

Policy H1– Health & Safety

Statement of Intent

The University of Brighton Academies Trust (the Trust) is a multi-academy trust with a Board of Trustees (the Board) that is ultimately responsible and accountable for providing a safe and healthy environment for the staff employed in the academies, its offices, for the students/pupils attending the academies and for visitors and contractors, who come on to the premises. The Trust is the employer for all staff in Professional Services and each of the academies.

While the Board of Trustees retains ultimate responsibility, it delegates certain other functions relating to health and safety to the Risk and Audit Committee, the Executive Team, Professional Services teams and academy staff as defined in the Trust Scheme of Delegation and this policy.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974 (HSWA 1974) and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. These responsibilities include ensuring that appropriate policies are in place and kept up to date.

Health and Safety practitioners and consultants will be employed, or commissioned, as required to advise the Board, staff and academies on all related matters and to provide up-to-date information in relation to Health and Safety responsibilities.

This policy requires the total co-operation of every person who is employed at or attends each Trust location. It is the expectation that all staff, students/pupils and visitors will co-operate in ensuring the health and safety of all. The Estates & FM (E&FM) Director leads on all health and safety matters, but the responsibility for the implementation of this policy at academy level rests with the Principal, whilst Professional Services responsibility is delegated to Heads/Directors of Professional Services. Monitoring of policy implementation is carried out by the E&FM Professional Services team who report to the Board of Trustees.

Each and every member of staff must recognize that, under the HSWA 1974, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. Staff are expected to co-operate, as far as is necessary, with their employer in fulfilling its duties under the HSWA 1974 and supporting legislation along with the Trust's Health and Safety Policy.

The organisation and arrangements through which all staff aim to fulfil the requirements are set out in the following overarching policy together with a series of named related policies and procedural documents.

Sufficient resources will be allocated to ensure, as far as is reasonably practicable, that employees, students/pupils, visitors, and contractors are kept healthy and safe.

Policy H1– Health & Safety

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1. Organisation

1.1 Structure Overview

- As the accountable body for the Trust as the employer, the Board of Trustees has overall responsibility for the policies and procedures across the Trust;
- The Health and Safety Management Committee will consider and make recommendations on overall health and safety issues and will report to the Executive Team, Trustees, Principals and Heads/Directors of Service;
- The Principal and Heads/Directors of Service have overall responsibility for the internal management of the Trust Health and Safety Policy, procedures and reporting;
- The HSR has the delegated responsibility for the day-to-day management, co-ordination and implementation of the policy, and reporting to the Principal or Heads/Directors of Service;
- Heads of Areas/Departments or Managers have responsibility for Health and Safety within their areas and for reporting to the HSR;
- Regular (at least 3x per annum) Department and Team meetings will include H&S as an agenda item with reports going to the HSR, Union Safety Representatives have the right to participate in the Health and Safety Management Committee and to discuss health and safety issues as necessary with the HSR and/or the Principal or Heads/Directors of Service;
- At academy level, and if agreed by the Principal, the Student Council may have an advisory role, reporting to the Health and Safety Management Committee and HSR.

2. Overall objective of this policy

2.1 The objective of this policy is to ensure that:

- All staff have regard to the Statement of Intent, and the provisions of this policy;
- conditions and systems of work are established for all employees which prevent, as far as is reasonably practicable, any danger to health and safety. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure, as far as is reasonably practicable, that suitable and sufficient standards of safety are adopted and enforced;
- all departments (and areas of management) have the correct policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, students/pupils and visitors in their departments or area of responsibility;
- comprehensive information, instruction, training and supervision is provided, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students/pupils;
- all reasonable steps are taken to ensure the security of each academy site (see Site Security Policy);
- all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students/pupils or visitors or the public, and where necessary appropriate training will be given.
- the provision of means of access and egress which are safe and without risks to health;
- safe arrangements are made for the storage, handling and transport of articles and substances;
- up-to-date evacuation procedures and documentation are provided and maintained, and that all employees and students/pupils (and, as far as is practicable, visitors) are made familiar with them by means of evacuation drills/walkthroughs in each of the Autumn, Winter and Summer terms or as part of their visit to the site;
- safety awareness among all employees and students/pupils is developed and that individual responsibility for health and safety at all levels of staff and students/pupils (as appropriate to the age of the student/pupil) is understood and promoted;
- the health, safety and welfare of all employees, students/pupils and members of the public are under continuous and reasonable review by managers at all levels;

