



CHELMSFORD  
LEARNING  
PARTNERSHIP

# HEALTH SAFETY AND WELLBEING POLICY

<b>Committee Responsible</b>	Premises
<b>Lead Staff Member</b>	CEO
<b>Approved by</b>	Vice-Chair
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THE  
Beaulieu Park  
SCHOOL



THE  
Boswells  
SCHOOL



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## **1.0 OBJECTIVE**

As employer, The Chelmsford Learning Partnership has overall accountability for health, safety and wellbeing in all its schools. It discharges its responsibilities through:

- Providing schools with health and safety standards and guidance to enable them to meet statutory requirements and provide a safe environment;
- Providing training information so that employees understand their health and safety responsibilities and so that those delegated health and safety tasks (such as risk assessment) are competent to carry them out;
- providing access to competent health and safety advice and specialists (see section 7);
- Monitoring health and safety standards and taking appropriate action to ensure compliance (see section 10 for details of our monitoring arrangements).

The objective of this Policy is to set out the responsibilities of school based employees, governors and those who provide competent health and safety advice and support to schools.

## **2.0 SCOPE**

This document applies to governors, headteachers, managers and employees in trust schools.

## **3.0 RESPONSIBILITIES OF SCHOOL BASED STAFF AND GOVERNORS**

### **3.1 Headteachers/Heads of School**

**Will ensure:**

- That there are appropriate and robust arrangements in the school for implementing the Health, Safety and Wellbeing Policy for Schools, and ensuring that the Policy and arrangements are effectively communicated and implemented;
- That systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions;
- They demonstrate health and safety leadership by ensuring health and safety is given no less importance than educational outcomes;
- That there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed;
  
- That appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils, including ensuring the availability of the asbestos register to all visiting contractors;
- That health and safety standards available on the schools infolink are regularly checked and where necessary made available to relevant employees;
- That all employees are competent and have the capability to carry out their role/function;
- That records of health and safety training and development are maintained by the school, as required by law;
- That there are arrangements in place for managing risks arising from the school's activities or premises,
- That systems are in place for monitoring and reviewing health and safety in the school.
- That all accidents / incidents are reported and investigated
- That they co-operate with any health and safety investigations

- That the annual online Health & Safety monitoring is submitted by the agreed deadlines;
- That health and safety performance is reported to the Local Governing Body regularly (at least annually);
- 
- That day to day premises management tasks are delegated to a member of staff and / or property consultant who is suitably competent. (The Headteacher retains the ultimate responsibility for the management of the premises);
- That they are the Schools named Educational Visits Co-ordinator or they appoint a member of the Schools Senior Management team as the School EVC (and ensure they are given training and time to undertake the role).

### 3.2 School Health & Safety Coordinator

Headteachers, can if appropriate, appoint a senior member of staff to co-ordinate and monitor the implementation of the health and safety policy. The safety co-ordinator must be given sufficient time and resources to carry out their role. Their identity and role should be clearly communicated to all school employees.

**Below are the *duties* which may be delegated to another member of staff. However, the *responsibility* remains with the Headteacher.**

The School Health & Safety coordinator will:

- Establish arrangements for the effective co-ordination of health and safety throughout the School;
- Support the Headteacher in coordinating the development, review and revision of the School's health and safety standards;
- Set up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings);
- Set up arrangements for the effective communication of health, safety and wellbeing information relevant to the school;
- Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager;
- Ensure that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings;
- Co-ordinate the identification of health and safety training and development needs to meet the requirements of the School's and Council's Policies and Standards;
- Support the establishment of adequate arrangements for:
  - First aid;
  - Fire and emergency evacuation;
  - Reporting of health and safety incidents, hazards and concerns;
- Co-ordinate arrangements for monitoring of health and safety standards within the school.

### 3.3 Responsibilities for School Visits

Below are the *duties* which may be delegated to the School Educational Visits coordinator. However, the *responsibility* remains with the Headteacher.

