

REAch2 Academy Trust

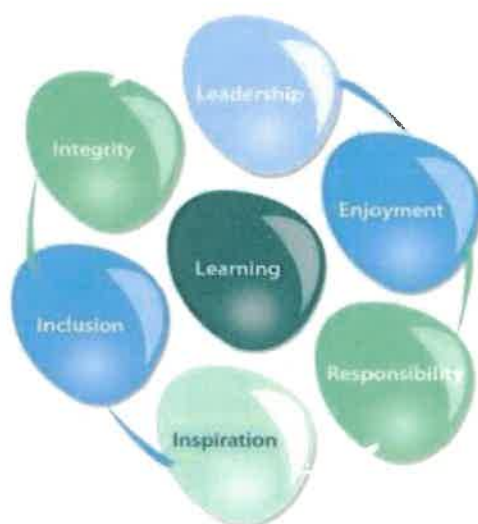
Health & Safety Policy

April 2022

Health and Safety Policy

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled, and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual



Document Control

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RD015	2.0	Published	Nic Carstens	
Amendments			Date	By whom
- Updated reference to DSE training and assessment. - Roles and responsibilities updates to include Heads of Service - Update to Arrangement section to reference risk management system and updated Central staff and school general arrangements			August 2021	Nic Carstens
Intended Recipients		Group/Persons Consulted:		
- REAch2 Staff - External agencies		- Trustees - Central staff - Executives - Heads of Service / Directors		
Monitoring Arrangements and Indicators:		- Annual internal review by Head of Health, Safety & Wellbeing - Updated adaptations approved by Risk & Audit Committee		
Training/Resource Implications:		N/A		
REAch2 Touchstone		leadership, integrity and responsibility		
REAch2 KPI		KPI 4: Wellbeing of staff and children is effectively supported		
REAch2 Strategy		Link to Wellbeing Strategy		
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Summary				
The safety of all our staff is vital. This policy outlines the systems and processes in place within REAch2 for the effective management of health and safety, of which all our staff need to be aware of. We all have a part to play in the safety both ourselves and to those we interact with at our schools.				

Johnston
23.11.22.

[Signature]

23-11-22

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Statement of Intent

At REAch2 our cornerstone is providing a strong, responsible foundation from which every academy develops and grows. We believe that the health, safety and welfare of our children, staff and visitors to our schools is of fundamental importance; every activity and decision have their health, safety and wellbeing first and foremost

Our approach to securing an environment where everyone is safe is through our touchstones of leadership, integrity and responsibility.

We will:

- Provide clear, visible and technically competent leadership for health, safety and wellbeing
- Comply with all relevant health, safety and welfare legal requirements, as a minimum
- Proactively identify the hazards associated with our activities, and remove risks where reasonably practicable to do so
- Provide and implement effective arrangements to manage residual risks to ensure, so far as is reasonably practicable, that our workplaces are safe and without risks to health
- Allocate suitable and sufficient resources to ensure health, safety and welfare is properly managed across the Trust
- Openly share and promote this policy, and actively engage and communicate with staff, union representatives, governors, children, school visitors, contractors and others in relation to health, safety and welfare
- Regularly monitor our performance and openly share our findings to identify areas where we can improve our performance.
- Encourage staff to act where they feel there is a risk to our staff and pupils
- Give everyone a voice to contribute to the development of our safety management systems and processes

Ensuring the safety of our workplace is all our responsibility. I urge all staff to read and fully understand how all our actions can effectively create a safe and supportive place to work.



Cathie Paine

Chief Executive Officer



Gavin Robert

Chair of the Trust Board

Policy Overview

1.1. How This Relates to National Guidance and Statutory Requirements

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 2022
- The School Premises (England) Regulations 2012
- Education (Independent School Standards) (England) Regulations 2010

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.2. Roles and Responsibilities

Trustees

Trustees will act as critical friends, and as part of their oversight of health and safety arrangements will:

- Provide constructive review of current health, safety and wellbeing arrangements within the Trust.
- Ensure that the Risk and Audit Committee is effectively discharging its delegated responsibilities.
- Ensure a positive safety culture is developed, demonstrating strong commitment to effective health and safety management within the Trust.

