

Corporate Health & Safety

Approved by: Trust Board

Last reviewed: July 2026

Next review due: July 2027

CORPORATE HEALTH & SAFETY POLICY

Scope

This policy is written and approved at board level, but applies to all members, trustees, governors and employees of schools, settings, and services, hereafter the 'organisations,' within The Claxton Trust.

1. Introduction

Our commitment to health and safety forms part of The Claxton Trust's wider agenda of social responsibility, sustainability, corporate governance, and the management of risks, and the quality of education delivered to our communities. We require this same commitment from our employees and contractors. The trust's Health and Safety Policies can only be implemented with the full co-operation of everyone taking active care of their own and others safety.

We believe that achievement of high standards of health and safety reduces harm and losses due to accidents, incidents, and ill health, and therefore makes good business sense.

Health and Safety is integral to our asset management, the management of our human resources, and organisational development, and is included in all trust policies when and where appropriate.

All members, trustees, governors, and employees within The Claxton Trust are expected to join in the ownership of this document so that it achieves the aim of providing a healthy and safe place of work.

2. Aims, objectives, and principles

2.1. Policy aims

This policy will support our goal of being an organisation where everyone can fulfil their potential free from work related injury or ill health; this includes employees, pupils, contractors, and others who may be affected by our work activities.

2.2. Policy objectives

- to conduct all our activities safely and in compliance with legislation and best practice
- to provide safe working conditions and equipment
- to promote a positive safety culture
- to ensure our procurement promotes best practice in health and safety
- to establish targets and action plans for continuous improvement of health and safety performance
- to report our health and safety performance both internally and externally

2.3. Policy principles

- **Control:** those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- **Co-operation:** we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
- **Communication:** communication of health and safety information is essential, and care must be taken to continually review and improve this. The trust promotes the sharing of best practice and transparency.
- **Competence:** developing the health and safety competence of employees, governors and trustees, and contractors, is at the heart of successful health and safety management.

These guiding principles are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

3. Organisational structure and responsibilities

3.1. Chair of the board of The Claxton Trust

To ensure the work of the organisation is conducted in accordance with the policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation.

3.2. Headteachers Strategic Reference Group (HSRG)

The HSRG takes overall responsibility for the trust's health and safety performance and is required to ensure that:

- decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation
- adequate resources are made available for health and safety
- health and safety performance are continually reviewed
- suitable action plans for improving health and safety are developed and implemented
- the appraisal framework is used to measure the performance of local governing bodies and headteachers against health and safety targets and objectives
- a trust health and safety audit programme are implemented, and progress of remedial actions is monitored

3.3. Local Governing Bodies

All local governing bodies shall ensure that all the decisions they make are in line with trust policy and procedures for health and safety and any statutory provisions set out in legislation. This principle is to be borne in mind by all committees and during all contacts with employees and members of the public.

3.4. Headteachers

All headteachers take overall responsibility for the management of health and safety within their schools and sphere of influence. Headteachers are required to:

- ensure adequate resources are available to successfully manage health and safety within their school
- ensure implementation of the school health and safety policy and procedures
- ensure implementation of a school health and safety audit programme, using the termly checklist, and monitor progress of remedial actions, for continuous improvement in health and safety
- ensure development, implementation and review of a school specific health and safety policy, organisation, and arrangements in line with the trusts model policy
- uphold the guiding principles for health and safety and require the same from all staff
- ensure development, implementation and review of structures and systems within the school to promote management control, co-operation, communication and competence on health and safety matters
- use the appraisal framework to measure the performance of senior managers against health and safety targets and objectives
- ensure effective initiative-taking and reactive monitoring of health and safety at all management levels
- measure and review school performance against key performance indicators and targets

3.5. Deputy headteachers, managers and supervisors

The Claxton Trust assigns the health & safety responsibilities of additional tiers of management in local health and safety policies. Where a manager or supervisor has an operational responsibility for the organisation or control of any undertaking or activity, he/she also carries the responsibility for doing all within his/her authority to ensure an acceptable level of health and safety during the conduct of that undertaking or activity. In all cases this policy requirement reflects the legal duties placed on such persons by the statutory law on health and safety.

3.6. Trade Union Safety Representatives

Trade Union Safety Representatives are fully consulted on matters affecting the health and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977. Formal consultation with Trades Unions on health and safety takes place through the health and safety committees.

3.7. Employees

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the trust's disciplinary procedures. All employees are required to:

- take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work
- co-operate with all managers, team leaders and supervisors on health and safety matters
- familiarise themselves with, and to act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention
- act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them
- make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received
- report any loss of, or obvious defect in, such PPE to their team leader or manager
- report any accident/incident, no matter how minor the injury, by informing their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee whilst on trust premises or sites or affected by trust activities, which comes to their attention
- report to their supervisor or manager any work situation which they consider represents a serious and immediate danger to health and safety, or any matter which they consider represents a shortcoming in current arrangements for health and safety
- follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.

4. Arrangements for local health & safety procedures

4.1. Health and Safety Policy

Local Health and Safety Policy – all organisations are required to establish local health and safety policy statements and organisational arrangements to implement the trust policy, incorporating school needs and responsibilities.

4.2. Organising

- **Responsibilities:** the headteacher is responsible for health and safety performance and the implementation of local health and safety policy, arrangements, and procedures. Specific health and safety roles and responsibilities have been assigned to various posts and these are included in the Organisation section of the relevant policies.

- **Consultation:** consultation is achieved by safeguarding items on relevant meeting agendas; through appropriate membership of committees and groups; and meetings including recognised Trade Union representation as needed.
- **Learning and Development:** Health and safety competencies are core skills essential to the effective conduct of employee duties. Competencies are developed through induction at both trust and school levels. Specific (e.g. manual handling, first aid, fire safety etc.) and managerial training is arranged to suit individual and organisational needs.
- **Job Descriptions/Employee Contracts:** suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.
- **Appraisal:** the appraisal framework is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned). Appraisal is also used to identify health and safety learning and development needs of individuals and monitor competency development.
- **Communication:** Health and safety information is communicated through day-to-day line management. Trust health and safety documentation is developed and made available in electronic and hard copy format. The website, newsletters, notice boards and signage are all methods for health and safety communication.

4.3. Planning and implementing

- **Health and Safety Action Plans:** Produced by the external health and safety compliance service. Headteachers are required to monitor and review to ensure continuous improvement in health and safety performance.
- **Risk Assessments:** Managers with health and safety responsibilities conduct and record risk assessments for activities using the guidelines and ensure the findings are brought to the attention of employees. Risk assessments are reviewed periodically and, following any significant changes, to ensure they remain suitable and sufficient.

4.4. Measuring, reviewing, and auditing performance

Proactive health and safety monitoring is a line management function.

The headteacher within each organisation ensures that suitable audit programmes are in place, using the termly checklist and audit action plans are fully implemented. They measure performance by audit, inspection and through accident/incident reporting and investigation. Opportunities are sought for credible and suitable benchmarking.

At least every five years, performance is reviewed using the services of an external health and safety compliance service to provide health and safety advice and review each organisation's compliance. Reviews are reported at local governing body meetings, the HSRG and the main board on a formal basis.

The board routinely review the audits across organisations to ensure compliance.