The School Educational Visits coordinator will:

- Ensure they have attended EVC Training (EVC training should be refreshed at least every 3 years);
- Ensure that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in LOTC, off-site activities and visits have had access to training /

instruction at an appropriate level to ensure that the employer's guidance and establishment procedures are properly understood and followed;

- Organise the training of Visit Leaders and Assistant Leaders (including voluntary helpers);
- Ensure that Leaders and Assistant Leaders are competent to carry out the tasks they
- Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice;
- Ensure they have an understanding of how Learning Outside the Classroom (LOtC), off-site activities and visits can support a wide range of outcomes for children and young people, and raise achievement;
- Ensure that LOtC, off-site activities and visits meet guidance requirements;
- Ensure the 'Educational Visits Statement' available from the EVOLVE website is implemented;
- Ensure that a school specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE;
- Ensure that DBS checks are in place as required.
- Ensure that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Support the headteacher with approval and other decisions;
- Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place;
- Ensure they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.
- Ensure that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action;
- Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management;
- Ensure that medical and first aid issues are addressed;
- Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff;
- Undertake monitoring of Visit Leader planning and sample monitoring of visits;
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.

### 3.4 Responsibilities of Local Governing Bodies

The Chelmsford Learning Partnership recognises the vital role which school governors play in monitoring health and safety standards in schools and, in some circumstances assisting with consultation between parents, and the head teacher on health and safety matters.

As school governors are volunteers they cannot be held legally responsible for any aspect of health and safety management, under health and safety legislation.

It is however, the expectation of the Trust that governors appointed with a health and safety role (and indeed the Local Governing Body as a whole) will play an active part in supporting and monitoring health and safety standards in the school.

In order to carry out this role effectively they will:

- Receive a regular (at least annual) Headteacher's report on health and safety performance at a formal Governing Body meeting (see Section 10.5 for details of what should be in the report);
- Take part in termly health and safety inspections of school premises to make sure that the school buildings, grounds, equipment and materials are safe and ensure the health, safety and wellbeing of all persons on the premises;
- Comply with the Health, Safety and Wellbeing Policy
- Consult with parents on any health and safety concerns, raised by them, and liaise with the headteacher to reach an acceptable outcome;
- Have regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

They will check that:

- Appropriate arrangements are made by the school to comply with statutory requirements, the Health, Safety and Wellbeing Policy for Schools and the Trust's health and safety standards;
- Any annual Health and Safety Internal Monitoring (HSIM) return has been completed for the school;
- An action plan arising from the HSIM exercise is put in place and actions are taken as required to address any deficiencies identified in health and safety management;
- Any actions arising from a Health and Safety Audits, Compliance checks or Inspections are addressed;
- Accident and incident reports are being completed, investigations are undertaken into the causes and any issues arising from these are addressed;
- Any visits by, or correspondence from, the enforcing authorities are notified to the Trust's Health and Safety Team and any actions taken as required;
- A property consultant is appointed to advise and assist with construction and premises maintenance matters;
- Anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations 2015;
- Appropriate consideration is given to, and actions taken, arising from any surveys carried out by the school in relation to employee health, safety and wellbeing (e.g. Outcomes from the Work-Life Support Wellbeing Programme);
- Statutory requirements and the Trust's health and safety standards are taken into account in determining the allocation of resources;

- The Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and wellbeing;
- The policies and procedures for recruitment, induction, staff development, performance management and capability used by their school consider health and safety and, as a minimum, achieve the same standards as the Trust's HR Policies and Procedures;
- Educational visits are being correctly managed.

Note: It is best practice to appoint a Governor who understands the educational visits system as well as agrees the higher risk visits (e.g. overseas, adventurous or residential).

Governors are encouraged to work in conjunction with the school management to ensure good safety standards in a constructive manner but also to challenge decisions and actions and request evidence to verify answers to their questions.

In the event that they are not satisfied that the appropriate standards are in place and feel that they are no longer able to rectify the situation at local school management level they must raise their concerns with The Chair of the Trustees.