- an academy or Professional Services team Health and Safety Representative (HSR) is appointed with responsibilities to oversee the implementation of the Health & Safety policy and procedures;
- sufficient resources are allocated to ensure adequate documentation is provided, stored and regularly updated;
- Academy and Professional Service Teams include the management and implementation of Health and Safety as an agenda item in all Senior Leadership team meetings, departmental meetings, and team meetings. All groups must meet at least quarterly and report back through the line management structure having identified risk, control measures, actions required, by whom and monitored for completion;
- sufficient funds and resources are provided to enable safe systems to operate and for the training of relevant staff, pupils or visitors;
- Staff participate and engage in monitoring of the implementation of all health and safety policies and procedures;
- There is an understanding that it is everyone's responsibility to act as positive role models for other staff and our students/pupils;
- safe systems of work (SSOW) and effective procedures are in place to protect the health, safety, security and welfare of employees, students/pupils, visitors, including parents, contractors' and members of the public affected by their work;
- responsible persons have been appointed to ensure that no work is carried out by staff or by contractors that is liable to expose employees, students/pupils, visitors or members of the public to hazards of health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place, these risk assessments are to be recorded in the format provided by the Trust;
- procedures are in place for all contractors to demonstrate that they have suitable and sufficient risk assessments in place, and arrangements for securing appropriate standards of health and safety for their employees and anyone affected by their work, including asbestos awareness, and following the Trusts Managing Contractors guidance.
- Senior Leadership Team (SLT) and managers are suitably trained and informed appropriate to their role and responsibilities;
- sufficient safeguards are in place for ensuring, as far as is reasonably practicable, the health and safety of all staff at, or outside, their place of work;
- sufficient funds are provided, as far as is reasonably practicable, for the appropriate training of relevant staff in health and safety systems and safeguards.

3. Academy Principal or Head of Professional Service

- 3.1 The Principal or Head/Director of Service (or, when absent, a nominated Deputy) will be responsible for the overall implementation of the Health and Safety Policy in their area of responsibility. The Principal or Head of Service are also responsible for:
- the health, safety and welfare of staff, students/pupils, visitors, contractors and any other person using the premises;
 - ensuring safe working conditions for all of the above (staff, students/pupils, visitors, contractors etc.);
 - ensuring safe working practices and procedures throughout their area of responsibility, including those relating to the provision and use of machinery and other apparatus and equipment;
 - implementing the academy's student /pupil behavior policy and/or Staff Code of Conduct/Teachers Professional Standards that will ensure, as far as is reasonably practicable, the health and safety of students/pupils on site; and implementing the Trust's Off-Site Activities and Educational Visits Policy when engaged in off-site activities;
 - appointing the HSR to lead on Health and Safety implementation and management;
 - directing that health, safety and security issues are mandatory for inclusion on the agenda of all appropriate meetings and committees.

- ensuring that the reporting of accidents, near misses, and concerns about staff or student health and safety are reported into the Parago system (provided by the EFM Professional Services team), and that they carry out or delegate their responsibility to review all incidents reported or recorded.
- ensuring that employees are provided, as far as is reasonably practicable, the appropriate training of staff in health and safety systems and safeguards as part of new employee induction and role specific training relevant to the postholders responsibilities as defined in the Training Matrix.

