for health and safety.
- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health, safety and wellbeing issues to the School Governing Body and Trust.
- Ensure there is a programme of inspections and that monitoring exists.
- Ensure a risk assessment schedule is in place and that it is monitored and reviewed.
- Ensure effective procedures are in place in case of fire and evacuation.
- Ensure practice emergency evacuation and / or invacuation procedures are undertaken three times per academic year, with recorded results.
- Ensure working conditions take account of statutory and advisory requirements and codes of practice.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

4.5. Health, Safety and Wellbeing Officer

A health and safety competent person will:

- Advise on statutory compliance and best practice to both the Trust and schools.
- Support the completion and review of risk assessments.
- Investigate reportable accidents and incidents and communicate findings with the appropriate people.
- Monitor health and safety compliance through inspections and audits.

4.6. School Senior Leaders

School Senior Leaders will support the Headteacher in their role.
They will:

- Make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- Implement and monitor the school's health, safety and wellbeing arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved.

- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

4.7. School Heads of Curriculum/Department Leads

School Heads of Curriculum/Department Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

4.8. Teaching Staff

School Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

4.9. All Employees

All Trust and School **employees** will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health, safety and wellbeing procedures and policies.
- Take an active interest in promoting health, safety and wellbeing and suggest ways of reducing risks.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.

- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

4.10. Competent Health and Safety Advice

The Trust obtains competent health and safety advice from:	Staffordshire Health, Safety and Wellbeing Service
The contact details are:	Staffordshire Health, Safety and Wellbeing Service - Duty Officer Email: shss@staffordshire.gov.uk Telephone: 01785 355777
In an emergency we contact: Email: shss@staffordshire.gov.uk Duty Officer: 01785 355777	

5. Monitoring, Evaluation and Review

This policy will be monitored actively through health and safety auditing systems carried out through third party organisations and internal auditing. It will also be reactively monitored by the continued collation of accident, near miss, violent incident and ill health, statistics produced on a termly basis.

This policy will continually be developed, reviewed and updated, as necessary (at least annually). Any changes will be communicated to Trust leadership and Headteacher. A copy of this Health, Safety and Wellbeing Policy will be made available to all employees.

6. Key Performance Indicators (KPIs)

1. Robust development of Health, Safety and Wellbeing Policies for all schools.
2. Review of health, safety and wellbeing policies, procedures and practices annually.
3. All settings to achieve at least a level 3 in external audit.
4. Training plans to be set for all staff including headteachers, teaching staff, support staff and premises staff.
5. Health and safety is planned for on a bi-annual basis, with annual actions, and supports schools overall health and safety development.
6. All staff have input into health and safety related actions where appropriate, to develop a positive health, safety and wellbeing culture at school level