### **3.5 LINE MANAGERS AND SUPERVISORS**

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- Ensuring this Health, Safety and Wellbeing Policy is implemented in their area of responsibility;
- Ensuring all staff under their control carry out their health and safety responsibilities;
- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours;
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views;
- Ensuring the health and safety competence and capability of employees under their control (See arrangements section 8.3);
- Ensuring relevant health and safety standards, including the Trust's Health and Safety Standards, are implemented in their area of control;
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures, including any safe systems of work, are implemented;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will also include stress risk assessments);
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the Trust's requirements;
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Local Governing Body;
- Ensuring health and safety issues identified via risk assessments or monitoring

activities that cannot be addressed are raised with their line manager.

### **3.6 All Employees**

All employees have a duty to:

- Look after their own safety and the safety of others affected by their work;
- Follow safe working practices and carry out their health and safety responsibilities as detailed in the council's health and safety standards;
- Report to their line manager any hazards they identify and any inadequacies in health and safety procedures;
- Take part in any health and safety training and development identified as necessary by the Trust or their line manager;
  
- Use work equipment provided correctly, in accordance with instructions, training and The Chelmsford Learning Partnership health and safety standards;
- Ensure that if organising projects or activities, risks are assessed as part of the planning stage and suitable control measures are implemented;
- Report health and safety incidents including near misses, in accordance with the Trust's health and safety incident reporting procedure.

### **3.7 Contractors and Visitors**

- Visitors to The Chelmsford Learning Partnership premises, including contractors, clients, service providers and members of the public must comply with The Chelmsford Learning Partnership health and safety procedures and requirements;
- All contractors and visitors must be made aware of the site specific arrangements and emergency procedures and are the responsibility of the member of employees being visited.

## **4. Support Services**

### **4.1 Competent Health and Safety Advice and Support to Schools**

Schools need access to competent health and safety advice to assist them with discharging their responsibilities. In order to meet its health and safety responsibilities to schools, the Trust has purchased support from a health and safety service (Southend Borough Council). This is available to all schools in the Trust in accordance with the Management of Health & Safety at Work Regulations.

### **4.3 Occupational Health Advice**

Headteachers should ensure that they have access to competent occupational health advice via a contract with an Occupational Health provider. Occupational health providers can:

- Provide pre-employment health screening and advise on reasonable adjustments to enable employment of applicants with disabilities and health conditions which may be subject to the Equality Act 2010;
- Support the prevention of work related absence through advising on health related risk assessments;
- Carry out statutory health surveillance (for exposure to noise and vibration);



- Provide advice at the early stages of occupational ill health, thereby reducing the risk of recurring or long term absence;
- Where employees are sick, advise on whether return to work is appropriate and, if so, what adjustments may be needed;
- Give employees advice and possibly recommend further specialist advice/treatment;
- Assess the employee's eligibility for ill health retirement.

It is for the school to determine the level of service required.

#### **4.4 Educational Visits Officer**

All schools in the Trust's must purchase the services of Essex County Council's Educational Visits Support. The Council's Educational Visits Officer is responsible for providing professional advice on, and setting and monitoring health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits, involving children and young people.

The Chelmsford Learning Partnership has adopted the OEAP National Guidance for the Management of outdoor learning, off-site visits and Learning Outside the Classroom. See [www.oeapng.info](http://www.oeapng.info) - (documents 3.4g Headteacher/ Managers and 3.3b Check List).

Schools subscribing to the Educational Visits Support Team SLA have access to the EVOLVE online submission system and associated resources.

The Chelmsford Learning Partnership will as an employer, have a few specific guidance documents on the Educational Visits Website which may well over-ride the OEAPNG Guidance. Where this is the case, the Essex Guidance must be followed. These will be on the EVOLVE website.

Policy on Learning Outside the Classroom Quality Badge: We strongly recommend the priority use of providers who hold the LOtC Quality Badge

#### **4.6 Catering**

Schools that carry out their own catering must have access to competent food safety advice. (The delegated catering budget included a proportion for purchasing food safety advice).

Wherever schools access food safety advice from it is also to ensure this will include training on allergens.

#### **4.7 Health Protection**

The Essex Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in schools. For assistance contact the school nurse at your local NHS clinic or contact the HPT directly.

Essex Health Protection Team Contact Details: Tel: 0345 155 0069 or e-mail [essexhpt@phe.gov.uk](mailto:essexhpt@phe.gov.uk)

## **4.8 Management of Radioactive Sources**

The Chelmsford Learning Partnership is deemed to be a 'radiation employer'.