3.2 The Principal or Head of Service will:

- make arrangements for appropriate supervision of students/pupils;
- carry out periodic safety reviews once each long term and participate and support H&S audits conducted by the Safety & Compliance Manager or other appointed person;
- ensure that the health and safety training needs of all staff and students/pupils are identified and appropriate training and guidance is provided;
- encourage staff, students/pupils and others to promote Health and Safety and to suggest ways of reducing risks;
- ensure that sufficient and appropriate risk assessments are carried out and effective control measures are identified, implemented and reviewed;
- delegate to the HSR appropriate tasks for the day-to-day implementation of the policy;
- ensure that the health and safety management system or other (if any) is used effectively by relevant users;
- ensure that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- ensure that liaison with contractors is maintained and that reports are obtained and uploaded to the Parago system by Site Managers ;
- Work with their HSR and the Trust Safety and Compliance Manager to implement actions from audits, identified good practice and changes in legislation.
- Act on Parago system reports for operational compliance, incident reporting and helpdesk tickets with outstanding risk requiring an action plan .

4 **Safety & Compliance Manager postholder**

4.1 Specific to this policy and in conjunction with the postholders job description The Safety & Compliance Manager will:

- Promote the importance of health, safety and welfare of staff, students/pupils, visitors, contractors and any other persons using Trust premises.
- Raise all concerns, and risks, in relation to health and safety with the EFM Director.
- Carry out Health, Safety, Welfare and Fire audits at regular intervals and report findings to the EFM Director, provide a summary report of audit findings and actions, consulting with the appointed person to ensure review and action of the audit within the specified time.
- Inform stakeholders of changes in legislation.
- Monitor Academy and professional service team's compliance.
- Lead and be responsible for the gathering of the Trust H&S Committee and meet at least 3 times annually.
- Lead on incident and accident investigation as a result of a health and safety failing.
- Act as the main contact for all health and safety related matters across the Trust.
- Create, implement, monitor, and review H&S related policy and process as appropriate and in line with the responsibilities of the role.

5. **Accountability Pathway**

5.1 The Risk and Audit Committee, on behalf of the Board of Trustees, will:

- take into account the Trust Statement of Intent;

- approve the Trust's Health and Safety Policy, and its implementation across the Trust;
- Receive regular H&S performance and risk reports for academies and Professional Service teams for assurance purposes;
- require each academy and Professional Service in the Trust to include H&S as an agenda point in all SLT, departmental and team meetings;
- expect each Academy and Professional Service¹ to appoint a competent (IOSH Managing Safely or equivalent qualification) HSR to lead on and implement the Health and Safety Policy and procedures, and to ensure that access to and funding for training of relevant staff is in place ;
- ensure that the Parago management system is used to prompt and record the carrying out of necessary health, safety and security tasks in line with the Trust policy;

6. Health and Safety Management Committee

- 6.1 The Committee will be chaired by the Estates & FM Director (or their representative).
- 6.2 The Committee will consist of a representative from each academy and Professional Service representative (HSR) and will be extended to Trade Union elected staff representatives as appropriate.
- 6.3 The Committee will meet at least three times per year and will publish a report for the Executive Team, Academy's Senior Leadership Team and Professional Service Team leads.
- 6.4 The Committee may invite other members of staff and students/pupils to attend a committee meeting for specific agenda items.
- 6.5 The Health and Safety Management Committee will:
- take into account the Trust Statement of Intent and policy;
 - make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
 - consider accident, incident and ill health records and statistics;
 - consider risk assessment and the management of risks;
 - consider reports of any internal and external inspections;
 - make recommendations on required health and safety training;
 - consider the efficacy of emergency procedures including Fire Procedures;
 - consider any changes that affect health and safety;
 - receive and consider internal or external audit reports and determine any necessary response;
 - consider any other items raised by management or the staff representatives;
 - make recommendations as to developments, action plans and areas for development and report as required to the Executive Team and or Trustees.

