



Special Partnership Trust



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Health & Safety Policy  
And Operating Model

Written by: Mr Guy Chappell

Date Last Reviewed: March 2023

Review Date: September 2025



## Statement of Health and Safety Policy

### The Special Partnership Trust

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Multi Academy Trust's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the Multi Academy Trust's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardians of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than September 2025.

Approved and adopted by:



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Chair of the Board of Trustees



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Director

Date: March 2023

## Multi Academy Trust Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the Multi Academy Trust (MAT). The individuals and groups identified below are expected to have read and understood the MAT's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

### The Employer

The employer in this MAT is The Special Partnership Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

### Board of Trustees

The Trustees are responsible for ensuring that policy, mechanisms and procedures are in place for health safety and welfare that contribute to the safeguarding culture of the Trust. The trustees will receive regular reports to enable them, in collaboration with the Governors and Head Teachers to prioritise resources for health safety and welfare issues.

It is imperative when reflecting on H&S that the following policies are also considered as they all contribute to the effective development and maintenance of a safeguarding culture:



SPT Behaviour Policy  
SPT Data Protection Policy  
SPT Equal Opportunities Policy  
SPT First Aid Policy  
SPT Lone Working Policy  
SPT Medical and Sickness Policy  
SPT Moving and Handling Policy  
SPT Emergency Procedures Policy  
SPT Whistleblowing Policy  
SPT Safeguarding  
SPT Safer recruitment  
SPT Visitors in schools  
SPT Volunteers policy  
SPT Safer use of ICT  
SPT Code of conduct

The Board of Trustees have appointed the Director to oversee the management of health and safety across the MAT.

The **Director/CEO and H&S Trustee** has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the MAT in accordance with the HSE;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the employer;
- Ensuring that action is taken on health safety and welfare issues;

- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- With the nominated Trustee, Chairing the MAT Health and Safety Group;
- Identifying and facilitating employee training needs;
- Liaising with governors and the employer on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this MAT the following functions have been delegated to:-

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Headteacher
Regular inspections	Cornwall Council/Trustee/ESFA/Cunningham&Taylor
Accident Investigation	Cornwall Council/ Cornwall Council/Trustee
Chairing Health & Safety Group	Trustee
Employee training needs	Trust / School CPD lead/Trust Director
Contractor management	Headteacher/Premises Supervisor

### **Competent Health and Safety Advice and Quality Assurance**

The MAT recognises that it must have access to competent health and safety advice. The MAT's competent advisors are:

- ***The Health, Safety and Wellbeing Services Team, Cornwall Council***

### **Health & Safety testing, inspection and reporting requirements**

#### **Every:**

Compliance matrix, Compliance dashboard, Policy roll-out

#### **Assess.net:**

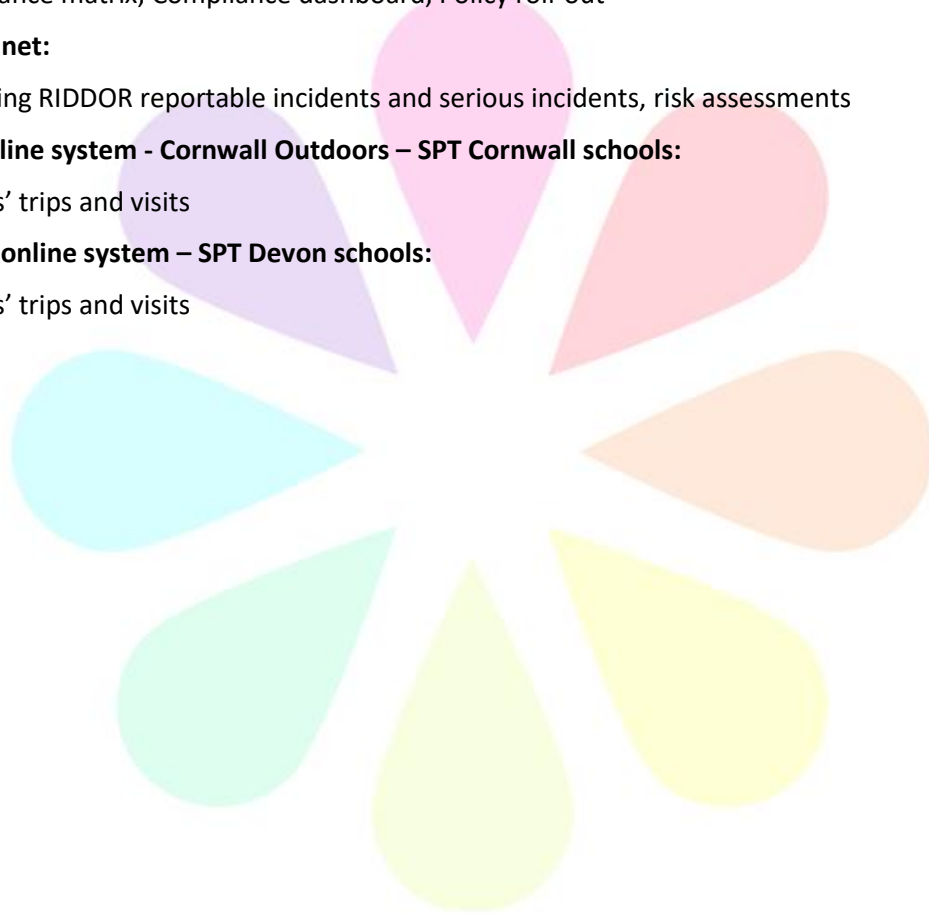
Reporting RIDDOR reportable incidents and serious incidents, risk assessments