As a 'radiation employer' it is necessary to consult with and appoint where necessary a Radiation Protection Adviser (RPA). The Criteria of Competence for RPA's is set by the Health & Safety Executive.

ECC is required by CLEAPSS to appoint a Radiation Protection Officer to act as a link between the schools and the RPA / CLEAPSS on radiation matters. ECC Corporate Health and Safety Team have been appointed as the Authority's RPO. Corporate Health & Safety as the Authority's RPO will:

- Keep central records of the sources held by each school;
- Keep records of who the Schools RPS is;
- Ensure RPS's are informed of any information or guidance on managing radioactive sources;
- Undertake visits of schools from time to time to monitor practice and procedures (check records are accurate, sources appropriately stored, source use log kept, leak checks carried out and general source management).

The Trust expects all Schools to adhere to the latest CLEAPSS Guide L93 – Managing Ionising Radiations and Radioactive Substances in Schools, etc. This includes the requirement that each school appoint a Radiation Protection Supervisor (RPS). CLEAPSS Guide L93 contains guidance on the qualifications / competence the RPS must have to undertake the role.

The full duties of the establishments Radiation Protection Supervisor are contained in CLEAPSS Guide L93. All RPS's should familiarise themselves with their duties and ensure they are meeting them.

RPS specific duties include:

- Informing the Authority's RPO when any new sources are acquired;
- Informing the Authority's RPO when any sources are disposed of or transferred to another establishment;
- Informing the Authority's RPO if the establishment appoints a new RPS;
- Providing information on sources held when requested to do so by the Authority's RPO;
- Informing the Authority's RPO of any incidents involving the establishment's sources, e.g. spill, leak or loss.

## **5.0 HEALTH AND SAFETY ARRANGEMENTS**

### **5.1 Local Arrangements within Schools**

Head Teachers are responsible for developing and communicating local arrangements for implementing the Trust's Policy and standards in their school. This should include arrangements for:

- Ensuring employee health and safety competence and capability;
- Addressing failures to comply with health and safety requirements through performance management and disciplinary processes;
- Fire and emergency evacuation (including fire risk assessment);
- First aid;

- Communication and consultation of health and safety;
- Reporting of health and safety incidents, hazards and concerns;
- Ensuring risk assessments are in place for all work activities;
- Managing the risks to Young People on Work Experience Placements;
- Controlling risks arising from work activities not covered by the Council's health and safety standards;
- Control of asbestos (including asbestos management plan) and legionella;
- Working at height;
- Statutory inspection and maintenance of work equipment, plant and service;
- Control of (health and safety competence and monitoring) contractors;
- Monitoring compliance with and reviewing effectiveness of health and safety standards;

## 5.2 Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School must have in place arrangements to manage Health & Safety competence and capability in relation to the following:

- Recruitment and Selection;
- Employees changing role;
- Induction;
- Temporary employees, agency workers and volunteers;
- Performance management;
- Taking action when employees fail to perform on health and safety (see also section 10.6 of this Policy).

ECC Standards & Regulations on competence are included in generic risk assessments. It must be ensured that these competence requirements are met.

**Performance management:** Schools follow a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety should be considered as part of the PMR process and it would be appropriate to include a health and safety objective where there are specific areas that need development.

For the Headteacher, account should be taken of the results of health and safety internal monitoring and audit reports, Ofsted reports and self-evaluation. Where these show areas that need development, health and safety should be included as a specific objective under Leadership

For non-academic staff health & safety should also be considered as part of the performance management process.

**Training (legal requirement):** There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

Where the Trust provides training in order to meet a specific legal requirement,

Headteachers must comply with the Trust's requirements, by ensuring attendance by a suitable member of school staff.

Schools **must** keep a record of any Health & Safety training undertaken by employees.

### **5.3 Health and Safety Standards**

The Trust purchases an advice service who will provide support to ensure that managers and employees follow these standards, as they are the way the Trust ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the Trust by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the Trust and individuals within the school to the risk of prosecution.