7. The Health and Safety Representative (HSR)

- 7.1 The responsibilities of the HSR are assigned to the Academy Business Manager's (ABM's) unless there are well-founded site-specific reasons to appoint these duties to another position and this has been agreed by the academy Senior Leadership Team (SLT). The HSR will be a suitably qualified and 'competent person' (as defined below) and, in an academy, must be a member of the Academy SLT and be responsible to the Principal. In a Professional Service Team the HSR will report directly to the Head/Director of Service. Additional responsibilities of the HSR may be delegated to qualified managers reporting to the HSR, who retains responsibility to the Principal or Head/Director of Service for:

¹ The need for the appointment of this role will vary between Professional Services and will be determined by the EFM Director and notified to the Head of Service if required.

- managing, coordinating, and monitoring health and safety matters in their area of responsibility helping to promote a positive safety culture
- reporting regularly to the Principal or Head/Director of Service on health and safety issues
- participating in the work of the Health and Safety Management Committee
- assisting the Principal, Head/Director of Service or Trust appointed Safety and Compliance Manager in internal and external audits of H&S performance;
- Manage, maintain, and review the reporting of incidents, accidents, near misses etc. in the Parago reporting system.
- Monitoring and ensuring that suitable and sufficient risk assessments are carried out, and that appropriate controls are implemented appropriate to your areas of responsibility.
- engaging with internal or external health and safety experts as appropriate, receiving their reports and taking any necessary action in a timely manner
- meeting with staff health and safety representatives for consultation.
- Co-ordinating health and safety management processes, including safety of buildings, plant and equipment used and operated by staff and pupils.
- ensuring all staff within their Academy or department if in Professional Services, are aware of aspects of the health and safety policy that affect or applies to them.
- ensuring that the Trust's Health & Safety policy and associated policies are available or signposted to all permanent and temporary staff, volunteers, visitors, hirers, or contractors.
- ensuring that all academy compliance checks are completed in the Parago reporting system and that any failures or resulting corrective works are actioned and completed in a timely manner.
- ensuring that where required internal fire risk assessments reviews are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place, and that appropriate training is given to staff in accordance with the Trust's Fire Safety Policy.
- In academies and where applicable, ensuring that management of asbestos regulation 2012 are carried out, that appropriate reviews and surveys of asbestos containing materials (ACM's) are carried out, that they are regularly maintained, recorded and monitored, that the required notices are in place, and that appropriate training is given to staff.
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate;
- overseeing the efficient use of the Parago health and safety management system to prompt and record the proper discharge of all H&S tasks and reactive H&S identified through the Parago helpdesk.

7.2 ***The 'Competent Person' should hold an appropriate health and safety qualification with a minimum competence level equivalent to the IOSH Managing Safely course.***

The definition of a 'Competent Person' is the person who has the delegated responsibility from the Principal and Heads of Professional Services in the discharge of their responsibilities under the HSWA 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with the E&FM Professional Services Team, The Health and Safety Committee, Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive (HSE) and Fire and Civil Defence Fire Officers.)

8. **Staff responsibilities**

8.1 All members of staff have a duty to:

- participate in any relevant training, read the Trust's Health and Safety policy and any associated policies, and sign and date the Academy's or Service Teams logbook to indicate that he/she has done

so. The following statement should be used: *'I have read the Trust's Health and Safety Policy and understand my responsibilities.'*

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students/pupils in their care, and any other persons who may be affected by their actions;
- understand and use the appropriate reporting systems, i.e Parago, meditracker etc;
- observe all Health and Safety procedures and processes set out by the employer and use all health and safety equipment provided;
- participate in assessing risks and the management of identified hazards;
- follow all relevant codes of safe working practice and local rules;
- alert the HSR or Heads of Departments/ Heads of Service as appropriate to any potential hazard identified.
- report (through the appropriate reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that students'/pupils' behavior is regulated in accordance with the Academy's Student Behavior policy;
- report any unsafe working practices to the HSR;
- report any concerns they may have about the health, safety and welfare of any student/pupils in their charge in line with the Academy's Safeguarding and Child Protection Policy;
- ensure that no person uses a prescribed dangerous machine or equipment unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student/pupil is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;

8.2 All staff have a right to raise Health and Safety issues of concern at any time in particular at formal meetings in their departments. All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSR, Principal or Head/Director of Service as appropriate.