#### **EVC online system - Cornwall Outdoors – SPT Cornwall schools:**

Schools' trips and visits

#### **Evolve online system – SPT Devon schools:**

Schools' trips and visits



## Health and Safety Operating Model

### Trust Board

The Trust Board acknowledges its duty under Section 2(3) of the Health & Safety at Work Act 1974 to prepare and as often as may be appropriate, revise, its written statement of this general policy with respect to the Health & Safety at work of his employees and its organisation and arrangements for carrying out its policy.

**Lead Trustee: John Rail**

### Accounting Officer / Executive Director: Guy Chappell

Takes overall responsibility for Health, Safety & Wellbeing performance and in particular, to:

- be aware of Health, Safety & Wellbeing standards under Health & Safety law and Trust
- promote a positive Health, Safety & Wellbeing culture throughout the Trust
- ensure effective communication, including reporting, is maintained between the Board and the Executive, including the Central Services Team and each Academy
- ensure decision-making is consistent with the Health, Safety & Wellbeing policies and procedures and legislation
- see that Health, Safety & Wellbeing performance is continually reviewed throughout the organisation,
- ensure action plans for continuous improvement in Health, Safety & Wellbeing are implemented as appropriate, represent the Trust in consultation meetings with our employee representatives

### The Trust Central Team / Shared Services:

- provide Health, Safety & Wellbeing support services, including access to the Competent Person, as defined under the Management of Health and Safety at Work Regulations
- provide and explain central services arrangements regarding Health, Safety & Wellbeing, including Health, Safety & Wellbeing advice available, relevant central procurement services associated with Health, Safety & Wellbeing
- provide a central (storage) location for model risk assessments and other Health, Safety & Wellbeing resources and data (eg. Access.net, Sharepoint)
- follow up on the outcomes of inspections, investigations, reports, risk assessment findings, related to significant Health, Safety & Wellbeing performance issues to ensure that school based discussions have taken place and a programme of work/actions have been agreed to resolve issues



- produce a consolidated Trust report termly to the Board on Health, Safety & Wellbeing statistics, risk management issues, any other significant Health, Safety & Wellbeing issues together with an action plan for their resolution
- provide an annual review of the Health, Safety & Wellbeing arrangements to the Trust Board

**Headteacher:**

Delegated responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any person using the premises.