Chief Executive Officer (CEO)

The CEO will be accountable for the health and safety performance of the Trust, and will:

- Take such measure to ensure that adequate resource is made available for the management of health and safety within the Trust.
- Where funding is required, take reasonable actions to ensure that suitable budgets are made available for safety matters.
- Ensure that competent health and safety advice is made available for all relevant Trustees.
- Ensure that where safety critical functions are delegated, they are effectively managed.
- Represent the Trust in matters of enforcement actions and lead on external communication to the public where required.

Chief Operating Officer (COO)

The COO will support the CEO in the discharge of their health and safety obligations by assuming the following functions:

- Ensure that competent health and safety advice is made available by the provision and management of the Head of Health, Safety & Wellbeing post.
- Manage and approve safety remedial works where required and identified.
- Ensure that key safety policies are in place and subjected to periodic review.
- Provide such reasonable resource to the Head of Health, Safety & Wellbeing to ensure the effective management of health and safety matters.
- Be accountable for the day-to-day governance of health and safety within the Trust.

Head of Health, Safety & Wellbeing (HHSW)

The HHSW will:

- Provide competent health and safety support and advice to REAch2 as defined by the Management of Health and Safety at Work Regulations 1999.
- Provide day to day operational health and safety guidance to REAch2 schools.
- Take a lead in the review and development of new safety and risk management policies as required.
- Ensure the investigation and review of serious incidents within REAch2 and recommend any required remedial action.
- Ensure that the Trusts online incident management system is updated, reviewed and that suitable assessment of incident trend data is undertaken.
- Ensure that all schools are subject to review and audit to assess the suitability of the Trusts risk management systems.
- Ensure that all staff have received suitable and relevant training for their job role, ensuring that relevant e-learning is both assigned and managed for all Central Staff.

Head of Estates & Facilities

The Head of Estates and Facilities will ensure that for the REAch2 estate:

- All buildings are managed to ensure that they meet the Trusts statutory duties, such as the undertaking of fire risk assessments, asbestos surveys and legionella assessments.
- Where duties are the responsibility of schools, suitable governance is in place to track and report on compliance with the Trusts statutory obligations.
- Where a serious incident occurs, due to the nature of the estate or identified defects, that appropriate action is taken or such guidance if provided to ensure its rectification.
- Provide oversight and guidance to the Trust on matters related to property safety and construction related activities.
- Where duties are delegated, they are managed and reviewed at suitable intervals.
- Oversee and manage centrally procured contracts relating to property compliance i.e., fire safety, electrical safety, or other compliance related contracts.
- Ensure, via the Cluster Surveying Partners and the Estates Compliance Officer, that adequate support on the monitoring of property statutory compliance issues is provided.

Heads of Service

All Head of Service will ensure that:

- Staff are provided with a suitable induction, providing relevant information on safety management systems including incident reporting.
- Staff are provided with relevant training and e-learning accounts are created and assigned to new starters.
- Any incident which occurs within their teams is promptly reported via the Trust's online incident management system and in the case of serious incidents, notified to both the Head of Health, Safety & Wellbeing and COO.
- They champion good safety practice and embrace a positive attitude to good safety management.

Headteachers

Headteachers are accountable for delegated safety functions within their schools, including many aspects of day-to-day school operational risk. This includes:

- The induction of staff into the school on health and safety matters.
- All staff receive safety related training, in line with their job role and competence.
- Risk assessments are completed where required and reviewed at suitable periods.
- Incidents are recorded and investigated within the school, and where required report serious incidents via the Trusts online incident report system.
- Where required, RIDDOR notifications are provided to the HSE.
- Premises inspections are undertaken and the school engages with the Trusts online asset and compliance management system.
- Suitable budget allowance is given to managing health and safety issues, with regards to the Estates condition survey data and findings from both health and safety inspections and associated audits.
- A local Health & Safety policy is developed and shared with relevant staff to demonstrate how the school will meet its duties.

All Staff

All staff are reminded that safety is everyone's responsibility, including maintaining a safe place of work. Staff should therefore:

- Always follow safety guidance and information provided, including any safety information provided as part of any training course.
- Never ignore an issue, if you see a situation that presents a risk to others take action. The Trust will support any action taken to keep our staff and children safe.
- Never interfere or tamper with anything provided to ensure your safety or the safety of others. This may include removing barriers without consent or locking a fire door without understanding the consequences,
- Always report immediately to your manager any situation or process that you feel may be unsafe, or which may lead to injury to any person.
- Never undertake your work in a way that may expose others to unacceptable levels of risk.

