



# **Staffordshire University Academies Trust**

## **Health, Safety and Wellbeing Policy Statement 2025**

<b>Last reviewed</b>	July 2025
<b>Reviewed by</b>	Operations Director
<b>Approved by</b>	Trust Board
<b>Date of approval</b>	July 2025
<b>Policy owner</b>	Operations Director
<b>Location</b>	Website

Every Academy must have a Health, Safety and Wellbeing Policy in place which complies with the Health and Safety at Work Act 1974, which is updated at least annually, or upon any changes to the roles, responsibilities, practices or procedures. The Trust is responsible for reviewing the policy template annually in the summer term, academies are responsible for tailoring the policy template to their setting.

Tailored policies should be developed by the Head Teacher, Senior Leadership Team, Premises Manager and H&S Coordinator, in conjunction with staff. The tailored policy should be shared with and approved by the LAC during the autumn term, annually, and thereafter shall be monitored by the SLT and LAC.

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (the day to day management of Health and Safety) are the responsibility of the Head Teacher and senior leadership team, as monitored by the LAC.

Academies must appoint one or more competent people to support their management of health and safety. A competent person is someone with the necessary skills, knowledge, and experience to give sensible guidance about managing the health and safety risks at their setting. This may be one or more of its employees or an external provider.

All academies have health and safety responsibilities as the occupier of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time and for any reason.

The health and safety management standards deployed by the academies and Trust aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school visits.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe Academy buildings and grounds, and safe equipment.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help on SUAT premises.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- Take proactive measures to prevent accidents and incidents of a dangerous nature, which could be hazardous to health.

## **Roles and Responsibilities within each Academy**

The **Local Academy Council** will:

- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Monitor plant, equipment and systems of work to ensure that they are safe.
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe.
- Ensure that the premises is maintained in a condition that is safe and without significant risk. This includes the health and safety of people on the premises or taking part in educational activities off site.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.

- Review and monitor the effectiveness of this policy.
- Provide a Link LAC member for Health and Safety.

The **Principal/Head Teacher** is responsible for the day to day running of the Academy.  
They will:

- Promote a positive, open health and safety culture in their Academy.
- Report to LAC members on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that staff and others occupying the premises adhere to health and safety policies, procedures and risk assessments.
- Ensure that risk management documentation is appropriate, accurate and adequate.
- Ensure that risk assessments are reviewed at least on an annual basis.
- Ensure that staff have access to appropriate training.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
- Ensure that non-employees are not adversely affected by Academy activities.

**Senior Leaders** within the Academy will support the Principal/Head Teacher in their role.  
They will:

- Ensure risk assessments are accurate, suitable and reviewed at least annually.
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for their Academy.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager.
- Ensure that non employees are not adversely affected by Academy activities.

The **Premises Manager (or the member/s of staff assigned to that role)** is responsible for day-to-day operations and maintenance of buildings, grounds and equipment. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.

- Ensure that all cleaning and catering staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm and other such internal statutory compliance checks, to the required frequency.
- Ensure all contractors are 'inducted' and provided with the relevant risk assessments, asbestos records, hazard exchange form, hot works permits and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.
- Adhere to risk assessments, COSHH assessments and safe working practices.
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Senior Leadership Team.

**Heads of Curriculum/Department Leads** will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

**Teachers** will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

**All Academy Staff** will:

- Read the Health and Safety Policy and Health and Safety Policy Statement annually or upon changes to the documentation.
- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise students/pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure (which is a separate document).
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures.
- Ensure that non-employees are not adversely affected by Academy activities.

In accordance with the academy rules and procedures on discipline, **pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Inform a member of staff if they see something that they think is unsafe or if they feel unsafe.

### **Employer responsibilities**

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974. The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- All places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health; this includes the health and safety of persons on the premises or taking part in educational activities elsewhere.
- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- A healthy working environment is maintained including adequate welfare facilities.

On behalf of the Trust Board SUAT's Operations Director will:

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit, where necessary, to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues
- Provide health and safety policies and procedures
- Give strategic guidance, monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the premises is maintained in a condition that is safe and without significant risk to health. This includes to health and safety of people on the premises or taking part in educational activities off site

### **Health and Safety Key Performance Indicators (KPI's)**

It is important that SUAT's academy leaders, Local Academy Council members and managers can monitor the health and safety performance of their academy in order to determine where progress is being made and where further actions and resources may be

required.

### Key Performance Indicators

<b>KPI</b>	<b>Measure</b>	<b>Actions</b>	<b>Timescale</b>
All Academies have external audit results of level four and above.	<p>External audits produce a result of a level four or above at each Academy's next external audit.</p> <p>Each of the ten audit areas to achieve a level four as a minimum.</p>	<ul style="list-style-type: none"> <li>• Annual visit to review H&amp;S practice</li> <li>• Support to prepare for audits, ensuring Academy access to audit criteria</li> <li>• Ensuring access to H&amp;S templates and information on Teams</li> <li>• Maintain SUAT H&amp;S Policies</li> <li>• Centralised document sharing for verification</li> </ul>	At each Academy's next audit.
All Academies have a live Team Stress Risk Assessment.	<p>The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months.</p> <p>There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.</p> <p>There is evidence of staff consultation regarding the control measures.</p>	<ul style="list-style-type: none"> <li>• Access to team stress risk assessment template and guidance regarding its completion.</li> <li>• Access to survey templates and information.</li> <li>• Access to the HSE stress indicator tool and guidance.</li> <li>• Team stress risk assessments to be shared via Teams.</li> </ul>	Annual
All Academies evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice reviews.	<p>Academies use the MRDP evaluation and checklist to review health and safety performance in the autumn term.</p> <p>The MRDP is shared with the Trust central team by 31<sup>st</sup> December annually. Common themes and actions are identified.</p> <p>Actions identified through the MRDP are undertaken and are</p>	<ul style="list-style-type: none"> <li>• Access to the MRDP template and action plan.</li> <li>• Review the Health and Safety Policy template annually.</li> <li>• Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt.</li> <li>• Risk assessment registers are used</li> </ul>	December 2025