In particular, Headteachers will:

- be aware of Trust Health, Safety & Wellbeing standards
- maintain and monitor a management structure for Health, Safety & Wellbeing, and ensure the individuals fulfil their roles, including the promotion of a strong Health, Safety & Wellbeing ethos in upholding the Trust's expectations; monitor and appraise Health, Safety & Wellbeing performance
- ensure safe working conditions for the Health, Safety & Wellbeing of staff, pupils and others using the premises and facilities
- ensure risk assessments are in place to allow for the prompt identification of potential hazards and the mitigation of risk
- address day-to-day arising issues with regards to the Health, Safety & Wellbeing
- communicate Health, Safety & Wellbeing information through line management meetings, staff briefings, 1:1's, Newsletters or email
- identify training needs to ensure that all members of staff receive adequate and appropriate training and instruction in Health, Safety & Wellbeing matters
- receive reports from the Trust and/or Health, Safety & Wellbeing representatives and action recommendations
- collate accident, incident and near miss information
- consult with members of staff on Health, Safety & Wellbeing issues

### **Premises Supervisor:**

Delegated responsibility for maintaining the security, safety and general upkeep of all buildings, grounds and facilities under the direction of the Head Teacher/Trust.

Including:

- supervise and regularly monitor the site H&S Compliance as directed by the Head Teacher/Trust
- contribute to the schools decisions regarding premises supervision and development of the site
- co-ordinate the maintenance checks/general upkeep of the school vehicles, including booking regular services, arranging cover vehicles if required, booking MOT's and regular checks. (NB: this is not daily checks or per trip checks which is the responsibility of the drivers prior to taking the vehicle/s out)
- update Risk Assessments that support effective site supervision and compliance
- complete/update the Trust Compliance Audit Checklist template
- line manage/oversee the day to day work of Caretaker or 3<sup>rd</sup> party contractor as appropriate
- take regular utility meter readings and feed back to Finance team

### **Teaching Staff:**

All teaching staff have a general responsibility, as far as reasonably practical, to ensure the Health, Safety & Wellbeing of themselves and others who may be affected by anything they do or fail to do. In particular, teachers have a responsibility for:-

- day-to-day management of Health, Safety & Wellbeing in accordance with the Health & Safety policy;
- carrying out regular inspections of classrooms, learning environment or vehicle (if using) and reporting to the Head teacher as appropriate
- ensuring action is taken on Health, Safety & Wellbeing issues;
- arranging for staff training and information
- passing on Health, Safety & Wellbeing information received to appropriate people

### **All Staff:**

All employees have a general responsibility, as far as reasonably practical, to ensure the Health, Safety & Wellbeing of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- checking classrooms/work areas are safe
- checking equipment is safe before use
- ensuring safe procedures are followed
- ensuring protective equipment is used, when needed
- participating in inspections, if appropriate;
- bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the Trust on matters of Health, Safety & Wellbeing.





**Governors responsible for:**

- monitoring the wellbeing and Safeguarding of pupils
- monitoring the quality of the educational offer
- monitoring the quality of the learning environment

<b>Curnow:</b>	<b>Doubletrees:</b>	<b>Pencalenick:</b>	<b>Brunel School:</b>	<b>Nancealverne:</b>	<b>Orchard Manor:</b>
HT: Rob Armstrong	HT: Heidi Hoskin	HT: Pam Ridgwell	HT: Vikki Alden	HT: Ruth Carpenter	HT: Nicola Jones
PS: Matt Pusey	PS: Mark Hollis	PS: Lorraine Faulkner/Howard Jones	PS: Drew Dilger	PS: Gareth Gittins	PS: Malcolm Ross

**Purpose of Termly Trust Meeting:**

- Accident records, investigations and actions
- Inspections of the school by enforcing authorities, Trust, school health and safety representatives
- Health and Safety training
- Emergency procedures
- System use
- Changes to statutory guidance and advice
- Changes in the workplace affecting the health, safety and welfare of pupils/staff


**Please refer to the following; processes, procedures and documents**

- SPT School Level Operational Processes
- Purchasing goods & services
- Estate strategy & vision (including CiF applications)
- Trust-wide 'preferred supplier' list for Estate
- Trust policies; Risk management, Business Continuity, Emergency Planning
- Shared Knowledge/Best Practice
- CPD
- Actions undertaken following recent Compliance, Risk Management Reports