- Where work may present a risk of injury, property damage or other such loss that a risk assessment is undertaken and agreed.
- Always report injuries and losses immediately to your line manager or in their absence a senior staff member.

Policy in Detail

2. Arrangements

2.1. Trust Governance Arrangements

Trust Board

The Trust board will take overall strategic oversight of the Trust's health and safety performance and will agree the overall strategic direction in the development of the Trusts policy. The Trust board will:

- Review and act upon the information provided to it by the Risk & Audit Committee to inform risk management decisions.
- Be the Trusts strategic decision maker on matters related to health and safety, working with the Head of Health, Safety & Wellbeing to agree and implement the Trusts forward plan.
- Review the Trusts performance against the agree health and safety forward plan.
- Review the function of the Risk & Audit Committee to ensure that are fit for purpose and delivering on their key objectives.
- To review the resource provided for the management of Trust wide risks.

Risk & Audit Committee

The Risk and Audit Committees responsibilities are to review and recommend to the board the implementation of the Trust health and safety forward plan; identify and manage risk at all levels across the Trust and keep the board of Trustees informed on all health and safety matters.

The Committee's responsibilities are to:

- Receive an annual update on the Trust's Health & Safety Policy and be appraised of any required updates.
- Monitor the risk management processes to ensure mitigations are robust.
- Be informed of the Trusts health and safety audit programme and key findings.
- Be appraised of incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines as well as underlying trends in incident reports, being made aware of managements response.
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
- Seek assurance on central and school compliance with the Trusts e-learning management system and other mandated training.
- Monitor risks identified as part to the risk management cycle that present a significant risk to the school or wider Trust.
- Be informed of the Trusts overall estates compliance, to include an overview of the state of statutory tests and maintenance.

- Obtain assurance on actions taken to remedy any identified issues and to instruct any action as required to ensure that the Trust meets its statutory duties.

2.2. Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing of their appointment. Where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Trust will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health, and safety representative.

The Trust will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

2.3. Risk Assessment

All activities undertaken, where there is foreseeable risk of injury will be subject to risk assessment. Headteachers will be responsible for the undertaking of risk assessment within their school. This duty may be delegated to a competent person within the school, but ultimate accountability will reside with the Headteacher. The Head of Health, Safety & Wellbeing will ensure that a comprehensive suite of risk assessment templates is available on REAchIn.

Risk assessment templates will be reviewed every two years by default, for normal operational risk issues. However, this duration may be reduced if:

- There is a change in legislative requirements or best practice
- There is an incident or near miss that highlights any shortcomings in the assessment
- There is a substantive change to the way an activity is undertaken.

For Central staff, the Head of Health, Safety & Wellbeing will ensure that risk assessments are in place for central activities. Risk assessments will be created and reviewed with the Head of Service and communicated to staff via Microsoft Teams, which is accessible to all staff. Risk assessment content, actions and controls are shared as part of the staff induction programme and following updates, communicated via the relevant Head of Service.

Central staff risk assessments will address activities such as:

- Use of display screen equipment
- Remote working and travel for work
- Visiting schools
- Working at height and manual handling activities
- Electrical safety and work equipment
- Managing violence and aggression
- Stress management

2.4. Training

The Trust will provide opportunities for all employees to have access to information, instruction, supervision and training required to enable them to discharge their responsibilities and work in a safe environment.

Induction Training

All employees, whether permanent or temporary, will undergo Induction training which must include the following as a minimum:

- Roles and responsibilities within the organisation
- Fire safety arrangements
- First aid arrangements
- Accident reporting
- Specific Hazards/Responsibilities Associated with Work Activity

The Head of Health, Safety & Wellbeing will ensure relevant induction training templates and materials are maintained on REAchIn, ensuring they are available for schools to adopt and adapt to meet their specific needs. It is the responsibility of schools to ensure any face-to-face training is documented, and records kept either online or filed on site. Induction compliance will be checked through the scheduled audit programme on a three yearly rolling programme (as a minimum). Head Teachers will be required to confirm induction and training compliance via the centrally managed Health & Safety Annual Return.

Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use. Induction training must be undertaken within the first week of commencement in a new role and must be undertaken prior to any new staff members undertaking their normal operational duties.

Central staff will be the responsibility of the relevant Head of Service to ensure that induction training is undertaken and recorded. Support can be offered by the Head of Health, Safety & Wellbeing if required.

School Specific Training

All schools will have at least one person trained, or training, to IOSH Managing Safely, to ensure the provision of competent local advice for day-to-day Health & Safety issues. Head Teachers will ensure that this provision is maintained, with support from the Head of Health, Safety & Wellbeing.

E-Learning

The Trust will ensure that a centrally procured and managed e-learning service is available to all staff. The Head of Health, Safety & Wellbeing will make recommendation for minimum standards of e-learning to be completed and ensure that ongoing compliance is managed for all staff. E-learning compliance will be reported via the Trust's Risk & Audit Committee and through the internal reporting structure ensuring that Headteachers are fully engaged with ensuring high levels of e-learning compliance. Training compliance will be addressed via internal meetings. A defined core learning pack has been created and shared with all Central and School staff, comprising a suite of training course designed to meet with the minimum standard of health and safety training. Training content will be reviewed annually by the Head of Health, Safety & Wellbeing.

CPD and Development

The Head of Health, Safety & Wellbeing will ensure that Schools and Central staff are kept abreast of their health and safety obligations. An annual programme of CPD will be managed and publicised via Reach Teach. Monthly CPD workshops will be provided on relevant school safety topics, targeted to leaders and site staff. In addition, where external courses are available, the Head of Health, Safety & Wellbeing will ensure that these are communicated to staff.

2.5. Risk Management

The Trust will ensure that every school has an up-to-date risk register. Headteachers and Central staff will be trained on the Trust's risk management process, including the identification and ongoing management of risk to injury or loss. The Trust has defined eight risk standards, of which R1 is defined as:

R1: There is a risk that a child, member of staff, or a member of the public comes to actual physical harm, due to either an unsafe condition or systemic failure to manage health, safety and property related risks.

In practical terms, schools may derive R1 risk from several sources, including:

- Condition surveys undertaken by Estates
- Health & Safety audits, both internal and externally completed
- Incident data
- Historic legacy issues
- RPA claim investigations or external stakeholder intervention such as Ofsted, HSE or Union action.

Schools are required to complete a termly review of their risk register, with the support of Heads of Service and their Deputy Director of Education. Through internal meetings, Schools will be provided with the opportunity to discuss all identified R1 risk, with the Head of Health, Safety & Wellbeing and Head of Estates & Facilities.

R1 risks that have an associated residual risk, (whereby despite reasonable controls being put in place there is a remaining Trust related risk), these will be communicated to the Executives and where necessary to the Risk & Audit Committee. Please refer to the Trusts Risk Strategy for further details.

All residual risk that presents a significant impact on Trust business will be included in the Trusts Corporate Risk Register, which will be accountable to the Chief Operating Officer (COO).

2.6. Estates Safety

The Central Team Estates team will ensure that all properties are subject to a full condition review in line with DfE guidance and respond to issues that may present an immediate risk to the health and safety of occupants. Overall statutory compliance will be monitored via the Trusts appointed online asset management system, providing the Trust with data related to*:

- Asbestos management compliance
- Fire Safety compliance
- Legionella management
- Routine safety checks and monitoring

The Estates Team will ensure that safety issues are responded to and managed as far as is reasonably practicable via the SCA budget and via school commissioned projects. Overall compliance data will be shared within the Team around the Cluster Meetings.