### **5.4 Health and Safety Risk Assessments**

Risk Assessment is a legal requirement and it is the responsibility of Headteachers and managers to ensure assessments are modified and extended to take account of local circumstances, or produced for activities not covered by Standards.

Managers are responsible for:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring that where there are generic risk assessments these are added in order to reflect local circumstances and controls.
- Ensuring that where there are no standards or generic risk assessments available, an assessment is undertaken where there are significant risks.
- Ensuring risk assessments have been undertaken relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

## **6.0 CONSULTATION ARRANGEMENTS**

### **Health and Safety Consultation**

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

**Local Consultation:** Headteachers are responsible for ensuring there are adequate arrangements in place for consulting with employees and/or their representatives. In the main consultation can be achieved through including health and safety on the agenda of team meetings. Team meetings can also be used by employees to discuss any concerns they have about health and safety issues affecting them or the team. Larger schools could also consider setting up their own health and safety or wellbeing groups or committees.

Employees should raise health and safety concerns directly with their manager. They also have the right to raise them with a union appointed safety representative, who can take the matter up on their behalf.

**Safety Representatives** are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice (see Appendix A).

**Schools Safety Committee:** The Trust has arrangements in place for consulting with employees on strategic issues. This will be done through the Finance & Premises Committee for the trustees.

## **7. MONITORING AND REVIEW**

The trust will monitor the Health & Safety of the schools through the service from Southend Borough Council's Health & Safety service.

### **7.1 Audits and Compliance Visits:**

Following completion of an audit or compliance visit, the school will receive an action plan which the Headteacher must implement.

The completed action plan, detailing action that has been taken to address areas for improvement must be returned to the Trust headquarters within four months of the audit. Section 10.7 of this Policy details the action that will be taken if schools fail to respond appropriately. Data will be collected from audits and used as a basis for a statistical report to the Education and Lifelong Learning Leadership Team.

### **7.2 Health and Safety Incident Investigation:**

Each school must ensure the completion of accident forms and report any incidences that meet the requirements to RIDDOR. Investigations must be carried out and risks mitigated where required.

### **7.3 School Based Monitoring:**

Headteachers are also required to ensure they have systems in place for monitoring health and safety. This will include:

- Termly inspections of the premises;
- Monitoring of contractor operations under their control;
- Routine checks on equipment and electrical, gas, mechanical and other services;
- Reporting and investigation of health and safety accident / incidents;
- Systems for reporting hazards and safety concerns.

Further details and checklists to assist with monitoring are available on the Schools Infolink.

### **7.4 Health and Safety Performance Reporting and Review**

Headteachers and local governing bodies must review the health and safety performance of the school regularly. To facilitate this Headteachers must report on health and safety performance

to their Governing body at least annually. The report should provide information on action taken in response to outcomes of:

- School health and safety inspections, including asbestos and legionella, monitoring checks and incident investigations;
- Health and safety audits, internal monitoring and investigations carried out by the Council and action taken by the school to address areas for improvement;
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health);
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from Stress Assessments or Work-Life Support Programme (see section 7.4).

### **7.5 Consequences of Non Compliance with the Trust's Health and Safety Policies and Standards**

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process;
- Through performance reviews;
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

### **7.6 Failure of Headteachers to Comply with Statutory Requirements and to implement the Trust's Health and Safety Standards**

It is necessary for the Trust to have procedures in place, to ensure that all employees and managers in schools fulfil their legal responsibilities, so that the Trust is able to meet its legal health and safety obligations as the employer. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

- Where a Headteacher fails to co-operate with Trust wide health & safety changes, and this puts employees and pupils at risk of harm or the Council at risk of prosecution, the issue will be passed in writing to the Chair of the Trustees. All documents, including details of telephone or verbal conversations with the Headteacher will be provided as evidence that reasonable steps have been taken to secure compliance.
- If non-compliance continues disciplinary procedures will ensue, for serious breaches this could result in dismissal for misconduct or gross misconduct.

### **7.7 Review and Revision of this Policy**

This Health, Safety and Wellbeing Policy will be reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

If you have any queries or comments on the policy, please contact The Trust Health & Safety coordinator.



