



**Watererton**  
Academy Trust

# Health and Safety Policy

2024-2026



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## Health and Safety Policy

The health and safety policy of Waterton Academy Trust forms part of its overall management system and commitment to ensuring the health, safety, wellbeing of all its staff, pupils and visitors, and ensures the safe operation of all schools and premises within the Trust.

### Policy Statement

Health, safety and wellbeing are of the highest priority at Waterton Academy Trust. The Trust CEO is dedicated to the control of risk, the continual improvement of practices and standards and clear lines of engagement across all its schools and its workforce as a whole. The development of sensible and practicable safety management and empowering learning and development will drive a positive culture. This culture, alongside a collaborative approach to the embedding of good safety management into all our schools and offices will ensure good health, safety and wellbeing are an integral part of the way we work.

### Policy aims:

- Demonstrate clear commitment to the continued health, and safety at Waterton Academy Trust.
- Provide a framework for the setting of health and safety objectives.
- Ensure the development and embedding of safety management systems that provide safe and healthy working conditions, safe premises, plant and work equipment to prevent work related ill health and injuries.
- Ensure compliance with all health, safety and wellbeing regulations and legal standards.
- Ensure the identification and removal or control of all workplace hazards to a level as low as is reasonably practicable.
- Provide a framework for the continued review and development of safety management systems.
- Ensure there are systems in place to respond and limit the damage from emergencies and major incidents.
- Define health and safety roles and responsibilities at Waterton Academy Trust.
- Ensure systems are in place to monitor, review and implement changes and updates that ensure continued effective health and safety management.
- Ensure the requirements of this policy and those associated with it are implemented at Waterton Academy Trust.
- Ensure there are regular meetings dedicated to health and safety management.
- Ensure that health and safety management is reviewed at least annually or where there is any significant change.

A commitment to the aims of this policy is demonstrated by the signature of the highest level of individual accountable for health and safety standards at Waterton Academy Trust. A renewal of this commitment will be provided with every review term in line with the aims of this policy.

Signed:

Date: 01/09/2024



Mr. D Dickinson OBE  
Chief Executive Officer

## Responsibilities

At Waterton Academy Trust health and safety is the responsibility of everyone, all systems are developed with the input of our competent persons and engagement of employees or their representatives at all levels.

## Ultimate and final responsibility

The CEO will have the final overview and understanding of all health and safety systems and will ensure the following:

- Lead on the engagement of effective safety management and affirm its value by setting an example in their own safety behaviours and attitude.
- Provide and maintain an environment of trust and freedom to speak openly on all matters regarding health and safety and wellbeing.
- Adequate resource, structure and systems exist to enact this policy and its associated protocols.
- This policy and all health and safety arrangements for Waterton Academy Trust are properly communicated to all employees.
- This policy and its associated arrangements are reviewed annually or where there is significant change.
- Provide a demonstration of commitment to it by ensuring a renewed signature is provided and dated upon every review.
- Chair, or arrange for suitable representative, the health and safety meeting and ensure this meeting has adequate representation of all areas of the organisation directly or via representative committees and their elected spokesperson.
- Request and review the completion of an annual report of at Waterton Academy Trust's health and safety arrangements and systems so that their performance and effectiveness can be continually monitored.
- Suitable systems and competent persons are available/involved in the monitoring and continued support of employee health and wellbeing.

## School Heads and Academy Department Heads responsibility

School Heads hold the ultimate responsibility for the health operation and safety performance their Schools as do Department Heads that of their respective areas, this includes:

- Implementation of this policy and its associated arrangements.
- Engagement and communication of safety systems including the promotion of communication regarding all health safety and wellbeing matters.
- Ultimate responsibility for implicating the feedback, updates or recommendations from any safety review or report.
- Ensure all accidents, incidents and near misses are suitably reported and investigated with the support of the Health and Safety Adviser.
- Keeping an eye on the cultural temperature and leading by example.
- Support the development of department health and safety objectives, plans and local arrangements, ensuring these are communicated to staff and where necessary other parties.
- Ensure suitable and sufficient risk assessments are in place, that they are properly discussed, with controls and any further actions implemented in a timely manner.
- Ensure risk assessments are reviewed on an annual basis or where there are significant changes.
- Ensuring any adjustments required for safety or evacuation are discussed with the Health and Safety Adviser and put in place.
- Ensuring school suitable emergency and incident response/management systems are in place.
- Escalation of safety management and emergency response issues and feedback where necessary.
- Represent or delegate to suitable individual at Trust health, safety and wellbeing meetings, where such meeting exists. Alternatively, to ensure health and safety and wellbeing is a regular subject on school meeting agendas and escalate or delegate on issues as appropriate.

## **Line management/supervisory responsibility**

Where School Heads and Academy Department Heads are also line managers, they will assume the following duties in addition to the above. Line managers are more directly responsible for the day-to-day health and safety arrangements, they are the ones best placed to recognise the practicability of safety management systems and ensure that hazards and general health, safety and wellbeing is discussed by those who are more likely to encounter those hazards daily. Line managers local health, safety and wellbeing responsibilities include:

- Keeping track of local cultural temperature and leading by example in actions and attitudes.
- Ensuring all risk assessments are completed and reviewed.