**The Special Partnership Trust Premises Supervision Scheme of Delegation 2023**

	Trustees/CEO	School Educational			School Premises ( or delivered through 3rd party provider)		LGB
Responsibility	SPT Trustees	Headteacher	SLT/Teachers	Support/Admin staff	Premises Supervisor	Caretaker	LGB
Health and Safety Policy	✓						
School Education Visits Policy	✓						
Trust internal Termly H&S Audits	✓						
Trust H&S Inspections	✓						
Staff Inductions	✓	✓					
H&S Advice and Guidance	✓						
H&S Training for Teaching staff and technicians	✓	✓					
Departmental/curriculum/ learner Risk Assessments		✓	✓				
Accident logging (non-RIDDOR)		✓	✓	✓	✓	✓	
Moving and Handling RA		✓	✓				
H&S Committee meetings	✓						✓
Accident Investigation and RIDDOR	✓	✓			✓		
Health and Safety training for site staff	✓				✓		
Periodic Premises Inspection					✓		
Risk Asset Register	✓				✓		
Lifting , Work at Height and other site based Ras					✓		
Contractor Selection process	✓				✓		
Contractor Risk Assessments, Method Statements, Inductions and Permits					✓		
Asbestos Survey & Register					✓		
Water management, testing, legionella.					✓		
Fixed electrical testing and records					✓		
Gas Safe and gas appliance testing					✓		
Window Survey documentation					✓		
Plant & Machinery safety certificates					✓		
Tree Survey					✓		
PE/hoists etc equipment checks					✓		
Emergency Plan and Critical Incident Plan	✓	✓			✓		
Fire folder, fire log book, drill and incident records.				✓	✓		
Fire alarm weekly testing					✓		
Fire Risk Assessment	✓	✓			✓		
Pool safety operating procedure			✓		✓		
COSHH assessments					✓		
Pool Inspections					✓		
Other annual testing / compliance					✓		
School vehicles - daily usage checks		✓	✓	✓	✓	✓	

<b>Medical Medication</b> Policy Risk assessment Storage Administration record keeping Training, competency & monitoring Application of medication. Feeding Gastronomy Storage /maintenance of equipment <b>School Nurse</b>	<b>First Aid</b> Staff training Reporting Monitoring Equipment / supplies checks Management checks Incident reporting <b>Lead First Aider</b>	<b>Incident / accident reporting</b> Reporting incidents, near misses, accidents. <b>All staff</b>	<b>Staff Wellbeing</b> Expectation on work/life balance Mentoring Training Refreshments/staff perks Staff breaks & comfortable areas Attendance policy/family friendly Wellbeing initiatives Staff voice <b>All staff</b> <b>Senior Leadership Team</b> <i>(supported by HR advisor)</i> <b>Trade Unions</b>
<b>Moving &amp; Handling</b> Moving & Handling trainers Contributing to policy and process Competency and currency Monitoring & management Risk Assessments Passports SOPs <b>School Moving &amp; Handling Lead</b>	 <b>The Special Partnership Trust</b> <b>Health , Safety and Wellbeing</b>		<b>Buildings &amp; Estates</b> Premises Supervision Pool : water testing , Pool safety, Heating , pool plant equipment, maintenance. Asbestos, radon, kitchen equipment, Legionella & water testing, Zurich inspections, safety glazing, playground equipment , Tree survey, grounds, electrical and mechanical testing , Hoist inspection, emergency lighting, security, Fire alarm system, premises supervision/site risk assessments, utility metre readings. Incident reporting <b>Premises Supervisor (supported by SLAs)</b>
<b>School Transport</b> Car park management Servicing , repair and break down cover Weekly mini bus vehicle checks to ensure in working order. <b>Premises Supervisor</b>  Vehicle checks per trip Risk Assessment <b>Member of staff/driver</b>	<b>Safeguarding</b> Policy and returns Staff training Monitoring Induction Incident reporting/management Emergency planning <b>Headteacher</b>  <b>E-Safety</b> Policy Induction Staff training Monitoring <b>Senior Teacher/Member of Senior Leadership Team</b>	<b>Behaviour</b> Policy Staff training Monitoring  <b>Member of School Senior Leadership Team</b>	<b>Educational Visits</b> <i>Service Level Agreement with Cornwall Outdoors.</i> Planning Risk Assessment Approval Review <b>Member of School Senior Leadership Team</b>

**Note**

The areas above are integrated in ensuring that the Trust’s Health, Safety and Wellbeing standards and expectations. The document underpins the policies and processes developed and implemented by the Trust or schools. By identifying clear line management we can determine effective communication and providing clarity for all staff of the roles and responsibilities leading to informed accountability.