	<p>recorded in the MRDP action plan. Actions identified are completed by the end of the summer term of progress towards completing the action is documented.</p> <p>Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1<sup>st</sup> September and shared with staff. There is written evidence of staff receiving and reading the policy.</p>	<p>for tracking and to avoid review lapses.</p> <ul style="list-style-type: none"> <li>• Example risk assessments accessible via the SLN and Teams.</li> <li>• Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities.</li> <li>• COSHH assessments are in place for all hazardous substances.</li> <li>• Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews.</li> <li>• Internal reviews.</li> <li>• External audit.</li> </ul>	
<p>There is a managed statutory compliance regime in place for each premises, assets are managed and all defects are addressed within the designated time scale.</p>	<p>There are no defects outstanding beyond the designated time periods for action.</p> <p>All statutory compliance and planned preventative maintenance (both contracted and managed internally) is undertaken to the required timescales.</p>	<ul style="list-style-type: none"> <li>• Health and Safety and Premises Planner is used to document actions and plans in relation to statutory compliance regimes.</li> <li>• Certificates from inspections are retained on file locally and are uploaded to the Trust Teams platform.</li> <li>• Actions taken to address defects are maintained on</li> </ul>	Ongoing

		<ul style="list-style-type: none"> <li>record.</li> <li>Each Academy has an asset register which details which assets must be maintained.</li> <li>Maintain statutory compliance SLA.</li> <li>Maintain insurance Engineering Inspections.</li> <li>Internal audits.</li> <li>External audits.</li> <li>Centralised system for data collation, monitoring and reporting.</li> </ul>	
<p>Every contractor working on site receives the required safety information from their employer and the Academy.</p> <p>Contractor accidents and incidents are minimised.</p>	<p>Contractor accidents are minimised and minor if they occur.</p> <p>Documentation which is appropriate to the projects or works taking place on site is completed for every occasion where there is a contractor or contractors working on site.</p> <p>Only contractors which are appropriately trained, certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites.</p>	<ul style="list-style-type: none"> <li>Access to contractor management information and templates.</li> <li>Annual update of the Contractor and Asbestos Management policies.</li> <li>Internal audits.</li> <li>External audits.</li> <li>Obtain contractor risk assessments and method statements as a minimum.</li> <li>Contractor vetting is undertaken.</li> </ul> <p>As a minimum, the documentation completed will include:</p> <ul style="list-style-type: none"> <li>Completion of the hazard exchange form with a signature from all contractors working on site</li> <li>A review of the asbestos register with all contractors working on site required to sign the declaration</li> <li>Intrusive works</li> </ul>	Ongoing Annual review



		<p>shall be subject to an intrusive works form and consultation with the Asbestos Management Team</p> <p>Necessary surveys shall be undertaken for example, R&amp;D, structural, underground services.</p>	
There is an adequate training programme in place for all employees.	<p>Mandatory training does not lapse.</p> <p>Training requirements are met and continually reviewed.</p> <p>Each Academy ensures that staff are trained appropriately to fulfil their duties.</p>	<ul style="list-style-type: none"> <li>• Training is recorded and monitored via a training matrix.</li> <li>• Staff training certificates are retained on personnel files.</li> <li>• Training needs are identified on induction of new staff, changes in roles and responsibilities and training is arranged.</li> <li>• Training needs analysis identifies training needs.</li> <li>• Training matrix uploaded to the Trust Teams platform.</li> </ul>	Ongoing Annual review
There are robust business continuity plans in place across the Trust.	<p>Each Academy has a Business Continuity Plan which is updated for September annually.</p> <p>Each Academy has a Cyber Response Plan which is updated for September annually.</p> <p>Both plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Each Academy undertakes a desktop exercise to 'test' the</p>	<ul style="list-style-type: none"> <li>• The business continuity plan template is reviewed annually.</li> <li>• Academies undertake a desktop BCP exercise annually.</li> <li>• The cyber response plan template is reviewed annually.</li> <li>• Upload both documents to the Trust Teams platform.</li> <li>• Procedures are tested where</li> </ul>	September 2025

	actions that they would take in the event of an emergency.	possible e.g. fire evacuation, bomb threat evacuation, lock down. <ul style="list-style-type: none"> <li>• Internal review.</li> <li>• External audit.</li> </ul>	
Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval on Evolve prior to the visit departing.	<p>Educational visit risk management information and documentation is robust and is shared with all parties attending the visit and points of contact at base for all visits.</p> <p>There is evidence that all visits are approved on Evolve before departure.</p> <p>There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval.</p> <p>Visits are evaluated.</p> <p>Accidents and incidents during visits are minimised and minor if they occur.</p>	<ul style="list-style-type: none"> <li>• No visit departs without the appropriate level of approval in Evolve.</li> <li>• Visits which do not take place are removed from Evolve.</li> <li>• Annual sampling.</li> <li>• Visit evaluation takes place in a timely manner.</li> <li>• Documents which are detailed as required on Evolve are uploaded for every visit.</li> <li>• Visit risk management documents are reviewed.</li> </ul>	Ongoing. Annual review.