8.3 It is recognised that members of staff are not chartered or certificated risk assessors, all staff are expected, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and members of staff to make reasonable, common-sense decisions about risk assessment and control measures and to seek the support/advice from 'competent persons' as defined in 7.2.

8.4 Staff with Departmental Responsibilities have a duty to:

Heads of Departments or Service Managers will be appropriately trained and are responsible to the Principal in academies or Head/Directors of Service for the implementation and operation of the Health and Safety policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- understand the Trust's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the Health and Safety Management Committee;
- use the Parago health and safety management systems to record and track completion of the relevant tasks;
- create and regularly review departmental or task related work procedures
- ensure that the Academy's Student Behaviour policy or Staff Code of Conduct/Teachers Standards is implemented within the Department as appropriate;

- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their area of responsibility in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled in accord with Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002);
- direct staff to appropriate Health and Safety resources;
- report any Health and Safety concerns to the HSR;
- participate in the work of the Health and Safety Management Committee if requested;
- Participate in internal or external audits of safety performance as required.

8.5 Operational Managers reporting to the HSR have a duty to:

- implement the appropriate policies and procedures;
- maintain an appropriate cleaning schedule;
- Use the Parago system to record health and safety risks and actions appropriate to their area of responsibility;
- ensure that site staff are competent to carry out their responsibilities;
- arrange for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- take appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- input, action and report on the status of all compliance checks and actions in Parago
- ensure that all relevant servicing, maintenance and monitoring of estates related equipment and responsibilities are undertaken
- ensure that other site and cleaning staff are adequately supervised and have received the relevant training and instruction;
- ensure that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensure that all site and cleaning staff work in accordance with safe working practices issued by the site.
- participate in internal or external audits of safety performance as required.

9. **Staff Safety Representative**

9.1 Trade Union representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- make representations to the Principal, Head of Service and the HSR as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the Health and Safety Management Committee;

- carry out workplace health, safety and welfare inspections; participate in the work of the Health and Safety Management Committee; and subject to local agreement and discussion have paid time off to carry out their functions and to receive health and safety training.

9.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

10. Consultation

10.1 Staff

Health and Safety will be a regular item on the agendas of all departments, pastoral groups, and any formal management meetings in the Academy or in Professional Service Teams. Any relevant points raised will be duly minuted and reported promptly to the HSR.

10.2 Students/Pupils and Parents

- Students/pupils also play an important part in overall Health and Safety and welfare of the Trust and will be encouraged to discuss Health and Safety issues at Year and Academy Student Council meetings (as appropriate for their age), and raise any concerns, which will be reported to the HSR;
- The Principal may decide to involve students/pupils further in the management of health, safety, welfare and security;
- Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students/pupils; road safety). Each Academy may determine the amount and manner of the consultation.

11. Risk Assessment

11.1 All members of staff in charge of departmental areas are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made. The Principal or Heads/Directors of Service is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

11.2 All staff must use the Trust risk assessment pro forma. Completed assessments must be retained and be accessible in the workplace to all relevant staff. Relevant staff will be provided with training on accessing information.

11.3 Risk Assessments must be reviewed regularly, generally an annual review is sufficient providing that the control measures have been effective and that there have not been significant changes in practice, process or procedure or environment.

11.4 The Principal or Heads/Directors of Service will ensure that suitable and sufficient risk assessments are carried out. The HSR will determine which can be done locally or at Academy/Service Team level. The Principal, Heads/Directors of Service and HSR's have the discretion to seek advice from the E&FM Director on appropriate delegation and will report the reasons and response to the Trust Health and Safety Management Committee.