- Ensuring that control measures are suitably controlling risk levels and escalating where required.
- Ensuring local level inductions and safety training requirements are met and kept up to date.
- Ensuring any adjustments required for safety or evacuation are discussed with the Health and Safety Adviser and put in place.
- The implementation or escalation of all health, safety and wellbeing recommendations or updates.
- That controls and emergency arrangements are fit for purpose or escalating/reporting where there are gaps or issues with practicability.
- Timely reporting and recording of all accidents, incidents or near misses.
- Working with Health and Safety Adviser to ensure full and thorough investigation of accidents incidents and near misses.
- Planning and implementation of communications systems for all health, safety and wellbeing matters.
- Work with Health and Safety Adviser to ensure the fire safety management systems are implemented at local level and any issues are reported in a timely manner, including the monitoring of first aid stock levels in respective areas.

## H&S Competent person

Waterton Academy Trust Employs a competent Health and Safety Practitioner. The role of Health and Safety Adviser is to provide advice and solutions for the suitable management of hazards and compliance with current health and safety legislation and industry practice. The Health and Safety Adviser will work at all levels to ensure systems are suitable and complaint. The Health and Safety Adviser is responsible for:

- Ensuring policies (including this one) and systems for health, safety and wellbeing are suitable in practice and law.
- Monitoring and reporting on the performance and compliance of health, safety and wellbeing systems and practice.
- Providing key indicators of health, safety and wellbeing performance.
- Providing guidance and recommendations for all areas of health, safety and wellbeing improvement.
- Support the investigation and identify root cause of accident, incidents and near miss.
- Provide SME guidance to health, safety and wellbeing meetings and committees.
- Promote health, safety and wellbeing initiatives.

## All employees

Health and safety works best when everyone upholds the measures and ensures effectiveness by example and communication. It is the responsibility of all employees to:

- Contribute to the identification of workplace and work-related hazards.
- Complete all health, safety and wellbeing training and ensure all information is understood and followed.
- Raise concerns and/or report lacking or ineffective controls.
- Report all accidents, incidents and near misses.
- Not misuse or interfere with any article or equipment provided for H&S purposes.

## Arrangements for Health & Safety

### Policy and procedure

Organisational policy and procedures set out Waterton Academy Trusts' management and monitoring of compliance and risk controls. A number of supplementary policies and procedures are in place or currently in development to cover key areas of compliance and/or safety management specific to the operational hazards of Waterton Academy Trust. These include the following:

- Asbestos Management Policy
- Contractor Management procedure
- Purchasing Controls
- Accident Management procedure
- Fire Safety Management procedure
- Evacuation procedures
- Lone Working procedure
- Driving at Work Policy
- DSE procedure.

### Training and information

A competence matrix sets out competencies required for the management of key hazards these are built into job roles and recruitment information. Information and training will be provided on all workplace and work-related hazards and the safe systems of work.

### Risk management

Hazards are assessed with suitable controls in place to meet the higher standard of current legal or industry standards and practice. Risk levels are controlled in line with agreed Waterton Academy Trusts' risk appetite standards and to reduce harm to a level as low as is reasonably practicable. Risk assessments are reviewed annually or where there is significant change in law, policy or practice.

### Monitoring and review

Key performance indicators for all health and safety management systems are in place via systems of inspection and audit. These support the monitoring of a safety systems effectiveness and report into a wider system of continual improvement. Where any hazard exposure includes mandatory health monitoring and exposure controls these are in place.

## **Recording and reporting**

Along with documented risk assessment, inspection, maintenance and audit records form a record of tracking and managing safety and health risks. Ill health, incidents and near misses are all reported, recorded for trend monitoring and investigated where warranted to identify and feed into the improvement of system failures. All systems of recording, monitoring and reporting feed into an annual report set out for review at the highest level to ensure sufficient resource is dedicated to good health, safety and wellbeing management.

## **Communication and consultation**

Responsibilities for ensuring communication of and consultation on health, safety and wellbeing information and systems are built into management and supervisory roles. Responsibility for reporting inadequacies belongs to all employees. It is the duty of senior management to ensure a culture of free speech without fear of retribution, this is built into this policy and other areas of employment and safety management. All employees have the right to communicate via internal local health, safety and wellbeing discussion groups, via line manager 121 or via a union or employee representative.


## **Emergency systems and response**

Plans and systems exist and are practiced to provide a swift and controlled response to any emergency which Waterton Academy Trust reasonably expects to encounter or is lawfully required to prepare for. Competent guidance on the development and management of these systems is sought where it does not exist internally.

## **Third parties and purchases**

Purchase and the hire of equipment, articles, external services/professionals are controlled by policy and procedure which ensures health, safety and wellbeing standards are not compromised. Where third parties work on behalf of or within the premises of Waterton Academy Trust it is Trust policy to check competencies and safety management systems to avoid detriment to any part of The Trust health, safety and wellbeing arrangements.



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