2.7. Internal & External Audit

The Central team will ensure that a three-year rolling audit programme is maintained, as a minimum. All schools will be subject to a full Health & Safety audit to assess the quality of their on-site local arrangements, management processes and estates safety management systems. The Audit will be led by the Head of Health, Safety & Wellbeing, who will be a Chartered member of the Institute of Occupational Safety & Health. The audit process will evidence based and will include:

- School health and safety governance arrangements
- School Health & Safety policy review
- Risk assessment management processes
- Selective review of risk assessment quality
- Training compliance
- Estates safety compliance, including electrical, fire, gas etc.
- Playground equipment safety compliance

In addition to a rolling internal Health & Safety audit programme the DfE's Risk Protection Arrangement (RPA) allows for a selected review of Health & Safety compliance. Whilst there is no set schedule for the review of REAch2 schools, the RPA may arrange audits at REAch2 schools at their discretion. Schools will work with the Head of Health, Safety & Wellbeing to prepare for any such audit and ensure that appropriate after audit support is provided.

2.8. Staff Wellbeing and Stress Management

The Trust will have in place suitable arrangements for the management of stress for Central and school-based staff.

The Head of Health, Safety & Wellbeing will ensure that schools are provided with support and guidance on issues related to stress, ensuring that risk assessment templates and resources are made available on REAchIn. Headteachers will ensure school level risk assessments are undertaken, communicated and updated as required.

The Head of Health, Safety & Wellbeing will be responsible for undertaking stress risk assessments for Central staff, consulting with Heads of service on the arrangements in place.

All staff across the Trust will have access to an employee assistance programme (EAP), providing British Association for Counselling and Psychotherapy (BACP) accredited counsellor support to all staff on a wide range of issues. This service will be promoted and supported by Headteachers, who will ensure it is communicated to all school staff.

In addition to the EAP, the Trust has undertaken accredited Mental Health First Aid training for at least one person at each school. All staff will have access to a competent Mental Health First Aider. It is the responsibility of Headteachers to ensure this provision is maintained. This provision is replicated Centrally so central staff also have access to trained Mental Health First Aiders.

Wider aspects of wellbeing, including the Trusts longer term management processes are contained in the Wellbeing Strategy, which is subject to annual review.

2.9. Communication and Consultation

Headteacher / School Business Managers Briefings

A monthly virtual meeting of all Headteacher and Schools Business Managers (SBM) takes place. This meeting provides an opportunity to share relevant updates on multiple service lines, as well as provide instruction to schools on Trust related policy or procedural changes.

This meeting forms a critical communication route for all matter of Health & safety updates. Where and when required the Head of Health, Safety & Wellbeing or other nominated Heads of Service can provide updates which may include:

- New documents and resources
- Incident trend data
- Changes in law or best practice
- Significant incidents including high profile legal cases
- Audit programme updates and trend data
- Wellbeing updates

Operations Meetings

To ensure that operational risk is appropriately managed the Trust will facilitate monthly Operational meetings, comprised of senior managers and relevant Heads of Service. Health and Safety updates will be included where relevant for onward communication to staff.

Items to be covered may include:

- Incidents and accidents both Central and in schools
- Critical incidents
- Risk assessment compliance
- Policy reviews where relevant
- Changes in legal duties or best practice guidance
- Training compliance
- Audit update

Forward Plan update

3. Central Arrangements

This section contains specific arrangements in place for the Trust's Central staff. School staff must refer to their local Health & Safety Policy for specific arrangements.

3.1. Incident Reporting

All staff related incidents must be reported on Parago, the Trust's online incident system. Incidents will include:

- Any work-related accident that results in physical injury or other loss, such as damaged equipment or property damage, regardless of location
- A near miss incident, meaning any incident that had the potential to cause harm but did not on that occasion
- Any act of violence or aggression

The Head of Health Safety & Wellbeing will be responsible for reviewing Central staff incidents and will ensure they are investigated with the relevant Head of Service.

To report an incident please use the below link:

https://app.parago.co.uk/portal/4fe0b0db2252fdb0f79b9e4094845aee_8

For further guidance and support please see the dedicated REAchIn incident page:

<https://reach2.sharepoint.com/ServiceAreas/HS/Pages/Logging-a-new-incident.aspx>

3.2. Display Screen Equipment and Eye Care

All Central staff will be required to undertake specific e-learning on display screen equipment and complete an online assessment form. The Head of Health, Safety & Wellbeing will be responsible for the review of completed assessments and for ongoing support in addressing workstation related issues. New starters will be issued e-learning training via their induction process and must complete their DSE module within 3 months of starting.