12. Training

12.1 All employees will be provided with the opportunity to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

12.2 All employees, whether permanent or temporary, will undergo induction training which will include the following health & safety matters:

- Health and Safety Training relevant to their role
- Emergency measures and arrangements
- Fire Safety measures and procedure
- Use of equipment
- Where to access Policy, Approved Codes of Practice and Guidance
- Health & Safety contacts
- First Aid arrangements
- Incident reporting
- Parago helpdesk access

12.3 Staff who feel that they have a need for specific health & safety training of any kind should notify their line manager in the first instance.

12.4 A nominated member of staff will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g., woodworking machinery, swimming, driving etc.), the nominated member of staff is responsible for:

- checking the validity of certificates.
- arranging refresher training when necessary; and
- keeping the Principal, Heads/Directors of Service and HSR informed.

12.5 Attendance and funding of training will be allocated according to the hierarchy below:

1. the legal or regulatory requirements
2. prioritize risk from not having training
3. added value that comes from the training.

13. Measuring Performance

13.1 Staff will be supported in carrying out their responsibilities for Health, Safety in their areas by means of training and review by their line manager, consultation, development of procedures and processes.

13.2 The Principal, Head/Director of Service and HSR will ensure that the following are carried out as appropriate, using the relevant management systems for recording purposes:

- Regular documented audits;
- Site safety inspections;
- Review of risk assessments and the subsequent control measures;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any internal/external audits, reviews or investigations;
- Regular review of accidents/incidents/near misses logged in Parago and use of the information and experience gained from the review to improve practice and process;
- A system of reviewing and developing health and safety improvement plans to address audit or investigation actions;
- Sharing experiences, findings and good practice across the Trust.

14. Equal Opportunities

14.1 In making, reviewing, and implementing this policy the Trust's Equality and Diversity Policy must be considered. Sites must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students/pupils and visitors to use the facilities and or curriculum as far as is reasonably practicable. Each site must have an Accessibility Plan which is kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students/pupils and visitors.

15. Related policies and procedural documents

- 15.1 Trust/Academy policies can be found on the Trust Website - [Our Policies - Brighton Academies Trust](#)
- 15.2 The list of documents below consists of the main related H&S policies and procedural documents to which each academy or Service Team must have regard. Approval of the policies will be in accordance with the Trust Scheme of Delegation; these are to assist with specific aspects of Health & Safety, of safety management and maintenance of premises.
- 15.3 Each academy may decide to add additional sub-policies that are relevant to its situation and needs, these policies are to be agreed by the Executive Team. If additional sub-policies are added, they are classified as Operational Policies and are held locally.

Related Policies		Operational policies & guidance	
H2	Accessibility Plan	H9	Non-Smoking
H3	Accident & incident reporting	H10	Site Security
H4	Control of asbestos	H12	Display Screen Equipment
H5	Control of Substances Hazardous to Health (COSHH)	H13	Electrical Equipment
H6	Educational Visits & Off-site activities	H14	Lone working
H7	Fire safety	H15	Manual Handling
H8	First Aid & Medical	H17	Personal Protective Equipment (PPE)
H9	Non-smoking	H19	Waste Management
H10	Site security		
Procedures & templates			
Critical Incident & Business Continuity template		Template for risk assessment	
H&S Training Matrix <u>HS TRAINING MATRIX FOR ACADEMY STAFF-REVISED July 2021 DSE.xlsx</u>		Critical Incident & Business Continuity template	
Incident & Accident Reporting			

16. Policy status and review

Written by:	Estates and Facilities Management Director
Owner:	Estates and Facilities Management Director
Status:	V1 = APPROVED V1a = minor editorial changes to LGB responsibilities V2 = Approved V3 = Approved V4 = Approved
Approval date:	V1 = HAT BoD 29/3/16 BAT RC 11/3/16 Merger editorial changes 1 September 2017 V2 = R&A 4-12-17 V3 = Chair of R&A 23-09-19 V3.1 = minor updates (August 2020) V3.2 = change to list of operational policies & guidance (May 2021) V4 = RAC 7-06-2022
Review Date:	June 2024