For Central staff, the Trust manages a corporate 'eye care' account. All members of staff are entitled to an eye test every two years as per our statutory obligation. The Head of Health, Safety & Wellbeing will be the contract management lead and monitor new eye test requests made via a dedicated request form, located on REAchIn. All staff will be provided three months to use their vouchers before they are cancelled / re-issued.

For staff experiencing eye discomfort we will work with Occupational Health providers and / or staff members registered consultant to review reasonable adjustments.

3.3. Fire Safety

All Central staff complete a basic e-learning course on fire safety as a minimum. Whilst some Central staff do not have a designated office; they must always observe the fire safety procedures in the schools they visit or where they are based. In order to ensure mitigation of fire risk as much as possible, we ask that:

- Personal electrical equipment is not taken into schools unless tested and in good state of repair
- Fire doors are not wedged or propped open unless within an occupied room or as part of a managed process (such as part of a sanctioned COVID control)
- Fire alarm systems are never interfered with without the prior knowledge of the Estates Team and school
- Staff sign in and out of the schools, ensuring their location is known to the school.
- Never use equipment unless competent to do so.

3.4. Lone Working

Central staff are not expected to undertake lone working activities, the working in unoccupied schools or premises is to be avoided and if required agreed by the relevant Head of Service / Headteacher. Under normal support activities, work will be undertaken in an occupied building, with normal business activities not necessitating hazardous work activities. The Trust will ensure a lone working risk assessment is in place to cover any such eventualities and will be communicated to staff via REAchIn.

3.5. Driving for Work

Central staff who are required to drive for work, such as between home and school locations must ensure that they hold a valid driving licence, MOT, tax and business class insurance. Annual submission of relevant documents will be required in order to process any mileage claim.

Staff must ensure, prior to travelling, that their vehicle is safe and free from defects that may jeopardise their safety or the safety of others. If in doubt they should not travel until the vehicle is checked by a competent person.

All staff who are required to drive for work are required to complete the Driving Safely e-learning course and ensure that the HR Team is notified of any change in their medical circumstances that may impact on their ability to drive safely.

Staff must not:

- ✗ Drive when ill
- ✗ Drive under the influence of drugs (including prescribed medication that may impact on driving safely)
- ✗ Drive under the influence of alcohol
- ✗ Set out in adverse weather
- ✗ Offer lifts to people not known to them

We encourage our staff who drive for work to:

- ✓ Keep hydrated
- ✓ Take regular breaks
- ✓ Keep their car in good working order and check fluid levels prior to travel
- ✓ Have roadside breakdown cover where possible
- ✓ Report any near misses via the Trusts online report system

4. Monitoring and Review

The Health and Safety Policy, together with associated procedures and health and safety performance will be reviewed by the Head of Health, Safety & Wellbeing on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the Trust will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Trust will use different types of systems to measure health and safety performance:

Active Monitoring Systems

- Termly site inspections will be undertaken by Site Premises Manager / Caretaker and supported by annual site inspections undertaken by the Cluster Surveying Partner to address areas of property statutory compliance.
- Health & safety compliance audits are to be undertaken by Head of Health, Safety & Wellbeing to assess school and central staff health and safety management performance.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken and overseen by the Head of Estates & Facilities.

- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health and safety control methods and to detect early signs of harm to health.
- E-learning training compliance will be maintained at 80% as a minimum for both Central and school-based staff.
- All school incidents will have an associated stage 2 investigation within 4 weeks of their occurrence as a minimum.

Reactive Monitoring Systems

- Identifying where health and safety standards are not met, by monitoring for failures in the systems, such as incidents, cases of ill health (work-related sickness), damage to property etc.
- Providing a response to issues that arise from the undertaking of site inspections and audits.
- Responding to externally completed audits and related enforcement action either by the RPA, HSE or Ofsted
- other.)

5. School Health and Safety Policy

This Policy addresses the Trust's strategic and central risk management arrangements and responsibilities. Schools must ensure a local Health & Safety Policy is prepared. To support schools, a template policy is available on REAchIn. Schools must ensure that their local policy is:

Subject to annual review

- ✓ Dated
- ✓ Signed by the Headteacher and Chair of Governors
- ✓ Communicated to all staff.

Policy Review

This policy will be reviewed by the REAch2 Trust Board every three years as per the REAch2 policy cycle or sooner if required.